



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MvBuildingPermit.com to submit your application online.

DEVELOPMENT REVIEW BILLING

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Development review billing fees provide for reimbursement of municipal employee time for project review, inspections, meetings, consultant peer review costs, copying expenses and other related costs for land use permits, new commercial or multi-family buildings, grading, right-of-way and first-time tenant improvement projects. Billing is not used for single family residential building permits, unless there are permits other than building, plumbing or mechanical associated with the project.

The applicant shall be invoiced for actual costs on a monthly basis. Payment is due to the City upon demand.

Billing is used for all phases of review for:

Boundary Line Adjustments	Conditional Use Permits	Plats
Binding Site Plans	Variances	Short Plats
Commercial Permits	Multi-Family Permits	Planned Unit Developments
First time Tenant Improvement Permits	SEPA Reviews	Critical Area Alteration Permits
Non-Residential/Multi-Fam Utility Permits	Grading Permits	Right-of-Way Permits

and any other permit review or inspection cost that is not covered by plan check or permit fees. All time for staff reviews, inspections, meetings, hearings, phone calls, etc. may be billed to the developer, including time spent on the project by the city after the pre-application meeting but prior to making the application for permit(s), as well as all direct expenses including consultant, attorney and copy costs. The actual review time varies for each project.

The following lists the billing rates for some of the positions that commonly bill their time to projects:

Development Review Section	Billing Rate per hour - 2018 Rates
Planners	\$166.01
Civil Engineers	\$175.81
Construction Inspectors	\$159.66
Traffic Engineer	\$175.81
Fire Department	\$172.79

Development Review Technology Surcharge:

A 5% technology surcharge will be added to all Development Review Billing Invoices.

Development Review Billing Account Information (Applicant to complete)

Date: _____ Project Name: _____

Company Name: _____ Billing Contact Name: _____

Billing Contact Phone: _____ Billing Contact Email: _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Authorized Signature: _____ Date: _____

I hereby certify that the information provided on this form is true and correct and that the applicable requirements of the City of Bothell described above will be met. I certify that I am the owner of the subject property or that I have been given express permission by the owner of the subject property to submit this Development Review Billing authorization.

-- City Use Below This Line --

Permit Number(s): _____

Plan Number(s): _____

Permit Tech Initials: _____ Copy to Admin: Admin. Initials: _____

City Project Number: _____ City Project Name: _____