

MWS Project Fee Computation Worksheets

How-To Guide

Written: 01/27/2020

This guide will identify how to use the MWS Project Fee Computation Worksheets spreadsheet. Contained within is a copy of the various fee worksheets for use within MWS and detailed callouts indicating where action is needed on the part of the applicant. Following these directions will result in a fee worksheet that is complete and ready to be submitted to MWS staff.

Frequently Asked Questions:

- Q: In regards to the Infill or SWGR fee worksheets, what constitutes grading having already taken place on the site?
- A: Grading having already taken place on the site is in reference to a site that has received a Notice of Violation (NOV) from an NPDES inspector for grading without a permit. Sites operating under an approved grading permit or within the exemption guidelines of Volume One of the Stormwater Management Manual should not indicate that grading has taken place on the site.
- Q: What does a revision entail?
- A: The definition of a revision is ultimately determined by MWS staff and is based on scope of work. In a general sense for water and sewer projects a revision entails a change in horizontal alignment that will not add structures or affect the calculations. Likewise for grading permits a revision will be minor alterations to a previously approved site plan and within the same area of disturbance.
- Q: What is an addendum?
- A: An addendum is any item that is outside the typical requirements for a plan review. This would include items such as blasting plans for projects near critical infrastructure, structural analysis of infrastructure that will be located under structures (requires MWS approval), etc.
- Q: Should inspection fees for public water and sewer projects be paid when the plan review fees are paid?
- A: No. Inspection fees should be paid after plan approval. The inspection fee calculator in the worksheet is useful for estimating costs as a budgeting tool and is provided as a courtesy.

Project Fee Computation Worksheets

Metro Water Services

Instructions:

Fill out all information on this cover sheet. This information will automatically populate on the corresponding fee sheets. There are additional permit specific items to be filled out on each form.

Project Information

Project Name:	Type Project Name Here
Project Address:	Type Project Address Here
Parcel Number:	Type Map and Parcel Number or APN Number Here

Permit Application Numbers (Leave blank if new submittal)

Infill	Type SWSF Number Here
Grading	Type SWGR Number Here
Site Utility Plan	Type WSAVUTIL Number Here
Public Water	Type Public Water Project Number Here
Public Sewer	Type Public Sewer Project Number Here

Applicant Information

Submitted By:	Type Applicant Name Here
Phone Number:	Type Applicant Phone Number Here

Current Date:	Type Current Date Here
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This is the cover sheet for the Project Fee Computation Worksheets. This cover sheet should be filled out every time a fee sheet is to be submitted. The information entered into this page will be used to automatically populate the appropriate fee sheets.

This information will be automatically populated from the Cover Sheet.

Infill Permit Fee Sheet

Metro Water Services, Stormwater Division

Project Name:	Example Project	CW Tracking #:	SWSF Example
Project Address:	1234 Generic Road	Parcel #:	XXXxx0XXXXx
Submitted By:	Applicant	Phone #:	(XXX) XXX-XXXX
		Current Date:	XX/XX/XXXX

Grading has already begun on the site (Check):

Infill Permit Fee: \$440

Triple Fee (Early Start Penalty): \$0

Grading Permit Fee is multiplied by three if grading has begun prior to issuance of the permit.

Total Project Fee: \$440

Please make all checks payable to "Metro Water Services"

Check this if an NOV has been issued on the site for grading.

Accepted By: _____ This area is for MWS staff to approve the amount owed.

This information will be automatically populated from the Cover Sheet.

Grading Permit Fee Sheet

Metro Water Services, Stormwater Division

Project Name:	Example Project	CW Tracking #:	SWGR Example
Project Address:	1234 Generic Road	Parcel #:	XXXxx0XXXxx
Submitted By:	Applicant	Phone #:	(XXX) XXX-XXXX
		Current Date:	XX/XX/XXXX

Submittal is a revision or addendum
 How many acres are in the property where work is to be done?
 How many acres are to be disturbed during construction?
 Grading has already begun on the site (Check):

N/A
<input type="checkbox"/>

Answer with these questions appropriately for the site.

Total acres within the development (to the nearest tenth):	0.0
Total acres disturbed within the site (to the nearest tenth):	0.0
Undisturbed area within the development (to the nearest tenth):	0.0

Check this if an NOV has been issued on the site for grading.

Plan Review Fee:	\$400
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Acresage	Category	Charge	Sub-Fee
<10,000 sqft	X	\$400	\$400
≥ 10,000 sqft and greater		\$2,000	

This will automatically populate.

Grading Permit Fee:	\$1,300
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Acresage	Category	Charge	Sub-Fee
<10,000 sqft	X	\$1,300	\$1,300
10,000 sqft to < 1.0 acre		\$2,300	
1.0 acre to ≤ 5.0 acres		\$2,800	
> 5.0 Acres		\$3,100	

This will automatically populate.

Triple Fee (Early Start Penalty):	\$0
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Grading Permit Fee is multiplied by three if grading has begun prior to issuance of the permit.

Revision / Addendum	\$0
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All revisions have a review charge of \$400. All addendums have a review charge of \$150. Substantial revisions or addendums will warrant a complete review fee be submitted. MWS staff determines what a substantial revision is.

Total Project Fee:	\$1,700
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Please make all checks payable to "Metro Water Services"

Accepted By: _____ This area is for MWS staff to approve the amount owed.

This information will be automatically populated from the Cover Sheet.

Site Utility Plan Fee Sheet

Metro Water Services, Engineering Division

Project Name:	Example Project	CW Tracking #:	WSAVUTIL Example
Project Address:	1234 Generic Road	Parcel #:	XXXxx0XXXxx
Submitted By:	Applicant	Phone #:	(XXX) XXX-XXXX
		Current Date:	XX/XX/XXXX

Project will require a variance (Check):

Site Utility Plan Review Fee:	\$440
Variance Review Fee:	\$0
Total Project Fee:	\$440

Please make all checks payable to "Metro Water Services"

Check this box if a variance is needed for the site.

Accepted By: _____ This area is for MWS staff to approve the amount owed.

This information will be automatically populated from the Cover Sheet.

Fee Effective Date: 1/1/2020

Public Water and Sewer Fee Sheet

Metro Water Services, Engineering Division

Project Name: Example Project CW Tracking #: XXSLXXXX & XXWLXXXX
 Project Address: 1234 Generic Road Parcel #: XXXxx0XXXxx
 Submitted By: Applicant Phone #: (XXX) XXX-XXXX
 Current Date: XX/XX/XXXX

Is the submittal a revision or addendum?
 What does the revision or addendum cover?

N/A
 N/A

Answer with these questions appropriately for the project.

Scope of Work (Yes or No)	Quantity (Each or L.F.)	Review Fee	Inspection Fee
Fire Hydrant Addition	No	\$0.00	\$0.00
Public Water Line	No	\$0.00	\$0.00
Regional Pump Station	No	\$0.00	\$0.00
Individual Grinder Pump	No	\$0.00	\$0.00
Manhole Addition	No	\$0.00	\$0.00
Public Sewer Line	No	\$0.00	\$0.00

Review Fees \$0.00

Inspection Fees* \$0.00

*Inspection Fees are provided as a courtesy and for informational purposes only. Actual Inspection Fees will be based on final design quantities and recalculated prior to plan approval.

Revision / Addendum \$0.00

All revisions have a review charge of \$400. All addendums have a review charge of \$150. Substantial revisions or addendums will warrant a complete review fee be submitted. MWS staff determines what a substantial revision is.

Total Project Fee: \$0.00

Please make all checks payable to "Metro Water Services"

Accepted By: _____ This area is for MWS staff to approve the amount owed.

This area is to enter the scope of work for the project. Each line item represents a potential component of a public water or sewer project. If the component is within the scope of work for the subject project select, "Yes." Once the components of the scope of work have been identified enter a quantity for the component under the, "Quantity," column. This quantity is used to preliminarily calculate the inspection fees.