

**CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA**

ORDINANCE NO 433

2016 Fee Schedule

The City Council of Minnetrista hereby ordains as follows:

In the event of a conflict between this schedule and the City Code, the fee schedule shall prevail. If the applicable section of the Code does not provide for a specific fee, the amount listed on the fee schedule shall prevail. In connection with any permit or procedure described herein, an applicant may be required to pay fees for consultation with experts, professionals or other qualified persons and other costs related to processing the application, resulting in the imposition of a fee greater than listed in this fee schedule. Fees for consultation with experts, professionals or other qualified persons will be billed at the annual hourly rate set by each consultant.

**BUILDING PERMIT FEES:
VALUATION OF STRUCTURE**

\$1.00 - \$500	\$40.00
\$501 - \$2,000	\$40.00 + \$3.35 per \$100 over \$500
\$2,001 - \$25,000	\$90.25 + \$15.40 per \$1000 over \$2000
\$25,001 - \$50,000	\$444.45 + \$11.11 per \$1000 over \$25,000
\$50,001 - \$100,000	\$722.20 + \$7.70 per \$1000 over \$50,000
\$100,001 - \$500,000	\$1107.20 + \$6.16 per \$1000 over \$100,000
\$500,001 - \$1,000,000	\$3571.20 + \$5.23 per \$1000 over \$500,000
\$1,000,001 and up	\$6186.20 + \$4.02 per \$1000 over \$1,000,000 Surcharge for \$1,000,000 is (.0004) x valuation + \$500 Surcharge for over \$2,000,000 refer to dept of labor

***Total Building Permit Fee includes the above, plan check fee =
65% of the above fee, plus a State Surcharge (.0005 x valuation).**

Site Inspection	\$60.00 (pre-construction), Backfill Inspection & Admin Review
Re-inspection Fee	\$60.00 (No Show or Not Ready)

Building Permit Renewal	\$ ½ of building Permit fee (<i>provided no changes have been made or will be made in the original plans and specifications for such work</i>)
-------------------------	--

Permit Alteration	Fees incurred for changes (Plan Review)
Cancellation Fee	20% of Building Permit fee plus fees incurred for plan review prior to Cancellation
General Building Permit (re-roof/re-side/window replacement) Stucco removal requires demo permit.	\$90.00 + State Surcharge
Stucco (Removal requires demo)	Building Permit Required to re-apply stucco

Temporary Cert. of Occupancy	Structural = 150% of value of incomplete work \$1,000 minimum Final Grade between Nov.15 and June 30 = \$5,000 Emergency Final Grade between July 1 and Nov. 14 = \$10,000.00
Tree Preservation Escrow	\$1,000.00 escrow/lots subject to tree preservation
Public Works Re-inspection	\$60.00 (2 hours notice required)
Engineer Grading Survey Review	\$275.00 (includes initial and final) + any additional costs

COMMERCIAL & INDUSTRIAL BUILDING PERMITS

Commercial Plumbing and Mechanical fees: 1.5% up to a valuation of \$10,000 and 1% for any valuation over \$10,000. There is a minimum commercial fee at \$50.00+ state surcharge

COMMERCIAL PLAN REVIEW FEE (IF REQUIRED) is 25% of Total Permit Fee
WORK BEGUN OR FINISHED WITHOUT PERMIT IS 2X THE REQUIRED PERMIT FEE
State Surcharge .0005 of the permit fee (minimum of \$5.00)

Electrical Permits
See State for Electrical Permits

LAND USE FEES:

Fees for land use and other applications must include the fee established by this fee schedule ordinance and any unpaid fees from previous applications involving essentially the same property by the same or similar applicant.

FEES ARE DOUBLED FOR AFTER-THE-FACT APPLICATIONS & PENALTIES APPLY

Simple Subdivision \$400.00* + \$400.00 Escrow

Class I Subdivision

Sketch \$500.00*
Preliminary \$800.00 *+ \$30/Lot
Final \$350.00* + \$30/Lot

Class II Subdivision

Sketch \$500.00*
Preliminary \$800.00 *+ \$30/Lot
Final \$350.00* + \$30/Lot

Class III Subdivision

Sketch \$600.00* + \$1,000.00 Deposit
Preliminary \$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
Final \$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)

Planned Unit Development

Concept/Sketch \$600.00* + \$1,000.00 Escrow
Preliminary \$1000.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)

Final	\$500.00* + \$30/Lot + \$500 per lot Deposit (up to \$50,000)
PUD Amendment	\$300.00* + \$1,000 Deposit

Expedited Land Subdivision

Sketch	\$100.00* + \$300 Engineer Review Deposit
Preliminary/Final	\$500.00* + \$30/Lot

Variance

Structural	\$300.00* + \$300 Engineer Review Deposit
Wetlands	\$300.00* + \$300 Engineer Review Deposit

Road Vacation

\$500.00* + \$1,000.00 Deposit

Easement/Utility Vacation

\$500.00* + \$1,000.00 Deposit

Fire Lane Vacation	\$1500.00* <i>per adjacent property owner</i>
--------------------	---

Administrative Appeal

\$250.00*

Amendments

Comp Plan (Major)	\$800.00* + \$1000 Deposit + Printing Costs
Code/Text/Rezoning	\$400.00* + \$1000 Deposit + Printing Costs

Conditional Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1500 Deposit
Home Occupation (administrative)	\$100.00*
Accessory Building >1000 Sq.ft.	\$250.00*
Conditional Sign Permit	\$150.00*
CUP Annual Inspection	\$75.00*
Second Home Agreement	\$250.00* + <i>escrow-as determined</i>
Temporary Construction Office	\$250.00*

Interim Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1500 Deposit

Excavation/Fill Permit

Non-Shoreland District	\$300.00* + \$300.00 Deposit
Shoreland District	\$400.00* + \$1000.00 Deposit
Adm. Review Required Only	\$250.00*

General Wetland Review

\$300.00* + \$300.00 Deposit

Wetland Fill Restoration Application	\$300.00* + \$1000.00 Deposit
--------------------------------------	-------------------------------

Engineer Concept Plan Review

\$200.00*

Park, Trail and Open Space Plan	\$100.00 Hard Copy \$25.00 Electronic Copy
---------------------------------	---

Watertower/Telecommunications Site Inspection Fee	\$500.00* + Bldg Permit Fee + Deposit \$1000
Uniform Land Use Confirmation Forms	\$10.00

Other Land Use Fees

Warning Siren Fee (part of subdivision)	\$64/unit
Park Dedication Fee	Per City Ordinance 301
Wetland Mitigation GIS Database Update Fee*	\$350.00 / development
Map Update Fee*	\$450.00 / development
Utility Base Map Update Fee*	\$1000.00 / development
Late Fee on Land Use Accounts for amounts past due. (30 days)	.34% (1/3%) compounded monthly
Interest Rate on Land Use Accounts for amounts past due. (30 days)	.66% (2/3%) compounded monthly
Seal Coat Fee (for developers)	\$1.20/square yard

*** MISCELLANEOUS & CONSULTANT FEES:**

The land-use applicant shall pay miscellaneous costs and fees to defray any additional expenses incurred by the City in the review and processing of said application in excess of the application fee. Such expenses, as determined by the City Administrator or the Administrator's designee, may include, but are not limited to, direct city payroll and overhead costs; fees paid to consultants/professionals; and the cost of printing, mailing and supplies. Such miscellaneous costs and fees shall come due immediately upon notification by the City. The City shall provide, upon the request of the applicant, a breakdown of the various expenses incurred by the City. The City may withhold any final action on a land use application, and/or rescind prior actions, until all miscellaneous costs and fees are paid in full. Furthermore, the City may request additional deposits if deemed necessary.

KENNEDY & GRAVEN FEES:

Reimbursable Work for:	Attorney	Paralegal	Law Clerks
CUP	\$295/hr	\$125/hr	\$90/hr
IUP	\$295/hr	\$125/hr	\$90/hr
PUD	\$295/hr	\$125/hr	\$90/hr
Simple Easements	\$160/hr	\$100/hr	\$85/hr
Subdivisions	\$295/hr	\$125/hr	\$90/hr
Vacations	\$160/hr	\$100/hr	\$85/hr

Variances	\$160/hr	\$100/hr	\$85/hr
Zonings	\$295/hr	\$125/hr	\$90/hr

WSB ENGINEER FEES:	Billing Rate/Hour
Principal	\$158
Associate / Senior Project Manager	\$137 \$147 \$158
Project Manager	\$121 \$127 \$133
Project Engineer	\$104 \$112 \$121 \$127 \$133
Graduate Engineer	\$80 \$85 \$92 \$98
Sr Landscape Architect / Sr Planner / Sr. GIS Specialist	\$109 \$118 \$125 \$133 \$138
Landscape Architect / Planner / GIS Specialist	\$66 \$74 \$81 \$89 \$99 \$104
Engineering Specialist / Sr Environmental Scientist	\$92 \$98 \$105 \$112 \$121 \$130
Engineering Technician / Environmental Scientist	\$52 \$60 \$67 \$74 \$79 \$85
Construction Observer	\$87 \$94 \$99 \$105 \$110
Coring Crew - One person / Two person	\$162 \$238
Survey Crew - One Person / Two person / Three person	\$132 \$164 \$184
Office Technician	\$42 \$65 \$75 \$85
Underwater Inspection Dive Team	\$460

Costs associated with word processing, vehicle mileage, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates.
 Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.
Rate Schedule is adjusted annually

LICENSE FEES:	
3.2 Malt Liquor - On-Sale	\$175.00 + Insurance
3.2 Malt Liquor - Off-Sale	\$50.00 + Insurance
Temporary 3.2 Malt Liquor	\$25.00 + Insurance
Intoxicating Liquor - Off-Sale	\$240.00 + Insurance
Intoxicating Liquor - On-Sale	\$4,500.00 + Insurance
Intoxicating Liquor - Club	\$300.00 + Insurance
Intoxicating Liquor - Sunday On-Sale	\$200.00
Intoxicating Liquor - Combination On-sale/Off-Sale	2,500.00 + Insurance
Temporary Intoxicating Liquor - On-Sale	\$40.00 + Insurance
Wine - On-Sale	\$2,000.00 + Insurance
Temporary consumption & display	\$25.00
Liquor - Consumption & Display	\$250.00
Culinary Class limited On-Sale	\$100.00 + Insurance
Temporary Wine - Off-Sale	\$25.00 + Insurance
Brew Pub On-Sale	\$200.00 + Insurance
Brewer Off-Sale	\$75.00 + Insurance
Brewer Temporary On-Sale	\$25.00 + Insurance
New Liquor License-Background Investigation Fee	\$250.00 In-State Actual Cost, Not to Exceed \$10,000 Out-State
Liquor - After 1:00am	\$200.00

Dock Annual (New or Modified)	\$300.00
Home Owners Association (HOA)	
Dock Annual (Renewal, No Changes) HOA	\$50.00
Dock Annual After 1/31 (late fee HOA)	\$115.00

Dog - (2 yr) issued in odd years	\$16.00
Dog - (1 yr) issued in even years	\$8.00
Dog - Duplicate	\$3.00
Kennel - Hobby	\$20.00 + CUP & Licenses
Kennel - Commercial	\$50.00 + CUP
Garbage & Rubbish Hauling	\$30.00 1st truck + \$10.00/each add'l truck

PERMIT FEES:

Burning Permit	\$35.00
Fireworks Permit	\$35.00
Electronic Meter 1"	\$360.00
Electronic Meter 1 1/2"	\$600.00
Firearm Discharge (Clubs, Dog Training)	\$25.00
HVAC per Unit (new home furnace/AC = 1 unit)	\$38.00 Each + State Surcharge
Gas Fittings	\$10 per gas fitting (minimum \$20)
House Moving	Pre-Inspection \$250.00 + \$500.00 + Deposit based on Time & Expense
Mini Truck Permit	\$25.00
Special Event Permit	Fees are Case by Case basis (depending on demand for city services)
Plumbing	\$5.00 per fixture (min \$75 + State surcharge)
Commercial Plumbing Plan Review	See Dept of Labor and Industry's Plumbing Division
Right of Way Utility Permit Charge	\$250.00
Right of Way Obstruction Permit Charge	\$250.00
Annual Right of Way Registration Fee	\$10.00
Right of Way Delay Penalty	\$500.00
SAC Charge	\$2,485 (Set by the Met Council)
Sewer Connection*	\$1,100 per unit + \$65.00 permit
Solicitor/Peddler	\$50.00 + DL & Vehicle Info
Trunk Water Charge	\$8,700/acre above Ordinary High Water Level

Trunk Sewer Charge	\$1,100 per acre <i>above OHW</i>
Trapping	\$100.00 + \$300.00 deposit
Water Connection*	\$2,750 per unit + \$65.00 permit
Special Water Connection	
Charge Kings Point Road	\$4,612.05 per unit (Applicable Parcels)
* Provided area charge is paid	

SERVICE FEES:

Address List	\$30.00
Ag-Preservation Application	\$50 Application Fee + \$75 Recording Fee
Alarm (False) per year	(3rd - \$100.00) (4th - \$150.00) (5th - \$250.00) (6th + \$350.00)
City Code - Entire Copy w/ Cover	\$150.00
City Code - Entire Copy w/o Cover	\$120.00
City Code Chapter 4 - Building/Housing	\$12.00
City Code Chapter 5 - Land Use Reg.	\$63.00
City Code - Subdivision	\$18.00
City Code - Zoning	\$33.00
Comprehensive Plan	\$100.00
Electronic Copies	\$0.25 per page (up to 100 pages)
Copies - Black & White	\$0.25 per page (up to 100 pages)
Single sided - Letter/Legal	
11"x 17" (Ledger)	\$0.50 per page (up to 100 pages)
Copies- Color 8 1/2 x 11	\$1.00 per page (up to 100 pages)
Copies -Color 11 x 17	\$2.00
Map - Generated In House	\$7.50
Map - Zoning Large	\$25.00
Map- Outsourced Copying	\$5.00
Mobile Home Connection	\$50.00
Park Plan - Color Copy	\$140.00
Park Plan - B/W Copy	\$75.00
Park Plan - Electronic Copy	\$25.00

Recycle Curbside Pick-Up Service	\$9.50 per quarter
Returned Payment	\$20.00
Special Assessment Searches	\$15.00
Specifications (Engineering)	\$75.00 Book or \$8.00 per plate
Video Tape/DVD Copy	\$25.00

* Postage/handling fees will be added to orders for copies that are mailed out (based on actual cost). Quotes for UPS rates are available upon request.
 * Requests for Electronic or Paper Documents exceeding 100 pages will include a charge of \$22.00/Hr for staff time.
 * All requests with a cost exceeding \$50.00 requires pre-payment.

NOTICE: Data Privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private.

DOG IMPOUNDMENT RELEASES:

Licensed Dogs	
1st Offense	\$44.00
2nd Offense (within year)	\$50.00
3rd Offense (within year)	\$60.00
Unlicensed Dogs	Same as above + \$15.00 Penalty & Cost of License
Dog Impound	Applicable fees paid to Crossroads

UTILITY RATES:

Administrative Fee (for assessing delinquent utilities to property)	\$30.00 per property
Public Works Service Call	\$35 per trip -During working hours (per management discretion)
After Hours Public Works Service Call	\$100 (per management discretion)
Outdoor Watering Citation	(1st - Warning Letter) (2nd - Citation +\$75.00) (3rd and up Citation + \$250.00)
Safe Water Test	\$6.36 per year
Sewer per Quarter	\$100.00 (Commercial/Schools = .00445G)
Storm/Surface Water Management	\$22.00 per Quarter
Trailer Court/Appts. Sewer	Rate per Quarter = Number of Units x .8
Water - Residential	\$25.27 Base per Quarter
0-25,000 gallons	\$3.26 per 1,000 gallons
25,001-50,000 gallons	\$4.07 per 1,000 gallons
Over 50,001 gallons	\$5.21 per 1,000 gallons
Water- Commercial	\$25.27 Base per Quarter

0-80,000 gallons	\$3.46 per 1,000 gallons
80,001-150,000 gallons	\$4.04 per 1,000 gallons
Over 150,001 gallons	\$5.66 per 1,000 gallons
Water - Schools	\$25.27 Base per Quarter
0-700,000 gallons	\$3.46 per 1,000 gallons
700,001-900,000 gallons	\$4.04 per 1,000 gallons
Over 900,001 gallons	\$5.66 per 1,000 gallons
Water Meter Testing	\$65.00 + cost of meter testing (meter faulty-no charge)
Water/Sewer Tie Map	\$1.00 per page
Utility Billing Late Fee	15% of the amount past due compounded quarterly

PUBLIC WORKS FEES:

Culvert	Cost of Culvert + \$140 Delivery Fee
Culvert Inspection/Determination	\$60.00
Dust Abatement	Cost Based on Sq. Footage - Determined in spring
Hydrant Meter Rental	\$30.00 Base + \$15.00/week + \$950 Deposit + Water Tiered Rate
Street Cut Inspection	\$110.00
Sump Pump Inspection	\$35.00
Sump Pump not inspected/month	\$75.00

PUBLIC SAFETY FEES:

Accident/Incident Reports	\$0.25 Each Page
Computer Generated Reports: Weekly Summary - As published	\$15.00 + Postage (\$1 min.)
Community Service Officer	\$28.00/hr (2 hour min.)
Photos - Printed	\$3.00/page
CD/DVD	\$10.00 (one case per disc/cd)
Squad Video Fee	\$20.00 (one case per disc/cd)
Photos on CD	\$5.00 (one case per disc/cd)
Fingerprints (2 cards max.)	\$20.00 per Person
Police Officer	\$70.00/hr (2 hour min.)
Research/Special Report	\$20.00/hr (1 hour min.) + Postage (\$1 min.)
Reserve Officer	\$20.00/hr (donation requested)
Storage Fee	\$5.00 per Day + Tow & Impound Fees
Booking DVD	\$25.00
Training Room	\$50.00 * (per management discretion) * Damage Deposit may be required

NOTICE

Data privacy laws restrict who may have copies of certain documents. Picture identification required for access to data classified as private, fingerprint sessions, and for drivers license checks. Drivers license checks for DL holders only, unless required by law or waiver signed by subject is presented. Payment must be made in advance, unless otherwise approved. Estimates will be provided, upon request.

All fees herein are deemed to be service fees and the city intends to avail itself of all collection methods permitted under law, including but not limited to those authorized pursuant to Minnesota Statutes sections 366.012 and 415.01

Ordinance No. ____ was published in THE LAKER on _____ and is effective January 1st, 2016.

This Ordinance No. 433 was adopted on this 7th day of December, 2015 by a vote of ____ Ayes and ____ Nays.

s: _____
Mayor

Attest: s: _____
City Clerk

City Seal