§ 3.68.060. Community and economic development department – Land use.

Code Reference	Title	Rate/Fee/Charge
	APPEALS	
	Appeal to hearing examiner (HE)	$600 + HE actual cost
	Appeal to city council	$600 + staff hourly rate after 6 hours
	SEPA determination appeal	$600 + HE actual cost
	Appeal of adequacy of environmental impact statement (EIS)	$635 + HE actual cost
	Request for HE reconsideration	$300 + HE actual cost
	ENVIRONMENTAL REVIEW	
	Reasonable use exception	$1,000 + HE costs
	Review of EIS	$650 + hourly rate* after 10 hours + consultant review
	SEPA DEIS/FEIS	Cost to prepare EIS
	SEPA review/determination	$350
	***HOURLY RATE**	
	Hourly rate	$92
	LAND USE CHANGES	
	Zoning ordinance variance	$1,210
	LAND USE REVIEW	
	Site plan review (includes 6 hours of review – additional review time shall pay hourly costs of review beyond 6 hours)	$1,000 + $0.25/sq. ft.
	Minor site plan review	$500 + hourly rate* after 6 hours
	Conditional use	$1,375
	Administrative conditional use	$500
	Preapplication meeting	$600 + PW fees
	1-hour consultation	Hourly rate

Downloaded from https://ecode360.com/SE4638 on 2026-01-14

Code Reference	Title	Rate/Fee/Charge
	Neighborhood meeting attendance (if requested by applicant)	Hourly rate
	Building permit review	$130
	Special use/essential public facility	$1,100
	Project extension (including request for additional time for permit review)	$600
	MISCELLANEOUS	
	Administrative determinations/similar use determinations	$525
	Developers agreement	$1,300 + third party cost of consultants' if determined needed by the city*
	Fire inspection and plan review, Clallam Fire District No. 3	$195 + hourly rate* after 3 hours
	Home occupation permit	$195 + hourly rate* after 3 hours
	Mobile food service vendor	$195
	Post-decision modification request within 120 days of permit approval	$520 + hourly rate* after 8 hours
	Reinspections after initial inspection (each)	$130
	Temporary use	$325 + hourly rate* after 5 hours
	Zoning verification letter	$130
	Hearing examiner (HE)	Deposit of $3,850 plus balance due from actual cost
	NOTICES	
	Notice of application publication and mailings	Actual cost
	Notice of public hearing publication and mailings	Actual cost
	Public notice, publication fees and certified mailings	Actual cost
	POLICY PLANNING REVIEW	

Downloaded from https://ecode360.com/SE4638 on 2026-01-14

Code Reference	Title	Rate/Fee/Charge
	Annexation – notice of intent	$345
	Annexation – petition	$500
	Annexation council action and BRB	$1,000 + BRB fee
	Comprehensive plan amendment – Text and/or map	$1,300
	Zoning code text and/or map amendment	$850
Chapter 18.30 SMC	Master plan application	Same as major subdivision preliminary plat
Chapter 18.30 SMC	Master plan amendment	TBD by community and economic development director based on the area affected by the amendment
	SHORELINE PERMITS	
	Shoreline conditional use permit (SCUP)	$800 + $0.25/sq. ft.
	Shoreline permit exemption	$220
	Shoreline variance	$800
	Shoreline substantial development permit – Accessory	$325 + $0.25/sq. ft.
	Shoreline substantial development permit – (SSDP)	$800 + $0.25/sq. ft. or $75/unit
	SIGNS	
	Sign permit	$280
	Temporary signs for events (for events exempt from SEP permit on private property)	$15
	Relocation of existing business sign within the city of Sequim (except for fees all permit requirements must be met)	$0
	SUBDIVISIONS	
	Binding site plan	$1,800 + $75/lot/unit + $0.25/sq. ft. (nonresidential)

Downloaded from https://ecode360.com/SE4638 on 2026-01-14

Code Reference	Title	Rate/Fee/Charge
	Binding site plan, plat, or short plat extension	$455
	Boundary line adjustment – Preliminary	$600
	Boundary line adjustment – Final	$240
	Major subdivision – Preliminary plat	$3,000 + $75/lot
	Major subdivision – Final plat	$1,000
	Preliminary unit lot subdivision	$1,115 + $30/lot
	Unit lot subdivision modification	$650
	Final unit lot subdivision	$550
	Planned residential development with preliminary plat (additional plat fees to be assessed)	$750 + preliminary subdivision/plat fees
	Planned residential development without preliminary subdivision	$3,000
	Short subdivision (preliminary short plat)	$825
	Short subdivision final plat	$330
	Plat alteration	$990
	Plat vacation	$690 + hourly rate after 8 hours
	THIRD-PARTY REVIEW FEES – DEPOSITS*	
	Third-party review (traffic, stormwater, geotechnical, utility capacity, site plan/ planning, critical areas, other as appropriate to the project)	Determined at time of determination of completeness or at submittal Actual consultant cost $2,000 deposit* minimum per discipline
	Hearing examiner	$3,850* – actual cost from balance due
	MISCELLANEOUS FEES	
	Research services fees	$92 per hour
	Permit software fee	$55 per standalone permit

Downloaded from https://ecode360.com/SE4638 on 2026-01-14

***Deposits:**

• In the review of a land use permit application, the city may determine that such review requires the retention of a professional consultant. In addition to the land use fees that an applicant is required to submit, the applicant is responsible to reimburse the city for the cost of professional consultant services if the city determines such services are necessary to complete its review of the application submittal. The city requires the applicant to deposit an amount with the city, which is estimated, at the discretion of the DCED and/or public works director (or designee), to be enough to cover anticipated costs of retaining professional consultant services and to ensure reimbursement to the city for such costs, at the time of land use permit determined complete. Additional deposits may be necessary during the review of the land use permit application. Unused consultant deposits will be refunded after permit issuance.

• A deposit for hearing examiner services will be collected at the time of land use permit submittal invoice issuance as part of the counter completeness review. Actual final costs of the hearing examiner services will be the responsibility of the applicant and balance will be due at the conclusion of the permit process and invoiced shortly after the hearing.

• A deposit for all public noticing requirements will be collected at the time of land use permit submittal, invoice issuance. Unused noticing deposits will be refunded after permit issuance.

***Notes**:

• Recording Fees: For those applications which require recording of the final document, the applicant shall bear the costs of all recording.

(Ord. 2024-014 § 1 (Exh. A); Ord. 2024-030 § 1 (Exh. A); Ord. 2024-039 § 1 (Exh. A); Ord. 2025-016, 11/10/2025[1])

1. **Editor's Note: Ord. 2025-016 is effective 1/1/2026.**

Downloaded from https://ecode360.com/SE4638 on 2026-01-14