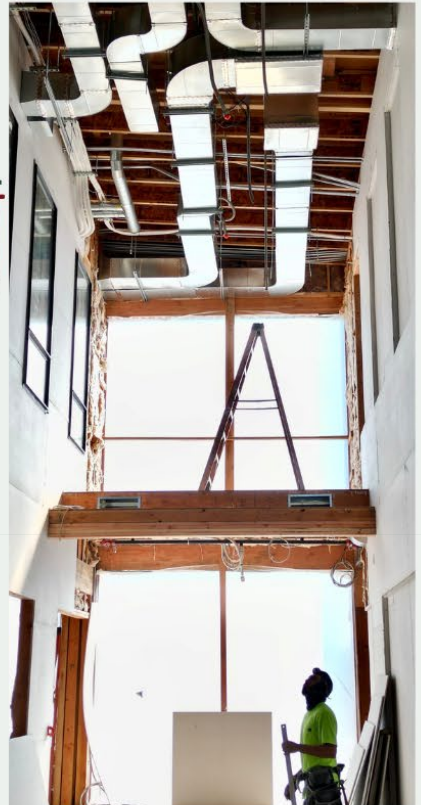


# Master Fee Schedule



Celebrating 125 Years  
**CARLTON** INC. 1899  
A GREAT LITTLE TOWN



July 1, 2024

City of Carlton

# Fee Schedule

Description	Fee
<b>Administration-General</b>	
Bound Documents	Actual Cost
Business License - Annual Renewal	\$50.00
Business License - Initial Application	\$100.00
Business License – Non-Profit	\$50.00 (Includes use of Civic Center Community Room)
Business License Past Due	\$10.00 per day up to \$300.00
Business License Temporary	\$25.00
Business License Transfer or Assign	\$50.00
Color Copy of Zone Map	\$6.00 per map
Copies-Black/White 11 by 17	\$1.00 per page
Copies-Black/White 8 ½ by 14	\$0.75 per page
Copies-Black/White 8 ½ by 11	\$0.50 per page
Copies-Color 11 by 17	\$1.50 per page
Copies-Color 8 ½ by 14	\$1.15 per page
Copies-Color 8 ½ by 11	\$0.75 per page
Electronic Documents Sent by Email/FTP	UP to 10 MB and 10 files no charges over 10 MB and 10 files \$15.00
Faxes	\$1.00 per page (Any documents faxed become part of public record and must be retained according to Oregon State regulations)
Liquor License Application - New	\$100.00
Liquor License - Change of Ownership	\$75.00
Liquor License - Renewal	\$35.00
Liquor License - Special Event	\$35.00
Maps and Other Nonstandard Sized Docs	Actual Cost
Printed copy of any City Code	\$20.00
Scanned Copies to PDF to 11x17	\$1.50 per page
Scanned Large Copies to PDF	Actual Cost
<b>Civic Center</b>	
<b>Rental Fees</b>	
	All rentals are a 3 hour minimum
Community Room Entry/Hall Group 1	\$60.00 per hour *minimum of \$175.00
Community Room Entry/Hall Group 2	\$120.00 per hour *minimum of \$350.00

Kitchen Use Fee	\$75.00/3-hour minimum *\$25.00 Each additional hour
<b>Deposits and Fees</b>	
Key Deposit	\$20.00
Kitchen Deposit	\$75.00
Security Deposit	\$250.00
Alcohol Use Fee	\$125.00/3-hour minimum
Police Fee	\$60.00 per hour
Staff Fee	\$60.00 per hour
<b>Equipment Fees</b>	In addition to deposit and room use fees
AV Equipment	\$50.00
Chairs	\$25.00
Tables	\$25.00
<b>Cancellation Service Charge</b>	\$120.00
<b>Municipal Court</b>	
DMV Suspension	\$15.00
Fail to Appear for Trial Fee	\$35.00
Fail to Appear for Arraignment Fee	\$10.00
Returned Check Fee	\$25.00
State Presumptive Class A	\$440.00
State Presumptive Class B	\$265.00
State Presumptive Class C	\$165.00
State Presumptive Class D	\$115.00
Traffic School Class A	NA
Traffic School Class B	\$150.00
Traffic School Class C	\$100.00
Traffic School Class D	\$75.00
Trial Fee	\$35.00
<b>Parks</b>	
Whole park rentals require submission of Special Event Handbook	
<b>Hawn Creek Park</b>	
Shelter	\$50.00
<b>Ladd Park</b>	
Whole Park – Non-resident	\$350.00
Whole Park – Resident and Non-Profit	\$175.00
<b>Wennerberg Park</b>	
Shelter 1 and 2	\$50.00

Shelter 3	\$75.00
Whole Park – Non-resident	\$350.00
Whole Park – Resident and Non-Profit	\$175.00
<b>Permits</b>	
Mail Box Permit	\$25.00
Right of Way Permit	\$250.00
Truck Parking Permit	\$12.50 /6 month or \$25.00 per year
<b>Planning</b>	
Note: Planning fees are an estimate of the costs necessary to process land use applications. Applicants pay the actual costs of staff time necessary to process respective applications. Staff time includes but is not limited to, preparation of required public notices, staff reports and decisions, and is inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. A Land Use Fee Acknowledgment form, and payment of Land Use Planning fees, are required at the time of application(s) submittal.	
Annexations	\$1,500.00
Appeals	\$250.00 (state law applies)
Building / Zoning Confirmation Request	\$100.00
Code Interpretation	\$500.00
Comprehensive Plan Amendment / Zone Change	\$1,500.00
Conditions of Approval Modification	\$500.00
Contracted Service Provider Fees	Assessed at provider's contracted hourly rate.
Determination of Legal Lot Fee	\$250.00
Flood Plain Permit	\$500.00
Home Occupations-Planning Commission Review	\$400.00
Home Occupations-Staff Review	\$200.00
Land Use Determination	\$500.00
Lot Line Adjustment / Consolidation	\$500.00
Major Conditional Use Permit – All Zones	\$1,000.00
Minor Conditional Use Permit – All Zones or amendments to conditional use	\$1,000.00
Major Site Development Review	\$1,000.00
Minor Site Development Review	\$500.00
Major Variance (Includes Sign Variances)	\$1,000.00

Minor Variance	\$500.00
Non-Conforming Use Determination- Planning Commission Review	\$1,000.00
Non-Conforming Use Determination- Staff Review	\$200.00
Partition / Replat	\$1,000.00
Plan Review Fee (pre-platted subdivision and infill lots)	\$400.00
Planned Unit Development (PUD) and amendments	\$2,000.00 + \$20.00 per lot
Pre-Application Conference	\$500.00
Request for Land Use Approval Extension	\$100.00
Sign Permit-Commercial/Industrial Zones-Planning Commission Review	\$250.00
Sign Permit-Non Commercial/Industrial Zones-Staff Review	\$250.00
Similar Use Determination	\$400.00
Street Vacations	\$1,325.00
Subdivision	\$2,000.00 + \$20.00 per lot
Vacation Rental Dwelling-Staff Review	\$500.00
<b>Police</b>	
Police Report	\$15.00 (Non-refundable even if no record exists. Additional research fees may apply)
Towed Vehicle Administrative Fee	\$100.00
<b>Pool</b>	
Daily Fee Adult 18 and older	\$5.00
Daily Fee Children	\$3.00
Daily Fee Seniors 65 and older	\$3.00
Child Pass In-District (Carlton Address)	\$70.00
Child Pass Out-of-District (Non- Carlton Address)	\$85.00
Seniors 65 and older Pass In-District (Carlton Address)	\$60.00

Seniors 65 and older Pass Out-of-District (Non-Carlton Address)	\$80.00
Family Pass In-District (Carlton Address)	\$120.00 4 people included \$10 for each additional member
Family Pass Out-of-District (Non-Carlton Address)	\$145.00 4 people included \$15 for each additional member
Pool Reservations	\$175.00 per 1.25 hours - max 75 guests
Pool Reservations Out-of-District Fee	\$200.00 per 1.25 hours - max 75 guests
Swim Lessons In-District (Carlton Address)	\$83.00
Swim Lessons Out-of-District (Non-Carlton Address)	\$100.00
Additional Activities and Programs	Prices assessed as staffing and scheduling allows
<b>Public Record Request</b>	
Initial Police Records Request	\$15.00 (Non-refundable even if no record exists. Additional research fee may apply)
Public Records Request Digital File	\$15.00 per CD/DVD or Flash Drive
Research Fee - City Staff	\$40.00 per hour (First 30 minutes is free. Charged in 30-minute increments thereafter.)
Research Fee - Contracted Service Provider	Assessed at provider's contracted hourly rate.
Document fees	per-page fee may apply (See <b>Administration-General</b> for paper copy fees.)
Postage	Actual Cost
<b>SDC System Development Charges</b>	
Park System Development Charge	\$2,341.00 per service
Sewer System Development Charge	\$9,652.00 per service
Sewer Utility Connection Fee	\$200.00 per service
Stormwater System Development	\$2,508.00 per service
Transportation System Development	\$4,601.00 per service
Water System Development Charge	\$9,552.00 per service
Water Utility Connection Fee	\$650.00 per service
<b>Total SDCs</b>	<b>\$29,504.00 w/connection fees</b> Based on the installation of a 5/8-1" meter. Charges vary depending on meter size and property use. Please contact City Hall for details on fees.

Utility Billing	
Hydrant Hook Up	\$340.00 deposit (\$90.00 non-refundable) Monthly usage charge of \$68.46 Consumption charge of \$6.22 per 100cf
Late Fee	\$5.00
Meter Lock- Disconnection/Reconnection	\$45.00
Meter Tampering Fee	\$300.00 *Additional fees may apply
Returned Check Fee	\$25.00
Sewer Utility	\$68.63 base rate plus cubic feet (cf) usage Usage \$7.91 per 100cf, based on 3-month winter averaging
Shut Off Notice Fee	\$10.00
Unauthorized Connection Fee	\$300.00 *Additional fees may apply
Water Deposit	\$200.00
Water Utility (Inside City Limits)	\$62.81 base rate** plus cubic feet (cf) usage*** *** \$4.04 per 100cf 0-500, \$5.85 per 100cf over 500cf
Water Utility (Outside City Limits)	\$94.22 base rate** plus cubic feet (cf) usage*** *** \$6.08 per 100cf 0-500, \$8.77 per 100cf over 500cf

\*Per Resolution #81 - The City departments are authorized to charge the responsible party for personnel, equipment, vehicles, materials, supplies and overhead for services provided by the City of Carlton to repair or maintain city utility lines, mains, service lines, water meters, water meter boxes or other utility property that has been destroyed or damaged.

\*\* Base rate is based on the installation of a 5/8-1" Meter. Base rate charges increase with meter size. Contact City Hall for more information.