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
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**

<table>
<thead>
<tr>
<th>ASSESSMENT SEARCH CERTIFICATION</th>
<th>$30/each</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY CODE</td>
<td>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.</td>
</tr>
</tbody>
</table>

**COPIES**
- Microfilm to Hard Copy
- CD/DVD Reproduction
- Dubbing Video Tapes and DVD’s
- Photocopies

<table>
<thead>
<tr>
<th>COPIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfilm to Hard Copy</td>
<td>$0.25 per page</td>
</tr>
<tr>
<td>CD/DVD Reproduction</td>
<td>$13</td>
</tr>
<tr>
<td>Dubbing Video Tapes and DVD’s</td>
<td>$20 each</td>
</tr>
<tr>
<td>Photocopies</td>
<td>$0.25 per page up to 100 pages; over 100 pages plus staff time</td>
</tr>
</tbody>
</table>

**FINANCE CHARGE**
*This charge does not apply to Code Enforcement Violations.*

<table>
<thead>
<tr>
<th>FINANCE CHARGE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computed at 1.5% per month (18% annual) on account balances unpaid after the due date.</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>LABOR RATE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$40 per hour (15 minutes minimum)</td>
<td></td>
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</tbody>
</table>

**LICENSES**

<table>
<thead>
<tr>
<th>LICENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Billiard Hall</td>
<td>$35/table</td>
</tr>
<tr>
<td>Food Trucks (Mobile Food Units)</td>
<td>$100/year</td>
</tr>
</tbody>
</table>
| 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 (additional planning department fees and zoning requirements may apply) $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
    - Applications can’t be processed if they are received less than 5 days before an event.
    - A completed application must be received before days will be counted
    - 60 days before event $0
      31-59 days $50
      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*

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier I</td>
<td>Notice of Deficiency/Notice to Correct</td>
<td>No penalty</td>
</tr>
<tr>
<td>Tier II</td>
<td>Notice of Violation</td>
<td>$0 - $50</td>
</tr>
<tr>
<td>Tier III</td>
<td>Notice of Violation</td>
<td>$75 - $100</td>
</tr>
<tr>
<td>Tier IV</td>
<td>Notice of Violation</td>
<td>$150 - $500</td>
</tr>
<tr>
<td>Tier V</td>
<td>Notice of Violation</td>
<td>$500 - $1,000</td>
</tr>
<tr>
<td>Tier VI</td>
<td>Notice of Violation</td>
<td>$1,000 - $10,000 Possible Consent or Administrative Order</td>
</tr>
</tbody>
</table>

**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

**LICENCES**
- Garbage Hauler $80 1st truck plus $15 each additional truck
- Mineral Extraction $20/acre to be actively mined in forthcoming year or not reclaimed
- Solid Waste Facility $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.

**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)

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**PLANNING/DEVELOPMENT/BUILDING**
*Double fee applies if work begins before permit obtained*

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3 SEASON/SCREEN PORCHES</strong></td>
<td>$45 x square footage = valuation for permit fee plus state surcharge. Plan check is included with this price</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE SUBDIVISIONS/SIMPLE PLATS APPLICATION</strong></td>
<td>$275</td>
</tr>
<tr>
<td></td>
<td>Escrow for Consulting/Engineering/Staff Services $1,000</td>
</tr>
<tr>
<td><strong>BASEMENT FINISH</strong></td>
<td>$12 per square foot for valuation, use building permit fee plus state surcharge. Plan check is included with this price</td>
</tr>
<tr>
<td><strong>BEE KEEPING</strong></td>
<td>$75 one-time fee</td>
</tr>
<tr>
<td><strong>BUILDING PERMIT</strong></td>
<td>State permit fee, 1997 UBC Table 1A, plus 65% plan check fee (valuation based on current State of MN building valuation data)</td>
</tr>
<tr>
<td></td>
<td>Industrial, Commercial, Multifamily Residential, Single-family, and Additions</td>
</tr>
<tr>
<td><strong>COMMERCIAL PLAN REVIEW (PARTIAL)</strong></td>
<td>.5% of the valuation (non-refundable)</td>
</tr>
</tbody>
</table>
### CONCEPT PLAN REVIEW BY CITY COUNCIL
- Escrow for Consulting/Engineering/Staff Services
  - $100
  - $500

### CONDITIONAL OR INTERIM USE PERMIT
- Escrow for Consulting/Engineering/Staff Services
  - $275
  - $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
- Escrow for Consulting/Engineering/Staff Services
  - $275
  - $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
- Escrow for Consulting/Engineering/Staff Services
  - $100
  - $225

### GRADING PERMIT
- 1.5% of the valuation, minimum $75

### HOME OCCUPATIONS, PERMITTED
- $15

### LAND USE PLAN AMENDMENT
- Escrow for Consulting/Engineering/Staff Services
  - $275
  - $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 (For heating, ventilation, & air conditioning, including installation, alteration, or repair)
- 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 (A building permit is required for foundation, garage, and remodeling work)
- Moving Houses In or Out $150
- Moving Outbuildings In Over 120 sq. ft. $45

ORDINANCE AMENDMENT
- Escrow for Consulting/Engineering/Staff Services $275

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
- Commercial
- Industrial

The park dedication fee for high-density residential projects shall be capped at $500,000.
8% of county assessed value of property
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
- Escrow for Consulting/Engineering/Staff Services $100

PLATS, PRELIMINARY APPLICATION
- Escrow for Consulting/Engineering/Staff Services $275

PLATS, FINAL APPLICATION
- Escrow for Consulting/Engineering/Staff Services $275

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

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
(Annual increase according to fund analysis on bond repayment)
- Charge Per 1,000 Gallons $5.30
- Minimum Charge $12.28
- Apartment Unit Charge $21.11
- House Unit Flat Charge $27.69
- Leachate Treatment $0.0138 per gallon
(3% annual increase per Significant Industrial User Agreement)

SEPTIC INSTALLATION & REPAIR PERMIT $130

SEWER AVAILABILITY CHARGE (SAC) $5,656 per unit

SEWER & WATER HOOKUP/REPAIR PERMIT $150 commercial plus $2,000 bond in favor of the city
Storm or Sanitary $65 residential plus $2,000 bond in favor of the city

SIGN/ZONING PERMITS
- Permanent Sign (separate building permit and fee may apply) $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
(cable, phone, gas, electric, etc.)

$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

Escrow for Consulting/Engineering/Staff Services

$275
$500

WINDOW/DOOR INSTALLATION

1 – 3 Windows/Doors
$45 plus state surcharge

4 or More Windows/Doors
$75 plus state surcharge

ZONE MAP CHANGE

Escrow for Consulting/Engineering/Staff Services

$275
$1,000

ZONING LETTER

$75 per address

ZONING REQUESTS, MISCELLANEOUS

$110

PARKS & RECREATION

ATHLETIC FIELD RENTAL RATES

Elk River Association (Group 3A)
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)
Youth Associations with city capital improvement agreements currently in place will have the light fee waived until the contract payment is completed.

Below 60% Participant Residency
$45 per field per day
$45 per field per day for lights, plus $4 per hour of use

70% and above Participant Residency
$25 per field per day
$25 per field per day for lights, plus $4 per hour of use

60-69% Participant Residency
$35 per field per day
$35 per field per day for lights, plus $4 per hour of use
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 DROP-OFF/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