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Ordinance 22 - 03
City of Elk River

**An Ordinance Amending the 2022 Master Fee Schedule, of the City of Elk River,
Minnesota, City Code**

The City Council of the City of Elk River does hereby ordain as follows:

SECTION 1. That Ordinance 21-12 be amended by changing the fees as shown in Exhibit A.

SECTION 2. All other provisions of Ordinance 21-12 shall remain in full force and effect.

SECTION 3. That this ordinance shall take effect upon adoption.

Passed and adopted by the City Council of the City of Elk River this 7th day of February, 2022.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk



2022 Master Fee Schedule

Fees deposited with or checks cashed by the city do not imply an applicant automatically receives a permit or license from the city. Specific criteria must be met for each type of license or permit for which an application has been submitted before the license or permit may be granted. Administrative or Council approval may also be required before the permit or license is valid.

ADMINISTRATIVE

ASSESSMENT SEARCH CERTIFICATION

\$30/each

CITY CODE

Available through Municipal Code Corporation. Costs will vary as updates are made to the code. Cost is based on items such as pages, tabs, shipping fees, etc.

COPIES

- Microfilm to Hard Copy \$\$.25 per page
- CD/DVD Reproduction \$13
- Dubbing Video Tapes and DVD's \$20 each
- Photocopies \$.25 per page up to 100 pages; over 100 pages plus staff time

FINANCE CHARGE

This charge does not apply to Code Enforcement Violations.

Computed at 1.5% per month (18 % annual) on account balances unpaid after the due date.

LABOR RATE *(research, computer services, etc.)*

\$40 per hour (15 minutes minimum)

LICENSES

License fees submitted less than 60 days before their expiration date shall be charged a 10% penalty or \$25, whichever is greater.

If a license expires, applicant must apply for a new license and pay applicable fees.

- Billiard Hall \$35/table
- Food Trucks (Mobile Food Units) \$100/year
- Kennel
 - Commercial \$75/year
 - Residential \$50/year
- Liquor
 - 3.2% Malt Off-Sale \$75/year
 - 3.2% Malt On-Sale \$225/year

○ Brew Tap Room	\$225/year	
○ Brewpub/Microbrewer Off-Sale	\$200/year	
○ Microdistillery Off-Sale	\$200/year	
○ Club	\$300/year	
○ Cocktail Room	\$225/year + initial background fee	
○ Consumption & Display (Set-up)	\$75/year	
○ Intoxicating On-Sale	\$5,000/year	
○ Intoxicating Sunday On-Sale	\$200/year	
○ Small Brewer's Off-Sale (Growler sales by taproom)	\$200/year	
○ Temporary Community Festival (on-sale)	\$100/day	
○ Temporary 3.2% Malt On-Sale	\$30/day	
○ Temporary On-Sale	\$40/day	
○ Temporary On-Sale Farm Winery	\$40/day	
○ Temporary Wine Festival	\$100/day	
○ Wine	\$700/year	
○ Initial Investigation Fee for Intoxicating Licenses		
▪ Single	\$200	
▪ Association, Partnership, Corporation, Club	\$400	
▪ Massage Establishment		
○ Single	\$200	
○ Partnership, Association, Corporation	\$300	
○ Renewal Fee	\$150/year	
▪ Massage Therapist		
○ Initial Fee	\$150	
○ Renewal Fee	\$100/year	
▪ Pawn Shop	\$12,000/year	
○ Initial Investigation Fee	\$1,500	
▪ Peddler	\$150/year	
▪ Sexually-Oriented Businesses (<i>additional planning department fees and zoning requirements may apply</i>)	\$500/year	
○ Initial Investigation Fee		
▪ Single	\$200	
▪ Association, Partnership, Corporation	\$400	
▪ Special Event		
○ Private Events on Public Property	\$150 for first 2 hours \$50 each additional hour \$250 damage deposit	
○ Expedited Application Services for Special Events	60 days before event	\$0
▪ Applications can't be processed if they are received less than 5 days before an event.	31-59 days	\$50
▪ A completed application must be received before days will be counted	15-30 days	\$100
	5-14 days	\$200
▪ Solicitor	\$150/year	
▪ Tobacco	\$150/year	

- Transient Merchant (*general planning permit fee may apply*) \$150/year

MERCHANDISE

- Plastic Cups \$4
- City Flag \$45
- Plastic Pins - Elk River \$.35 each
- Metal Pins- Elk River \$2 each

PHOTOS

- 35 mm Photos up to 12 Exposures \$10
- 35 mm Photos up to 24 Exposures \$15
- Digital Black and White \$10
- Digital Color \$15

POSTAGE

Prevailing Rate

ENVIRONMENTAL

ABATEMENTS-Per City Ordinance

Actual cost borne by the City for handling/disposal, site maintenance, or other appropriate remediation.

COMPOST SITE ANNUAL PASS (per Sherburne County)

- Single-Family Residential No Charge

FATS, OILS & GREASE CONTROL ENFORCEMENT TIER LEVELS

The following civil penalties for violation of the city Fats, Oils, and Grease Control Ordinance, Section 78-156, of the City Code, as provided in the city Fats, Oils, & Grease Enforcement Response Plan

Tier I	Notice of Deficiency/Notice to Correct	No penalty
Tier II	Notice of Violation	\$0 - \$50
Tier III	Notice of Violation	\$75 - \$100
Tier IV	Notice of Violation	\$150 - \$500
Tier V	Notice of Violation	\$500 - \$1,000
Tier VI	Notice of Violation	\$1,000 - \$10,000 Possible Consent or Administrative Order
Tier VII		Consent Order/Administrative Order with stipulated penalties
Tier VIII		Consent Order/Administrative Order with stipulated penalties and Termination of Sewer Service

FLOODPLAIN PERMIT

\$150

GARBAGE

- 32 Gallon Biweekly \$5.05
- 32 Gallon \$7.75
- 60 Gallon \$12.75
- 90 Gallon \$19.35
- Additional 90 Gallon \$17.05

- Extra Garbage Stickers \$2.00 each
- Recycling \$4.50

SIGNAGE

- Wetland Buffer Sign \$5
- Wetland Buffer Sign Installation Kit (post with hardware) \$10

LICENSES

- Garbage Hauler \$80 1st truck plus \$15 each additional truck
- Mineral Extraction \$20/acre to be actively mined in forthcoming year or not reclaimed
\$5/acre approved but not actively mined
\$2,000 plus cost of reviewing license.
Amount of annual cost incurred by the city for monitoring and inspecting the facility plus the license.
- Solid Waste Facility

NPDES PERMITS

- Inspection Residential \$175 per residential building
- Commercial/Industrial Actual cost of total inspections

SHORELAND PERMIT

\$40

WETLAND CONSERVATION ACT APPLICATION

\$200 (field review/impacts/banking)
\$50 (no loss/exemptions)

PLANNING/DEVELOPMENT/BUILDING

Double fee applies if work begins before permit obtained

3 SEASON/SCREEN PORCHES

\$45 x square footage = valuation for permit fee plus state surcharge. Plan check is included with this price

ADMINISTRATIVE SUBDIVISIONS/SIMPLE PLATS APPLICATION

- Escrow for Consulting/Engineering/Staff Services \$1,000

BASEMENT FINISH

\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price

BEE KEEPING

\$75 one-time fee

BUILDING PERMIT

- Industrial, Commercial, Multifamily Residential, Single-family, and Additions State permit fee, 1997 UBC Table 1A, plus 65% plan check fee (valuation based on current State of MN building valuation data)

COMMERCIAL PLAN REVIEW (PARTIAL)

.5% of the valuation (non-refundable)

CONCEPT PLAN REVIEW BY CITY COUNCIL	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$500
CONDITIONAL OR INTERIM USE PERMIT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
DECKS	\$10 per square foot for valuation for permit fee plus state surcharge. Plan check is included with this price.
DEMOLITION	
▪ House or Commercial	\$150
▪ Residential Outbuilding Over 120 sq. ft.	\$45
DOCUMENTS	
▪ Comprehensive Plan	\$50
▪ Land Development Regulations	\$35
▪ Housing Maintenance Ordinance	\$5 each
▪ State Residential Contractor License Search	\$5/permit
EASEMENT VACATION APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
ENGINEERING SERVICES	\$100 an hour
FENCES	
▪ Over 7 Feet High	\$75 plus state surcharge
FIREPLACES/WOOD STOVES	\$75 plus state surcharge
GARAGES	\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price.
GENERAL PLANNING PERMIT	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$225
GRADING PERMIT	1.5% of the valuation, minimum \$75
HOME OCCUPATIONS, PERMITTED	\$15
LAND USE PLAN AMENDMENT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
MAPS	
▪ Map-Colored 2'x3'	\$8 each
▪ Map-Larger Than 2'x3'	\$15 each
▪ Copies of Maps From Copy Machine	\$8 each
MECHANICAL PERMIT <i>(For heating, ventilation, & air conditioning, including installation, alteration, or repair)</i>	Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor

MICRO LOAN PROGRAM	Processing fee of \$2,000. Any remaining funds will be returned to the applicant. Applicant pays all legal and filing fees at loan closing
HRA BLIGHTED PROPERTIES COMMERCIAL/INDUSTRIAL FORGIVABLE LOAN PROGRAM	Processing fee of \$2,000 Any remaining funds will be returned to the applicant. Applicant pays all legal and filing fees at loan closing.
HRA BLIGHTED PROPERTIES RESIDENTIAL FORGIVABLE LOAN PROGRAM	Processing fee of \$500. Any remaining funds will be returned to the applicant. Applicant pays all legal and filing fees at loan closing.
MOVING STRUCTURES (<i>A building permit is required for foundation, garage, and remodeling work</i>)	
▪ Moving Houses In or Out	\$150
▪ Moving Outbuildings In Over 120 sq. ft.	\$45
ORDINANCE AMENDMENT	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
OUTBUILDINGS	\$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price
PARK DEDICATION FEE	
▪ Residential	
○ Low Density (<4 DU/acre)	\$1,425.93/dwelling unit
○ Medium Density (4 to<7 DU/acre)	\$1,075.79/dwelling unit
○ High Density (>7 DU/acre)	\$4,897.04/dwelling unit
	<i>The park dedication fee for high-density residential projects shall be capped at \$500,000.</i>
▪ Commercial	8% of county assessed value of property
▪ Industrial	6% of county assessed value of property
PLANNED UNIT DEVELOPMENT (PUD)	Charge for required planning applications, i.e. conditional use permit, rezoning, etc.
PLATTED EXEMPTION	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$100
PLATS, PRELIMINARY APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,500
PLATS, FINAL APPLICATION	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
PLUMBING PERMIT	Fee shall be the greater of \$45 plus state surcharge or 1.5% of the valuation of the work material and labor

POOL	
▪ Above Ground	\$45 plus state surcharge
▪ In Ground	\$75 plus state surcharge
RE-ROOF	
▪ Residential	\$75 plus state surcharge
▪ Commercial/Industrial	\$2 per square foot for valuation for permit fee plus state surcharge, minimum \$75
RENTAL DWELLING	Fees listed under Fire section
RESIDENTIAL FIXTURE/APPLIANCE REPAIR OR REPLACE	\$15 minimum or 5% of the cost, whichever is greater
RE-SIDING (Residential)	\$75 plus state surcharge
SANITARY SEWER USER FEE <i>(Annual increase according to fund analysis on bond repayment)</i>	
▪ Charge Per 1,000 Gallons	\$5.30
▪ Minimum Charge	\$12.28
▪ Apartment Unit Charge	\$21.11
▪ House Unit Flat Charge	\$27.69
▪ Leachate Treatment (3% annual increase per Significant Industrial User Agreement)	\$0.0138 per gallon
SEPTIC INSTALLATION & REPAIR PERMIT	\$130
SEWER AVAILABILITY CHARGE (SAC)	\$5,656 per unit
SEWER & WATER HOOKUP/REPAIR PERMIT <i>Storm or Sanitary</i>	\$150 commercial plus \$2,000 bond in favor of the city \$65 residential plus \$2,000 bond in favor of the city
SIGN/ZONING PERMITS	
▪ Permanent Sign <i>(separate building permit and fee may apply)</i>	\$30
▪ Temporary	\$40
SITE PLAN REVIEW APPLICATION	\$100
▪ Escrow for Consulting/Engineering/Staff Services	\$500
STAFF SERVICES (planning & environmental)	\$75 an hour
STORMWATER UTILITY FEE	
Single-family, duplex, townhome residential properties with public sewer and/or public water service	\$3.75 per month per residential unit
All other single-family, duplex, and townhome residential uses	\$2.55 per month per residential unit
All other properties in the city	\$27.00 per month per impervious acre

STREET/ RIGHT-OF-WAY DISRUPTION PERMIT <i>(cable, phone, gas, electric, etc.)</i>	\$100 plus (\$5,000 letter of credit or bond in favor of the city or equivalent)
SUBDIVISION EXEMPTIONS	\$50
TAX ABATEMENT	\$10,000 Projects which require additional professional services in excess of \$10,000 shall be required to reimburse the city for additional expenses
TAX INCREMENT FINANCING	\$10,000 Projects which require additional professional services in excess of \$10,000 shall be required to reimburse the city for additional expenses
VARIANCE	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$500
WINDOW/DOOR INSTALLATION	
▪ 1 – 3 Windows/Doors	\$45 plus state surcharge
▪ 4 or More Windows/Doors	\$75 plus state surcharge
ZONE MAP CHANGE	\$275
▪ Escrow for Consulting/Engineering/Staff Services	\$1,000
ZONING LETTER	\$75 per address
ZONING REQUESTS, MISCELLANEOUS	\$110

PARKS & RECREATION

ATHLETIC FIELD RENTAL RATES	Below 60% Participant Residency \$45 per field per day \$45 per field per day for lights, plus \$4 per hour of use
Elk River Association (Group 3A)	70% and above Participant Residency \$25 per field per day \$25 per field per day for lights, plus \$4 per hour of use
Youth Associations with city capital improvement agreements currently in place will have the light fee waived until the contract payment is completed.	
Elk River Association (Group 3B)	60-69% Participant Residency \$35 per field per day \$35 per field per day for lights, plus \$4 per hour of use
Youth Associations with city capital improvement agreements currently in place will have the light fee waived until the contract payment is completed.	

CONCESSION STAND USE-TOURNAMENTS

Deposit

All users/associations/tournament organizer will pay a \$500, refundable deposit on an annual basis/per tournament. The refundable deposit will help ensure user/association accountability for damage to fields, facilities and/or scoreboard controllers. If the deposit is used for any of the above-mentioned items, the user/association will replenish their deposit back to the full amount of \$500

Restroom Cleaning

All users will pay for restroom cleanings deemed necessary by city staff based upon the event attendance estimates.

The associations will be billed at the same rate as the city for the cleanings.

This fee will apply to the indoor restroom facilities and any additional portable toilets.

- Dave Anderson Athletic Complex \$50/per day for the sale of pre-packaged foods only.
-
- Lion John Weicht Park \$75/per day for the sale of pre-packaged foods only.
\$100/per day + a Seasonal Temporary Food Stand License from the MN Dept of Health
-
- Youth Athletic Complex \$50/per day for the sale of pre-packaged foods only
\$75/per day + a Seasonal Temporary Food Stand License from the MN Dept of Health.

PARK FACILITY USE FEE

More than 14 days:
Reservation alteration/cancellation: \$10

Within 14 days
No refunds or cancellations

- Orono Park Shelter 1 & 2 Resident: \$35/Day
Non-Resident: \$55/Day
- Orono Park Shelter 3 Resident: \$60
Non-Resident: \$90
- Orono Park Pavilion Resident:
\$60/2 hour minimum
Additional hour: \$15

Non-Resident:
\$90/ 2 hour minimum
Additional hour: \$20

Damage Deposit: \$250
- Lion John Weicht Shelter Resident: \$35/Day
Non-Resident: \$55/Day

- Lion John Weicht Park Pavilion with Servery

Resident:
\$60/2 hour minimum
Additional hour: \$15

Non-Resident:
\$90/2 hour minimum
Additional hour: \$20

Damage Deposit: \$250
- Lion John Weicht Park Pavilion with Servery and Concessions

Resident:
\$80/2 hour minimum
Additional hour: \$15

Non-Resident:
\$110/2 hour minimum
Additional hour: \$20

Damage Deposit: \$250
- Rivers Edge Commons

\$150/2 hour minimum
\$50 each additional hour: 6 hour maximum
Damage Deposit: \$250
- Trott Brook Barn

Resident:
\$30/2 hour minimum, Monday – Thursday
\$15/additional hour, Monday - Thursday
\$40/2 hour minimum, Friday - Sunday
\$15/additional hour, Friday - Sunday

Non-Resident:
\$50/2 hour minimum, Monday - Thursday
\$20/additional hour, Monday – Thursday
\$60/2 hour minimum, Friday – Sunday
\$20/additional hour, Friday - Sunday

Damage Deposit: \$100
Late Fee Key Return: \$25
- Woodland Trails Regional Park Pavilion

Resident:
\$40/2 hour minimum
Additional hour: \$10

Non-Resident:
\$60/2 hour minimum
Additional hour: \$20

Damage Deposit: \$100

FIRE SPRINKLER INSPECTION FEE

- Industrial, Commercial, Multifamily Residential, Single-family, and Additions State permit fee, 1997 UBC Table 1A, (valuation based on material and labor)

OPEN BURNING

- Burning Permit \$10 each
- Special Burning Permit – Daytime Hours \$25 each

FALSE FIRE ALARMS

- Alarm 1-3 No charge
- Alarm 4 \$350
- Alarm 5 or More Fee increases \$50 per alarm (*ex: alarm 5=\$400, alarm 6=\$450*)

FIRE EXTINGUISHER DROPOFF/RECHARGE SERVICE

\$5 handling fee, plus actual vendor cost to recharge depending on type of extinguisher

FIRE WATCH

\$50 an hour per person
If vehicle or apparatus is needed, cost will be billed per FEMA reimbursable rates plus 15% administrative fee

FIREWORKS

- Public Display for Pyrotechnics \$50 per day
- Sales/Storage-Retail \$100/year
- Sales/Storage-Temporary (*general planning permit also required*) \$100/year

KEY LOCK BOX

per vendor pricing

RENTAL DWELLING LICENSE

- Single Family \$100 new
\$100 per dwelling annual renewal
- Multi-Unit \$100 new
\$100 + \$10 per unit
- Re-inspection Fee \$100
- Re-instatement Fee \$1,500

POLICE

ACCIDENT REPORT (*state motor vehicle report*) \$.25 per page

AUDIO/VIDEO REPRODUCTION

- Dubbing Police Audio Tapes \$25/tape
- Dubbing Police Video Tapes \$35/tape

ANIMALS

- Dangerous & Potentially Dangerous Dogs
 - Dangerous Dog License \$50/yearly
 - Potentially Dangerous Dog License \$50/yearly
 - Dangerous/Potentially Dangerous Dog Late Fees on Renewal \$15
 - Hearing Fee (*initial non-refundable fee to appeal declaration*) \$100
 - Escrow for Hearing (*Dog owner is responsible for hearing costs if they lose the appeal. Excess funds will be reimbursed*) \$600
- Impound Fee (*12 month period on a rolling basis*)
 - 1st Offense \$50
 - 2nd Offense \$75
 - 3rd Offense \$150

BACKGROUND (*letter of good conduct*) \$10

FINGER PRINTS \$10

IMPOUNDED VEHICLES (*at public works garage or police department*) \$15/Day

LOCKOUT FEE \$20

PARKING FINES* See Exhibit B

**An additional surcharge may be added to the fine by the State of Minnesota.*

POLICE RESERVE SERVICE \$38/hour

OFF DUTY OFFICER SERVICE \$125/hour

SECURITY ALARMS

- Permit \$20
- False Alarms
 - Alarm 1-2 – No charge
 - Alarm 3-5 - \$50
 - Alarm 6-7 - \$100
 - Alarm 8-9 - \$250
 - 10 & Over - \$500
 - Failure to obtain alarm permit - \$100
 - Other civil alarm violations - \$100

CODE ENFORCEMENT VIOLATIONS

A late payment fee of 10% of the fine will be assessed for each 30-day period, or part thereof, that the fine remains unpaid after the due date.

ANIMALS

- Exceeding Maximum Number Allowed \$100
- Feces Clean-up \$100

MISCELLANEOUS

▪ Exterior Storage	\$200
▪ Firewood	\$200
▪ Garbage & Refuse	\$55
▪ Snow & Ice Removal	\$55

VEHICLES

▪ Commercial/Overweight Vehicle Parked in Residential Zone	\$50
▪ Junk Vehicles	\$200
▪ Overweight Vehicles	\$200
▪ Parking Codes	\$55
▪ Parking on Unapproved Surfaces	\$200
▪ Vehicles Displayed “For Sale” on Public Street	\$50

ZONING

▪ Accessory Structure	\$200
▪ Dwelling Unit Occupied by More Than One Family	\$500
▪ Fencing Setback & Maintenance	\$200
▪ Home Occupation	\$200
▪ Home Occupation, Prohibited	\$250
▪ Long Grass	\$200
▪ Nuisance, Junk & Debris Violation	\$200
▪ Property Maintenance	\$200
▪ Sign Ordinance Violation	\$200
▪ Swimming Pool Violation, Critical	\$500
▪ Swimming Pool Violation, Non-Critical	\$200
▪ Zoning Code Violation, Other Than Noted Above	\$200