

CITY OF LOWELL, OREGON

Resolution No 879

A Resolution Updating a Master Fee Schedule and Rescinding Resolution 859

WHEREAS: In accordance with Ordinance 228, fees charged by the City for permits and services are to be reviewed periodically for adequacy. The City of Lowell updated the fee schedule in June 2025 and will update annually as part of the budget process.

WHEREAS: This resolution rescinds Resolution 859.

BE IT RESOLVED: The Master Fee Schedule attached hereto and incorporated herein by reference be established.

Adopted by the City Council of the City of Lowell this 16th Day of June 2026.

Ayes 5 Nays 0

Approved: Maureen M. Weathers
Maureen M. Weathers, Mayor

Attest: Max Baker
Max Baker, City Recorder

CITY OF LOWELL
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
1 General Services		
a. Administrative Services		
1 Notary Services - Per Document, oath or affirmation	10.00	
2 Lien Search Fees - Per Tax Lot	25.00	
3 Returned Check Fee	35.00	
4 Collections Fee - Added to all accounts sent to a collections agent	25% of Account Balance	
5 Public Records - Research Fee, billed in 15 minute increments	See Section 2	
<i>*Any public record requiring more than 15 minutes to produce will be billed a public records research fee at the applicable staff rate outlined in section 2 of this fee schedule billed to the nearest 15 minute increment.</i>		
b. Printing & Copies - All copies including copies for public records		
1 Letter & Legal Size - Black & White, Per Page	0.20	
2 Letter & Legal Size - Color, Per Page	0.75	
3 11 x 17 - Black & White, Per Page	0.50	
4 11 x 17 - Color, Per Page	1.00	
5 Copy of Public Record Request over 11 x 17	Cost plus 10%	
6 Copies of Public Records - CD	10.00	
7 Copies of Public Record - Meetings	10.00	
<i>*Printing costs apply to any printing of emailed documents</i>		
<i>**Public Records Research fees are billed separately - See section 1</i>		
8 Laminating	1.50	Per sheet
2 Staff Time and Equipment		
a. Staff Time		
1 City Administrator	100.00	Per hour
2 Public Works Staff	60.00	Per hour
3 Administrative Staff	65.00	Per hour
4 Library Staff	45.00	Per hour
5 Attorney	Actual Cost	
<i>*Public works hours are billed with a 1 hour minimum</i>		
b. Equipment Time		
1 Vehicles & Rolling Stock	67.00	Per hour
2 Other Equipment (Mowers, Trimmers, Pumps, etc.)	31.00	Per hour
3 Equipment Rented by City Staff	Cost plus 10%	
<i>*Equipment hours are billed with a 1 hour minimum</i>		
3 Municipal Court		
a. Court Fine Payment Plan - Per Citation	25.00	
b. Diversion Fee - Per Offense	150.00	
c. Fine Amounts	See LMC 5.001	
4 Code Enforcement		
a. Animal Licenses	See LMC 5.206	
b. Code Violations	See LMC 5.001	

CITY OF LOWELL
MASTER FEE SCHEDULE

	Fee	Unit/ Comment
5 Library		
a. Membership		
1 Within Municipal City Limits	Free	
2 Outside Municipal City Limits - Annually	-	Household
b. Library Cards		
1 First Time - Original Membership - All Members (One Time Fee)	5.00	
2 Replacement Cards - All Members - Per Card	3.00	
c. Fees & Fines		
2 Lost or Damaged Books	Cost or like replacement	
3 Lost or Damaged Electronic Media	Cost or like replacement	
6 Utility Fees and Charges		
a. Utility Deposit		
1 Residential Single Family Dwelling - 3/4" Meter	250.00	
2 Residential Single Family Dwelling - Greater than 3/4" Meter	2 x Average Monthly Bill	
2 Multi-Family Dwelling Units	300.00 + 20.00 Per Unit	
3 Master Metered Residential Parks	300.00 + 20.00 Per Unit	
4 Commercial & Industrial	2 x Average Monthly Bill	
<i>*All billing calculations are based on the individual location history. If no billing history exists, then the deposit shall be 2 times the estimated monthly usage billed at the current rate.</i>		
<i>**All average and estimated billing calculations will be rounded to the nearest \$50 increment</i>		
b. Water Service Connection Fees	Meter Size:	3/4" 1" 2"
1 Backflow Device Inspection	45.00	55.00 65.00
2 Water Meter (only)	555.00	805.00 2,155.00
3 Meter Box & Lid (only)	165.00	165.00 780.00
4 Tap (only)	310.00	425.00 610.00
5 Tap & Water Meter	865.00	1,230.00 2,765.00
6 City Constructed, No Street Cut	1,265.00	1,705.00 4,005.00
7 City Constructed, With Street Cut	2,965.00	3,405.00 5,705.00
<i>*All fees for city constructed improvements include up to 25' of service line. If more than 25' of service line is required, materials will be calculated at cost plus 10%</i>		
<i>**Fees for meters larger than 2" will be calculated at cost plus 10%</i>		
c. Sewer Service Connection Fees		
<i>All Sewer Connections are Developer Constructed</i>		
1 Connection Inspection - Tap Required	250.00	
2 Connection Inspection - No Tap Required	Plumbing Permit Required	
3 Sewer Disconnect Inspection	300.00	
d. Fees & Penalties		
1 Payment Plan	25.00	
2 Delinquent Account Fee	10.00	
3 Door Hanger Fee	15.00	
4 Shut off Fee	25.00	
5 Return to Service	50.00	
<i>*All fees & penalties are per occurrence</i>		

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		Fee	Unit/ Comment
7 Permits			
a. Special Events & Public Benefit Permit Application - Non refundable		250.00	
b. Camping Permits			
1 Camping/RV Occupancy Permit - Private Property		35.00	Each
2 Camping/RV Occupancy Permit - Public Property		15.00	Per day
c. Right of Way Permits - All Right-of-way Permits are Per Occurrence			
1 Temporary Right-of-way Use - 30 days or less		75.00	
2 Long Term Right-of-way Use - Over 30 days		175.00	
3 Right-of-way License		300.00	
4 Right-of-way Excavation Permit - No Street Cut		500.00	
5 Right-of-way Excavation Permit - Street Cut Required		750.00	
6 Driveway Permit - With or Without Building Permit		500.00	Per apron
7 Plan Review/Inspection for all public & private improvements not covered elsewhere by fees		Cost plus 10%	
d. Mobile Food Vendor Application Fee - Non refundable		50.00	Annually
8 Land Use & Development Permits	Application		
a. Amendments	Type		
1 Text Amendments	4	1,500.00	
2 UGB Expansion Request	4	4,000.00	
3 Zone Change/ Map Amendments	4	4,000.00	
b. Annexation			
1 Annexation	4	3,500.00	
			<i>*Plus actual attorney and election cost if applicable</i>
c. Appeal			
1 Appeal of Staff Decision to Planning Commission	3	500.00	
2 Appeal of Planning Commission Decision to City Council	4	2,500.00	
3 Appeal, LUBA Remand Hearing	4	4,000.00	
4 Appeal of Civil Penalty	4	500.00	
d. Conditional Use			
1 ADU - Accessory Dwelling Unit	1	450.00	
2 Bed & Breakfast	3	450.00	
2 Cottage Cluster	1	500.00	Plus \$150 per unit
3 Home Occupation - Type I	1	50.00	
4 Home Occupation - Type III	3	250.00	
5 Manufactured Dwelling Parks	3	750.00	Plus \$150 per unit
6 Multi Family & Residential Care Facilities	3	750.00	Plus \$150 per unit
7 Residential Care Home	3	750.00	
8 All Other	3	500.00	
e. Fences & Screening			
1 Fence or Perimeter Screening	1	25.00	
			<i>*Permit required when not otherwise included with a land use permit.</i>
f. Land Division			
1 Lot Consolidation	1	350.00	
2 Lot Line Adjustment	1	350.00	
3 Subdivision/Partition - Tentative Plan	3	2,500.00	Plus \$200 per lot
4 Subdivision/Partition - Minor Modification	1	500.00	
5 Subdivision/Partition - Final Plat	1	1,000.00	
6 Subdivision/Partition - Replat	3	1,500.00	Plus \$200 per lot
7 Expedited Land Division	2	2,650.00	
			<i>*Special Standards fees may apply - see section 8 (j)</i>

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		Fee	Unit/ Comment
8 Land Use & Development Permits - Continued	Application		
g. Planned Unit Development	Type		
1 PUD - Planned Unit Development - 0-5 acres	4	3,500.00	*Plus notice fee
2 PUD - Planned Unit Development - each add'l acre	4	500.00	*Plus notice fee
3 PUD - Modification - Minor	1	350.00	*Plus notice fee
4 PUD - Modification - Major	4	750.00	*Plus notice fee
h. Sign Permits			
1 Perimeter Street Sign	1	100.00	
2 Building Sign	1	75.00	
3 Residential Signs for Home Occupation	1	25.00	
4 Replacing Sign fascia, no structural changes	1	30.00	
5 Additional Sign, same application	1	25.00	
6 Portable or Temporary Sign	1	30.00	Annually - each
i. Site Plan			
1 Up to 1,000 sq ft	3	500.00	*Plus notice fee
2 1,001 to 5,000 sq ft	3	750.00	*Plus notice fee
3 5,001 to 10,000 sq ft	3	1,275.00	*Plus notice fee
4 More than 10,000 sq ft	3	1,800.00	*Plus notice fee
<i>*Site plan review within the boundary of the Regulating Plan shall be processed as a type 2 application.</i>			
j. Special Standards			
1 Flood Plain/ Flood Hazard Area	1	450.00	
2 Hillside - Any lot containing Slopes of 15% or greater	3	500.00	Per lot
3 Riparian Area Development	3	450.00	
4 Wetlands Development	3	450.00	
<i>*Special Standards fees are additive to other land use application fees</i>			
k. Temporary Use			
1 Temporary Manufactured Dwelling	2	See Section 8 (i) - Site Plan	
2 Temporary Caretaker, Office or Building Space	2	See Section 8 (i) - Site Plan	
3 Temporary Use, Other	3	500.00	Conditional Use
l. Vacation			
1 Easement	4	1,000.00	*Plus notice fee
2 Public Right-of-Way	4	1,500.00	*Plus notice fee
m. Variance			
1 Variance - Minor	3	450.00	
2 Variance - Major	3	750.00	
3 Variance - Floodplain	1	450.00	See Special Standards
n. Miscellaneous Planning Fees			
1 Code Interpretation	1	300.00	
2 Pre-Application Consultation	1	150.00	
2 Pre-Application Conference (Req'd for all type 3 apps)	1	400.00	Per hour
3 Zoning Verification/ LUCS Statement	1	100.00	
4 Non-Conforming Use	1	375.00	
5 Lot of Record Verification	1	500.00	
6 Notice Fee	N/A	250.00	+ Actual cost over base

***Notice fee is additive and applies to all applications requiring neighborhood notifications outlined in section 9.3*

* Notice Fee - Notices required in section 9.3 of the Lowell Land Development Code where permissible uses of a property are required to be mailed to the owner of each lot that may be affected. Includes the actual costs for all labor, supplies and postage.

