



## Land Use Application Fee Requirements

(Effective January 2024)

For questions about land use application fees, contact us using one of the options on our [Send Us a Question](#) webpage.

### Fee Structure for Land Use Fees / Paying Fees

**Hourly Fee:** The Hourly fee for Land Use review is \$439.00. An hourly rate of \$439.00 shall be charged for each hour of review time in excess of the hours included in the minimum review fee. Pre-submittal Conferences have a minimum initial fee of \$878.00 (for 2 hours of meeting and review time). Additional pre-submittal hours will be billed at the hourly rate.

Master Use Permit applications are reviewed on an hourly basis. The minimum fee paid at application covers basic review of the proposal. Some proposals, due to complexity, quality of submittal material, or public controversy, may require **additional hours**. This time will be billed at the hourly rate. Some charges, such as general processing, are not billed hourly and are part of your initial payment. Additional explanation regarding what activities are associated with hourly charges is discussed further in this document.

The most common application types are found in the table on page 3 of this document. For Land Use Application types not listed, please review the **2024 Fee Subtitle Chapter 22.900C**, "Land Use Fees".

- **Land Use Intake Fee:** This fee is charged for each scheduled intake appointments for land use reviews.
- **Public Notice Fees:** Notice Fees are collected at the land use intake appointment. Please refer to the table on the attached sheet for applicable notice fees based on application type.
- **Minimum Land Use Review Fee:** For **most** application types, the minimum land use review fee is \$4,390.00 for 10 hours of review time. **The Land Use Minimum Review Fee, Public Notice Fee, Land Use Intake fee, and outstanding hourly fees that may apply are all due at intake.**

### Technology Fee

A technology fee will be applied in addition to all fees or charges required in the amount of 5% of all fees or charges required.

### Master Use Permit Activities Associated With Hourly Charges

For your information, below is a list of tasks for which your land use reviewer will charge an hourly fee. Please talk with your Land Use Planner if you have questions about fees for your project.

- Site visits
- Research
- Zoning review
- Pre-submittal assistance
- Review of file application materials in preparation for written analysis and decision
- Corrected plan review (time and number dependent on quality and completeness of application materials)
- Land Use review on Building Permits
- Phone calls with neighbors
- Phone calls with project contact person, owner, and architect
- Meetings with neighbors
- Meetings with applicant, contact person, owner, architect
- Coordination and/or meeting with other City departments (Seattle Transportation, City Light, DON, SPU, etc.)
- Coordination and/or meeting with State agencies (DOE, Fish & Wildlife, etc.)
- Coordination and/or meeting with other SDCI reviewers (Geotech, wetlands, etc.)
- Presentation/discussion of project issues at team meetings, code interpretation meetings
- Design review public meetings
- Preparation of Design Guidelines and Recommendations
- Work with in-house Design team
- Drafting land use decisions
- Review of decision by supervisor
- Edits of decision for publication
- Reviewing project after published decision to assure conditions are met and plans reflect final design (for projects subject to Design Review)
- Preparation for appeal hearings
- Appeal hearings
- Demolition, TRAO coordination
- Final review of MUP issuance

## 2024 Land Use Intake Fees

Application Type	Form Required	LU min	Hrs covered by min	Intake Fee	Add'l Fee <sup>2</sup>	Public Notice Fee	Fee Total Due At Intake
Administrative Conditional Use <sup>1</sup>	TIP 211A/B	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
Council / TYPE IV & V Approvals <sup>5</sup>		\$8,780.00	20	\$257.00		\$1,379.10	
<b>EARLY DESIGN GUIDANCE</b>							
Administrative	TIP238	\$4,390.00	10	\$257.00		\$673.35	\$5,320.35
Streamlined	TIP 238B	\$4,390.00	10	\$257.00		\$673.35	\$5,320.35
Design Review Full (MUP)*	TIP 238	\$8,780.00	20	\$257.00		\$1,243.25	\$10,280.25
Design Review Admin (MUP)	TIP 238	\$4,390.00	10	\$257.00		\$923.35	\$5,570.35
<b>ECA</b>							
ECA Cluster Housing ACU	TIP 329	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
ECA Exception	TIP 328	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
ECA Variance	TIP 330	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
Full Subdivision		\$4,390.00	10	\$257.00	\$192.75	\$1,180.35	\$6,020.10
Lot Boundary Adjustment	None	\$2,195.00	5	\$257.00	\$192.75	\$0.00	\$2,644.75
PUDA Minor Amendment		\$878.00	2	\$257.00		\$673.35	\$1,808.35
Rezone	TIP 228	\$8,780.00	20	\$257.00		\$1,180.35	\$10,217.35
<b>SEPA REVIEW</b>							
Early Review DNS	SEPA Checklist	\$4,390.00	10	\$257.00		\$923.35	\$5,570.35
DS & EIS		\$4,390.00	10	\$257.00		\$923.35	\$5,570.35
ECA Tree & Vegetation Restoration <sup>3</sup>	TIP 331	\$878.00	2	\$257.00		\$0.00	\$1,135.00
EIS Addenda & SEIS		\$4,390.00	10	\$257.00		\$923.35	\$5,570.35
<b>RENEWAL &amp; EXTENSION</b>							
Renewal	TIP 224A	\$878.00	2	\$257.00		\$0.00	\$1,135.00
Shoreline Extension	TIP 224A	\$439.00	1	\$257.00		\$0.00	\$696.00
<b>REVISIONS <sup>4</sup></b>							
Minor MUP Revision	TIP 224B	\$439.00	1	\$257.00		\$0.00	\$696.00
Shoreline Revision	TIP 224B	\$878.00	2	\$257.00		\$0.00	\$1,135.00
Shoreline Exemption	TIP 209A	\$439.00	1	\$257.00		\$0.00	\$696.00
<b>Shoreline</b>							
Shoreline Substantial Dev	TIP 209	\$4,390.00	10	\$257.00		\$923.35	\$5,570.35
Shoreline Variance/CU	TIP 209	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
Short Plat/Unit Lot Subdivision		\$4,390.00	10	\$257.00	\$192.75	\$1,180.35	\$6,020.10
Special Exceptions		\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
Temporary Use (>4 weeks)		\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35
Variance (see note 6)	TIP 210	\$4,390.00	10	\$257.00		\$1,180.35	\$5,827.35

**FOR FEES NOT LISTED ON THIS SHEET SEE 2024 FEE SUBTITLE TABLE C-1.**

**\*Notes:** An hourly rate of **\$439.00** shall be charged for each hour of review time in excess of the hours included in the minimum review fees shown above. **ALL hourly fees accrued prior to intake**, are due at intake.

**A technology fee will be applied in addition to all fees or charges required in the amount of 5% of all fees or charges required.**

1. **Fee exception:** Admin Conditional Use, or Admin Conditional Use with a Variance is \$2,195.00 for the first 20 hours for specific institutions (See Table C-1 of the Fee Ordinance 22.900C.010).
2. Additional fee: \$64.25 Ordinance Review and \$128.50 Drainage Review for a total of \$192.75
3. **Fee exception:** Reduced SEPA fee of \$788.00 applies to re-vegetation in ECA with over 1,500 sq.ft. of coverage. 22.900C.010 Table C-1 Item 38.
4. Major revisions are considered new applications. Application fees by application/ land use component type apply.
5. For TYP IV and V applications, mailed notice is provided both for the application and the Hearing Examiner's hearing.
6. **Fee Exception:** Variances for community centers, adult care centers, private schools, religious facilities, public and private libraries in Single Family and Multi-Family zones \$2,150.00 for first 20 hours (See Table C-1 for 22.900C.010)