CITY OF KIRKLAND LAND USE PERMIT FEE SCHEDULE
Effective: January 1, 2020
All permits will be assessed an additional 3.5% MyBuildingPermit.com surcharge.

	FEE AMOUNT
Preliminary Project Review	$580
Pre-submittal Meeting, Integrated Development Plan, and/or Pre-design Conference No fee for second pre-submittal meeting if for Integrated Development Plan.	

Planning Official Decisions	
Accessory Dwelling Unit *(not required if reviewed concurrently with a building permit)*	$475
Administrative Design Review If application involves new gross floor area (new buildings or additions to existing buildings) For Residential Unit Per Square Foot No new gross floor area	 $2,380.00 $211.00 $0.16 No fee
Administrative Design Review	
Design Review Approval Extension	$476.00
Design Review Approval Modification	$1,205.00
Forest Management Plan	$345.00
Historic Residence Alteration	$950.00
Integrated Development Plan Modification per KZC 95.30.6.b.1	$604.00
Integrated Development Plan Modification per KZC 95.30.6.b.2	$950.00
Master Sign Plan Approval Modification	$950.00
Multiple Private or ROW Tree Removal Permit	$229.00
Noise Variance	$604.00
Off-Site Directional Sign Approval Modification	$604.00
Parking Modification (additional Public Works fees may be required per KMC 5.74.040)	$604.00
Personal Wireless Service Facility Planning Official Decision	$9,598.00
Personal Wireless Service Facility Subsequent or Minor Modification	$950.00
Rooftop Appurtenance Modification	$950.00
Critical Area Planning Official Decision	$2,380.00
Critical Area Determination	$580.00
Shoreline Area - Alternative Options for Tree Replacement or Vegetation Compliance in Setback	$229.00
Shoreline Substantial Development Exemption	$229.00
Temporary Use Permit	$243.00
Zoning Verification Letter	$229.00

Planning Director Decisions	
Additional Affordable Housing Incentive – Density Bonus	$1,205.00
Binding Site Plan	$2,396.00
Lot Line Alteration	$1,205.00
Master Sign Plan	$3,364.00
Multifamily Housing Property Tax Exemption Conditional Certificate	$1,205.00
Multifamily Housing Property Tax Exemption Contract Amendment	$604.00
Multifamily Housing Property Tax Exemption Conditional Certificate Extension	$604.00
Off-Site Directional Sign	$1,205.00
Process I Approval Modification	$950.00
Process IIA, IIB or III Approval Modification	$1,205.00
Short Plat or Subdivision Approval Modification	$950.00
Variance Exception	$1,205.00

Process I Review	
Historic Residence Designation	$1,221.00
Home Occupation	$1,221.00
Homeless Encampment Temporary Use with Modifications	$243.00
Innovative Short Subdivision Fixed Fee Fee per lot	 $7,744.00 $1,111.00
Other Process I Base Fee Fee per new residential unit Fee per sq. ft. new non-residential GFA	 $4,805.00 $559.00 $0.34
Personal Wireless Service Facility Process I Review	$12,111.00

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Short Subdivision Base Fee Fee per lot	 $3,698.00 $1,121.00
Substantial Development Permit Piers and Docks Associated with Multifamily Developments and Marinas and Moorage Facilities Associated with Commercial Uses Other Shoreline Improvements	 $11,996.00 $5,192.00

Process IIA Review	
Innovative Preliminary Subdivision Fixed Fee Fee per lot	 $12,406.00 $1,205.00
Other IIA Base Fee Fee per new residential unit Fee per sq. ft. new non-residential GFA	 $10,025.00 $569.00 $0.56
Personal Wireless Service Facility Process IIA Review	$23,228.00
Preliminary Subdivision Fixed Fee Fee per lot	 $11,955.00 $1,440.00
Subdivision Alteration	$10,281.00

Process IIB Review	
Historic Landmark Overlay or Equestrian Overlay	$1,205.00
Other IIB Base Fee Fee per new residential unit (including Short Subdivisions reviewed through Process IIB per KMC 22.28.030) Fee per sq. ft. new non-residential GFA	 $15,838.00 $583.00 $0.57
Personal Wireless Service Facility Process IIB Review	$33,508.00
Subdivision Vacation	$10,281.00

Hearing Examiner Review	
Integrated Development Plan Modification per KZC 95.30.6.b.3	$1,205.00

Design Board Review	
Design Board Concept Review	$1,833.00
Design Board Design Response Review Base Fee Fee per new unit Fee per sq. ft. new GFA	 $5,609.00 $257.00 $0.25

State Environmental Policy Act (SEPA)	
Review of Environmental Checklist Base Fee Applications involving sensitive areas (streams and/or wetlands only)	 $1,037.00 $635.00
Estimated Number of PM Peak Trips Less than 20 trips 21-50 trips 51-200 trips Greater than 200 trips	 $1,037.00 $2,074.00 $4,149.00 $8,300.00
Preparation of Environmental Impact Statement (EIS) * The cost of preparing an EIS is the sole responsibility of the applicant. Kirkland Ordinance No. 2473, as amended, establishes the procedures that the City will use to charge for preparation and distribution of a draft and final EIS. The applicant is required to deposit with the City an amount not less than $5,000 to provide for the City's cost of review and processing an EIS. If the anticipated cost exceeds $5,000, the City may require the applicant to deposit enough money to cover the anticipated cost.	

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Miscellaneous	
Appeals and Challenges	
Appeals	$238.00
Challenges	$238.00
Note: No Fee for code enforcement hearings.	
Concurrency Application – Estimated	
Number of PM Peak Trips	
Less than 20 trips	$610.00
21 – 50 trips	$853.00
51 – 200 trips	$1,1710.00
Greater than 200 trips	$2,198.00
Final Subdivision	
Fixed Fee	$2,380.00
Fee per lot	$238.00
Short Subdivision Recording Review	$1,096.00
Sidewalk Café Permits	
Fixed Fee	$753.00
Fee per sq. ft. of cafe area	$0.84
Street Vacation	
Fixed Fee	$9,598.00
Fee per sq. ft. of street	$0.47
Miscellaneous Review and Inspection Fees	$134.00
When Planning and Building Department provides planning review or inspection services, and a fee for such service is not published, the applicant shall pay the following hourly rate for such services.	

Fees for Comprehensive Plan and Zoning Text Amendment Requests	
♦ *Comprehensive Plan & Zoning Text Amendment Requests are not subject to the MyBuildingPermit.com surcharge.*	
Request for property specific map change	
Initial request	$1,054.00
If request is authorized by City Council for review	$10,536.00
Request for city-wide or neighborhood-wide policy change	No fee

General Notes:

1. Planning and Building established fees are noted in the Kirkland Municipal Code Chapter 5.74.070.
2. **Fee Reduction for Applications Processed Together:** When two or more applications are processed together, the full amount will be charged for the application with the highest fee. The fee for the other application(s) will be calculated at 50% of the listed amount.
3. **Projects with greater than 50 dwelling units or 50,000 sq. ft. non-residential GFA:** The per unit and per sq. ft. fee for all units above 50 and all GFA above 50,000 sq. ft. shall be reduced by one half.
4. **Note for Sensitive Areas permits:**
   a. In cases where technical expertise is required, the Planning Official may require the applicant to fund such studies.
   b. Voluntary wetland restoration & voluntary stream rehabilitation projects are not subject to fees.
5. **Construction of affordable housing units pursuant to Chapter 112 of the Kirkland Zoning Code:** The fee per new unit and fee per square foot new GFA shall be waived for the bonus or additional units or floor area being developed.
6. **Note for Historic Residence permits:** An additional fee shall be required for consulting services in connection with designation and alteration of historic residences.