

CITY OF MINNETRISTA
COUNTY OF HENNEPIN
STATE OF MINNESOTA

ORDINANCE NO 479

2023 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**

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|-------------------------|---|
| \$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).**

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

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| 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) |
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| 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 <p style="text-align: center;">\$1,000 minimum</p> Final Grade between Nov.15 and June 30 = <p style="text-align: center;">\$5,000</p> Emergency Final Grade between July 1 and Nov. 14 = <p style="text-align: center;">\$10,000.00</p> |
| 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) *

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|---------------------------|--|
| 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/Rezone | \$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

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

Excavation/Fill Permit

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| 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*

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| 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

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| 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

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| Principal/Associate | \$173-\$223 |
| Sr Project Manager/Sr Project Engineer | \$173-\$223 |
| Project Manager | \$152-\$170 |
| Project Engineer/ Graduate Engineer | \$102-\$169 |
| Sr Landscape Architect / Sr. Landscape Architect | \$78-\$162 |
| Planner / Sr. Planner | \$80-\$167 |
| GIS Specialist/Sr GIS Specialist | \$78-\$167 |
| Engineering Technician / Engineering Specialist / Enviromental Scientist | \$68-\$162 |
| Survey Crew - One Person | \$175 |
| Survey Crew -Two Person | \$235 |
| Office Technician | \$60-\$102 |
| Construction Observer | \$104-\$135 |

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:

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| 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 | \$250.00 |
| Temporary Wine - Off-Sale | \$100.00 + Insurance |
| Brew Pub On-Sale | \$25.00 + Insurance |
| Brewer Off-Sale | \$200.00 + Insurance |
| Brewer Temporary On-Sale | \$75.00 + Insurance |
| New Liquor License-Background Investigation Fee | \$25.00 + Insurance |
| Liquor - After 1:00am | \$250.00 In-State Actual Cost, Not to Exceed \$10,000 Out-State |
| Dock Annual (New or Modified) | \$200.00 |
| Home Owners Association (HOA) | \$300.00 |
| 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 add'l truck |

PERMIT FEES:

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| Burning Permit | \$35.00 |
| Fireworks Permit | \$50.00 |
| Fireworks Sales | \$100.00 |
| Pressure Reducing Valve | \$50.00 On Site Inspection-Dependent on Necessity |
| Electronic Meter 1" | \$345.00 |
| Electronic Meter 1 1/2" | \$445.00 |
| Electronic Meter 2" | \$844.00 |
| Firearm Discharge (Clubs, Dog Training) | \$1094.00 |
| | \$25.00 |

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| 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 |
| Solicitor/Peddler | \$50.00 + DL & Vehicle Info |
| Trunk Water Charge | \$10,300/acre above Ordinary High Water Level |
| Trunk Sewer Charge | \$1,400 per acre above OHW |
| 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 |
| <u>Special Water Connection*</u> | |
| 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 | |
| Construction Sign Rental | \$350.00 Deposit |

SERVICE FEES:

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| 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) |

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|----------------------------------|-----------------------------------|
| Copies-B&W Copies | \$0.50 per page (up to 100 pages) |
| 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 |
| 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:

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| 1st Offense | \$40.00 |
| 2nd Offense (within year) | \$50.00 |
| 3rd Offense (within year) | \$60.00 |
| | Impound Facility may have additional Fees |

UTILITY RATES:

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| 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 | |
| Outdoor Watering Citation | (1st - Warning Letter) (2nd - Citation +\$75.00) (3rd and up Citation + \$250.00) |
| Safe Water Test | \$9.72 per year |
| Sewer per Quarter | \$109 (Commercial/Schools = .00477G) |
| 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 |
| 0-25,000 gallons | \$4.77 per 1,000 gallons |
| 25,001-65,000 gallons | \$6.63 per 1,000 gallons |
| Over 65,001 gallons | \$11.93 per 1,000 gallons |

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|--------------------------|---|
| Water- Commercial | \$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 - 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:

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| 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:

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| 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, 2023.

This Ordinance No. 479 was adopted on this 5th day of December 2022 by a vote of ____ Ayes and ____ Nays.

s: _____
Mayor

Attest: s: _____
City Clerk

City Seal