

CITY OF MINNETRISTA  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA

ORDINANCE NO 452

2018 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> )
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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 <b>\$1,000 minimum</b> Final Grade between Nov.15 and June 30 = <b>\$5,000</b> Emergency Final Grade between July 1 and Nov. 14 = <b>\$10,000.00</b>
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	\$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	2.75% Convenience Fee (permits over \$100)
Credit Card Payments	2.75% 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 AND INDUSTRIAL PLUMBING AND MECHANICAL 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**

**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 & PENALTIES APPLY**

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

	\$300.00* + \$300 Deposit
Wetland Fill Restoration Application	\$300.00* + \$1000 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
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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)	\$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	\$163-\$182
Associate / Senior Project Manager	\$147-\$182
Project Manager	\$128-\$142
Project Engineer	\$112-\$142
Graduate Engineer	\$85-\$105
Sr Landscape Architect / Sr Planner / Sr. GIS Specialist	\$115-\$142
Landscape Architect / Planner / GIS Specialist	\$68-\$107
Engineering Specialist / Sr Environmental Scientist	\$94-\$139
Engineering Technician / Environmental Scientist	\$56-\$94
Survey Crew - One Person	\$140
Survey Crew -Two Person	\$185
Survey Crew-Three Person	\$198
Office Technician	\$50-\$90
Construction Observer	\$92-\$116

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	\$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
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	\$50.00
Fireworks Sales	\$100.00
	\$50.00 On Site Inspection-Dependent on Necessity
Pressure Reducing Valve	\$200.00
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
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	\$8,900/acre above Ordinary High Water Level
Trunk Sewer Charge	\$1,100 per acre above OHW
Trapping	\$100.00 + \$300.00 deposit
Water Connection* Woodland Cove Development ONLY	\$2,700 per unit + 65.00 Permit
Water Connection*	\$2,900 per unit + \$65.00 permit
<b><u>Special Water Connection*</u></b>	
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	

### 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 Single sided - Letter/Legal	\$0.25 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
Oversized Copies- B/W 18"x24"	\$3.00 per page
Oversized Copies- Color 18"x24"	\$6.00 per page
Oversized Copies- B/W 24"x36"	\$4.00 per page
Oversized Copies- Color 24"x36"	\$8.00 per page
Oversized Copies- B/W 36"x48"	\$5.00 per page
Oversized Copies- Color 36"x48"	\$10.00 per page
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 \$23.00/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	\$40.00
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	\$103.00 (Commercial/Schools = .00458G)
Storm/Surface Water Management	\$26.00 per Quarter
Trailer Court/Appts. Sewer	Rate per Quarter = Number of Units x .8
Water - Residential	\$27.33 Base per Quarter
0-25,000 gallons	\$3.53 per 1,000 gallons
25,001-50,000 gallons	\$4.40 per 1,000 gallons
Over 50,001 gallons	\$5.64 per 1,000 gallons
Water- Commercial	\$27.33 Base per Quarter
0-80,000 gallons	\$3.74 per 1,000 gallons
80,001-150,000 gallons	\$4.37 per 1,000 gallons
Over 150,001 gallons	\$6.13 per 1,000 gallons
Water - Schools	\$27.33 Base per Quarter
0-700,000 gallons	\$3.74 per 1,000 gallons
700,001-900,000 gallons	\$4.37 per 1,000 gallons
Over 900,001 gallons	\$6.13 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
Community Service Officer	\$30.00/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	\$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
Training Room	\$50.00 * (per management discretion) * Damage Deposit may be required
Mini Truck Permit	\$25.00
Special Event Permit	Fees are Case by Case basis (depending on demand for city services)
Dog License- (2 yr) issued in odd years	\$16.00
Dog License - (1 yr) issued in even years	\$8.00
Dog License - Duplicate	\$3.00

**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, 2018.

This Ordinance No. 452 was adopted on this 4th day of December 2017 by a vote of \_\_\_\_ Ayes and \_\_\_\_ Nays.

s:  
Mayor

Attest: s:  
City Clerk

*City Seal*