

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE NO 487

2024 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	\$29.50
\$501 - \$2,000	\$28 + \$3.70 per \$100 over \$500
\$2,001 - \$25,000	\$83.50 + \$16.55 per \$1000 over \$2000
\$25,001 - \$50,000	\$464.15 + \$12.00 per \$1000 over \$25,000
\$50,001 - \$100,000	\$764.15 + \$8.45 per \$1000 over \$50,000
\$100,001 - \$500,000	\$1186.65 + \$6.75 per \$1000 over \$100,000
\$500,001 - \$1,000,000	\$3886.65 + \$5.50 per \$1000 over \$500,000
\$1,000,001 and up	\$6636.65 + \$4.50 per \$1000 over \$1,000,000 State Surcharge for valuations greater than \$1,000,000 –See State MN Statutes

***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>)
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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	Incomplete Code Requirements = 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
Engineer Grading Survey Review	\$300.00 (includes initial and final) + any additional costs

WORK BEGUN OR FINISHED WITHOUT REQUIRED PERMIT IS 2X THE REQUIRED PERMIT FEE

Electronic Payments (non-utilities) *

Credit Card Payments	3.00% Convenience Fee (permits over \$100)
Credit Card Payments	3.00% Convenience Fee + flat fee (permits under \$100)
Electronic Check Payments	\$1 Flat Convenience Fee per Transaction

* Applies to building permits, plumbing permits, heating, permits, (non-utility transactions)

COMMERCIAL PLUMBING, MECHANICAL, FIRE ALARM/SUPPRESSION SYSTEM PERMIT FEES

1.5% for valuations between \$5,000 and \$10,000. 1% for valuations over \$10,000.
Minimum commercial fee is \$75.00 Plus State Surcharge.

COMMERCIAL PLAN REVIEW FEE (IF REQUIRED) is 25% of Total Permit Fee

State Surcharge .0005 of the permit valuation (minimum of \$5.00) Valuation for \$1,000,000 or less

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 AND PERMITS PENALTIES WILL APPLY

Simple Subdivision	\$400.00* + \$400 Deposit
Class I Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class II Subdivision	
Sketch	\$500.00* + \$1,000 Deposit
Preliminary	\$800.00* + \$30/Lot + \$500 per lot Deposit
Final	\$350.00* + \$30/Lot + \$500 per lot Deposit
Class III Subdivision	
Sketch	\$600.00* + \$1,000 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 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)
PUD Amendment	\$300.00* + \$1,000 Deposit
Expedited Land Subdivision	
Sketch	\$100.00* + \$300 Engineer Review Deposit
Preliminary/Final	\$500.00* + \$30/Lot + \$500 per lot Deposit
Variance	
Structural	\$300.00* + \$300 Engineer Review Deposit
Wetlands	\$300.00* + \$300 Engineer Review Deposit
Road Vacation	\$500.00* + \$1,000 Deposit
Easement/Utility Vacation	\$500.00* + \$1,000 Deposit
Fire Lane Vacation	\$1500.00* <i>per adjacent property owner</i>
Administrative Appeal	\$250.00* + \$1,500 Deposit
Amendments	
Comp Plan (Major)	\$800.00* + \$1,000 Deposit + Printing Costs
Code/Text/Rezoning	\$400.00* + \$1,000 Deposit + Printing Costs

Conditional Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit
Home Occupation (administrative)	\$100.00*
Accessory Building >1000 Sq.ft.	\$250.00* + \$1,000 Deposit
Conditional Sign Permit	\$150.00*
CUP Annual Inspection	\$75.00*
Agreement New/Modification	\$250.00* + \$1,000 Deposit

Interim Use Permit

Amending Applications	\$300.00* + \$300 Deposit
Standard Applications	\$600.00* + \$1,500 Deposit

Excavation/Fill Permit

Non-Shoreland District	\$300.00* + \$300 Deposit
Shoreland District	\$400.00* + \$1,000 Deposit
Adm. Review Required Only	\$300 + \$300 Deposit

General Wetland Review

\$250* + \$1000 Deposit

Engineer Concept Plan Review

\$200.00*

Park, Trail and Open Space Plan	\$100.00 Hard Copy \$25.00 Electronic Copy
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Watertower/Telecommunications Site Inspection Fee	\$500.00* + Bldg Permit Fee + Deposit \$1000
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Uniform Land Use Confirmation Forms	\$10.00
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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*	\$1,000.00 / 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)	Actual cost plus 10% Admin Fee

*** 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	\$310/hr	\$135/hr	\$100/hr
IUP	\$310/hr	\$135/hr	\$100/hr
PUD	\$310/hr	\$135/hr	\$100/hr
Simple Easements	\$195/hr	\$125/hr	\$100/hr
Subdivisions	\$310/hr	\$135/hr	\$100/hr
Vacations	\$195/hr	\$125/hr	\$100/hr
Variances	\$195/hr	\$125/hr	\$100/hr
Zonings	\$310/hr	\$135/hr	\$100/hr

WSB ENGINEER FEES:

Billing Rate/Hour

Principal/Associate	\$173-\$223	\$184-\$237
Sr Project Manager/Sr Project Engineer	\$173-\$223	\$184-237
Project Manager	\$152-\$170	\$ _____
Project Engineer/ Graduate Engineer	\$102-\$169	\$108-\$179
Sr Landscape Architect / Sr. Landscape Architect	\$78-\$162	\$82-\$172

Planner / Sr. Planner	\$80-\$167	\$85-\$177
GIS Specialist/Sr GIS Specialist	\$78-\$167	\$82-\$177
Engineering Technician / Engineering Specialist / Environmental Scientist	\$68-\$162	\$72-\$172
Survey Crew - One Person	\$175	\$186
Survey Crew -Two Person	\$235	\$250
Office Technician	\$60-\$102	\$64-\$140
Construction Observer	\$104-\$135	\$110-\$143

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. Multiple rates illustrate the varying levels of experience within each category.

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 Liquor - Consumption & Display	\$25.00
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

Kennel - Hobby	\$20.00 + CUP & Licenses
Kennel - Commercial	\$50.00 + CUP
Garbage & Rubbish Hauling	\$30.00 1st truck + \$10.00/each addtl truck

PERMIT FEES:

Burning Permit	\$35.00
Fireworks Permit	\$50.00
Fireworks Sales	\$100.00
	\$50.00 On Site Inspection-Dependent on Necessity
Pressure Reducing Valve	\$345.00
Electronic Meter 1"	\$445.00
Electronic Meter 1 1/2"	\$844.00
Electronic Meter 2"	\$1094.00
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
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*	\$1,400 per unit + \$65.00 permit \$1,800 per unit
Solicitor/Peddler	\$50.00 + DL & Vehicle Info
Trunk Water Charge	\$10,300/acre above Ordinary High Water Level \$11,500
Trunk Sewer Charge	\$1,400 per acre above OHW \$1,800 per acre above
Trapping	\$100.00 + \$300.00 deposit
Water Connection Woodland Cove 4 th and 5 th Addn	\$3,040.99 per unit + \$65 permit
Water Connection Woodland Cove 6 th -8 th Addn	\$3,100.00 per unit + \$65 permit
Woodland Cove – Lake Additions	\$2,725 per unit + \$65 permit
Water Connection	\$3,300 per unit + \$65 permit \$3,700 per unit

Special Water Connection*

Charge Kings Point Road	\$4,612.05 per unit (Applicable Parcels)
Charge Halstead Drive	\$4,675.00 per unit (Applicable Parcels)
* Provided area charge is paid	\$350.00 Deposit

Construction Sign Rental

SERVICE FEES:

Address List	\$30.00
Ag-Preservation Application	\$250
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 Single sided - Letter/Legal	\$0.25 per page (up to 100 pages)
Copies-B&W Copies 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 - Zoning Large	\$25.00
Outsourced Copying	Cost of Copies + \$50 Staff Time
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	\$13 per quarter \$14 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 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 IMPOUND FEES:

1st Offense	\$40.00
2nd Offense (within year)	\$50.00
3rd Offense (within year)	\$60.00

Impound Facility may have additional Fees

UTILITY RATES:

Administrative Fee (for assessing delinquent utilities to property)	\$30.00 per property
Public Works Service Call	\$40 per trip -During working hours (per management discretion)
After Hours PW Service Call	\$145 (per management discretion)
Water Shut off	(1st - Warning Letter) (2nd - Citation +\$75.00) (3rd and up Citation + \$250.00)
Outdoor Watering Citation	
Safe Water Test	\$9.72 per year
Sewer per Quarter	\$109 (Commercial/Schools = .00477G-.00492) \$112
Storm/Surface Water Management	\$29.00 per Quarter
Trailer Court/Appts. Sewer	Rate per Quarter = Number of Units x .8
Water - Residential	\$33.89 base per Quarter \$36.26 base per Quarter
0-25,000 gallons	\$4.77 per 1,000 gallons \$5.10 per 1,000 gallons
25,001-65,000 gallons	\$6.63 per 1,000 gallons \$7.09 per 1,000 gallons
Over 65,001 gallons	\$11.93 per 1,000 gallons \$12.77 per 1,000 gallons
Water- Commercial/Schools	\$33.89 base per Quarter \$36.26 base per Quarter
0-300,000 gallons	\$4.77 per 1,000 gallons \$5.10 per 1,000 gallons
300,001-600,000 gallons	\$6.63 per 1,000 gallons \$7.09 per 1,000 gallons
Over 600,001 gallons	\$11.93 per 1,000 gallons \$12.77 per 1,000 gallons
Water - Schools	\$33.89 base per Quarter
0-300,000 gallons	\$4.77 per 1,000 gallons
300,001-600,000 gallons	\$6.63 per 1,000 gallons
Over 600,001 gallons	\$11.93 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
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
Re-inspection Fee 3 rd Inspection (curbstop, S&W, Water Meter Install)	\$75.00

PUBLIC SAFETY FEES:

Accident/Incident Reports	\$0.25 Each Page
Community Service Officer	\$50.00/hr (2 hour min.)
Photos - Printed	\$3.00/page
Squad Video/DVD	\$25.00 (one case per disc/cd)
Photos/Audio/Data on CD	\$10.00 (one case per disc/cd)
Fingerprints (2 cards max.)	\$20.00 per Person
Police Officer	\$100.00/hr (2 hour min.)
Research/Special Report	\$30.00/hr (1 hour min.) + Postage (\$1 min.)
Reserve Officer	\$30.00/hr (donation requested)
Storage Fee	\$5.00 per Day + Tow & Impound Fees
Training Room	\$50.00 * (per management discretion) * Damage Deposit may be required
Bodyworn Camera (BWC) Per Camera	\$30.00
Mini Truck Permit	\$25.00
Special Event Permit	Fees are Case by Case basis (depending on demand for city services)

[DATA PRACTICES POLICY LINK](#)

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, 2024.

This Ordinance No. 487 was adopted on this 4th day of December 2023 by a vote of ____ Ayes and ____ Nays.

s: _____
Mayor

Attest: s: _____
City Clerk

City Seal

DRAFT