



**City of Maupin**  
 507 Grant Ave.  
 PO Box 308  
 Maupin, Oregon 97037

**Fee Schedule**  
 541-395-2698  
 cityhall@cityofmaupin.org  
 cityofmaupin.org

*Adopted by City Council on September 28, 2022. Resolution No. 09282022*

## FEE SCHEDULE POLICY AND PROCESS

Fees are due at the time of request or application submission. Some fees are billed later, and you will receive an invoice by email or mail. Invoices are due upon receipt. Late fees apply after 30 days of nonpayment. Payment can be received by cash, check, or credit card (fees apply for credit card transactions) and can be received in person, by mail, or over the phone. If you have questions about your invoice, please contact City Hall. A fee waiver can be requested for Facility Rentals and Land Use & Planning Fees. See below for more information. For Code Compliance, please use this [Abatement Waiver Request Form](#). Memorandums of Agreement may be required for some Land Use & Planning applications.

Facility Rental	Base Fee	Plus/Notes
City Park Community Building (Events)	\$20 per hour; \$160 per day	
City Park Community Building (Park Guest Use)		See Resolution No. 02242021 (Park Fee Schedule)
Kaiser Park	No charge	
Mountain Fir Park Picnic Area	No charge	
Legion Hall (Events)	\$20 per hour; \$160 per day	No charge for nonprofits and schools. See Fee Waiver Policy.
Civic Center Conference Room (Events)	\$25 per hour; \$200 per day	No charge for nonprofits and schools. See Fee Waiver Policy.
Funeral or Memorial Service	No charge	
Meetings (Not Events)	No charge	Non-profit Board, Club, Committee, State/County, etc.
Cleaning Time	\$50 per hour	

Administrative	Base Fee	Plus/Notes
Document to be recorded with Wasco County	\$40	Actual cost of recording per Wasco County
Late Charges for Past Due Invoice	1.5% per month	
Credit Card Transactions	2.9% + \$0.30	
ACH Transactions	\$1.50	
Returned Checks	\$30	\$20 discount applied if returned check due to fraud
8.5x11" copies	\$0.25	
11x17" copies	\$0.50	
Public Records Request – Deposit to Commence Project	\$100	
Public Records Request – Fees	Actual cost	Clerical, consultant, planner, attorney, transmission
Public Records Request – Labor Costs	\$50 per hour	

City Taxes & Licenses	Base Fee	Plus/Notes
Application Fee	\$75	
*Business License	No charge	
*Commercial Filming License	No charge	
*Commercial Filming Fee	No charge	
Short Term Rental Application	\$250	Original application only. See Ordinance No. 322
Short Term Rental License	\$500	Annual renewal. See Ordinance No. 322
*Special Event Permit	No charge	
Burn Permit	No charge	Annual renewal
Farmstands or similar seasonal merchant	\$25 per occurrence	
Mobile or Temporary Food Vendor (Pilot Program)	\$40 residents; \$400 non-residents	See Ordinance No. 319
Liquor License Renewal	\$50	Annual renewal. See MMC 5.10.060
Social Gaming License	\$75	
Transient Lodging Tax	6% of taxable lodging sales	See MMC 3.30

Code Compliance	Base Fee	Plus/Notes
City / Summary Abatement	Actual cost of abatement	Administrative Fee. See MMC 9.10
Administrative Fee	20% of actual cost of abatement	See MMC 9.10

\*The City of Maupin does not require.

Appeals	Base Fee	Plus/Notes
Planning Commission Appeal	\$400	Actual cost of contract planner, surveyor, and/or attorney
City Council Appeal	\$750	Actual cost of contract planner, surveyor, and/or attorney
Code Compliance / Hearings Officer Appeal	\$100	

Labor, Equipment Usage, Materials, and Services	Base Fee	Plus/Notes
Bulk Water Sales	\$100/day + \$5/1,000 gallons	
Backflow Device Test	\$30	
Underground Locator and Operator	\$60 per hour	Authorized use only
Vacuum Truck and Two Operators	\$200 per hour	Authorized use only
Camera Scope	\$100 per hour	Authorized use only

Land Use & Planning	Base Fee	Plus/Notes
Application Fee	\$75	
Site Plan Review	\$250	Actual cost of contract planner, surveyor, and/or attorney
Zoning Review	Application Fee	Actual cost of contract planner, surveyor, and/or attorney
Sign Permit	Application Fee	Actual cost of contract planner, surveyor, and/or attorney
Lot Line Adjustment	\$125	Actual cost of contract planner, surveyor, and/or attorney
Land Partition	\$400	Actual cost of contract planner, surveyor, and/or attorney
Conditional Use Permit	\$250	Actual cost of contract planner, surveyor, and/or attorney
Variance Permit	\$120	Actual cost of contract planner, surveyor, and/or attorney
Subdivision Preliminary Plat	\$750 + \$100 per lot	Actual cost of contract planner, surveyor, and/or attorney
Subdivision Final Plat	\$250	Actual cost of contract planner, surveyor, and/or attorney
Extension Request	\$75	Actual cost of contract planner, surveyor, and/or attorney
Comprehensive Plan Amendment	\$750	Actual cost of contract planner, surveyor, and/or attorney
Comprehensive Plan Amendment with Rezone	\$1,000	Actual cost of contract planner, surveyor, and/or attorney
Vacation (Streets, Alleys)	\$500	Actual cost of contract planner, surveyor, and/or attorney
Annexation	\$500	Actual cost of contract planner, surveyor, and/or attorney
Planned Unit Development	\$1,200 + \$30 per lot	Actual cost of contract planner, surveyor, and/or attorney
Temporary Use Permit	\$150	Actual cost of contract planner, surveyor, and/or attorney
Non-conforming Use/Structure Determination		Actual cost of contract planner, surveyor, and/or attorney
Water and Sewer Connection Charges		See Resolution No. 06232021-01
System Development Charges		See Resolution No. 03242010

## FEE WAIVER POLICY


A fee waiver can be requested for Facility Rentals and Land Use & Planning Fees. To be granted a waiver, an individual must provide documentation of household income at or below 150% of the federal poverty level. To prove a hardship, applicants must provide federal tax returns, pay stubs or annual benefit (social security) statements. Assistance will be provided based on the availability of funding. Waivers must be approved and granted by the City Manager prior to submittal of an application. For Code Compliance, please use this [Abatement Waiver Request Form](#).

Household Size	% Waived	1	2	3	4	5	6	7	8
Annual Income	50%	\$19,320	\$26,130	\$32,940	\$39,750	\$46,560	\$53,370	\$60,180	\$66,990
Annual Income	100%	\$12,880	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660

2021 Poverty Guidelines (Source: ASPE, Office of the Assistant Secretary for Planning and Evaluation, [aspe.hhs.gov](http://aspe.hhs.gov))

DATED AND PASSED this 28th day of September, 2022.

Ayes: 6  
Nays: 0  
Absent: 1  
Abstain: 0

Approved:   
Lynn Ewing, Mayor

Attest:   
Christine Wolfe, Recorder