

**CITY OF CREDIT RIVER  
SCOTT COUNTY  
STATE OF MINNESOTA**

**ORDINANCE NO. 2023-02**

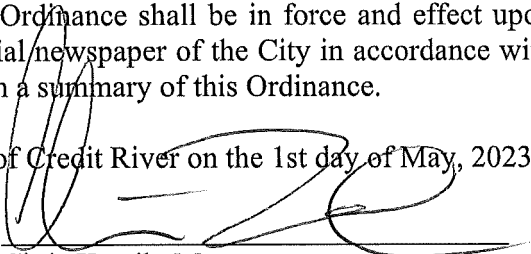
**AN ORDINANCE AMENDING CERTAIN FEES  
CHARGED BY THE CITY**

**THE CITY COUNCIL OF THE CITY OF CREDIT RIVER, SCOTT COUNTY,  
MINNESOTA, DOES ORDAIN AS FOLLOWS:**

**Section 1.** The City of Credit River hereby adopts the fee scheduled attached hereto as Exhibit A.

**Section 2. Effective Date of Ordinance.** This Ordinance shall be in force and effect upon adoption and publication in the official newspaper of the City in accordance with applicable law. The City may publish a summary of this Ordinance.

Passed and adopted by the City Council of the City of Credit River on the 1st day of May, 2023.



Chris Kostik, Mayor

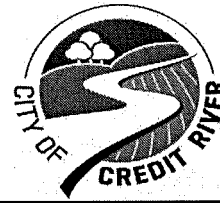
ATTEST:



Karen Donovan, Clerk

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April 20, 2023

# City of Credit River 2023 Fee Schedule



## BUILDING PERMITS

### Building Permit Fee:

New Home or Building	Valuation plus building plan review and state surcharge
Finished Basement/Remodel	Valuation plus building plan review and state surcharge
Deck/Porch/Addition/Garage	Valuation plus building plan review and state surcharge
Fire Suppression/Alarm	Valuation plus building plan review and state surcharge
Swimming Pool- Above Ground	\$75 plus state surcharge
Swimming Pool- Below Ground	Valuation plus building plan review and state surcharge
Window Permit Fee - Residential	\$105 plus state surcharge
Window Permit Fee - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Reroof - Residential	\$105 plus state surcharge
Reroof - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Residing - Residential	\$105 plus state surcharge
Residing - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Manufactured Mobile Home Fee	\$150 plus foundation valuation plus State surcharge
Demolition Permit - Residential	\$75 plus State surcharge
Demolition Permit - Commercial	\$135 plus State surcharge

### Valuation Schedule:

Total Valuation	Fee
	Minimum Fees: Residential (\$75 plus State surcharge); Commercial/Industrial (\$170 plus State surcharge)
\$1.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

**Other Fees Related to Building Permits:**

Plan Review Fee	65% of the building permit fee
Building Permit State Surcharge, applied to permits as required by MN Stat. 326B.148	Applicable State surcharge as set by the State of Minnesota Statute 326B.148
Permit Reactivation Fee	\$250
Investigation Fee (for work commenced without a permit)	Whenever any work for which a permit is required by the code has been commenced without first obtaining a required permit, an investigation fee equal to the amount of the permit fee shall be charged, regardless if a permit is issued. Investigation fees are in addition to all other required fees.
Inspections outside of normal business hours	\$150 per hour (minimum charge - 1 hour)
Reinspection Fees	\$150 per hour (minimum charge - 1/2 hour)
Reinspection Fee - Temp Certificate of Occupancy	\$150 per hour (minimum charge - 1 hour)
Additional plan review required by changes, additions or revisions to plans, after a permit has been issued	\$75 per hour (minimum charge 1/2 hour)

**Plumbing Permit Fees:**

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Water Heater/Water Conditioning	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

**Mechanical Permit Fees:**

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Furnace, Fireplace, Wood Stove, Air Conditioner, Boiler	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

Permit Refund Policy. All requests for refunds shall be made in writing to the City with justifiable cause demonstrated. Refunds shall be repaid only to the original permit applicant.

A) Cancelled before issue or expired application: Once a building permit application has been accepted by the City, the applicant shall be required to pay 100% of the plan review fee plus any applicable state surcharges as determined above for plan review services and/or processing services, whether or not the permit has been issued.

B) Canceled after issue - Staff may authorize refunding of not more than 80% of the issued permit fee when no work has been commenced under a permit issued in accordance with the Minnesota State Building Code. The amount of fees that are retained shall cover all expenses incurred for services that were actually provided at the expense of the City. Fees collected for plan review shall not be refunded.

C) Expired, revoked, suspended or invalid after issue: Fees shall not be refunded on permits that are expired, revoked, suspended or invalid as defined by Minnesota State Building Code.

D) Fraudulent applications: Fees shall not be refunded if it is found that an application was fraudulently filled out.

**COSTS, FEES AND ESCROWS COLLECTED AT TIME OF BUILDING PERMIT**

**Fees for Lots with a community sewage treatment system**

Access Deposit	\$900
NPDES Review and/or Inspection Escrow	\$2,000
CSTS Tank Inspection Fee	\$650
Park Dedication Fee (for lots platted prior to 2021)	\$500
Wetland Contribution Fee	\$25
Address Marker	\$110 (or actual cost if greater)
Access Inspection fee	\$100

**Fees for Lots with an individual sewage treatment system**

Access Deposit	\$900
NPDES Review and/or Inspection Escrow	\$2,000
Park Dedication Fee (for lots platted prior to 2021)	\$500
Wetland Contribution Fee	\$25
Address Marker	\$161 (or actual cost if greater)
Access Inspection fee	\$100

**Fees for other types of Building Permits**

NPDES review and/or inspection escrow for in ground pool	\$1,500
NPDES review and/or inspection escrow for above ground pool	\$500
NPDES review and/or inspection escrow for shed or addition up to 1,000 square feet	\$1,000
NPDES review and/or inspection escrow for shed or addition greater than 1,000 sq. feet	\$1,500
Encroachment Agreement	\$500

**PLANNING AND ZONING/ENGINEERING**

<b>Application Type</b>	<b>Fee</b>
Administrative Subdivision	\$200 application fee plus escrow
Comprehensive Plan Amendment	\$300 application fee plus escrow
Concept Plan	\$200 application fee plus escrow
Conditional Use Permit	\$300 application fee plus escrow
Environmental Review	\$300 application fee plus escrow
Interim Use Permit	\$300 application fee plus escrow
Land Use Permit (Agriculture Building or other zoning permit review that does not require a building permit)	\$50
Planned Unit Development (or amendment to	\$300 application fee plus escrow
Preliminary Plat	\$500 application fee plus escrow
Final Plat	\$500 application fee plus escrow
Rezone	\$300 application fee plus escrow
Site Plan Review	\$200 application fee plus escrow
Vacation of Right of Way or Easement	\$300 application fee plus escrow
Variance OR Appeal	\$300 application fee plus escrow
Zoning Certification Letter	\$50
Zoning Ordinance Text Amendment	\$300 application fee plus escrow
Third Party Consultants	Actual Costs
Change of Address and Address Marker	\$90 plus \$110 for address marker (or actual cost)
Grading Permit	\$200 application fee plus escrow
Other Direct Costs (recording fees, publication	Actual Costs

**Escrows**

Posted escrows shall be used as financial security to cover City expenses associated with the review of applications, including direct costs such as recording fees and third party consultants (Attorney, Engineer, Planner, or others). The escrow shall be replenished within 30 days of the date the City requests escrow replenishment for actual costs expended to date of request. The escrow amount shall be set by City Staff commensurate with their determination of the amount necessary given the type and number of applications to be submitted and complexities associated with the proposed development project. Failure to replenish an escrow may result in the City certifying the outstanding funds owed to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property. It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.

All applications shall be signed by the applicant(s) and all owners of the property to which the request applies. The applicant(s) and owner(s) shall be deemed jointly and severally liable for the payment of all fees and escrows required by this Ordinance. In the event that City's administrative expenses, operating expense, and out of pocket expenses incurred in processing the applicants' and owners' request exceed the permit amount, the applicant(s) and property owner(s) shall remain liable for the amount of such costs incurred by the City regardless of whether the applicant's and/or property owners' request is granted or denied.

In the event the applicant or property owner does not reimburse the City within 30 days of billing for additional costs incurred in processing the applicant(s)/owner(s) request, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owners' property taxes pursuant to Minn. Stat. Statute 366.012.

**COSTS AND FEES ASSOCIATED WITH LAND DEVELOPMENT**

Park Dedication Fee - Residential	\$1500 per housing unit
Park Dedication fee - Commercial or Industrial	\$500 for each gross acre of land

Park fees shall apply to all new residential, commercial and industrial construction, and shall be paid either at the time of platting or at time the initial building permit is issued, whichever occurs first. No park dedication fee shall apply when parkland dedication requirements have previously been fulfilled. In the case of a lot split, the park dedication fee shall be applied to the new lot and paid at time of administrative approval.

Turn/Bypass Lane Fee	\$2,200 per lot. To be charged in addition to the lot fee to allow the City to add necessary right turn lanes, left turn lanes, and bypass lanes required by increased traffic caused in part by the development. If the County Highway Department determines that the new development will require a right turn lane, and/or a left turn lane or a bypass lane at the intersection of the City road that provides access to the lot or subdivision and the nearest county road, and the developer is required to construct a right turn lane and/or a left turn lane or a bypass lane as part of the development, the developer shall be given a credit for the cost of such turn lanes. The credit shall be approved by the City Engineer. The maximum credit shall be \$20,000 for a right turn lane, \$25,000 for a bypass lane, and \$150,000 for a left turn lane.
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## WETLAND CONSERVATION ACT

	Fee	Escrow
WCA Application (exemption, no loss)	\$450	\$0
Delineation Review (Lot size of 10 acres or less)	\$750	\$0
Delineation Review (Lot size of 10 acres or greater)	\$450	\$2,500
Replacement Plan Application (Lot size of 10 acres or less)	\$750	\$0
Replacement Plan Application (Lot size of 10 acres or more)	\$450	\$2,500
Banking Plan Application	\$450	\$2,500
After the Fact WCA Applications	Double the fee	
Wetland Appeal	\$500	\$0

Fees above are the minimum, non-refundable fee. Any escrow required is in addition to the minimum fee to cover additional review or administrative costs.

Additional escrow may be required for more complex projects, larger projects, or for projects that require more extensive monitoring. The balance of escrow accounts is refunded upon completion of a project. Applicant is responsible for providing sufficient copies of all applications, reports, supporting information, etc.

Surety for replacement plan applications will be determined on a site specific basis and will be relative to the estimated cost to purchase replacement credits. Surety will be released when the LGU has determined that the replacement wetland(s) meets all the requirements of the WCA.

## RIGHT OF WAY PERMITS

(Driveway) Access Inspection Fee	\$100
(Driveway) Access Deposit	\$900
Excavation Permit (1000 feet or less)	\$200
Excavation Permit (each additional 1000 feet or part thereof)	\$60
Obstruction Permit	\$200
Registration Fee for a right of way permit and any extensions	\$400

## ADMINISTRATION AND MISCELLANEOUS

NSF fee	\$30 per occurrence
Online bill/invoice pay (Xpress)	actual cost added to cost of invoice
Solicitors Permit	\$50
Special Use Vehicle Permit	\$30
Assessment Search	\$25
Copy charge per 8 1/2 x 11 page in accordance with MN Government Data Practices Act	\$.25 each
Charge for compiling data in accordance with MN Government Data Practices Act	Actual cost

## UTILITIES

CSTS Fee - Territory	\$90.00 per month
CSTS fee -- Stonebridge	\$162.00 per month
CSTS fee -- MHSP	\$160.00 per month

## LIQUOR LICENSING

On-Sale Intoxicating	\$2,000
On-Sale Sunday Liquor License	\$200
On-Sale 3.2 Liquor License	\$200
On-Sale Club	\$300
Off-Sale Intoxicating Liquor License	\$250
Off-Sale 3.2 Liquor License	\$230
Wine	\$1,000
Temporary Liquor License	\$100 per event not to exceed 3 days
Brewer Taproom	\$600
Small Brewer Off-Sale (growler)	\$200
Investigation Fee On/Off Intoxiating	\$500 minimum/actual cost up to \$10,000 max; apply to all investigation fees instead of just intoxicating