

1 Adopted: _____, 2026
2 Effective: _____, 2026
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4

5 SNOHOMISH COUNTY COUNCIL
6 SNOHOMISH COUNTY, WASHINGTON
7

8 ORDINANCE NO. 26-003
9

10 RELATING TO DEVELOPMENT PERMIT FEES FOR TRANSPORTATION REVIEW;
11 AMENDING SCC 13.110.030
12

13 WHEREAS, the Snohomish County Council ("County Council") and the Snohomish
14 County Executive have identified regulation of development to ensure safe and quality
15 construction as a high priority; and
16

17 WHEREAS, under RCW 82.02.020, the county may collect reasonable fees from an
18 applicant to cover the cost to the county of processing development applications,
19 inspecting, and reviewing plans, or preparing detailed statements required by chapter
20 43.21C RCW; and
21

22 WHEREAS, chapter 30.86 SCC establishes fees required to be paid by an applicant
23 to cover county costs of administering the Unified Development Code (title 30) SCC; and
24

25 WHEREAS, chapter 13.110.030 SCC establishes development application review
26 fees, which relate to construction activities associated with land development activities
27 under title 30 SCC that may impact the number of vehicle trips on county roadways; and
28

29 WHEREAS, PDS administers land development permits, approvals, and decisions
30 issued under title 30 SCC, which includes reviewing applications for traffic impact
31 ("transportation review") pursuant to chapter 13.110.030 SCC; and
32

33 WHEREAS, PDS's costs of processing permits are higher than current and
34 projected revenue, and PDS is facing a budget deficit in its permitting division of \$2.17
35 million in 2025 and 2026 which will deplete PDS's fund balance; and
36

37 WHEREAS, periodic adjustments to fees are necessary to maintain financial self-
38 sufficiency in providing permitting services and keep pace with inflation, to align the fees
39 charged to applicants with the type and level of services provided, and to provide for
40 improved cost recovery, fee equity, and predictability; and
41

42 WHEREAS, as part of a multi-phase project beginning in 2022 (this ordinance being
43 part of Phase III) to examine and analyze permitting and land use fees, PDS has identified
44 certain permit application review fees in title 13 SCC, identified in this ordinance, which

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1 have not been adjusted since 1991 and for which either the cost of processing is
2 significantly greater than the fee charged or for which PDS has not charged a fee for
3 services and for which the cost of that service is significant enough to warrant the addition
4 of a new type of fee; and

5
6 WHEREAS, on _____, 2026, the County Council held a public hearing after
7 proper notice, heard public testimony related to the proposed code amendments, and
8 considered the entire record; and

9
10 WHEREAS, following the public hearings, the County Council deliberated on the
11 proposed code amendments.

12 NOW, THEREFORE, BE IT ORDAINED:

13
14 Section 1. The foregoing recitals are incorporated herein as findings of fact and
15 conclusions as if set forth in full.

16
17 Section 2. The County Council adopts the following additional findings in support of
18 this ordinance:

19
20 A. This ordinance will amend title 13 SCC by amending the development application
21 review fees in SCC 13.110.030.

22
23 B. The code amendments in this ordinance will become effective on January 1, 2026.

24
25 C. Stakeholder feedback was solicited during the development of the proposed fee
26 changes. On July 23, 2025, proposed fee amendments were provided to the
27 representative for the Snohomish County Builders Council (SCBC) of the Master
28 Builders Association of King and Snohomish Counties who did outreach to committee
29 members on the proposed fees and solicited member comment. A presentation was
30 given to SCBC on September 3, 2025, and additional meetings with SCBC
31 representatives were held on September 15, 2025, October 2, 2025, and November
32 12, 2025.

33
34 D. The proposed amendments are consistent with the record.

35
36 1. Amendments to SCC 13.110.030 for development application review fees, last
37 updated on December 4, 2002, are necessary because the current development
38 review fees do not provide for cost recovery based on inflation and an analysis
39 of the amount of time it takes to perform transportation reviews.

40
41 2. County policy is to use permit fees to cover only the direct and indirect costs of
42 permitting as allowed by state law, and to reasonably and consistently allocate

1 PDS overhead costs among all programs, regardless of the type of revenue
2 source supporting them.

3

4 3. In 2008, PDS developed a cost of services model to estimate the cost of
5 providing permitting services at the present level of service and the fees
6 necessary to recover permitting costs.

7

8 4. The PDS cost of services model, which provides the analytical framework used
9 to recover permitting costs, was updated in 2017 with the adoption of fees
10 related to fire systems, was used again in the 2020 (Phase I) and 2021 (Phase
11 II) permit fee increases, and has again been updated based on PDS's 2025-
12 2026 biennial budget. The PDS cost of services model was used to update the
13 fees in the code amendments in this ordinance.

14

15 5. The PDS cost of services model consists of four main costs: labor expenses
16 (salary and benefits); direct (non-labor) expenses; department overhead/indirect
17 management costs; and county-wide overhead related to development review
18 and permits.

19

20 6. PDS performed an analysis to estimate the time it takes staff to perform the
21 related permit functions and applied the average labor rates for those positions.
22 The estimates were used to update the fees in the code amendments in this
23 ordinance.

24

25 7. Proposed updates to the fees are reasonable and will reimburse the County for
26 the staff time required to process permit applications.

27

28 Section 3. The County Council makes the following conclusions:

29

30 A. The proposed fees set forth in this ordinance are calculated in accordance with RCW
31 82.02.020 and provide for improved cost recovery, equity, and fee predictability and
32 simplicity.

33

34 B. The proposed amendments are consistent with Washington state law and the SCC.

35

36 C. The County Council concludes that this ordinance is related solely to government
37 procedures, not the Growth Management Act (chapter 36.70A RCW), and therefore
38 does not adopt development regulations under SCC 30.10.080. Therefore, notice to
39 the Washington State Department of Commerce of intent to adopt is not required
40 pursuant to RCW 36.70A.106 and Snohomish County Planning Commission review is
41 not required pursuant to SCC 30.73.040(2)(c).

42

43 D. Pursuant to SCC 30.61.020 and WAC 197-11-800(19), the proposed amendments in

1 this ordinance are categorically exempt from review under the State Environmental
2 Policy Act (SEPA) as being related solely to government procedures containing no
3 substantive standards respecting use or modification of the environment.

4
5 E. The regulations proposed by this ordinance do not result in an unconstitutional taking
6 of private property for public purpose. The Washington State Attorney General last
7 issued an advisory memorandum, as required by RCW 36.70A.370, in October 2024,
8 entitled "Advisory Memorandum and Recommended Process for Evaluating Proposed
9 Regulatory or Administrative Actions to Avoid Unconstitutional Takings of Private
10 Property" to help local governments avoid the unconstitutional taking of private
11 property. The process outlined in the State Attorney General's 2024 advisory
12 memorandum was used by Snohomish County in objectively evaluating the regulatory
13 changes proposed by this ordinance.

14
15 F. The proposed amendments are in the best interest of the county and promote the
16 general public health, safety, and welfare.

17
18 Section 4. The County Council bases its findings and conclusions on the entire
19 record of the County Council, including all testimony and exhibits. Any finding, which
20 should be deemed a conclusion, and any conclusion which should be deemed a finding, is
21 hereby adopted as such.

22
23 Section 5. Snohomish County Code Section 13.110.030, last amended by
24 Amended Ordinance No. 02-077 on December 4, 2002, is amended to read:

25 **13.110.030 Development application fees.**

26 (1) Upon submittal of any development application or other land use approval requiring
27 approval of Snohomish County, except for an application for a preapplication concurrency
28 evaluation under SCC 30.66B.175, the developer shall pay ~~((a \$200.00 base review fee~~
~~plus \$5.00 per each new vehicle trip generated by the development. For purposes of~~
~~setting the review fee only, vehicle trips generated will be determined by the following~~
31 ~~table:~~

32 (a) ~~Single family residential 10 trips/unit~~

33 (b) ~~Multi-family residential 6 trips/unit~~

34 (c) ~~Office/office park/business park 12 trips/1,000 s.f.~~

(d) Industrial/industrial park/ warehouse manufacturing/ other industrial type uses 6 trips/1,000 s.f.

(e) School 12 trips/1,000 s.f.

(f) Church/day care 7 trips/1,000 s.f.

(g) *Commercial 5,000 s.f. or less 20 trips/1,000 s.f.

(h) *Commercial 5,001 s.f. through 25,000 s.f. 15 trips/1,000 s.f.

(i) *Commercial 25,000 s.f. or more 10 trips/1,000 s.f.

*Commercial use is any use not otherwise defined in this table.) for transportation review required under chapter 30.24 SCC and chapter 30.66B SCC based on the fee schedule below. Fees shall be paid at the time of application.

Table 13.110.030(1) Transportation Review Fees

<u>ADMINISTRATIVE CONDITIONAL USE PERMIT, CONDITIONAL USE PERMIT, AND COMMERCIAL OR INDUSTRIAL DEVELOPMENT NOT SUBJECT TO SEPARATE LAND USE APPROVAL</u>		
	<u>Minor revision</u>	<u>\$330</u>
	<u>Base fee</u>	<u>\$500</u>
	<u>Additional fee for change in existing access from county right of way⁽¹⁾</u>	<u>\$830</u>
	<u>Additional fee for increase in traffic under 50 peak hour trips⁽¹⁾</u>	<u>\$1,325</u>
	<u>Additional fee for increase in traffic 50+ peak hour trips⁽¹⁾</u>	<u>\$2,650</u>
	<u>Additional fee for 20,000+ square feet⁽¹⁾</u>	<u>\$3,975</u>

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<u>BINDING SITE PLAN, NEW OR MINOR REVISION</u>		<u>\$830</u>
<u>BOUNDARY LINE ADJUSTMENT</u>		
	<u>Base fee</u>	<u>\$500</u>
	<u>Additional fee for change in existing access from county right of way⁽¹⁾</u>	<u>\$830</u>
<u>SHORT SUBDIVISION⁽²⁾</u>		
	<u>New preliminary short subdivision</u>	<u>\$2,300</u>
	<u>Minor revision after preliminary approval</u>	<u>\$550</u>
<u>SUBDIVISION^{(2) (3)}</u>		
	<u>New preliminary subdivision – 1 to 49 lots</u>	<u>\$2,500</u>
	<u>New preliminary subdivision – 50 to 99 lots</u>	<u>\$70 per lot</u>
	<u>New preliminary subdivision – 100 to 199 lots</u>	<u>\$60 per lot</u>
	<u>New preliminary subdivision – 200 or more lots</u>	<u>\$50 per lot</u>
	<u>Minor revision after preliminary approval</u>	<u>\$750</u>
<u>SITE DEVELOPMENT PLAN</u>		
	<u>Administrative site plan for Single Family Detached Units (SFDU) and Cottage Housing</u>	<u>\$2,300</u>
	<u>Stand alone site plan for developments under chapter 30.31A SCC (BP, IP, PCB Zones) and chapter 30.31F (RB, RI, RFS, CRC Zones) except for townhouse or multifamily developments</u>	<u>\$3,000</u>

	<u>URDS⁽⁴⁾ or other site plan⁽⁵⁾ not submitted concurrently with subdivision application – under 50 units</u>	<u>\$3,000</u>
	<u>URDS⁽⁴⁾ or other site plan⁽⁵⁾ not submitted concurrently with subdivision application – 50 to 199 units</u>	<u>\$5,000</u>
	<u>URDS⁽⁴⁾ or other site plan⁽⁵⁾ not submitted concurrently with subdivision application – 200 or more units</u>	<u>\$8,300</u>
	<u>Minor revision – changes affecting access or traffic impacts</u>	<u>\$660</u>
<u>VARIANCE</u>		<u>\$180</u>
<u>MINOR REVISION⁽⁶⁾</u>		<u>\$660</u>
<u>RESUBMITTAL FEE⁽⁷⁾</u>		<u>\$500</u>

Reference notes:

(1) This fee is charged in addition to the appropriate base fee.

(2) Includes transportation review of site plan if submitted concurrently with short subdivision or subdivision.

(3) When based on a previously approved site plan, the subdivision fee will be reduced by 50% of the amount paid for the site plan approval.

(4) Pursuant to chapter 30.23A SCC (Urban Residential Design Standards).

(5) Includes site plans for development under chapter 30.31G (Mixed Use Corridor) and chapter 30.34A (Urban Center), and multifamily or townhome development under chapter 30.31A SCC (BP, IP, PCB Zones) and chapter 30.31F (RB, RI, RFS, CRC Zones).

(6) This fee applies to all minor revisions not listed in the table above where additional transportation review is required.

(7) This fee applies to the resubmittal of plans and documents after a second review for which the applicant did not include corrections noted by the department, or the applicant

made revisions, which necessitate additional review and comments by the department.
This fee is applicable to all projects subject to the development review fee as noted in the table above.

1

2 (2) In any case, the maximum fee for any individual development application in SCC
3 13.110.030(1) shall not exceed (((\$5,000))\$25,000).

4 (3) The following development types are exempt from the development application review
5 fee of SCC 13.110.030(1):

6 (a) Rezones(~~((not requiring official site plans))~~).

7 (b) Lot width variances.

8 (c) Commercial building permits for portable classrooms.

9 (d) Commercial building permits for rockeries.

10 (e) Building permits for single-family residences on existing ~~((tax))~~ lots.

11 (4) Commercial building permit applications that have undergone prior development
12 review within twelve months of building permit application will pay only ~~((the \$200.00))a~~
13 \$350.00 base fee.

14 (5) Upon submittal of an application for a preapplication concurrency evaluation for a
15 proposed development under SCC 30.66B.175, the developer shall pay a ~~((base))~~fee of
16 ~~(((\$850.00 plus an additional \$400.00 for each arterial unit analyzed for future level of~~
17 ~~service conditions))\$3,975.~~ If, pursuant to SCC 30.66B.175(6), a developer submits
18 revisions or alternative analyses or proposals in response to a decision that a proposed
19 development cannot be deemed concurrent, then the developer shall pay ~~((only the base))~~
20 a fee of (((\$850))\$860 upon submittal of ~~((the))~~each response. For other resubmittals of the
21 same development, as in instances in which a preapplication concurrency approval has
22 elapsed and a developer resubmits an updated traffic study for a new concurrency
23 evaluation, the department ~~((of public works))~~performing the review may waive all or part

of the review fee if it determines that the amount paid in the ~~((initial review fee))~~fees collected previously will adequately cover the costs of application review.

(6) Whenever a development is deemed concurrent under SCC 30.66B.135 on the basis of a valid preapplication concurrency approval, then the development review fee under subsection (1) above shall be reduced by thirty-three percent (33%)((of the development's review fee under sub-section (1) above shall be refunded)).

Section 6. Effective date.

This ordinance shall take effect March 1, 2026.

Section 7. Severability and Savings. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance. Provided, however, that if any section, sentence, clause or phrase of this ordinance is held to be invalid by the court of competent jurisdiction, then the section, sentence, clause or phrase in effect prior to the effective date of this ordinance shall be in full force and effect for that individual section, sentence, clause or phrase as if this ordinance had never been adopted.

PASSED THIS _____ day of _____, 2026.

SNOHOMISH COUNTY COUNCIL

Snohomish County, Washington

Chairperson

ATTEST:

1 _____
2 Clerk of the Council
3

4 () APPROVED
5 () EMERGENCY
6 () VETOED

7
8
9
10 Date: _____, 2026
11
12 ATTEST: _____
13
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15 _____
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17
18
19 Approved as to form only:
20
21 *Christie Richard* 1/06/26
22
23 _____
24 Deputy Prosecuting Attorney

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