



YAMHILL MASTER FEE SCHEDULE

RESOLUTION 2026-857



City of Yamhill
A small taste of Oregon

RESOLUTION R2026-857 DR26-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, ADOPTING A MASTER FEE SCHEDULE, ESTABLISHING ADJUSTMENT AND REVIEW PROCEDURES, AND REPEALING ALL PREVIOUS RESOLUTIONS INCONSISTENT WITH THE FEES SPECIFIED IN THIS SCHEDULE

WHEREAS, the City of Yamhill periodically reviews and updates its Master Fee Schedule to ensure fees accurately reflect the cost of services and current regulatory requirements; and

WHEREAS, the City has prepared an updated Master Fee Schedule establishing fees for city services, permits, licenses, and other activities; and

WHEREAS, the City Council desires to adopt the updated Master Fee Schedule and repeal previous resolutions or portions thereof that establish fees now superseded by the updated schedule;

NOW, THEREFORE, THE CITY OF YAMHILL RESOLVES AS FOLLOWS:

Section 1. Approval and Adoption: The Master Fee Schedule attached as Exhibit A is hereby approved and adopted.

Section 2. Supersedure: All previous resolutions, or portions of resolutions, establishing fees that conflict with the Master Fee Schedule adopted by this Resolution are hereby repealed.

Section 3. Notice to Customers: City staff are directed to make the updated Master Fee Schedule available to the public and ensure it is incorporated into City records and publications as appropriate.

Section 4. Annual Adjustments: Fees identified in the Master Fee Schedule as subject to automatic annual adjustment based on the Consumer Price Index (CPI), Construction Price Index (CPI-Construction), or Engineering News-Record (ENR) index shall be updated automatically each year in January, using index values specified in each fee's listed methodology. City staff shall apply the appropriate index to each fee and update the schedule accordingly without additional Council action.

Section 5. Periodic Review: There shall be a periodic review of all fees on this schedule, at a frequency of no longer than every five years.

Section 6. Effective Date: This Resolution shall be effective upon its approval and adoption and will remain in effect until repealed.

Duly passed by the City Council this 9th day of September, 2026.

Ayes: 5
Nays: 0

Signed:



Shea Corrigan, Mayor

Attest:



Angie Fowler, City Recorder

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ADMINISTRATION - GENERAL

Description	Fee
Audio/Visual Reproductions	\$50 minimum/Actual Cost after first hr.
Bound Documents	Actual Cost
Business License (Initial Application)	\$100.00
Business License (Renewal)	\$75.00
Business License (Home Occupation) Renewal *See Planning for Permit	\$25.00
Business License Temporary (Soliciting, Auction, Peddling, etc.)	\$50/3 days
Business License Past Due	\$10/day up to \$300
Certified Mail	Actual Cost
CD	Actual Cost
Copies- B&W 8 1/2 x 11	.50/page
Copies- B&W 8 1/2 x 14	.75/page
Copies- B&W 11 x 17	\$1.00/page
Copies- Color 8 1/2 x 11	.75/page
Copies- Color 8 1/2 x 14	\$1.15/page
Copies- Color 11 x 17	\$1.50/page
Copies- Maps and other Nonstandard Sized Docs	Actual Cost
Copies-Printed Copy of any City Code	\$20
Copies- Color Copy of Zone Map	\$6
Credit Card Surcharge (for transactions over \$1000)	3%
Dishonored Checks	\$25, plus any fees charged by financial institution
DVD	Actual Cost
Electronic Documents Sent via Email - Up to 10 files and 10 MB	\$0
Electronic Documents Sent via Email - Over 10 files and 10 MB	\$15
Faxes	\$1.00/page
Flash drives	Actual Cost
Lien Search	\$35
Lien Annual Percentage Rate	12%

Lien Placement Administrative Fee	\$150.00
Links	Free
Liquor License (Initial Application)	\$100.00
Liquor License (Change or Ownership)	\$75.00
Liquor License (Renewal)	\$35.00
Liquor License (Special Event)	\$35.00
Maps and Other Nonstandard Sized Docs	Actual Cost
Notary Services/Per Signer	\$10.00
Postage	Actual Cost
Research Fee- General	Actual Cost
Scanned Copies to PDF up to 11 x 17	\$1.50/page
Scanned Large Copies to PDF	Actual Cost

Permits (Misc.)	
Description	Fee
Noise Variance Permit	\$50.00
Truck Parking Permit	\$50.00
RV Guest Occupancy Permit (30-days) * Renewable 1x only	\$50.00

PUBLIC RECORDS REQUEST FEES

Public records requests for any general information or city business are submitted to the City Recorder per our Records Policy by filling out Records Request Form found on the City website. They are screened and a quote is given before any request is fulfilled. This does not include Police Records. Please see information on Police Records Requests under Police Fees.

Records Request - Level I	\$0	Plus, applicable document costs		
Records Request - Level II	\$50 min. (30 minutes)/Actual cost after	Plus, applicable document costs	Plus, Research fees	
Records Request - Level III *Requires Professional Review Fees	\$50 min. (30 minutes)/Actual cost after	Plus, applicable document costs	Plus, Research fees	Plus, Professional Review Fees
Documents Costs	*See Administrative Fees			
Professional Review Fees	Actual Cost			
Research fee	\$50 min. (30 minutes)/Actual cost after			
Supervised Records Inspection	\$50 min. (30 minutes)/Actual cost after			

UTILITY BILLING AND CITY SERVICES

Water Rates are based on the City of Yamhill Water Rate Study completed in August of 2023. They are set to an annual increase schedule based on the previous year's CPI.

BASE/ METER CHARGES		
Connection	Base/ Meter Charge	Base/Meter Charge Includes
Water Utility Residential- Inside City Limits (5/8" to 3/4")*	\$80.51	0- 4000 gallons
Water Utility Commercial- Inside City Limits (5/8" to 3/4")*	\$96.61	0- 4000 gallons
Water Utility Commercial- Inside City Limits (1")*	\$135.26	n/a
Water Utility Commercial- Inside City Limits (1.5")*	\$173.90	n/a
Water Utility Commercial- Inside City Limits (2")*	\$280.17	n/a
Water Utility Commercial- Inside City Limits (3")*	\$1,062.72	n/a
Water Utility Commercial- Inside City Limits (4")*	\$1,352.55	n/a
Water Utility Residential Rural- Outside City Limits (5/8" to 3/4")*	\$96.61	0- 4000 gallons
Water Utility - Outside City Limits (1")*	\$135.26	n/a
Water Utility - Outside City Limits (1.5")*	\$173.90	n/a
Water Utility - Outside City Limits (2")*	\$280.17	n/a
Water Utility - Outside City Limits (3")*	\$1,062.72	n/a
Water Utility - Outside City Limits (4")*	\$1,352.55	n/a
Sewer Residential	\$78.96	n/a
Sewer (2 EDU)	\$156.78	n/a
Sewer (School EDU)/20 Students - Assessed in October	\$78.96/20	n/a

OTHER UTILITY DEPOSIT, FEES & PENALTIES	
Description	Fee
Connection Fees *See Public Works/Building Fees	
Hydrant Meter Hookup	\$100 +deposit \$250
Hydrant Meter Usage Rate	Water Utility Commercial- Inside City Limits (2")
Late Payment on Utility Account	\$5.00
Meter Lock - Service Disconnection/Reconnection	\$55.00

Shut-off Notice Fee	\$10.00
Tampering Fee*	Actual Cost +Penalties
Unauthorized Connection	Abatement Cost +Penalties
Water Deposit - Inside City Limits (Refundable)**	\$161.02
Water Deposit - Residential - Outside City Limits (Refundable) **	\$193.22
Sewer Deposit (Refundable)**	\$157.92

* The City departments are authorized to charge the responsible party or personnel, equipment, vehicles, materials, supplies, and overhead for services provided by the City of Yamhill to repair or maintain city utility lines, mains, service lines, water meters, water meter boxes or other utility property that has been destroyed or damaged.

* Water/Sewer Deposits are refundable to property owners after a year of service with payment history in good standing.

* Water Rates increase annually in January with CPI (2.7% Dec 2025)

* Water/Sewer Deposits increase with base charge adjustments. (equal to 2x base charge)

WATER USAGE TIER STRUCTURE			
Connection	Tier 1 = 9.75/1000 gallon*	Tier 2 = 11.70/1000 gallon*	Tier 3 =14.05/1000 gallon*
Residential- Inside City Limits (5/8" to 3/4")	4001-8000 gallons	8001-12000 gallons	12000+ gallons
Commercial- Inside City Limits (5/8" to 3/4")	4001-8000 gallons	8001-12000 gallons	12000+ gallons
Commercial- Inside City Limits (1")	0-11,200	11,200-16,800	16,801+
Commercial- Inside City Limits (1.5")	0-14,400	14,401-21,600	21,601+
Commercial- Inside City Limits (2")	0-23,200	23,201-34,800	34,800+

Commercial- Inside City Limits (3")	0-44,000	44,001-88,000	88,001+
Commercial- Inside City Limits (4")	0-56,000	56,000-112,000	112,000+
Residential Rural- Outside City Limits (5/8" to 3/4")	4001-8000 gallons	8001-12000 gallons	12000+ gallons
Outside City Limits (1")	0-11,200	11,200-16,800	16,801+
Outside City Limits (1.5")	0-14,400	14,401-21,600	21,601+
Outside City Limits (2")	0-23,200	23,201-34,800	34,800+
Outside City Limits (3")	0-44,000	44,001-88,000	88,001+
Outside City Limits (4")	0-56,000	56,000-112,000	112,000+

CITY SERVICES FEES

Description	Fee
Police Service Fee*	\$6.36/ADU
Stormwater Fee	\$2.00/EDU
Total:	\$8.36

Utility Billing/City Service Fees are applied to utility accounts per ordinance in the following order: Water, Sewer, Police Service Fee, Stormwater See appendix for Ordinances establishing City Services Fees.

* The Police Service Fee includes an automatic annual increase with CPI per ordinance

City Services are billed on utility billing in lump sum and allocated to separate accounts. For properties that do not have utility accounts set up, the city services are due on the 25th of the month.

Minimum Water Bill (in City) including Sewer and City Fees: \$167.83

PARK AND COMMUNITY CENTER RESERVATIONS

Description	Fees		
Community Center/Council Room Reservation (1)	\$30 for 2 hrs. \$5 each additional hour		
*Note: Business is conducted in City Hall and PD, this space should be mainly for meetings or small gatherings that will not cause disturbance in the attached offices.			
City Park Area (1) (2)	Private Use	Commercial Use	Non-Profit Use*
Bingo Hall	\$50	\$75	\$0
Food Booths	\$50	\$75	\$0
Covered Areas	\$40	\$75	\$0
Sports ball Court	\$15	\$25	\$0
Volleyball	\$15	\$25	\$0
Horseshoe Pits	\$15	\$25	\$0
Alcohol Permit*See Liquor License -Special Event			
Vendor License *See Business License - Temporary			
Cleaning Fee (1)	\$75 (1)	\$150(1)	\$75 (1)
Wear & Tear (2)	\$75 (2)	\$150 (2)	\$75 (2)
Special Event/Sporting Events- Any City Park/Property (3)(4)	TBD	TBD	TBD
(*)Must provide non-profit ID Number (1) 1/2 is refundable with removal of all garbage and no expense incurred by the City for cleanup (2) This will be charged for groups over 200 (3) Required for groups of 200 or more, requires advanced permission of City Council. Inquire with City Hall. (4) Requires COI (Certificate of Insurance)			

MUNICIPAL COURT

Description	Fee
DMV Suspension	\$15
Fail to Appear for Trial Fee	\$35
Fail to Appear for Arraignment Fee	\$15
Returned Check Fee	\$25
State Presumptive Class A	\$440
State Presumptive Class B	\$265
State Presumptive Class C	\$165
State Presumptive Class D	\$115
Traffic School Class A	N/A
Traffic School Class B	\$150
Traffic School Class C	\$100
Traffic School Class D	\$50
Trial Fee	\$35
Court Cost Fee	\$25
Violations Bureau Reduction - No Contest/Guilty	(\$20)
Violations Bureau Dismissal/Fix-it Ticket	\$50
Payment Administrative Fee	15% of Obligation

GENERAL PENALTIES

Penalties are not exclusive and are in addition to any other remedies available under City Ordinance or State Statute.

Each violation of a separate provision of the Yamhill Municipal Code shall constitute a separate violation

Each day's violation may constitute a separate offense, punishable as set forth by the ordinance.

See YMC Chapter 1.36.010 for General Penalty Provisions

Title 1 - Government	
Dishonored Checks	\$35 +fees charged by bank
Title 2 - Local Improvements	
Violation - Penalty, Public ROW Rules & Regulations	Class C
Violation - Penalty, Sidewalk Regulations	
1) First Conviction	Class D
2) Second Conviction	Class C
Title 3 - Utilities	
Violation - Penalty, Water Department Rules & Regulations CH 3.04 - 3.44	Class C
Violation - Penalty, Backflow/Cross-connection Rules & Regulations	Class C
Violation - Penalty, Surplus Water Rules & Regulations	Class C
Violation - Penalty;	Class C
1) Subsection B - Second Violation of same type	Class C
2) Subsection C - Third Violation of same type	Class B
3) Subsection D - Fourth Violation of same type	Class A
Violation - Penalty, Protection from Damage	Not to exceed \$1000
Violation - Penalty, Damage to Sewer Department Property	Class A
Violation - Penalty, Non-Correction	Class B
Violation -Penalty, Sewer Department Rules and Regulations CH 3.56 - 3.76	Class B

GENERAL PENALTIES CONTINUED

Title 4 - Sanitation	
Violation- Penalties, Nuisances Rules & Regulations	Class C
Title 5 - Offences	
Violation-Penalties, Chapter 5.04 Nuisances Rules and Regulation	Class D
Violation-Penalties, Chapter 5.04 Failure to Provide Name	Class A
Violation-Penalties, Chapter 5.20 Discarded Vehicles Rules & Regulations	Class C
Title 6 - Traffic Violation Penalties	
<u>Traffic General Regulations</u>	Class D
Violation - Penalty, Sections 6.08.010 - 6.08.060	Class D
Violation - Penalty, Sections 6.08.070 - 6.08.110	Class D
<u>Parking Regulations</u>	
Violation - Penalty, Sections 6.12.010 - 6.12.09	Class D
Violation - Penalty, Section 6.12.100	Class D
Title 7 - Public Protection	
<u>Park Rules and Regulations</u>	
Violation - Penalty, Sections 7.04.060 - 7.02.040	Class D
Violation - Penalty, Section 7.04.050	Class A
<u>Fire Hazards Regulations</u>	
Violation - Penalty, Section 7.08.030	Class A
Violation - Penalty, Weed Control Regulations	Class D
Violation - Penalty, Street Names and Uniform Address Regulations Class D	Class D
Title 8 - Business Regulations	
Violation - Penalty of Title 8 - Business Regulations	Class D
Title 9 - Building	

Building Code Regulations	Class C
Failure to obtain a permit prior to initiating work	Double specified permit fee
Violation - Penalty, Building Nuisance Regulations	Class B

POLICE DEPARTMENT

Description	Current Fee
Chief of Police Review for Security	\$100.00
Department Policy, Copy Request	\$5.00 ea.
Document Costs	*See Administrative Fees
Fingerprint cards	\$10 (Requires officer availability)
Officer Notes	\$10/Record
Police Records Request Digital File	\$20 up to 20 pages. Non-refundable even if no record exists. Additional research may apply
Professional Review Fees	Actual Cost
Record Check (Address/Name)	\$20.00
Research fee	\$50 min. (30 minutes)/Actual cost after
Supervised Records Inspection	\$50 min. (30 minutes)/Actual cost after
Towed Vehicle Administrative Fee	\$125.00

POLICE RECORDS REQUESTS

Police record requests are submitted to the Chief of Police with a Police Records Request form. They are screened and a quote is given before any request is fulfilled.

Records Request - Level I	\$0	Plus, applicable document costs		
Records Request - Level II	\$50 min. (30 minutes)/Actual cost after	Plus, applicable document costs	Plus, Research fees	
Records Request - Level III <i>*Requires Professional Review Fees</i>	\$50 min. (30 minutes)/Actual cost after	Plus, applicable document costs	Plus, Research fees	Plus, Professional Review Fees

PUBLIC WORKS/ BUILDING FEES

Description	Current Fee	Deposit
Backflow Testing Fee	\$50.00	
Building Permit Compliance Review	\$125.00	
Building Permit Compliance Review - Minor	\$75.00	
Contracted Service Provider Fees	Actual Cost	
Grading Permit *Requires Professional Review	\$125	\$500
Outside Water Request	N/A - Moratorium	
Professional Review Fees	Actual Cost	
System Development Charge - Water*	\$7,723.00	
System Development Charge - Sewer*	\$4,598.00	
System Development Charge - Parks*	\$3,967.00	
System Development Charge - Streets*	\$2,539.00	
System Development Charge - Stormwater*	\$2,118.00	
Total SDCs	\$20,945.00	
*SDCs listed are for Single Dwelling Unit .75" meters, inquire with City Hall for full schedule if larger connection is required.		
*SDCs are updated automatically annually in January by the ENR CPI (3.6% for Dec 2025)		
Sidewalk Deposit - Residential	\$20/Linear foot	
Sidewalk Deposit - Commercial	\$32/Linear foot	
Sewer Connection/Inspection Fee	\$200 per service	
Water Connection/Inspection Fee	\$650 per service	

Public Works Permits	
Description	Fee
Right-of-Way Permits	\$250.00
ROW Franchise Utility (1 year)	COI, Bond, Franchise License
ROW Mailbox Permit	\$25.00
ROW Construction	\$50, COI
ROW Street Obstruction/Traffic Control	\$100, COI, Bond

PLANNING/LAND USE FEES

Land Use Application fees are collected with a non-refundable application fee. Deposits are collected when the city seeks to recover actual costs for professional expenses and services; and, due to the uniqueness of each application, setting a fixed fee is impractical. The costs for services and professional expenses include, but are not limited to, services rendered by the City Planner, City Engineer, or City Attorney; administrative costs covering staff reports, correspondence, accounting, public works review, required notice publishing, supplies, and postage. If the actual costs exceed the deposit, the City reserves the right to require an additional deposit and/or invoice for the additional charges.

Application Review Types	
Type I	Type II
Staff Review	Administrative/Staff Review with Notice
Applying City Standards that do not require discretion	Decisions are made by the Planning Official with Public Notice and an Opportunity for appeal to the Planning Commission
Type III	Type IV
Quasi-Judicial Review - Planning Commission Hearing	Legislative Review- Planning Commission and City Council Hearings
Decisions are made by the Planning Commission after a hearing with an opportunity for appeal to council	Creation or Revision, Large-scale implementation of Amendments

Description	Fee	Deposit
Annexation (Type IV)	\$2,500.00	\$1,000
<u>Appeals</u>		
1) Type I Appeal	\$450	
2) Type II Appeal	\$800	
3) Type III or IV Appeal	\$975	

Alphabetical list continues next page.

PLANNING/LAND USE FEES CONTINUED

Description	Fee	Deposit
Code Interpretation (Type I)	\$250	
Code Text Amendment (Type IV)	..	Initiated by City Council or PC - Actual Cost
Comprehensive Plan/Map Amendment (Type IV)	..	Initiated by City Council or PC - Actual Cost
Conditional Use Permit (Type III)	\$1,000	\$500
Conditional Use Permit, Specific (Type III)	\$1,000	\$500
Development Permit (Type I or II)	\$650	
Development Permit, Specific (Type I or II)	\$650	
Flood Hazard Overlay (Type II)	\$650	
Historic Review (Type II)	\$650	
Historic Demolition (Type III)	\$1,000	\$500
Home Occupation, Type 2 (Type I) (Staff Review)	\$300	
Home Occupation, Type 1 (Type III) (PC Review)	\$800	
Legal Lot Determination (Type I)	\$350	\$500
Nonconforming Use or Structure, Expansion of (Type III)	\$1,000	\$500
Partition or Replat of 2-3 Lots		
1) Preliminary Plat without Stream Corridor (Type II)	\$1,500	\$1,000
2) Preliminary Plat with Stream Corridor (Type III)	\$1,000	\$1,000
3) Final Plat (Type I)	Invoiced/Deducted from Preliminary Plat Application & Deposit	
Planned Unit Development (PUD) (Type III)	\$1500 + \$20/lot	\$500
Planned Unit Development (PUD) Extension (Type III)	\$635	
Planned Unit Development (PUD) Amendment (Type III)	\$800	
Pre-Application Conference	\$1,000	\$500
Property Boundary Adj. (includes Lot Consolidation) (Type I)	\$285	

PLANNING/LAND USE FEES CONTINUED

Description	Fee	Deposit
RV Permit *See Temporary Dwelling or RV Guest Occupancy Permit		
Signs (Type I)	\$200	
Signs EMC or Electronic Reader Board (Type III)	\$650	
Similar Use Authorization (Type I)	\$250.00	
<u>Subdivision or Replat of >3 lots</u>		
1) Preliminary Plat without Stream Corridor (Type II)	\$2500 plus \$20/lot	\$1,000
2) Preliminary Plat with Stream Corridor (Type III)	\$2000 plus \$20/lot	\$1,000
3) Final Plat (Type I)	Invoiced/Deducted from Preliminary Plat Application & Deposit	
Temporary Dwellings/RV Placement Permit (Type I)	\$250.00	
Vacation (Street)	\$1,500	\$1,000
Variance (Type III) (including Sign Variance)	\$350 + deposit \$500	\$500
Zone Change (Type IV)	..	Initiated by City Council or PC - Actual Cost

All Fees are subject to change during our annual update process.

APPENDIX – LINKS

[City of Yamhill Municipal Code](#)

[Ordinance List and Disposition Table](#)

[City of Yamhill Water Rate Study August 2023](#)

[City of Yamhill Water, Wastewater, Stormwater, and
Transportation SDC Update Report 2018](#)