

**RESOLUTION NO. 10519**

**A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, TO ESTABLISH ENGINEERING DIVISION REVIEW FEES FOR DEVELOPMENT APPROVALS IMPLEMENTED BY THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT**

**WHEREAS**, Title 12 of the Official Code of the City of Great Falls (OCCGF) includes provisions for processing of permit applications for construction of or within city boulevards, sidewalks and streets; and

**WHEREAS**, Title 12 of the OCCGF includes a provision that the City Commission may, at its discretion, set application fees by resolution; and

**WHEREAS**, Title 13 of the OCCGF includes provisions for processing of permit applications for construction or modification of Water, Sewer and Storm Drainage Systems; and

**WHEREAS**, Title 13 of the OCCGF includes a provision that the storm drainage plans shall be reviewed and approved by Public Works; and

**WHEREAS**, Title 17 of the OCCGF includes provisions for processing of applications for land use and development projects; and

**WHEREAS**, Title 17 and 13 of the OCCGF includes provisions for Public Works Department review permit applications to ensure that proposed improvements within the Right-of-Way and utility connections adhere to the OCCGF and established standards for quality and durability; and

**WHEREAS**, Title 17 OCCGF includes a provision that the City Commission may, at its discretion, set and revise application fees by resolution; and

**WHEREAS**, The City of Great Falls may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA, that:**

Review fees for the Engineering Division of the City of Great Falls' Public Works Department and corresponding processing fee for the City of Great Falls' Planning and Community Development Department are as follows:

Private Stormwater Review Fee:

Engineering Division Review      \$648

Processing Fee	\$149
Total	\$797

Single Family Residential Building Permit Review Fee:	
Engineering Division Review	\$186
Processing Fee	\$43
Total	\$229

Commercial Building Permit Review Fee:	
Engineering Division Review	\$756
Processing Fee	\$174
Total	\$930

Parking Lot Permit Review Fee:	
Engineering Division Review	\$324
Processing Fee	\$75
Total:	\$399

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective on October 5, 2023.

**PASSED AND ADOPTED** by the City Commission of the City of Great Falls, Montana, September 5, 2023.

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Bob Kelly, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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David G. Dennis, City Attorney



Public Works - Engineering Division  
PO Box 5021  
Great Falls, MT 59403

(406) 771-1258

September 5, 2023

**RE: Guidance on Engineering Division Review Fees**

To: Design Community, Developers, and Contractors

Effective October 5, 2023, the Public Works Engineering Division is implementing review fees to be assessed to various development applications. This document defines, identifies applicability, and provides guidance for the review fees. The review fees have been adopted by the City Commission via Resolution 10474 and 10519.

Infrastructure Review Fee – Resolution 10474

A primary duty of the Engineering Division of the City of Great Falls Public Works Department is to ensure that privately installed infrastructure that will be dedicated to the City meets established standards for quality and durability. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10474 to establish an Infrastructure Review Fee.

Except when such person is operating under a contract with the Public Works Department, all privately installed infrastructure that will be dedicated to the City requires an Infrastructure Review Fee. At the time of infrastructure submittal application, the applicant shall submit an engineer's cost estimate prepared by a licensed professional engineer based on a schedule of values covering the comprehensive construction cost of the Public Works Infrastructure to be dedicated to the City. The Public Works Infrastructure shall include water, sanitary sewer, storm sewer, street, and alley improvements. The cost estimate will be utilized to calculate the Infrastructure Review Fee to cover Engineering Division plan review through approval and provide Engineering Division construction oversight. Due to construction cost escalation since 2020, the infrastructure cost in the fee equation below shall be fifty percent (50%) of the total engineer's cost estimate. The Engineering Division will continue to monitor the fee and make adjustments via future resolution as needed. The fee shall be calculated as follows:

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

The first half of the fee shall be due at the first submittal of the infrastructure plans and shall be accompanied with the engineer's cost estimate. The fee shall be paid by check to "City of Great Falls", credit card payments are not allowed. The first half of the fee shall be calculated by dividing the fee equation above by two using the infrastructure cost provided in the cost estimate. The City reserves the right to review and modify the cost

estimate to be consistent with these requirements and recent bid tabulations. It is recommended that the applicant contact the Engineering Division, (406) 771-1258, to review the cost estimate prior to first submittal.

The second half of the fee shall be due prior to scheduling the pre-construction meeting and shall be accompanied with the bid cost of the selected contractor based upon the schedule of values to complete the improvements. The second half of the Fee shall be calculated by the fee equation above where the infrastructure cost shall be fifty percent (50%) of the total bid cost, and then subtracting the first half amount paid at the plan submittal. The Engineering Division shall review the second half fee calculation, contractor's bid by schedule of values, and other necessary construction cost documents prior to submitting the second half of the fee. The engineer composing the cost estimate shall become familiar with the additional guidance and cost estimate examples as attached to this document.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

The Infrastructure Review Fee does not include costs to provide inspection of Public Works Infrastructure via Engineering Division Inspectors or Third Party Consultants hired by the City, when allowed, as discussed in Chapter 3 of the City's Standards for Design and Construction. Inspection by Engineering Division Inspectors shall be billed separately at hourly rates adopted by City resolution. Inspection by Third Party Consultants hired by the City, when allowed, shall be based upon hourly rates established by agreement between the City and the Third Party Consultant.

The Infrastructure Review Fee does not include additional permitting costs or review fees necessary to construct the infrastructure including, but not limited to: Planning and Community Development application fees, building permit fees or review fees, general plumbing permits, water service line permits, building sewer permits, right of way permits, sidewalk permits, driveway permits, curb cut permits, fire line permits, tapping fees, and other permits or fees as needed.

#### Private Stormwater Review Fee – Resolution 10519

The Engineering Division of the City of Great Falls Public Works Department must review all storm drainage plans and design reports for conformance with the City's latest adopted Storm Drainage Design Manual and the Official City Code of Great Falls. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10519 to establish a Private Stormwater Review Fee.

Except when such person is operating under a contract with the Public Works Department, all projects within City limits which meet the threshold to provide a Storm Drainage Plan or Stormwater Management Plan that require privately owned and maintained stormwater facilities, as outlined in the City's latest adopted Storm Drainage Design Manual and the

Official Code of the City of Great Falls, shall submit a Private Stormwater Review Fee. The fee shall be added to the application fee or permit letting fee as applicable and collected by the Planning and Community Development Department in accordance with their procedures. The fee is not necessary when the storm water improvements will be dedicated to and maintained by the City and reviewed under the Infrastructure Review Fee.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

This Private Stormwater Review Fee does not include additional permitting costs or review fees associated with stormwater management including, but not limited to: Erosion Control Plan (ECP), Storm Water Pollution Prevention Plan (SWPPP), Industrial Pretreatment Survey (IPS), building permit fees or review fees, parking lot permit fees or review fees, and other permit costs or review fee items required by the Environmental Division or Planning and Community Development Department.

#### Building Permit and Parking Lot Permit Review Fees – Resolution 10519

The Engineering Division of the City of Great Falls Public Works Department provides review of building permit and parking lot permit applications to ensure that proposed improvements within the adjacent Right-of-Way and utility connections adhere to the City's Standards for Design and Construction and the Official Code of the City of Great Falls. Said duty requires staff time, equipment, and materials. The City may find it beneficial and necessary to contract with third party engineering consultants to provide additional processing and review capabilities. Therefore, the City Commission has adopted Resolution 10519 to establish Engineering Division review fees for building permit and parking lot permit applications.

Except when such person is operating under a contract with the Public Works Department, all projects within City limits which must obtain a building permit or parking lot permit shall submit a fee for Engineering Division review. The fee shall be added to the application fee or permit letting fee as applicable and collected by the Planning and Community Development Department in accordance with their procedures.

When a third party consultant is utilized to assist the City with plan review, no additional third party fees will be charged to the applicant and the City will pay the third party directly.

The building permit and parking lot permit review fees are additive to the other Engineering Division and Planning and Community Development Department review fees including, but not limited to: the Infrastructure Review Fee, Private Stormwater Review Fee, building permit letting fee, application fee, and other permit fees or review fees as needed.

#### **ATTACHMENTS:**

Additional Infrastructure Review Fee Guidance and Examples

## **ADDITIONAL INFRASTRUCTURE REVIEW FEE GUIDANCE AND EXAMPLES**

### Delivering the Infrastructure Review Fee

The first half of the fee is due at plan submittal and is to be based on an accompanying engineer's cost estimate prepared by a licensed professional engineer with a schedule of values representing the unit prices and quantities necessary to complete the work. Due to construction cost escalation since 2020, the infrastructure cost in the fee equation shall be fifty percent (50%) of the total engineer's cost estimate. The Engineering Division will continue to monitor the fee and make adjustments via future resolution as needed. It is recommended that the Engineering Division is contacted at (406) 771-1258 to verify the cost estimate and fee amount prior to submittal. The first half of the fee is due by check, credit card payments are not allowed, made out to "City of Great Falls" and "Attn: Engineering" in the memo line and is to be mailed or hand delivered with the plan application to the Planning and Community Development Department:

Planning & Community Development  
2 Park Dr S #112  
PO Box 5021  
Great Falls, MT 59403

Alternatively, the first half check may be mailed or hand delivered directly to the Public Works Engineering Division:

Attn: Engineering  
1025 25<sup>th</sup> Ave NE  
PO Box 5021  
Great Falls, MT 59403

The second half of the fee is due prior to scheduling Pre-Construction meeting and is to be based on a revised schedule of values representing the unit prices from the selected contractor's bid. The second half of the Fee shall be calculated by the fee equation where the infrastructure cost shall be fifty percent (50%) of the total bid cost, and then subtracting the first half amount paid at the plan submittal. The Engineering Division shall review the second half fee calculation, selected contractor's schedule of values, and other necessary construction cost documents prior to submitting the second half of the fee. The Second half of the fee is due by check, credit card payments are not allowed, made out to "City of Great Falls" with "Attn: Engineering" in the memo line and is to be mailed or hand delivered to the Planning & Community Development Department or the Engineering Division at the addresses noted above.

### Engineer's Cost Estimate for Public Works Infrastructure

The cost estimate is to be composed of a schedule of values that represents the comprehensive construction cost of the infrastructure being dedicated to the City. This includes, but is not limited to all necessary materials and work to install Public Works Department owned and maintained water mains, sewer mains, storm mains, streets, and alleys. In general, the engineer composing the schedule of values may use line items and

unit of measurements of their choice that best describe the work and materials necessary to construct the Public Works infrastructure. Line items and unit of measurements on the schedule of values may or may not match the form of those described in the MPWSS. The following lists discuss items to include and exclude in the cost estimate:

#### General Exclusions

- Exclude the following: Division 0 and Division 1 items such as mobilization, bonding, traffic control, and other general conditions work; “soft” costs, administrative costs, permit fees, professional services such as engineering design and construction or surveying services, inspection, engineering oversight, contingencies, SWPPP efforts, all sidewalks, park improvements, public signage, striping, and street lighting facilities.

#### City Participation in Oversizing and Off-site Improvements

- Capital improvements costs associated with the extension of Public Works Infrastructure necessary to serve a new development are typically financed and paid for by the developer per the City Extension of Services Plan. If the development project includes an agreement with the City to participate in cost sharing of oversizing of infrastructure to serve other areas located outside the development, or if cost of necessary off-site improvements are being shared by the City, then the Infrastructure Review Fee shall not include the City’s share of the cost for oversizing or off-site improvements.

#### Water

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public water utility infrastructure, pumping stations, mains, fittings, valves, valve boxes, hydrant leads, hydrants, blow off valves, mainline tapping sleeves and valves, water valve manholes and vaults, connection to existing mains, utility crossings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), polyethylene encasement (poly wrap), insulation, wax tape system, test taps, disinfection, flushing, and testing, main gaskets, main joints and joint restraints, thrust blocks, warning tape, tracer wire, main marker posts, and other water system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private water utility infrastructure, service lines (City policy is that water service lines and appurtenances from the main to the meter or building are privately owned and maintained), service saddles, service tapping sleeves and valves, service trenching and excavation, service valves and boxes, meter pits, entrance and backflow assemblies, and any other service line appurtenances, private mains, private hydrants, private meters, and other water system appurtenances considered to be privately owned and maintained.

## Sewer

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public sewer utility infrastructure, mains, force mains, manholes, fittings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), lift stations, sewer main valves, tracer wire, detectable warning tape, polyethylene wrap, main gaskets, insulation, testing, main joints and gaskets, utility crossings, main marker posts, and other sewer system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private sewer utility infrastructure, service lines (City policy is that sewer service lines and appurtenances from the main to the building are privately owned and maintained), service wyes and connections to mains, force service lines, private grinder pumps systems, grease traps and interceptors, sand oil separators, and other sewer system appurtenances considered to be privately owned and maintained

## Storm

- Include the following items if being dedicated to the City Public Works Department for ownership and maintenance: demolition or adjusting of existing public storm utility infrastructure, mains, manholes, vaults, inlets, catch basins, inlet covers and grates, fittings, trench excavation and backfill, pipe bedding, import trench backfill, surface restoration (if surface is publicly owned and maintained), storm main valves, storm treatment structures, detectable warning tape, polyethylene wrap, main gaskets, acceptance testing, main joints and gaskets, utility crossings, detention ponds, public pond sodding and final stabilization, culverts, headwalls, outfall structures, sidewalk chases, swales and other overland conveyance facilities, marker posts, and other storm system appurtenances considered to be owned and maintained by the Public Works Department.
- Exclude the following items considered to be privately owned and maintained: demolition or adjusting of existing private storm utility infrastructure, private storm systems, service lines (City policy is that the storm service lines and appurtenances from the main to the private system are privately owned and maintained), service connections to mains, private ponds, private culverts, private conveyance facilities, private treatment structures, and other storm system appurtenances considered to be privately owned and maintained

## Streets and Alleys

- Include the following items if the roadway is being dedicated to the City Public Works Department for ownership and maintenance within a Right of Way: demolition or adjusting of existing public street infrastructure, topsoil stripping, rough or mass grading; street excavation, backfill and compaction; geotextile fabric, sub base course, crushed base course, asphalt prime and/or tack coat, asphalt seal coat, construction seal, asphalt concrete pavement, Portland cement concrete pavement, concrete curb and gutter, valley gutters, curb turn fillets, alley



approaches, street monuments, traffic signals, and other street system appurtenances considered to be owned and maintained by the Public Works Department.

- Exclude the following items considered to be privately owned and maintained or as noted: demolition or adjusting of existing private street infrastructure; relocating or removing utility poles, all street signs and mailboxes; all sidewalks and crosswalk ramps; private sidewalk, parking lots, curb, and gutter; private pavement markings and markers; private driveways or approaches, traffic signals, street lighting and appurtenances, dry utility conduits; dry utilities such as power, gas, or communication lines; boulevard seeding or landscaping, other street system appurtenances considered to be privately owned and maintained, and other items as noted by the Engineering Division.

### Example 1 – Subdivision

A developer wishes to extend public works infrastructure for a new subdivision large enough to include the installation of water mains, sewer mains, storm mains, manholes, inlets, culverts, paved streets, concrete curb and gutter, and all necessary valves, parts, assemblies, and other utility appurtenances. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

#### **Example 1 - Schedule of Values**

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	<b>Water</b>				
1101	8"x8" Tee	1	ea	\$500.00	\$500.00
1102	8"x8" cross	1	ea	\$900.00	\$900.00
1103	8" Water Main	1,499	lf	\$50.00	\$74,950.00
1104	8" Valve	6	ea	\$1,600.00	\$9,600.00
1105	Blow Off Assembly	3	ea	\$2,000.00	\$6,000.00
1106	Fire Hydrant Assembly	6	ea	\$5,500.00	\$33,000.00
1107	Connect to Existing 12" Main with 8" WM includes valve	2	ea	\$4,000.00	\$8,000.00
1108	Connect to Existing 24" Main with 8" WM includes valve	1	ea	\$5,000.00	\$5,000.00
1109	Existing Utility Crossing	6	ea	\$1,000.00	\$6,000.00
	<b>Sewer</b>				
1201	8" Sewer Main	1,193	lf	\$40.00	\$47,720.00
1202	10" Sewer Main	827	lf	\$50.00	\$41,350.00
1203	Standard Manhole 5' Depth	6	ea	\$2,500.00	\$15,000.00
1204	Extra Manhole Depth	25	lf	\$400.00	\$10,000.00
1205	Connect to existing manhole with core and boot	1	ea	\$4,000.00	\$4,000.00
1206	Existing Utility Crossing	7	ea	\$1,000.00	\$7,000.00
	<b>Stormwater</b>				
1301	24" x 36" Curb Inlet	4	ea	\$3,500.00	\$14,000.00

1302	48" Storm Manhole	4	ea	\$3,500.00	\$14,000.00
1303	12" RCP Storm Drain	84	lf	\$20.00	\$1,680.00
1304	15" RCP Storm Drain	44	lf	\$30.00	\$1,320.00
1305	18" Culvert	374	lf	\$70.00	\$26,180.00
	<b>Street &amp; Alley</b>				
1401	Topsoil Stripping 15" depth	3,862	cy	\$5.00	\$19,311.25
1402	Road Grading cut and fill on-site	2,344	cy	\$5.00	\$11,722.04
1403	Construct Road Subgrade	7,033	sy	\$1.50	\$10,549.83
1404	Geotextile Fabric	7,033	sy	\$3.00	\$21,099.67
1405	Crushed Road Base	1,172	cy	\$28.00	\$32,821.70
1406	Curb and Gutter	3,168	lf	\$17.00	\$53,856.00
1407	Asphalt Pavement - 4"	50,415	sf	\$2.00	\$100,830.00
	<b>Total Construction Cost</b>				<b>\$576,390.49</b>
	<b>Fifty Percent (50%) of Construction Cost</b>				<b>\$288,195.25</b>

Fee = 3.3182\*((Infrastructure Cost)^0.6593)

3.3182\*((\$288,195.25)^0.6593) = \$13,196.97

First half due at plan submittal = \$13,196.97/2 = \$6,598.48

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$650,000.00. Fifty percent (50%) of the total bid cost is \$325,000.00.

2nd half due prior to pre-con=3.3182\*((\$325,000.00)^0.6593) - \$6,598.48 = \$7,686.75

### Example 2 – Building Permit with Public Infrastructure Improvements

A developer has applied for a building permit that will require the removal and relocation of an existing fire hydrant. The property is already served by existing Public Works infrastructure and the location of the proposed driveway is in direct conflict with an existing fire hydrant. Because the project consists of modifying a hydrant owned and maintained by the Public Works Department, the Infrastructure Review Fee applies. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

#### **Example 2 - Schedule of Values**

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	<b>Water</b>				
1101	Demo existing fire hydrant and cap w/ blind flange	1	ea	\$1,600.00	\$1,600.00
1102	8" x 6" Tapping sleeve with Valve	1	ea	\$500.00	\$500.00
1103	6" water main	20	lf	\$72.50	\$1,450.00
1104	Valve Box	1	ea	\$350.00	\$350.00
1105	Fire Hydrant Assembly	1	ea	\$6,000.00	\$6,000.00
1106	Surface Repair (within the R.O.W.)	15	sy	\$550.00	\$8,250.00
	<b>Total Construction Cost</b>				<b>\$18,150.00</b>
	<b>50% of Construction Cost</b>				<b>\$9,075.00</b>

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

$$3.3182 * ((\$9,075.00)^{0.6593}) = \$1,349.93$$

$$\text{First half due at plan submittal} = \$1,349.93 / 2 = \$674.96$$

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$16,000.00. Fifty percent (50%) of the total bid cost is \$8,000.00

$$\text{2nd half due prior to pre-con} = 3.3182 * ((\$8,000.00)^{0.6593}) - \$674.96 = \$567.29$$

Note: the building permit review fee and the private stormwater review fee, if applicable, would be assessed separately and due at building permit letting.

### Example 3 – Stand Alone Public Infrastructure Improvements

A project on private property, not associated with a building permit, requires removal and replacement of a public storm main within a City easement. The design engineer has also recommended that the developer install a trench plug at the replaced main. Because the project consists of modifying a storm main owned and maintained by the Public Works Department, the Infrastructure Review Fee applies. The example schedule of values below consists of the line items, quantities, unit prices, and total cost necessary to build privately installed public infrastructure that will be dedicated to the City, unit prices are for educational purposes only:

**Example 3 - Schedule of Values**

Item #	Item Description	Qty	unit	Unit Price	Total Cost
	<b>Storm</b>				
1101	Demo existing 12" storm Drain	1	ls	\$15,000.00	\$15,000.00
1102	Trenching and Backfilling	160	cy	\$135.00	\$21,600.00
1103	Trench Plug	1	ea	\$2,000.00	\$2,000.00
1104	18" RCP Storm Drain Pipe	200	lf	\$75.00	\$15,000.00
1105	Connect 18" Storm Drain to existing Manhole	2	ea	\$2,000.00	\$4,000.00
1106	Type II Bedding	30	cy	\$35.00	\$1,050.00
	<b>Total Construction Cost</b>				<b>\$58,650.00</b>
	<b>50% of Construction Cost</b>				<b>\$29,325.00</b>

$$\text{Fee} = 3.3182 * ((\text{Infrastructure Cost})^{0.6593})$$

$$3.3182 * ((\$29,325.00)^{0.6593}) = \$2,925.18$$

$$\text{First half due at plan submittal} = \$2,925.18 / 2 = \$1,462.59$$

In this example, the revised construction cost based upon the bid unit prices came to be a total of \$60,000.00. Fifty percent (50%) of the total bid cost is \$30,000.00

$$\text{2nd half due prior to pre-con} = 3.3182 * ((\$30,000.00)^{0.6593}) - \$1,462.59 = \$1,506.81$$