CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 08-132

AN ORDINANCE AMENDING MUNICIPAL FEES FOR CALENDAR YEAR 2016

The Lake Elmo City Council hereby amends the following fee schedule for calendar year 2016 and directs that it be added to the Lake Elmo Municipal Code as Appendix A.

Appendix A – 2016 Fee Schedule

ADOPTION DATE: Passed by the Lake Elmo City Council on the 5th day of April, 2016.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

ATTEST:

_____
Julie Johnson
City Clerk

EFFECTIVE DATE: This ordinance shall become effective on following adoption and publication.

PUBLICATION DATE: Published on the 27th day of April 2016.

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Accessory Bldg forward of Primary Structure (§154.092)	$200.00		Planning
Administrative Citations			Administration
General Code Violations:			Administration
1st offense	$100.00 per violation		Administration
2nd offense within one year from the first citation	$200.00 per violation		Administration
3rd offense within one year from the first citation	$500.00 per violation		Administration
4th offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Administration
Building and Safety Code Violations:			Building
1st offense	$100.00 per violation		Building
2nd offense within one year from the first citation	$500.00 per violation		Building
3rd offense within one year from the first citation	$1000.00 per violation		Building
4th offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Building
Amateur Radio Antenna	$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	$250.00		Administration
Bee Keeping Permit	$25.00	Valid for 2 years from issuance	Administration
Building Demolition			Administration
Residential	$200.00	Plus $5.00 Surcharge (State Mandated)	Building
Commercial	$300.00		Building
Burning Permit			Fire
Residential	$45.00		Fire
Commercial	$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
Chicken Keeping Permit	$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
Comprehensive Plan Amendment	$1,300.00		Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow $6,000.00. Flood Plain Ordinance Fee Escrow $500.00.	Planning
New	$1,050.00		Planning
Amended	$500.00		Planning
Contractor License Fees			Licensing

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Demolition	$50.00		Licensing
Driveway	$50.00		Licensing
Excavator	$50.00		Licensing
HVAC	$50.00		Licensing
Irrigation	$50.00		Licensing
Sewer/Water Line Installer	$50.00		Licensing
Sign Installer	$50.00		Licensing
Solid Waste Hauler	$120.00		Licensing
Copy Services (Paper/Electronic)			Administration
Copies (B&W)	$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	$15.00		Administration
GIS Scaled Aerial	$25.00		Administration
Existing Maps	$5.00		Administration
Custom (Per Hour Rate)	$70.00		Administration
Plan Size Maps (Larger than 11x17)	$15.00		Administration
Development Standards Specs/Details	$55.00		Administration
Video reproduction	$10.00		Administration
Culverts in Developments with Rural Section	$160.00		Administration
Daycare Inspection Fee	$60.00	Plus $5.00 Surcharge (State Mandated) Plus 1% of Value. Minimum $100.00	Fire
Dog License- altered	$20.00		Licensing
Dog License- unaltered	$25.00		Licensing
Dog License- late fee	$2.50 per month	Maximum $10	Licensing
Service Dog License	No Charge		Licensing
Duplicate License or Tag	$1.00		Licensing
First Impound- Unlicensed Dog	$60.00	All Impound Fees plus $20/day Boarding Fee	Licensing
First Impound- Licensed Dog	$42.00		Licensing
First Impound- Cat	$42.00		Licensing
Subsequent dog/ cat impound	$85.00		Licensing
Driveway			Planning
Residential	$70.00		Planning

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Commercial	$160.00		Planning
Easement Encroachment	$150.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawl/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review			
Village Area AUAR Fee	$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
Erosion Control			Building
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	$50.00 per hour	$5,000.00 Security	Building
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	$125.00	Security $500.00	Building
Excavating & Grading ≥ 400 cubic yards	$500.00	$500.00 fee escrow plus security $1,500.00 per acre with $1,500 minimum.	Engineering
False Alarms (12 Month Period)* *(*1-3 no charge)*			Fire
Residential			Fire
4-6 False Alarms	$110.00		Fire
In Excess of 6 False Alarms	$185.00		Fire
Commercial			Fire
4-6 False Alarms	$315.00		Fire
In Excess of 6 False Alarms	$520.00		Fire
Fire Alarm Systems (new or rework including low voltage systems)	1.2% of value	plus $5.00 surcharge; Minimum $100	Building
Flood Plain District Delineation	$500.00		Planning
Fuel Tank Removal (Underground)	$250.00	Plus $5.00 Surcharge (State Mandated)	Administration
Fuel Tank Install	2% of value of work	Minimum $100.00	Administration
HVAC			Building
Residential	$60.00/unit	Up to 3 units, max fee $180.00 plus $5.00 Surcharge (State Mandated)	Building
Commercial	$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
Interim Use Permit (IUP)			Planning
Fee	$1,050.00		Planning

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Renewal	$300.00		Planning
Land Use Escrow	$2,500.00	Escrow Agreement	Planning
Liquor License			Licensing
Club On-Sale Intoxicating	$100.00		Licensing
On-Sale Intoxicating	$1,500.00		Licensing
Off-Sale Intoxicating	$200.00		Licensing
Off-Sale Non-Intoxicating	$150.00		Licensing
On-Sale Intoxicating- 2nd Building	$750.00		Licensing
On-Sale Non-Intoxicating	$100.00		Licensing
Investigation	$350.00		Licensing
On-Sale Sunday Intoxicating	$200.00		Licensing
Temporary Intoxicating	$25.00		Licensing
Wine	$300.00		Licensing
Lot Line Adjustment	$325.00		Planning
Manufactured Home Parks			Planning
Fee	$1,000.00		Planning
New	$1,200.00	Plus $2,500.00 Fee Escrow	Planning
Move home out of the city	$200.00	Plus $5.00 Surcharge (State Mandated)	Building
Move home into the city	$200.00	Plus $5.00 Surcharge (State Mandated)	Building
Massage Therapy Premises License			Licensing
Application Fee	$100.00	Fee includes one Therapist	Licensing
Investigation Fee	$100.00		Licensing
Massage Therapy Practitioner License			Licensing
Application Fee	$50.00		Licensing
Investigation Fee	$25.00		Licensing
Massage Therapy Premises License Renewal	$50.00	Fee includes one Therapist	Licensing
Massage Therapy Practitioner License Renewal	$25.00		Licensing
Massage Therapy License Amendment	$25.00		Licensing
Minor Subdivision	$525.00		Planning
Moving House or Primary Structure into City	$520.00	Plus security w/amount to be determined by the City w/recommendation from building official	Administration
Moving Accessory Structure into City	$305.00	Plus security to be determined by the City w/recommendation from building official	Administration
Other Inspections and Fees			Building
Inspection outside of business hours	$100.00 (2 Hr. Min.)		Building

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Re-inspection Fees Assessed	$50.00 per hour		Building
Inspections with no fee assigned	$50.00 per hour		Building
Construction Escrow	$5,000.00	Or determined by Building Official	Building
Cancelled or Refunded Permits	$25.00		Building
Work without Permit	see notes	Investigative fee to equal permit fee	Building
Duplicate Inspection Card	$25.00		Building
Park Dedication			Planning
Residential - Up to three lots	$3,600.00 per lot	Four or more lots per §153.14	Planning
Commercial	$4,500.00 per acre		Planning
Parking Lots			Planning
New Commercial	$175.00	$500 Fee Escrow. Security $1,500.00 per acre with $1,500.00 minimum.	Planning
Existing Commercial	$200.00		Planning
Platting			
Sketch Plan Review (Subdivision)	$500.00	$3,500.00 Fee Escrow	Planning
Preliminary Plat (Subdivision)	$1,850.00	$10,000.00 Fee Escrow	Planning
Final Plat (Subdivision)	$1,250.00	$8,000.00 Fee Escrow	Planning
Concept Plan (OP Development)	$1,250.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
Preliminary Plat Review (OP Development)	$1,850.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
Final Plat (OP Development)	$1,250.00	$5,000.00 (<100 units) Fee Escrow $7,500.00 (>100 units) Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
Planned Unit Development			Planning
General Concept Plan	$1,250.00	$7,500.00 Fee Escrow	Planning
Development Stage Plan	$1,850.00	$7,500.00 Fee Escrow	Planning
Final Plan	$1,250.00	$7,500.00 Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
Plumbing			Administration
Residential	$60.00/unit	Up to 3 units, max fee $180.00 plus $5.00 Surcharge (State Mandated)	Building
Commercial	$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
Escrow Fee for Sewer Connection Permit		$500.00 Escrow	Building

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Private Roads (Permitted only in AG zone)	$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	$800.00	$1,500.00 Fee Escrow	Planning
Retaining Walls over 4'	$150.00	Plus $5.00 State Surcharge	Building
Returned Check (NSF)	$25.00		Administration
Right-of-Way Permit			Engineering
Annual Registration	$200.00	$5,000.00 Security	Engineering
Excavation Permit	$275.00 + $.60/foot		Engineering
Joint Trench Permit (per lot per utility)	$275.00 + $.60/foot		Engineering
Obstruction Permit	$275.00		Engineering
Permit Extension	$100.00		Engineering
Delay Penalty (per calendar day)	$25.00		Engineering
Roofing			Building
Residential	$150.00	Plus $5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
SAC Charge (City) (Sewer Availability Charge)	$3,000.00	Per REC Unit: collected at time of plat for new lot or at time of connection for existing.	Engineering
SAC Charge (Met Council) (Sewer Availability Charge)	$2,485.00	Per REC Unit: $2,485.00 to Met Council at time of connection.	Engineering
Sewer Connection Charge	$1,000.00	Per REC Unit	Engineering
Sewer Lateral Benefit Charge	$5,800.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
Sewer Rate	$4.50/1,000 Gal		Administration
201 Off-Site Maintenance Fee	$75.00/unit/quarter		Administration
Real Estate Searches	$15.00/Search	For special assessment or utility search	Administration
Siding			Building
Residential	$150.00	Plus $5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
Signs - Permanent	$180.00		Planning
Signs - Temporary	$75.00		Planning
Temporary Renewal	$25.00		Planning
Re-inspection Fee	$25.00		Planning
Special Event Permit	$75.00	City must be listed as additional insured	Planning
Sprinkler System (Inspection Fee)	1.2% of value	plus $5.00 surcharge; Minimum $100	Building
Sprinkler System (Re-Inspection Fee)	$50.00		Building
Surface Water			Administration

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Residential	$50.00		Administration
Non-Residential (Commercial etc.)	$50.00	Utility rate factor per code	Administration
Review Fee	$125.00	$75 Review/$50 Storm Water Fund	Administration
Vacations (Streets or Easements)			Planning
Easements	$515.00	$500.00 Fee Escrow	Planning
Streets	$515.00	$500.00 Fee Escrow	Planning
Variance	$750.00		Planning
Shoreland Variance	$1,500.00		Planning
Water Availability Charge (WAC)	$3,000.00	Per REC Unit; collected at time of plat for new lot or at time of connection for existing.	Engineering
Water Connection Charge	$1,000.00	Per REC Unit	Administration
Water Equipment/Set up			Administration
Meter (3/4" or less)	$350.00	Additional fees apply to larger sized meters	Administration
Driveway Curb Stop Lid	$100.00		Administration
Disconnect Service	$80.00		Administration
Reconnect Service	$80.00		Administration
Water Lateral Benefit Charge	$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Engineering
Water Usage			Administration
Residential - Quarterly Rate	$20.00 Base		Administration
Residential - Plus Rate per 1,000 Gallons			Administration
Plus Rate for 0-15,000 Gallons	$2.00		Administration
Plus Rate for 15,001-30,000 Gallons	$2.60		Administration
Plus Rate for 30,001-50,000 Gallons	$3.38		Administration
Plus Rate for 50,001-80,000 Gallons	$4.39		Administration
Plus Rate for 80,001 + Gallons	$5.71		Administration
Water Usage			Administration
Commercial - Quarterly Rate	$25.00 Base		Administration
Commercial - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 - 15,000 Gallons	$3.11		Administration
Plus Rate for 15,001 - 30,000 Gallons	$3.26		Administration
Plus Rate for 30,001 - 50,000 Gallon	$3.77		Administration
Plus Rate for 50,001 - 80,000 Gallons	$5.00		Administration
Plus Rate for 80,001 + Gallons	$6.63		Administration
Water Usage		For metered non-irrigation (domestic) consumption	Administration

City of Lake Elmo Fee Schedule 2016

APPLICATION/FEE/PERMIT TYPE	2016 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Hotel / Motel - Quarterly Rate	$25.00 Base		Administration
Hotel / Motel - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 -30,000 Gallons	$3.11		Administration
Plus Rate for 30,001 - 50,000 Gallons	$3.26		Administration
Plus Rate for 50,001 + Gallons	$4.00		Administration
Water Usage Delinquent Accounts			Administration
Regular	6% per quarter	Plus $25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Storm Water	10% per year	Plus $25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Bulk Water Purchase			Administration
Water from Hydrant	$61.20 1st 5,000 Gal	Plus $3.26/additional 1,000 gallons	Administration
Sod Installation (New Construction)	$61.20 1st 5,000 Gal	Up to 45 days. Resident must contact city in advance.	Administration
Swimming Pool Fill	$61.20 1st 5,000 Gal	Plus $3.26 per 1,000 gallons and $15.00/hr labor	Administration
Wind Generator	$850.00	$2,000.00 Fee Escrow	Planning
Wireless Communication Permit	$500.00	$6,000.00 Fee Escrow	Planning
Zoning Amendment (Text or Map)	$1,245.00		Planning
Zoning Certification Letter	$25.00		Planning
Zoning Permit - Certificate of Zoning Compliance			Planning
Accessory Structures < 200 SF	$75.00		Planning
Fence (less than 6')	$75.00		Planning
Swimming Pool	$75.00		Planning
Other	$75.00		
Definition of Terms			
** **Fee Escrow:** City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.*			
*** **Security:** City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.*			