

Master Fee Schedule



July 1, 2023

City of Carlton



Fee Schedule

Description	Fee
Administration-General	
Bound Documents	Actual Cost
Business License Annual Renewal	\$50.00
Business License Initial Application	\$100.00
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 or 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
Municipal Court	
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
Parks	
Hawn Creek Park Shelter	\$50.00
Shelter 1 and 2	\$50.00
Shelter 3	\$75.00
Permits	
Mail Box Permit	\$25.00
Right of Way Permit	\$250.00
Truck Parking Permit	\$12.50 /6 month or \$25.00 per year
Planning	
Adjustment to PUD	Base \$350.00 Deposit \$0.00 Total \$350.00
Annexations	Base \$325.00 Deposit \$1,000.00 Total \$1,325.00
Appeals	Base \$250.00 Deposit \$ 0.00 Total \$250.00
Building Compliance Application	\$100.00
Code Interpretation	Base \$100.00 Deposit \$300.00 Total \$400.00
Comprehensive Plan Amendment/Zone Change	Base \$325.00 Deposit \$1,000.00 Total \$1,325.00
Conditions of Approval Modification	Base \$100.00 Deposit \$300.00 Total \$400.00
Contracted Service Provider Fees	Assessed at provider's contracted hourly rate.
Determination of Legal Lot Fee	Base \$100.00 Deposit \$150.00 Total \$250.00
Flood Plain Permit	Base \$100.00 Deposit \$350.00 Total \$450.00
Home Occupations-Planning Commission Review	Base \$100.00 Deposit \$300.00 Total \$400.00
Home Occupations-Staff Review	Base \$200.00 Deposit \$0.00 Total \$200.00
Land Use Determination	Base \$100.00 Deposit \$350.00 Total \$450.00
Lot Line Adjustment	Base \$350.00 Deposit \$0.00 Total \$350.00
Major Conditional Use Permit – All Zones	Base \$275.00 Deposit \$725.00 Total \$1,000.00

Minor Conditional Use Permit – All Zones or amendments to conditional use	Base \$275.00 Deposit \$ 725.00 Total \$1,000.00
Major Site Development Review	Base \$275.00 Deposit \$725.00 Total \$1,000.00
Minor Site Development Review	Base \$100.00 Deposit \$ 350.00 Total \$450.00
Major Variance (Includes Sign Variances)	Base \$275.00 Deposit \$725.00 Total \$1,000.00
Minor Variance	Base \$350.00 Deposit \$ 0.00 Total \$350.00
Non-Conforming Use Determination-Planning Commission Review	Base \$275.00 Deposit \$725.00 Total \$1,000.00
Non-Conforming Use Determination-Staff Review	Base \$200.00 Deposit \$0.00 Total \$200.00
Partition	Base \$275.00 Deposit \$725.00 Total \$1,000.00
Plan Review Fee (pre-platted subdivision and infill lots)	Base \$125.00 Deposit \$300.00 Total \$400.00
Planned Unit Development (PUD)	Base \$325.00 Deposit \$1,500.00 + \$20.00 per lot
Pre-Application Conference	Base \$150.00 Deposit \$350.00 Total \$500.00
Request for Land Use Approval Extension	Base \$50.00 Deposit \$50.00 Total \$100.00
Sign Permit-Commercial/Industrial Zones-Planning Commission Review	\$100.00
Sign Permit-Non Commercial/Industrial Zones-Staff Review	\$100.00
Similar Use Determination	Base \$125.00 Deposit \$300.00 Total \$400.00
Street Vacations	Base \$325.00 Deposit \$1,000.00 Total \$1,325.00
Subdivision	Base \$350.00 Deposit \$1,500.00 + \$20.00 per lot
Vacation Rental Dwelling-Staff Review	Base \$100.00 Deposit \$250.00 Total \$350.00
Police	
Police Report	\$15.00 (Non-refundable even if no record exists. Additional research fees may apply)
Towed Vehicle Administrative Fee	\$100.00

Pool	
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)	\$50.00
Child Pass Out-of-District (Non-Carlton Address)	\$65.00
Seniors 65 and older Pass In-District (Carlton Address)	\$40.00
Seniors 65 and older Pass Out-of- District (Non-Carlton Address)	\$60.00
Family Pass In-District (Carlton Address)	\$100.00
Family Pass Out-of-District (Non-Carlton Address)	\$125.00
Lap Swim	\$5.00 per day not included in Pass
Pool Reservations	\$150.00 per 1.25 hours - max 75 guests
Pool Reservations Out-of-District Fee	\$25.00
Swim Lessons In-District (Carlton Address)	\$83.00
Swim Lessons Out-of-District (Non-Carlton Address)	\$100.00
Teen Swim	\$2.00 without Summer pass
Parent and Tot Time	\$5.00
Private Lessons	\$25.00 per 30-minute session
Public Record Request	
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 Administration-General for paper copy fees.)
Postage	Actual Cost
SDC System Development Charges	
Park System Development Charge	\$2,269.00 per service
Sewer System Development Charge	\$9,353.00 per service
Sewer Utility Connection Fee	\$200.00 per service
Storm water System Development	\$2,430.00 per service
Transportation System Development	\$4,458.00 per service
Water System Development Charge	\$9,256.00 per service

Water Utility Connection Fee	\$650.00 per service
Total SDCs	\$28,616.00 w/connection fees 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	
Annual Backflow Device Inspection Fee	\$40.00 Assessed to Water/Sewer Utility billing in February of each year
Hydrant Hook Up	\$340.00 deposit (\$90.00 non-refundable) Monthly usage charge of \$66.33 Consumption charge of \$6.03 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	\$64.74 base rate plus cubic feet (cf) usage Usage \$7.46 per 100cf, based on 3-month winter averaging
Shut Off Notice Fee	\$10.00
Unauthorized Connection Fee	\$300.00 *Additional fees may apply
Water Utility (Inside City Limits)	\$60.87 base rate** plus cubic feet (cf) usage*** *** \$3.91 per 100cf 0-500, \$5.67 per 100cf over 500cf
Water Utility (Outside City Limits)	\$91.30 base rate** plus cubic feet (cf) usage*** *** \$5.86 per 100cf 0-500, \$8.50 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.