



Official Fee Schedule

City of Ponderay

Adopted by the Ponderay City Council

Resolution: # 2024-09 , Effective Date 8/5/2024

ITEM	FEE
Business License	
Application Fee (Paid by January 31 of the given year)	\$50.00
Late Fee if paid 2/1 – 2/28	\$50.00 + Application Fee
Late Fee if paid after 3/1	\$250.00 + Application Fee
Alcohol and Beverage License	
Liquor (By the drink)	\$225.00
Beer (On Premises)	\$200.00
Beer (Off Premises)	\$50.00
Wine (Must possess a valid beer permit)	\$100.00
Catering Permit	\$20.00
Peddlers Permit	
Permit to sell goods (1-14 Days)	\$25.00
Permit to sell goods (15-30 Days)	\$50.00
Permit to sell goods (31-90 Days)	\$75.00
Permit to sell goods (greater than 90 Days)	\$100.00
Businesses with a principal location outside of Idaho	\$100.00 + Plus the length-based peddlers fee above
Signs	
Temporary Sign/Banner Permit	\$100.00
Sign Variance Request	\$700.00
Site Plan Review	
Site Plan Application Fee	\$400.00
Site Plan Modification	\$300.00
Land Use Permit, Miscellaneous	
Change of Land Use, Application Fee	\$100.00
Home Occupation Permit, Application Fee	\$100.00
Special Event Permit Application	\$200.00
Time Extension Request	\$100.00
Special Use Permit	
Special Use Permit Application Fee	\$700.00
Special Use Permit Modification	\$500.00
Variance Application	
Variance Application Fee	\$700.00
Zone Change Application	
Zone Change to Commercial or Industrial	\$1,200.00
Zone Change to Rural, Residential or Recreation	\$1,000.00
Ordinance Amendment	
Amendment to an ordinance of Ponderay *	\$1,500.00
*Applies to all ordinance amendments initiated by a party other than the City of Ponderay	
Annexation	
Annexation Request	\$1,500.00
De-Annexation Request	\$1,500.00
Vacation	
Title 50 Vacation Application	\$500.00 + the actual cost of certified mailing
Title 40 Vacation Application	\$500.00

Land Divisions and Adjustments	
Lot Line Adjustment Application	\$500.00
Boundary Line Adjustment Application	\$300.00
Minor Notational Change Application	\$300.00
Family Split Application	\$250.00
Condominium Plat Application	\$500.00
County Surveyor Fee's	Actual Cost of professional services
Preliminary Plat	
2-10 Lots	\$750.00 + \$50.00 per lot
11-30 Lots	\$1,050.00 + \$50.00 per lot
30+ Lots	\$3,500.00
Final Plat	
Final Plat review (Without road construction plans)	\$250.00 + \$50.00 per lot
Final Plat review (With road construction plans)	\$500.00 + \$50.00 per lot
Bonding and Surety	
Preparation and execution of a development agreement	\$750.00
Surety/Performance Bond Fee	\$250.00
Surety/Performance Bond Renewal or Time Extension	\$250.00
Surety/Performance Bond, Partial Release	\$250.00
Encroachment Permits	
Utility Installation (engineering review not required)	\$100.00
Utility Installation (requiring engineering review)	\$100.00 + Actual cost of professional services provided
Driveway/Culvert Installation (engineering review not required)	\$100.00
Driveway/Culvert Installation (requiring engineering review)	\$100.00 + Actual cost of professional services provided
Subsequent Inspections (First inspection included in the application fee)	\$100.00 per visit
Civil and Environmental Review	
Standalone erosion control/grading plan (no engineering review required)	\$200.00
Standalone stormwater, grading and erosion control plan (engineering review required)	\$200.00 + Actual cost of professional services provided once the original review fee has been expended
Site Plan/Special Use Permit/Variance	\$0.01 Per sq ft of site disturbance, \$300 minimum + Actual cost of services professional services provided once the original review fee has been expended.
Plat, without street construction	\$300.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Plat, with standard City street section	\$400.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Plat, with alternate street section, review	\$400.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Modification to an approved Stormwater Management plan	\$100.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Geotechnical Review	\$600.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Inspection Fee	\$100.00 Per visit
Flood plain Development Permit	
Development Permit Application, without engineering Review	\$200.00
Development Permit Application, with engineering review (includes no rise certification review)	\$200.00 + Actual Cost of Professional Services provided once the initial fee has been expended
Appeal	
Appeal of an Administrative Decision	\$150.00
Request for Reconsideration of a Planning Commission Decision	\$200.00
Appeal of a final decision by the Planning Commission	\$200.00 + the actual cost of record preparation
Appeal of a final decision by the City Council	\$200.00 + the actual cost of record preparation

Recreation Facility Usage Fees - Artificial Turf	
Field Use Rate, Per Hour - Groups 1 and 3	\$16.80
Field Use Rate, Per Hour - Groups 2	\$21.00
Field Use Rate, Per Hour - Groups 4	\$52.50
Field Use Rate, Per Hour - Groups 5	\$78.75
Out of the Area Team Fee, per day – All Groups	\$47.25
Tournament Fee, Per Day (In addition to hourly field use rate) - Groups 1, 2 and 3	\$183.75
Tournament Fee, Per Day (In addition to hourly field use rate) - Group 4	\$210.00
Tournament Fee, Per Day (In addition to hourly field use rate) - Group 5	\$315.00
City Staff on Site – Per Hour (Advanced Request Required) – Groups 2, 3, 4 and 5	\$40.00 (cancellations less than 10 days in advance of the requested staff attendance will be charged and are non-refundable)
Trash Removal – Per Day (Mandatory for Tournaments)	\$31.50
Field of Dreams – Facility Restroom/Field Cleaning Fee – 1 Game, if applicable	\$420.00
Field of Dreams – Facility Restroom/Field Cleaning Fee – Multiple Games, Tournament, Special Event/Per Day	\$520.00
Change Fee - per schedule change – Groups 1	No Fee
Change Fee - per schedule change – Groups 2 and 3	\$5.25
Change Fee - per schedule change – Group 4	\$15.75
Change Fee - per schedule change – Group 5	\$26.25
Annual Field Replacement Rate – Group 2 and 3	\$10,000 (Fee includes priority scheduling allocation on one field)
Recreation Facility Usage Fees – Grass Fields	
Field Use Rate, Per Hour - Groups 1 and 3	\$9.45
Field Use Rate, Per Hour - Groups 2	\$12.60
Field Use Rate, Per Hour - Groups 4	\$26.25
Field Use Rate, Per Hour - Groups 5	\$52.50
Out of the Area Team Fee, per day – All Groups	\$31.50
Tournament Fee, Per Day (In addition to hourly field use rate) - Groups 1, 2 and 3	\$183.75
Tournament Fee, Per Day (In addition to hourly field use rate) - Group 4	\$210.00
Tournament Fee, Per Day (In addition to hourly field use rate) - Group 5	\$315.00
City Staff on Site – Per Hour (Requested by the user group) – Groups 2, 3, 4 and 5	\$40.00 (cancellations less than 10 days in advance of the requested staff attendance will be charged and are non-refundable)
Trash Removal – Per Day (Tournaments)	\$31.50
Change Fee - per schedule change – Groups 2 and 3	\$5.25
Change Fee - per schedule change – Group 4	\$15.75
Change Fee - per schedule change – Group 5	\$26.25
Explanation of Field Usage Groups used above	
Group 1 – City Sponsored or Co-Sponsored events	
Group 2 – Event Activities Sponsored by the Lake Pend Oreille School District or Local Non-Profits that have been granted “Priority Scheduling Allocation”	
Group 3 – Local Non-Profit Groups and Event Activities Sponsored by the Lake Pend Oreille School District	
Group 4 – Local For-Profit Groups and out of the area Non-Profit Groups	
Group 5 – Out of the area For-Profit Groups	
Additional Notes:	
• Out of the area is defined as outside of Bonner County	
• Youth Programing will be prioritized over adult programing	
• Games will be prioritized over practice	
• The maximum charge per tournament shall not exceed \$3,150.00	
• Annual field replacement rate offering priority scheduling shall be limited to a single field	
Harbison Field and Stage	
Harbison Field event with Stage, Non-Profit Usage, Per Hour	\$75.00

Harbison Field event with Stage, Non-Profit Usage, Per Day	\$350.00
Harbison Field with Stage, For-Profit Usage, Per Hour	\$100.00
Harbison Field with Stage, For-Profit Usage, Per Day	\$500.00
Special Event Permits (Applications filed less than 30 days before the event are subject to late submission Charges)	
Special Event- Small (Less than 101 participants)	\$100.00
Special Event- Medium (Less than 101 – 499 participants)*	\$200.00
Special Event- Large (500 or more participants)*	\$350.00
Late Application Fee (Submitted 15-30 days before the event)	150% of the standard application fee
Late Application Fee (Submitted 7-14 days before the event)*	200% of the standard application fees
*Medium and large special events (as outlined above) submitted will only be accepted less than 30 days before the event at the sole discretion depending on the scale and impacts of the event which may impact the review time.	
Copies	
8 ½" x 11" black/white	\$0.10 per page up to 100 pages per request
8 ½" x 11" black/white	\$0.25 per page in excess of 100 pages per request
8 ½" x 11" color	\$1.25 per page
8 ½" x 14" black/white	\$0.15 per page
8 ½" x 14" color	\$1.75 per page
11" x 17" black/white	\$0.20 per page
11" x 17" color	\$2.50 per page
Copies provided via email	No charge for the first 2 hours of staff time. Time, in excess of two hours will at the actual cost of service provided. Contact City Hall for the Applicable Rate.
Fees shall be in accord with Idaho Code	