

**CITY OF POLSON**  
**RESOLUTION 2021-#010**

**A RESOLUTION SETTING FEES FOR THE BUILDING & PLANNING DEPARTMENTS INCLUDING CODE COMPLIANCE, AND THE ADMINISTRATION, COURT, FINANCE, FIRE, POLICE, AND PUBLIC WORKS DEPARTMENTS**

**WHEREAS**, the City Commission has re-codified the ordinances relating to the operations of the Building and Planning Departments including Code Compliance, the Administration, Court, Finance, Fire, Police, and Public Works Departments and has amended the same to provide that fees for services and required fees for applications and permits from these departments will be set by resolution in the City of Polson Schedule of Fees; and,

**WHEREAS**, fees for the Parks and Recreation Department will be set by a separate resolution each fall for the next season; and,

**WHEREAS**, the City of Polson has experienced an increase in the demand for services and the costs of processing applications has increased and the City of Polson Fee Schedule has not had a comprehensive update in several years; and,

**WHEREAS**, the authority for such fees is either granted through the Montana Code Annotated or the Polson Municipal Code; and

**WHEREAS**, this resolution supplements and amends as necessary sections of the Polson Municipal Code and reflects the fees that either remain the same or are increased as set forth in attached Exhibit "A"; and

**WHEREAS**, a public hearing was held on September 8, 2021 by Zoom meeting to hear testimony in support of or in opposition to the proposed increased fees. Notice of the public hearing was published once a week for two consecutive weeks in the Lake County Leader.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POLSON, MONTANA:**

1. The City of Polson shall impose and collect the fees as shown on Exhibit "A" attached hereto for the services rendered by the City of Polson Building and Planning Department including Code Compliance, Administration, Court, Finance, Fire, Police and Public Works Departments.
2. This Resolution shall be effective October 1, 2021. All applications for services made prior to this date shall be charged the fees then in existence.
3. All Resolutions or parts of resolutions in conflict herewith are hereby amended to the extent of any such conflict.

**BE IT, FURTHERMORE, RESOLVED**, that the City Clerk is instructed to file this Resolution in the Book of Resolutions established by this City.

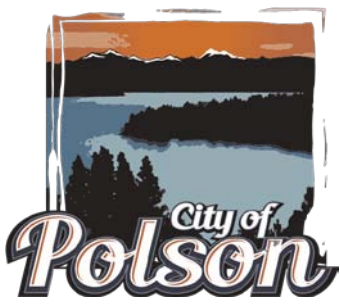
Ayes   4   Nays            Absent   3  

PASSED AND APPROVED THIS   8TH   day of September, 2021.

ATTEST:

\_\_\_\_\_  
Paul Briney, Mayor

\_\_\_\_\_  
Cora E. Pritt, City Clerk



**GENERAL AND ADMINISTRATIVE  
FEE SCHEDULE  
EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE PER CALENDAR YEAR	PRIOR IF DIFFERENT
<b>City Clerk</b>		
Copies:		
8.5 x 11 inches	\$.35/page	
8.5 x 11 inches - duplexed	\$.50/page	
11 x 17 inches	\$.75/page	
11 x 17 - duplexed	\$.90/page	*NEW*
Enlargements	\$2.50/page	
Public Records Request - Research	\$30/hr	
Alcohol Beverage License – Annual renewal		
Beer Only	\$100	
Beer and Wine Only	\$200	
All Beverage	\$225	
All Beverage – nonprofit	\$218.95	
<b>Finance</b>		
Credit Card Surcharge	3% of transaction amount	
<b>City Court</b>		
Court Reports	\$5 plus \$.30/page	
<b>Police</b>		
Accident Report	\$5 plus \$.30/page	
Accident Report - Copy of CD	\$35	
Case Report	\$5 plus \$.30/page	
Case Report – Copy of CD	\$35	
Fingerprint Card	\$15	
Alcohol Catering Permit	\$35	
<b>Fire</b>		
Fire Report – no pictures	\$25	
Fire Report – with pictures	\$35	
Fireworks Retail Permit	\$300	
Fireworks Public Display Permit – must show proof of \$500 Bond and general liability insurance which names the City as an additional insured	No charge	



**PLANNING AND PUBLIC WORKS**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
<b>Annexation</b>		
Annexation Request Commercial	\$100 + \$10/acre	
Annexation Request Residential	\$85	\$50
<b>Zoning</b>		
New Address Fee	\$15/address	
Pre-application Meetings	1 <sup>st</sup> meeting no cost; each additional meeting \$100	
Adjoining Landowners Notification	\$12/address	\$6/address
Residential Zoning Conformance	\$100	
Commercial Zoning Conformance	\$500	
Zoning Conformance Appeal	\$600 plus adjoining landowners notification per address fee	
Zoning Residential Variance Fee	\$250 plus adjoining landowners notification per address fee	
Zoning Commercial Variance Fee	\$500.00 plus adjoining landowners notification per address fee	
Petition for Zoning Text Amendment	\$1,000 plus \$10 per acre plus adjoining landowners notification per address fee	\$500
Petition for Zoning Map Amendment	\$1,000 plus \$10 per acre plus adjoining landowners notification per address fee	
Zoning Maps	\$15	\$7
<b>Special Use</b>		
Permit Pre-Application	\$200	\$150
Special Use Permit (SUP)	\$750 plus adjoining landowners notification per address fee	
<b>Signs</b>		
Sign Application	\$150 + \$0.25/sq ft	
<b>Fences</b>		
Fencing Application	\$50	
<b>Subdivision Review</b>		
Subdivision Pre-application	\$200	\$150



**PLANNING AND PUBLIC WORKS**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
Minor Subdivision Application (Preliminary Plat)	\$1,000 plus \$50/lot plus adjoining landowners notification fee per address	
Major Subdivision Application (Preliminary Plat)	\$1,500 plus \$50/lot plus adjoining landowners notification fee per address	
Amended Preliminary Plat	\$250	\$150
Traffic Impact Report Review	\$450 plus \$100 for each revision	\$400
Subdivision Variance	\$200	\$150
Project Time Extension Application	\$300	\$200
Final Plat Application -Minor Subdivision with approved preliminary plat	\$600 plus \$50.00/lot	\$500 plus \$50/lot
Final Plat Application -Major Subdivision with approved preliminary plat	\$950 plus \$50 per lot	\$850 plus \$50/lot
Subdivision Improvement Agreement	\$300	\$150
Subdivision Exemption Application	\$175	\$150
Townhome Exemption Application	\$550	*NEW*
Examining Land Surveyor Review	\$150	
Preliminary Plat Waiver	\$750 plus \$50/lot	
Final Plat Waiver	\$650 plus \$50/lot	
<b>City Engineer Review</b>		
Plan Review – Water Main Extension	\$275 plus \$30/lot	\$175 plus \$30/lot
Plan Review – Sewer Main Extension	\$275 plus \$30/lot	\$175 plus \$30/lot
Plan Review – Subdivision Stormwater	\$775 plus \$55/lot	
Plan Review – Water Well Improvements	\$775	
Plan Review – Storage Reservoir Improvements	\$625	
Plan Review – Sewage Lift Station Improvements	\$775	
Municipal Facility Exclusion Checklist	\$275	\$175
Runoff Management Plan (for construction on existing lots)	\$325	\$275
Other Plan Review Improvements not listed above	\$150/hr with total hours quoted on a project-by-project basis	
<b>Other Planning Fees</b>		
Preliminary Review of Planned Unit Development (PUD)	\$800	
Final Review PUD	\$500	*NEW*
Wireless Communication facilities	\$1,000	



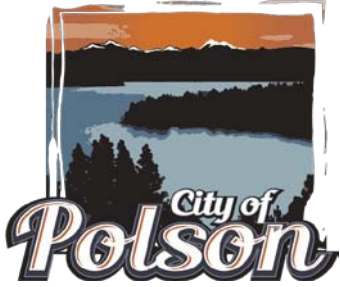
**PLANNING AND PUBLIC WORKS**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
Certificate of Occupancy	\$100	
Change of Use Permit	\$100	
Growth Policy Amendment	\$1,500	
Film & Production Application/permit	\$30	*NEW*
Film & Production Street or Sidewalk Closure	\$60	*NEW*
All After-the-Fact Permits (signs, fences, etc.)	2 times the normal permit fee	
Planning Department Copies (plans, maps, etc.):		
8.5 x 11 inches	\$1.30/page	
11 x 17 inches	\$3/page	
24 x 24 inches	\$11/page	*NEW*
24 x 36 inches	\$16.80/page	*NEW*
36 x 36 inches	\$21/page	*NEW*
36 x 42 inches	\$25/page	*NEW*
Custom Work – Additional Charge	\$35/hr	
<b>Public Works</b>		
Water Tap Fee	\$350	
Sewer Tap Fee	\$350	
Meter Pit Assembly	\$788.37	
Excavation Permit Application Fee	\$50	*NEW*
Excavation Permit Street Right of Way for Water and Sewer	\$250 plus asphalt cut fee*	
Excavation Permit Street Right of Way for Utility mains (water, sewer, storm drain, gas, electric, phone, fiber optic and cable television)	<ul style="list-style-type: none"> <li>• \$150 for 0-50 lineal feet</li> <li>• \$200 for &gt; 50 lineal feet</li> <li>• Cost per lineal foot exceeding 300 feet (trenching) \$1.10/ft</li> <li>• Cost per lineal foot exceeding 300 feet (boring) \$0.50/ft</li> </ul>	
All Other Street Right of Way Permits including repair permits	\$150 plus asphalt cut fee*	
Excavation Investigation Fee for extraordinary investigations	Public Works Director discretion	



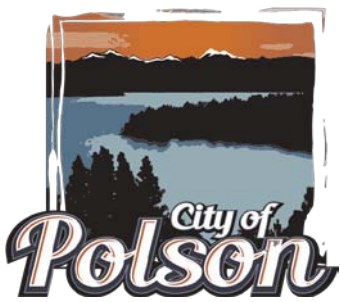
**PLANNING AND PUBLIC WORKS**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE		PRIOR IF DIFFERENT
	Current and Prior Rates		
*Asphalt Cut Assessment rate by age or condition of street:	<i>Arterial</i>	<i>Collector</i>	<i>Local</i>
2 years or less	\$20/sq ft	\$15/sq ft	\$10/sq ft
More than 2 years up to 5 years	\$15/sq ft	\$12/sq ft	\$ 8/sq ft
More than 5 years	\$10/sq ft	\$ 8/sq ft	\$ 4/sq ft
Excellent Condition	\$ 8/sq ft	\$ 4/sq ft	\$ 1/sq/ft
Pavement < 10 years old and/or seal coat is < 5 years old outside the asphalt patch that is damaged during excavation operations	\$ 3/sq ft	\$ 2/sq ft	\$ 1/sq ft
Seal Coat 5 years or older	\$ 3/sq ft	\$ 2/sq ft	\$ 1/sq ft
<b>Impact Fees</b>			
Administration Fee	5% of Total Fee		
Parks:			
Residential Development (per unit) - Single Family Detached	\$1,020		\$1,020 less current discount of 40% = \$612
Residential Development (per unit)- All Other Housing Types	\$806		\$806 less current discount of 40% = \$483.60
Water:			
Residential Development - Single Family Detached	\$3,310		
Residential Development (per dwelling unit) - All Other Housing Types	\$2,617		
Non-residential Development ¾ inch meter	\$3,313		
Non-residential Development 1.0 inch meter	\$5,633		
Non-residential Development 1.5 inch meter	\$10,935		
Non-residential Development 2.0 inch meter	\$17,563		
Non-residential fees for meters larger than two inches will be based on an annualized day demand and the net capital cost per gallon of capacity.			
Sanitary Sewer:			
Residential Development – Single Family Detached	\$1,531		
Residential Development (per dwelling unit) - All Other Housing Types	\$1,210		
Non-residential Development ¾ inch meter	\$1,533		
Non-residential Development 1.0 inch meter	\$2,607		
Non-residential Development 1.5 inch meter	\$5,061		



**PLANNING AND PUBLIC WORKS**  
**FEE SCHEDULE**  
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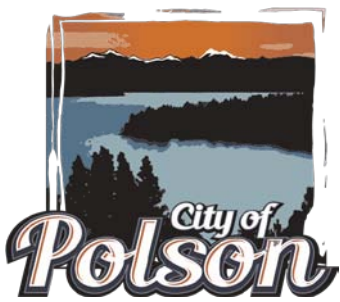
FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
Non-residential Development 2.0 inch meter	\$8,129	
Non-residential fees for meters larger than two inches will be based on an annualized day demand and the net capital cost per gallon of capacity.		
Fire:		
Residential Development - Single Family Detached	\$971	
Residential Development (per dwelling unit) - All Other Housing Types	\$768	
Non-residential Development (per ITE Code/Land Use and gross square foot):		
820 Commercial/Shopping Center 50,000sf or less	\$1.69	
820 Commercial/Shopping Center 50,001—100,000sf	\$1.41	
820 Commercial/Shopping Center 100,001—200,000sf	\$1.20	
710 General office 25,000sf or less	\$0.57	
710 General office 25,001—50,000sf	\$0.49	
710 General office 50,001—200,000sf	\$0.35	
720 Medical-Dental Office	\$1.13	
140 Manufacturing	\$0.12	
770 Business Park	\$0.26	
110 Light Industrial	\$0.21	
150 Warehousing	\$0.15	
610 Hospital/Clinic	\$0.55	
151 Mini-Warehouse	\$0.07	
Other Non-residential Development (per ITE Code/Land Use and cost per - as indicated)		
320 Lodging (per room)	\$177	
520 Elementary School (per student)	\$26	
530 Secondary School (per student)	\$38	
565 Day Care (per student)	\$67	
620 Nursing Home (per bed)	\$74	



**CODE COMPLIANCE**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE PER CALENDAR YEAR	PRIOR IF DIFFERENT
<b>Animal License or Permit</b>		
Dog License - Neutered/Spayed	\$15	\$10
Dog License - Unaltered	\$20	
Cat License - Neutered/Spayed	\$15	\$10
Cat License - Unaltered	\$20	
Duplicate or Replacement Tag	\$2	
Chicken Permit (up to six chickens)	\$35	
Kennel License (four cats and/or three dogs over six months in age)	\$100	\$50
Daily Boarding Fee per day	\$15	*NEW*
<b>Impoundment at City Facility (during working hours 8am – 5pm)</b>		
Animal previously licensed during the year:		
First Offense – Neutered/Spayed	\$20	*NEW*
First Offense - Unaltered	\$40	*NEW*
Repeat Offense – Neutered/Spayed	\$40	*NEW*
Repeat Offense – Unaltered	\$80	*NEW*
Animal Unlicensed prior to impoundment:		
First Offense – Neutered/Spayed	\$40	*NEW*
First Offense – Unaltered	\$60	*NEW*
Repeat Offense – Neutered/Spayed	\$80	*NEW*
Repeat Offense – Unaltered	\$120	*NEW*
<b>Impoundment at City Facility After Hours (5pm – 8am)</b>		
All categories of offense	Double the working hours fee	*NEW*
<b>Fines</b>		
Dogs Running at Large Licensed:		
First Offense	\$35	\$25
Second Offense	\$100	\$50
Third and Subsequent Offense(s) <i>*personal appearance before Municipal Judge</i>	\$250	\$100
Dogs Running at Large Unlicensed:		
First Offense	\$45	\$35
Second Offense	\$140	\$70
Third and Subsequent Offense(s) <i>*personal appearance before Municipal Judge</i>	\$250	\$100
No Rabies Vaccination – each offense	\$20	*NEW*
Operating without a chicken permit	\$100	

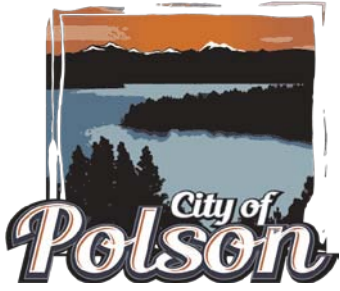




**CODE COMPLIANCE**  
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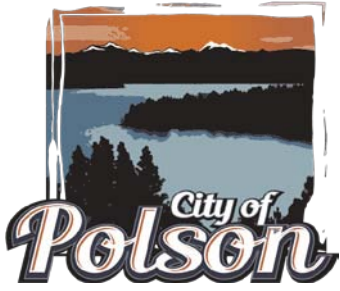
<b>FEE SCHEDULE</b>	<b>FEE PER CALENDAR YEAR</b>	<b>PRIOR IF DIFFERENT</b>
Notice of violation-if <u>not corrected</u> results in misdemeanor punishable under PMC section 1.01.210		





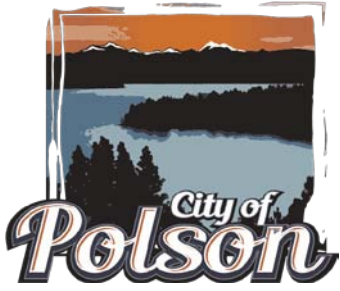
**BUILDING DEPARTMENT**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
<b>Plan Review</b>		
Plan Review Fee	35% of the Building Permit Fee	
Additional Plan Review -required by changes, additions or other revisions	\$75	\$45
<b>Building Permit</b>		
Total Valuation: \$1 -\$500	\$23.50	
Total Valuation: \$501 - \$2,000	\$23.50 for first \$500 plus \$3.05 for each additional \$100 or fraction thereof	
Total Valuation: \$2,001 -\$25,000	\$69.25 for first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof	
Total Valuation: \$25,001 -\$50,000	\$391.75 for first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof	
Total Valuation: \$50,001 -\$100,000	\$643.75 for first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof	
Total Valuation: \$100,001 -\$500,000	\$993.75 for first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof	
Total Valuation: \$500,000 -\$1,000,000	\$3,233.75 for first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof	
Total Valuation: \$1,000,001 and up	\$5,608.75 for first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof	
<b>Demolition Permit</b>		
Demolition Permit	\$100 plus \$0.25/sq ft of floor area	\$100 plus \$0.01/sq ft of floor area



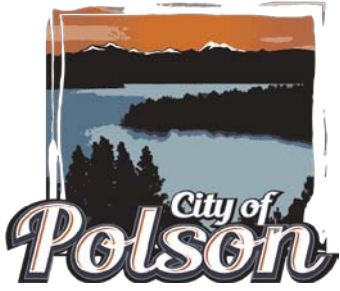
**BUILDING DEPARTMENT**  
**FEE SCHEDULE**  
**EFFECTIVE OCTOBER 1, 2021**

FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
<b>Lakeshore Construction Permit</b>		
Cost of Project: \$0 - \$10,000	\$250	
Cost of Project: \$10,001 - \$25,000	\$425	
Cost of Project: \$25,001 - \$50,0000	\$575	
Cost of Project: \$50,001 or more	\$600	
<b>Electrical Permit Residential</b>		
Single Family Dwelling (includes attached garage if wired at the same time):		
up to 200 amp service	\$220	\$200
201 to 400 amp service	\$380	
401 to 600 amp service	\$600	
601 and up amp service	\$800	
<b>Electrical Permit Single Family Interior / Exterior Wire or Rewire</b>		
4- circuits and change of service and/or interior panel board	\$120	
4+ circuits (no panel board or change of service)	\$100	
2 – 3 additional circuits or pieces of equipment only	\$70	
1 additional circuit or piece of equipment	\$45	
<b>Electrical Permit Residential Change of Service</b>		
Exterior meter base & exterior / exterior main disconnect only	\$45	
Disconnect with feeder and distribution panel board replacement	\$75	
<b>Electrical Permit Private Property Accessory Building (garage, barn, shed, etc.)</b>		
up to 200 amp panel	\$80	
201 to 300 amp panel	\$150	
301 or more amp panel	\$250	
<b>Electrical Permit Modular Home, Mobile Home or RV</b>		
located on rental space in licensed trailer court with existing service	\$40	
located on privately owned property	\$80	
with basement / addition (wired at the same time)	\$120	
<b>Electrical Permit Multi Family Dwellings (over 12 units in one building requires commercial permit)</b>		
Up to 200 amp service, up to 12 units	\$180 plus \$60/unit	
201 to 400 amp service, up to 12 units	\$380 plus \$60/unit	
401 to 500 amp service, up to 12 units	\$580 plus \$60/unit	



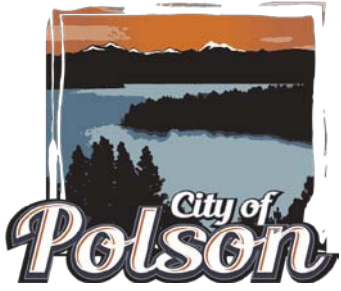
**BUILDING DEPARTMENT**  
**FEE SCHEDULE**  
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FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
501 to 600 amp service, up to 12 units	\$780 plus \$60/unit	
601 to and up amp service, up to 12 units	\$980 plus \$60/unit	
<b>Electrical Permit Mobile Home Courts and / or Recreational Vehicle Parks – Contractor Required</b>		
New, rewire or addition – up to 3 spaces	\$45	
Additional spaces wired at the same time	\$5/space	
<b>Electrical Permit Commercial</b>		
Cost of Electrical Project: \$0 - \$1,000	\$45 for 1st \$500 plus 6.0% of the balance of project cost	
Cost of Electrical Project: \$1,001 - \$10,000	\$75 for 1st \$1,000 plus 2.0% of the balance of project cost	
Cost of Electrical Project: \$10,001 - \$50,000	\$225 for 1st \$10,000 plus 0.05% of the balance of project cost	
Cost of Electrical Project: \$50,001 or more	\$455 for 1st \$50,000 plus 0.03% of the balance of project cost	
<b>Mechanical Permit Residential and Commercial</b>		
Cost of Mechanical System: \$0 - \$10,000	\$48 for 1st \$1,000 plus \$14 for each additional \$1,000 or fraction thereof	
Cost of Mechanical System: \$10,001 - \$50,000	\$166 for 1st \$10,000 plus \$9 for each additional \$1,000 or fraction thereof	
Cost of Mechanical System: \$50,001 or more	\$514 for 1st \$50,000 plus \$6 for each additional \$1,000 or fraction thereof	
<b>Plumbing Permit Residential and Commercial</b>		
Plumbing Permit (except water heater replacement)	\$35	\$30
Gray water system	\$75	
Repair or alteration of drainage or vent piping	\$10	
Installation, alteration, or repair of water piping and/or treatment	\$10	
Water service tie-in	\$10/tie-in	



**BUILDING DEPARTMENT**  
**FEE SCHEDULE**  
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FEE SCHEDULE	FEE	PRIOR IF DIFFERENT
Building and trailer sewer tie-in	\$15/tie-in	
Water heater (or replacement)	\$10/unit	
Storm drain or storm drainage	\$10/drain/drainage	
Lawn sprinkler, fire protection system, any meter or backflow protection	\$10/unit	
1-4 hose bibb, unprotected fixture, vacuum breaker, and/or backflow protection	\$7/unit	
5+ hose bibb, unprotected fixture, vacuum breaker, and/or backflow protection	\$2/unit	
Industrial water pre-treatment equipment including drainage and vent	\$10/unit	
Medical gas piping system up to 5 units	\$75	
Medical gas piping system each additional unit	\$10/unit	
Plumbing fixture or trap	\$13/unit	\$10/unit
<b>Inspections</b>		
Request Inspection	\$75 for first hour	\$60 for first hour
Additional fees at the time of inspection	\$30 for each thirty minutes or fraction thereof, in excess of one hour plus travel and per diem	
Inspections for which no fee is specifically indicated	\$75	\$42
Inspections outside normal business hours additional fee	\$75	\$42
<b>Relocation of Structure</b>		
Permit Application	\$150	
\$2,000 Bond or Cash in Lieu of Bond, MVP House Mover's Sheet & 2 copies of Site plan to accompany application		
<b>Other Building Department Fees</b>		
All After-the-Fact Permits (stop work order)	2 times the normal permit fee	
Time Extension of existing permit	\$50	*NEW*
Permit Renewal of Permit #	\$60	
Building Department Copies (plans, maps, etc.):		
8.5 x 11 inches	\$1.30/page	
11 x 17 inches	\$3/page	
24 x 24 inches	\$11/page	*NEW*
24 x 36 inches	\$16.80/page	*NEW*
36 x 36 inches	\$21/page	*NEW*
36 x 42 inches	\$25/page	*NEW*



**BUILDING DEPARTMENT**  
**FEE SCHEDULE**  
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<b>FEE SCHEDULE</b>	<b>FEE</b>	<b>PRIOR IF DIFFERENT</b>
Custom Work – Additional Charge	\$35/hr	

