

City of Roseburg – Master Fee Schedule

Effective January 1, 2026 - June 30, 2026

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PUBLIC INFORMATION REQUESTS

COPIES/STAFF TIME

MISCELLANEOUS RECORDS: (Applied to requests from any department)	COST	UNIT
Contract/Bid Documents		
Containing 20-50 pages	\$ 15.00	per document
Containing more than 50 pages	\$ 25.00	per document
(Note: May be waived by City Manager on individual contract basis)		

Personnel Costs

Will be charged for requests requiring more than 1/2 hour staff time. Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.

Photocopy Charges

Service charge of \$1.00 plus		
Black and White up to 8 1/2 x 14	\$ 0.25	per page
Color up to 8 1/2 x 14	\$ 0.50	per page
11 x 17	\$ 0.50	per page
36 x 36	\$ 5.00	per page
Digital Images (Photos, Videos or Files)	\$ 15.00	each

CITY RECORDER RECORDS

Business Registration List		
Complete List	\$ 15.00	per document
Annual List	per page fee	
Municipal Code		
Complete (unbound)	\$ 100.00	per document
Updates	per page fee	

COMMUNITY DEVELOPMENT/BUILDING RECORDS

Comprehensive Plan	\$ 25.00	per document
Comprehensive Plan Map	\$ 20.00	per document
Downtown Master Plan	\$ 25.00	per document
Historic Resources Inventory		
Per Volume	\$ 25.00	per volume
Per Set	\$ 100.00	per set
Title 12 (Land Use Development Regulations) - Roseburg Municipal Code	\$ 25.00	per document
Urban Renewal Plan	\$ 10.00	per document
Wetlands Conservation Plan	\$ 15.00	per document
Zoning Maps	\$ 20.00	per document

FINANCE RECORDS

Audit	\$ 30.00	per document
Budget	\$ 30.00	per document

FIRE DEPARTMENT RECORDS

Emergency Response Report	\$ 10.00	per document
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LIBRARY

Black and White Copies	\$ 0.25	per page
Color Copies	\$ 0.50	per page

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PARK DEPARTMENT RECORDS

Bikeway Master Plan	\$	25.00	per document
Parks Master Plan	\$	25.00	per document

POLICE /COURT RECORDS

Accident Report	\$	10.00	per report
Police Report	\$	10.00	per report
Supplemental Copies	\$	5.00	per supplement
Digital Images (Photos/Videos)	\$	15.00	per image
Video Cam Footage			
Full blur (digital or CD)	\$	15.00	
Partial blur		\$12.00/minute staff time + \$5.00/dvd	

PUBLIC WORKS RECORDS

Aerial Maps - photo copy	\$	2.50	per document
Aerial Maps - digital format	\$	15.00	per document
Airport Master Plan	\$	25.00	per document
Base Maps (Storm/Water) (photo copy)	\$	2.50	per document
Computer Mapping	\$	50.00	per hour
Computerized City Map	\$	15.00	per document
Design Standards	\$	25.00	per document
Mylars	\$	15.00	each
Standard Specifications (hardbound)	\$	15.00	per document
Standard Drawings (hardbound)	\$	15.00	per document
Storm Drain Master Plan	\$	25.00	per document

WATER DEPARTMENT RECORDS

Master/Capital Improvement Plan	\$	25.00	per document
Test Report	\$	2.00	per document

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ADMINISTRATION

	COST	UNIT
Appeal of Commission/City Manager/Staff Decision <i>(unless defined under department)</i>	\$ 250.00	
Document Recording	Actual Cost	
Employment Application Processing		
Tested Positions Only <i>(per applicant)</i>	Actual Cost	
Public Safety Center Room Rental		
Non-Governmental Agencies:		
North Umpqua Room	\$ 50.00	per hour or portion
South Umpqua Room	\$ 50.00	per hour or portion
Salmon Room	\$ 50.00	per hour or portion
Umpqua Room	\$ 100.00	per hour or portion
Refundable Security Deposit	\$ 250.00	per occurrence
Governmental Agencies:		
All Rooms	no charge	first 4 hours
All Rooms	\$ 100.00	per day if over 4 hrs
Roseburg Public Library Room Rental		
Roseburg Public Library/City of Roseburg/Douglas ESD/Friends of the Library	no charge	
Recognized veterans organizations	no charge	
Other agencies:		
Ford Family Room		
Re-key fee.....	\$ 150.00	per incident
When Douglas ESD or Library open to public	\$ 50.00	Per use
When Douglas ESD and Library closed to public	\$ 150.00	Per use
Deer Creek Room	\$ 50.00	Per use
South Umpqua Room	\$ 50.00	Per use
Multipurpose Room #1	\$ 25.00	Per use
Multipurpose Room #2	\$ 25.00	Per use
Meeting Room only or single-point videoconferencing	\$ 25.00	Per use
Multi-point videoconferencing	Contact ESD for quote	
Study Room.....	no charge	drop-in basis for 2 hrs
<i>(time may be extended if no one is waiting)</i>		
Right-of-Way Permit		
Sidewalk Sales, Sign/Obstruction <i>(see Public Works for construction)</i>	\$ 25.00	
<i>(Events sponsored by the city or a city-funded downtown association exempted)</i>		
Street Closure Permits/Barricades (Parades/Special Permits)	\$ 25.00	
<i>(Military and funerals exempted)</i>		
Voters' Pamphlet Submissions		
Candidate Statement	\$ 25.00	
Measure Argument or Statement of Endorsement	\$ 25.00	

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AIRPORT FACILITIES

	COST	UNIT
Commercial Operator's Permit		
Seasonal	\$ 200.00	3 months
Non-Seasonal	\$ 125.00	per quarter
Initial Application Review	\$ 100.00	

Fuel		
Fuel Flowage (<i>payable by fuel purchaser</i>)	\$ 0.05	per gallon
Profit Margin on Retail Sales of Aviation Fuels	\$ 0.50	per gallon over

Overnight Tie-Down Rates		
<i>(Government Operations exempted)</i>		
Single engine	\$ 3.00	per day
Twin engine	\$ 5.00	per day

Rent/Lease Rates (Annual)		
Non-Aviation Related Use of Corporate Hangar Space	\$ 0.79	per square foot

Annual adjustments to the following Airport fees will be tied to the CPI-U West index, December to December and rounded to the nearest dollar (3% maximum) and become effective July of each year. This applies to: Non-Aviation Related Use of Corporate Hangar Space, Aviation Suites, Commercial "Lear"; Storage Units B, F, G, H, I; Hangar row "C", south end Single T-Hangars; all Twin hangars; north end Single T-Hangars; Tie-Downs Single and Twin. This adjustment will not apply to Storage Unit J until such time as the fees charged for storage units rise to the same level. Corporate Hangar Space and Aviation Suites shall be adjusted by the CPI-U West index, but is not rounded to the nearest dollar or cent.

Rent/Lease Rates (Monthly)		
Additional North-End Corporate Hangar Parking Space	\$ 27.00	per month
Per space exceeding the two spaces designated to each north-end hangar with street access		
Commercial "Lear"	\$ 889.00	per month annual per sq
Corporate Hangar Space & Aviation Suites	\$0.3478	foot
Storage Units B, G, H, I	\$ 90.00	
Storage Unit J	\$ 100.00	per month
Storage Unit F	\$ 66.00	per month
T-Hangar Single (except I-5, I-9, I-14)	\$ 275.00	per month
T-Hangar Single (North End 1-5, 1-9, 1-14)	\$ 201.00	per month
T-Hangar Twin	\$ 505.00	per month
T-Hangar Single Daily Rate	\$ 26.00	per day
T-Hangar Twin Daily Rate	\$ 37.00	per day
T-Hangar Row "C"	\$ 234.00	per month monthly per
Tie-Downs Single	\$ 44.00	space monthly per
Tie-Downs Twin	\$ 75.00	space
Security Deposit (Refundable) for T-Hangar and Storage Unit Rentals	\$ 100.00	

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BUSINESS PERMITS/LICENSES			
	COST	UNIT	
Appeals			
Denied/Suspended/Revoked Application/Registration/Permit/License	\$ 250.00		
Alarm Agent Permit			
On or After 7/1	\$ 20.00	annually	
Original Application Investigation Charge	\$ 10.00		
	\$ 30.00	one-time	
Business Registration			
Addition of Co-Owner	\$ 150.00	one-time	
	\$ 75.00	one-time	
Closing Out Sale	\$ 50.00	each	
Facilities/Property Use Agreement (nonpark)			
Application/Agreement Processing	\$ 25.00	each	
Damage Deposit (<i>refundable</i>)	\$ 100.00		
Medical Marijuana Dispensaries			
Operator's License	\$ 500.00	annually	
On or After 7/1	\$ 250.00		
Original Application Investigation Charge	\$ 500.00	one-time	
Dispenser License	\$ 50.00	annually	
On or After 7/1	\$ 25.00		
Original Application Investigation Charge	\$ 50.00	one-time	
OLCC			
New Outlet	\$ 100.00	each	
Ownership, Location or Privilege Change	\$ 75.00	each	
Renewal or Temporary License	\$ 35.00	each	
Special Occasion Events on City Property	\$ 10.00	per day	
Special Occasion Events on Private Property	\$ -		
Recreational Marijuana Dispensaries			
Operator's License	\$ 500.00	annually	
On or After 7/1	\$ 250.00		
Original Application Investigation Charge	\$ 500.00	one-time	
Dispenser License	\$ 50.00	annually	
On or After 7/1	\$ 25.00		
Original Application Investigation Charge	\$ 50.00	one-time	
Social Gaming License			
License	\$ 150.00	annually	
On or After 7/1	\$ 75.00		
Original Application Investigation Charge	\$ 100.00	one-time	
Solid Waste Management License			
Annual (per fiscal year)	\$ 60,000.00	annually	
Original Application Investigation Charge	\$ 2,500.00	one-time	
Taxicab/Limousine			

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Driver's Permit	\$	20.00	annually
On or After 7/1	\$	10.00	
Original Application Investigation Charge	\$	30.00	
Operator's License	\$	150.00	per vehicle/per year
On or After 7/1	\$	75.00	
Original Application Investigation Charge	\$	200.00	

Transportation Network

Driver's Permit	\$	20.00	annually
On or After 7/1	\$	10.00	
Original Application Investigation Charge	\$	30.00	
Operator's License	\$	480.00	annually
On or After 7/1	\$	240.00	
Original Application Investigation Charge	\$	200.00	

Telecommunications Providers

Franchise Application Review	\$	200.00	
Franchise Renewal	\$	100.00	
Carrier Franchise Fee (<i>paid quarterly - Qwest only</i>)		7% of gross revenues prior qtr	
Non-Carrier w/City Customers (<i>paid quarterly</i>)		5% of gross revenues prior qtr	
Small Cell	\$	270.00	per cell/annually

Annual adjustments to the Non-Carrier w/facilities in right-of-way but no City Customers fees will be tied to the CPI-U West index, December to December, not rounded to the nearest dollar or cent and become effective July of each year (RMC 9.25.110(B))

			annual/per linear foot
*Non-Carrier w/facilities in right-of-way, but no City Customers	\$	2.8342	of public way

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COMMUNITY DEVELOPMENT - PLANNING

COST

UNIT

Unless otherwise indicated, all Community Development - Planning Division fees shall be adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.

Amendment (Conditions, Findings and Plat)	\$	383.00	
Annexation			
Petition Initiated	\$	1,686.00	
Appeals			
Dangerous Building Abatement (to City Manager then Council)	\$	350.00	
Director's Decision (\$250 cap)			
Land Use Action (\$500 cap)			
Nuisance Abatement (to City Manager then Council)	\$	306.00	
Boundary Line Adjustment	\$	562.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$	-	
Comprehensive Plan Amendment (Map/Text)	\$	3,372.00	
Urban Growth Boundary	\$	4,210.00	
Resubmittal Fee (Map) (30% of the required application fee for the initial	\$	-	
Conditional Use Permit	\$	1,405.00	
Day Care	\$	357.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$	-	
Derelict Building Registration			
Residential Application	\$	368.00	
Commercial Application	\$	665.00	
Monthly Registration for each month or portion thereof building is registered for the			
Residential	\$	146.00	per month
Commercial	\$	667.00	per month
Extension - Monthly Registration for each month or portion thereof building is			
Residential	\$	289.00	per month
Commercial	\$	1,353.00	per month
Delinquent Payment Penalty (for each monthly payment more than 30 days past			
Residential	\$	146.00	per month
Commercial	\$	665.00	per month
Expedited Land Use Action (plus \$100 postage)	\$	4,497.00	
Non-Conforming Use Alteration	\$	419.00	
Resubmittal Fee (30% of the required application fee for the initial application)			
Partition	\$	1,124.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$	-	

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Final Plat	\$	286.00
Planned Development		
Preliminary (<i>plus \$10.00 per lot</i>)	\$	2,555.00
Final	\$	286.00
Resubmittal Fee	\$	286.00
Construction Review	\$	286.00
Preliminary Application Conference	\$	204.00
Re-inspection Fee	\$	102.00
Site Plan Review		
Above Ground Storage Tank	\$	562.00
Accessory Detached Structure - Single Family Unit/Duplex	\$	153.00
Accessory Detached Structure - Commercial/Industrial/Other	\$	214.00
Addressing	\$	102.00
Administrative Function - LUCS, DMV, State/Federal Forms	\$	74.00
Administrative Function - Zoning Confirmation Letter (letterhead, specifics)	\$	102.00
Alteration/Remodel Single Family Unit/Duplex	\$	153.00
Alteration/Remodel Commercial/Industrial	\$	286.00
Demolition	\$	82.00
Floodplain Review (plus corresponding Site Review fee).....	\$	102.00
Grading - Single Family Unit/Duplex	\$	143.00
Grading - Commercial Site Work/Parking Lots/Other	\$	701.00
HR - Historic Review Minor Projects (plus corresponding Site Review fee).....	\$	102.00
HR - Historic Review HRRC Hearing Required (plus corresponding Site Review Fee)	\$	143.00
New Construction Single Family Unit/Duplex	\$	286.00
New Construction Commercial/Industrial/Other	\$	981.00
Mobile Home Park	\$	981.00
Riparian Setback Consultation/Reduction with ODFW.....	\$	421.00
Resubmittal Fee (<i>30% of the required application fee for the initial application</i>)	\$	-
Site Plan Review - Signs		
Area - 0-32 square feet	\$	61.00
Area - 33-60 square feet	\$	86.00
Area - 61-99 square feet	\$	102.00
Area - 100 or more square feet	\$	215.00
Freestanding (in addition to above)	\$	31.00
FP-Floodplain Review (plus corresponding Site Review fee).....	\$	102.00
HR-Historic Review Minor Project (plus corresponding Site Review fee)	\$	102.00
Temporary (30 days or less)	\$	51.00
Temporary Sign Refundable Deposit	\$	123.00
Resubmittal Fee (<i>30% of the required application fee for the initial application</i>)	\$	-
Subdivision		
Preliminary (plus \$10.00 per lot)	\$	2,555.00
Construction Plan Review	\$	286.00

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Final Plat	\$	286.00
Replat	\$	981.00
Resubmittal Fee	\$	286.00

Temporary Use Permit

Family Hardship/Structure <i>(City Manager and/or Community Development ... Director can waive fee based on financial hardship)</i>	\$	286.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		
Use/Zoning, Etc.	\$	286.00

Vacation *(Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)*

\$ 981.00

Variance

Administrative	\$	562.00
Public Hearing before Planning Commission	\$	1,124.00
Riparian Setback	\$	421.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		

Water Service Request for Outside City Limits

Residential - Single Family	\$	179.00
Residential - Other	\$	358.00
Commercial	\$	511.00

Zone Change

\$ 2,105.00

Resubmittal Fee *(30% of the required application fee for the initial application)*

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FINANCE DEPARTMENT

	COST	UNIT
Collection Fee		
23% of the monetary obligation for utility and miscellaneous accounts, added to the amount of the debt, to equal the collection fee charged by the collection agency		
Credit Card Processing Fee	3%	Payments over \$1000
<i>(Does not apply to utility payments)</i>		
Hotel/Motel Occupancy Tax (of room rent charged)	8%	
<i>Note: State of Oregon assesses additional 1% which goes to State</i>		
Lien Search Fee	\$ 25.00	
Exception: Search conducted on the same parcel of property by the same Title company within 45 days of the initial search on that piece of property...	\$ 15.00	
Municipal Court		
Collection Fee - 25% of the monetary obligation	up to Max of \$250.00	
Juror Appearance Fee	\$ 5.00	per day
Jurors Chosen and Sworn as a Juror	\$ 10.00	per day
Witness Compensation (<i>subpoenaed to Municipal Court</i>)	\$ 10.00	per day
Non-Sufficient Funds (for returned checks)	\$ 25.00	
Nuisance Abatement Administrative Fee		
Five percent of cost of abatement or \$150, whichever is greater		
Parking Facilities		
Armory Parking Lot	\$ 45.00	monthly
Court Street Lot	\$ 30.00	monthly
Phillips Parking Lot	\$ 20.00	monthly
Shalimar Parking Lot	\$ 20.00	monthly
Overpark 2nd Level	\$ 30.00	monthly
3rd Level	\$ 25.00	monthly
Oversize Vehicle	\$ 35.00	monthly
Rose Street Lot	\$ 35.00	monthly
On-Street Permits	\$ 50.00	monthly
Discount Bulk Purchase of Rental Spaces		
Spaces 10 through 15	10%	
Additional Spaces over the additional 15	15%	
Parking Meter Rates	\$ 0.50	time varies
Residential Parking Exemption Permits		
Permanent Residents	\$ 10.00	annually
Temporary Houseguest of Resident	\$ 5.00	two-weeks
Parking Meter Exemption Permits	\$ 5.00	per day

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Service and Delivery Permit

(Pursuant to Roseburg Municipal Code Section 8.02.100(F))

Monthly	\$	5.00
Annually	\$	50.00

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FIRE DEPARTMENT

COST

UNIT

All annual adjustments to the Fire Department fee schedule will be tied to the CPI-U West index, December to December and rounded to the nearest dollar and become effective July of each year. This adjustment will not apply to Burn Permits or Special Event Inspections.

False Alarm Response Fee to be assessed for the 3rd through 6th false alarm

for the same location within any calendar year (partial reimbursement)	\$	400.00	each
7th and each subsequent false alarm (full reimbursement)	\$	928.00	each

False Alarm Appeal Fee \$ 154.00

Inspections

Illegal Occupancy	\$	439.00	each
Exceeding Maximum Occupant Load	\$	202.00	each
"A" Occupancy Inspections (<i>after hours</i>)	\$	124.00	each

Business Inspections

Initial Inspection	No Charge		
Unmitigated violations - Subsequent re-inspections			
1st Re-inspection Visit	\$	202.00	per facility plus \$33.00 per violation
2nd Re-inspection Visit	\$	359.00	per facility plus \$33.00 per violation
3rd & Subsequent Re-inspection Visit	\$	638.00	per facility plus \$33.00 per violation

Permits

Blasting	\$	200.00	
Burn Permits			
Residential	\$	75.00	
Commercial	\$	370.00	
Exempt from Seasonal Restriction	\$	100.00	
Fireworks including retail sales inspection			
Booth	\$	159.00	
Tent	\$	200.00	
Display	\$	400.00	
Storage Tanks			
Installation	\$	200.00	
Removal	\$	121.00	

On-Site Inspections

Underground Piping			
Flushing	\$	120.00	
Hydrostatic Test	\$	120.00	
Aboveground Piping			
Modifications/Remodels	\$	120.00	
Sprinkler System Pre-Cover (<i>\$50 minimum</i>)	\$	120.00	per hour
Hydrostatic Test	\$	120.00	
Pneumatic Test	\$	120.00	

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Dry Piping Trip Test	\$	120.00	
Standpipes	\$	120.00	
Fire Alarm Systems	\$	120.00	per hour
Missed Appointment Fee	\$	120.00	
Smoke Removal Systems	\$	120.00	
Final Inspection (\$100.00 minimum)	\$	120.00	per hour
New Hydrant Installation Inspection and Flushing per Hydrant	\$	200.00	per hydrant
Additional Inspections			
Clean Agent System (site inspection/room integrity flow & alarm test)	\$	200.00	
Commercial Cooking Suppression System (site inspection / trip test)	\$	160.00	
Special Events (per vendor, per year)		\$50.00	
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell			
Special Inspection (typically business insurance purposes)	\$	149.00	per hour
Spray Booth (site inspection/trip test)	\$	200.00	
Temporary Membrane Structures, Tents and Canopies	\$	120.00	
Plan Review			
Including Deferred Submittals (\$50.00 minimum if less than 1 hour)	\$	120.00	per hour
Mechanical Inspection			
Fire Smoke Damper (per damper)	\$	24.00	
Site Review/Consultation			
First hour free - Each additional hour per project	\$	120.00	per hour
Hazardous Materials			
One hour minimum - Non-State Team Response	\$	400.00	
After first hour (fractional thereafter by 1/4 hour; actual wage & benefit of employees)			
Materials (e.g. foam, booms, absorbent)		Actual Cost	
Apparatus		Pursuant to Oregon State Fee	

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LIBRARY

	COST	UNIT
Appeal of Director/Staff Decision	\$ 100.00	
Library Card		
Residents	No Charge	
Transitional (<i>residents without a permanent address</i>)	No Charge	
Student (<i>youth ages 0-high school graduation living within the Roseburg Public School District boundary</i>)	No Charge	
Teacher Cards (<i>full-time Kindergarten through grade 12 classroom teachers and school media center staff employed by public or private schools within the Roseburg Public School District boundary, who reside outside the Roseburg city limits</i>)	No Charge	
Douglas County School Districts - Students and Staff (<i>outside Roseburg Public School Boundary - under contract with the City</i>)	\$ 20.00	per person/annually
Non-Residents*	\$ 60.00	annually
.....	\$ 15.00	per quarter
Replacement Fee	\$ 1.00	

**Every person in one household may have a non-resident library card for the single fee. "Household means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.*

Lost or Damaged Items

Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the items plus a processing fee.

Cost of Items as Indicated in Automation System; or

Adult Hardcover Book	\$ 30.00
YA and Junior Hardcover Book	\$ 20.00
Picture Book	\$ 15.00
Board Book (Toddler)	\$ 10.00
Adult Trade Paperback	\$ 15.00
Adult Mass Market Paperback	\$ 8.00
YA and Junior Paperback	\$ 10.00
Adult Audiobook	\$ 50.00
Children's Audiobook	\$ 35.00
Compact Disc	\$ 20.00
Magazine and Newspaper	\$ 4.00
DVD	\$ 25.00
Large Print Hardcover Book	\$ 35.00
Large Print Paperback Book	\$ 25.00
Processing Fee for Damaged or Lost Item	\$ 2.00

Reference Services

Microfilm Reference Request	\$ 10.00	
Interlibrary Loan	\$ 5.00	plus cost of shipping per item

Maker Space Materials

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Bobbin	\$	0.50	each
3D Printer Filament	\$	0.05	gram
1 Inch Button	\$	0.10	each
2 1/4 Inch Button	\$	0.15	each
12"x12" scrapbook paper	\$	0.75	per sheet
Miscellaneous			
Enclosure Case (<i>e.g. DVD or audiobook</i>) Replacement	\$	2.00	each
Earbuds	\$	2.00	each
Technology Fee (OWL) - Community Rooms in the Library	\$	25.00	

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PARKS DIVISION

	COST	UNIT
Band Shell	Resident	
Entire Shell	\$ 300.00	
Platform Only	\$ 150.00	
Cleaning Deposit (<i>Refundable</i>)	\$ 60.00	
Band Shell	Non-Resident	
Entire Shell	\$ 360.00	
Platform Only	\$ 180.00	
Cleaning Deposit (<i>Refundable</i>)	\$ 60.00	
Concessionaire		
Daily	\$ 20.00	per day
Monthly	\$ 150.00	per month
Utility Hook-up (<i>per day - upon request</i>)	\$ 30.00	per day
Field Lighting		
Stewart Park Softball Fields	\$ 8.00	per hour
Key Deposit (<i>Refundable</i>)	\$ 25.00	
Loudspeaker Permit	\$ 20.00	
Memorial Fees		
Stationary Park Bench - Stewart Park	\$ 1,500.00	
Stationary Park Bench - All Other Parks	\$ 1,200.00	
Swinging Park Bench - Stewart Park	\$ 3,000.00	
Swinging Park Bench -All Other Parks	\$ 2,500.00	
Tree (2" + caliper) - Stewart Park	\$ 500.00	
Tree (2" + caliper) - All Other Parks	\$ 450.00	
Parks and Recreation Programs		
Resident	Actual cost of time and materials	
Non-Resident	Actual cost of time and materials plus 25%	
Pavilion/Gazebo/Patio Use	Resident	
1/2 Stewart Park Pavilion	\$ 90.00	
Entire Stewart Park Pavilion	\$ 180.00	
Stewart Park Small Pavilion	\$ 60.00	
Gaddis Park Pavilion	\$ 90.00	
Sunshine Park - North Pavilion	\$ 75.00	
Sunshine Park - South Pavilion	\$ 90.00	
Pavilion/Gazebo/Patio Use	Non-Resident	
1/2 Stewart Park Pavilion	\$ 110.00	
Entire Stewart Park Pavilion	\$ 220.00	
Stewart Park Small Pavilion	\$ 70.00	
Gaddis Park Pavilion	\$ 110.00	
Sunshine Park - North Pavilion	\$ 90.00	

City of Roseburg - Master Fee Schedule

Effective January 1, 2026

Sunshine Park - South Pavilion \$ 110.00

Special Event (Assessed per event per day for any Park or Park area within the Park System)

Resident	\$ 150.00	per event/per day
Non-Resident	\$ 180.00	per event/per day
Refundable Cleaning Deposit	\$ 30.00	per event

Seasonal Activity User (Annual by Agreement - allows unlimited League Participation)

Individual - Resident	\$ 15.00	annually
Individual - Non-Resident	\$ 18.00	annually
Practice Field Users (per team per season)	\$ 125.00	per team/per season
School District #4	\$ 5,000.00	annually
Y.M.C.A.	\$ 1,925.00	annually

Stewart Park Field Advertising (per field location and advertising period) \$ 250.00

Recognized Veteran organizations shall be exempt from paying park usage fees under the following circumstances:

- * Exemption applies only to Memorial Day and Veteran's Day
- * Exemption applies only to reservations for events sponsored by a recognized Veteran organization that will be open to the general public.
- * No exemption shall be granted for events that are exclusive to the Veteran organization and preclude the general public from utilizing the reserved park facility.

System Development Charge

Annual adjustments to the System Development Charges will be adjusted by the March Construction index, rounded to the nearest dollar and become effective July of each year.

SDC Per Equivalent Residential Unit [ERU] for new development	\$ 750.00
Administrative Fee in addition to the SDC Charge	4%
Maximum Administrative Fee in addition to SDC Charge	\$ 2,500.00

Based on the ratios included in the methodology [Resolution 98-4] for each individual

dwelling unit, the SDC will be as follows:

Single Family Detached Dwelling	\$ 1.00	ERU Ratio
Single Family Attached Dwelling	\$ 0.86	ERU Ratio
Duplex (two attached units)	\$ 0.76	ERU Ratio
Multi-Family Dwelling (3 or more units)	\$ 0.58	ERU Ratio
Manufactured Home Park (3 or more units)	\$ 0.66	ERU Ratio
Transient Occupancy Development (per room)	\$ 0.57	ERU Ratio

Effective July 1, 2010, development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg - Master Fee Schedule

Effective January 1, 2026

POLICE DEPARTMENT

	COST	UNIT
Administrative Fee - Vehicle Impoundment	\$125.00	
False Alarm Response Fee to be assessed for the third and each subsequent false alarm for the same location in any calendar year	\$ 100.00	
False Alarm Appeal Fee	\$ 100.00	
Fingerprint	\$ 30.00	
Each additional	\$ 5.00	
Firearms Discharge Permit	\$ 10.00	
<i>(Military and Funerals Exempted)</i>		
Livestock Permit	\$ 50.00	
Loudspeaker Permit <i>(for Non-Park Events)</i>	\$ 20.00	
Good Conduct/Visa Letter	\$ 25.00	
Technology Fee - Community Rooms in PSC	\$ 25.00	

City of Roseburg - Master Fee Schedule

Effective January 1, 2026

PUBLIC WORKS DEPARTMENT

	COST	UNIT
Pavement Cut Penalty		
Arterial/Collector Streets	\$ 500.00	base
If in travel lane, additional	\$ 25.00	per square foot
Residential Streets	\$ 200.00	base
If in travel lane, additional	\$ 25.00	per square foot
Paving Permit	\$ 25.00	
Revocable Permit		
Residential	\$ 200.00	
Non-Residential up to 100 l.f. Initial Fee	\$ 200.00	
Non-Residential up to 100 l.f. Annual Fee	\$ 150.00	
Non-Residential Encroachments over 100 l.f.	Basic Charge + 0.50 per l.f.	annually
Right-of-Way Permit		
Construction - Base Fee for first 40 lineal feet	\$ 30.00	
Trenching 0.35 per lineal foot over 40 lineal feet in addition to base fee		
Boring and Overhead 0.20 per lineal foot in addition to base fee		
Re-inspection Penalty Fee	\$ 50.00	
Sidewalk/Driveway Curb Permit: Minimum (<i>plus 0.15 per square foot/0.15 per lineal foot for driveway/curb cut</i>)	\$ 10.00	
Transportation System Development Charge: (for new development)		
<i>Transportation System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.</i>		
	<u>Per End Trip</u>	
Methodology (<i>Resolution 2014-1</i>)	\$ 3,594.00	
Administrative Fee in Addition to the SDC Charge	4%	
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00	
Credit Application	\$ 250.00	

Pursuant to Resolution #2014-2, Transportation SDC's are imposed at 25% or \$898.57 per end trip

Effective July 1, 2010, development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

City of Roseburg - Master Fee Schedule

Effective January 1, 2026

STORM DRAINAGE

COST **UNIT**

System Development Charge

Storm System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.

New service connections: Any new development which results in increasing the amount of storm water discharged directly or indirectly from property into a public drainage facility shall pay the following connection fee and drainage system development charge.

For a single family unit	\$	1,280.25	
For all other development per square foot of impervious surface	\$	0.43	
Minimum	\$	1,280.25	
Administrative Fee in Addition to the SDC Charge		4%	
Maximum Administrative Fee in Addition to the SDC Charge	\$	2,500.00	

Storm Drainage Service

Effective July 1, 2019, Storm Drainage Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July of each year.

For a single family unit	\$	9.43	per month
For other residential use property, per dwelling unit or per space	\$	9.43	per month
For all non-residential property receiving storm drainage service per ERU	\$	9.43	per month

Application to Reduce Monthly Fee for Storm Drainage Service

On ERU Residential	\$	50.00	
Two or more ERU Commercial	\$	100.00	

City of Roseburg - Master Fee Schedule

Effective July 1, 2025

WATER

	COST	UNIT
New Account Fees		
New Customer Deposit	\$ -	
Activation of Service		
During normal working hours	\$ 15.00	
Overtime	\$ 20.00	
After hours call out	\$ 100.00	

Service Connections and Meters

New Service

All service connections shall pay the following connection fee:

Meter Size	Installation
5/8" x 3/4"	\$ 800.00
3/4" x 3/4"	\$ 850.00
1"	\$ 950.00
1 1/2"	\$ 1,390.00
2"	\$ 1,440.00
3"	\$ 4,445.00
4"	\$ 7,230.00
6"	\$ 11,920.00

System Development Charge

Water System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.

All service connections, **except one- and two-family residential** combined domestic/fire, shall pay the following Water System Development Charge.

Meter Size	SDC Charge
5/8" x 3/4"	\$ 2,796.00
3/4" x 3/4"	\$ 4,191.00
1"	\$ 6,987.00
1 1/2"	\$ 13,975.00
2"	\$ 22,362.00
3"	\$ 48,917.00
4"	\$ 83,852.00
6"	\$ 188,671.00
8"	\$ 223,608.00
Administrative Fee in Addition to the SDC Charge	4%
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00

All service connections **one- and two-family residential** combined domestic/fire service shall pay the following water system development charge:

	SDC Charge
Meter Size - All	\$ 2,796.00
Administrative Fee in Addition to the SDC Charge	4%
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00

To qualify for reduced SDCs, customer shall be required to install an automatic fire extinguishing sprinkler system inspected and approved by the City of Roseburg Fire Department prior to occupancy of the structure.

City of Roseburg - Master Fee Schedule

Effective July 1, 2025

Meter Adjustment

Increase in meter size: Difference of SDC charge plus average cost to install new meter as listed under Service.

Service Connections and Meters

Division of multiple block meter: Difference of SDC charge plus average cost to install new meter as listed under Service.

Connections and Meters

Reduction in meter size:

1" to 5/8" x 3/4"	\$	50.00
1 1/2" or 2" to 5/8" x 3/4"	\$	85.00
1 1/2" or 2" to 1"	\$	85.00
All others		Actual Cost
Change in Location		Actual Cost

Meter Error Deposit

3/4" meter	\$	10.00
1" to 1 1/2" meter	\$	25.00
Larger than 1 1/2" meter		Estimated Cost

Effective July 1, 2023, Water Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July 1 of each year.

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Commodity Charge per Unit	\$	2.29	per 100 cubic feet
(Commodity Charge unit = 748 gallons or 100 cubic feet)			

Monthly demand charge on open accounts (charge indicated does not include an allowance for water-consumed - Consumption is charged at rate in Commodity Charge above):

3/4" Level 1	\$	18.91	per month
3/4" Level 2	\$	25.51	per month
3/4" Level 3	\$	32.09	per month
3/4" Level 4	\$	38.68	per month
1" Level 1	\$	47.48	per month
1" Level 2	\$	54.06	per month
1" Level 3	\$	60.67	per month
1 1/2" Level 1	\$	73.43	per month
1 1/2" Level 2	\$	80.02	per month
1 1/2" Level 3	\$	86.35	per month
2" Level 1	\$	104.49	per month
2" Level 2	\$	111.09	per month
3" Level 1	\$	161.69	per month
4" Level 1	\$	214.21	per month
6" Level 1	\$	403.84	per month
8" Level 1	\$	604.38	per month
10" Level 1	\$	810.51	per month

A special Facilities Surcharge may be added to the charge for monthly demand or open account charge when the City has agreed with the property owner(s) or his/her predecessor(s) in title to use such a special charge to finance all or part of the cost of a special facility which services the customer's property.

City of Roseburg - Master Fee Schedule

Effective July 1, 2025

Outside Water Service Fee (monthly)

Meter Size - 5/8" x 3/4"	\$	10.00	per month
Meter Size - 3/4" x 3/4"	\$	10.00	per month
Meter Size - 1"	\$	25.11	per month
Meter Size - 1 1/2"	\$	38.85	per month
Meter Size - 2"	\$	54.59	per month
Meter Size - 3"	\$	85.56	per month
Meter Size - 4"	\$	113.58	per month
Meter Size - 6"	\$	213.70	per month
Meter Size - 8"	\$	319.80	per month
Meter Size - 10"	\$	428.90	per month

Dixonville Maintenance Fee	\$10.00	per month
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Dixonville Membership Certificates

Starting July 1, 2018 - no new water connections are allowed outside the Urban Growth Boundary unless required through applicable statutory regulations.

Water used extinguishing a fire

No Charge

Monthly standby charges for automatic fire service:

Size of Service - 1 1/2" or smaller connection to main	\$	8.35	per month
Size of Service - 2" connection to main	\$	10.11	per month
Size of Service - 3" connection to main	\$	18.97	per month
Size of Service - 4" connection to main	\$	25.28	per month
Size of Service - 6" connection to main	\$	50.58	per month
Size of Service - 8" connection to main	\$	75.88	per month
Size of Service - 10" connection to main	\$	101.16	per month
Size of Service - 12" connection to main	\$	126.32	per month

Fire Hydrants

Hydrant Relocation Charge Actual Cost

Standby Monthly Charge per Hydrant

Private Hydrant within City Limits	\$	1.00	per month
Hydrant outside City Limits	\$	2.00	per month

Public Agency Fire Hydrant Use

Bulk Rate Setup Charge	\$	25.00	
Annual Truck Inspection Fee, Per Vehicle	\$	50.00	per vehicle
Annual Training & Certification, Per Authorized Employee	\$	50.00	per employee
Bulk Water	\$	2.29	per 100 cubic feet
Monthly Demand or Open Account Charge	\$	150.00	per month
Unauthorized Use of Water	\$	250.00	

Hydrant Meter and Double Check Assembly

Bulk Rate Setup Charge (Administrative Setup and Public Works Crew Installation)

.....	\$	100.00	
Bulk Rate	\$	2.29	per 100 cubic feet

Demand Open Account Charge:

Daily Rate	\$	10.00	per day
Monthly Rate	\$	150.00	per month
Unauthorized Use of Water from Hydrant	\$	250.00	

(Contractors will not be charged when working under a City contract)

City of Roseburg - Master Fee Schedule

Effective July 1, 2025

Central Dispensing Station

Bulk Water Customers

Bulk Rate Setup Charge	\$	25.00	
<i>(Waived if account is set up online or by credit card)</i>			
Bulk Rate	\$	5.00	per 100 cubic feet
Monthly Demand or Open Account Charge	\$	50.00	per month
Unauthorized Use of Water from Hydrant	\$	250.00	

Monthly Water Service Charge may be prorated when service is being connected or terminated.

Cross Connection:

Actual Cost per Contract + \$25

Service Certification as provided by City Contractor Administrative Fee

Discontinuance of Service:

Shut Off at Main	\$	250.00	
Removing Meter	\$	15.00	
Reconnection of Service Discontinued because of Noncompliance with Rules (during business hours)	\$	40.00	
Temporary at Customer's Request			
During working hours	\$	20.00	
After hours call out	\$	100.00	
Credit when Customer Control Valve is Installed	\$	(20.00)	

Delinquent Accounts:

Delinquency Charge <i>(added when a delinquency charge has been mailed or delivered to customer)</i>	\$	20.00	
After hours call out	\$	100.00	

Engineering Costs shall be computed as 10% of total construction cost

Administrative Costs shall be computed as 2% of total construction costs, plus engineering

Materials: a charge of 20% on all materials will be made for handling and storage of materials by utility

Damage to Lines by Contractors Actual Cost

Administrative Penalty for failure to obtain a permit before extending service
to a separate service unit on same parcel \$ 100.00

Utility Variance \$ 50.00