

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

ORDINANCE NO. 2024-01

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

WHEREAS, the City of Credit River annually reviews fees charged for services; and

WHEREAS, the City Council of the City of Credit River wishes to update and set fees for services for 2024.

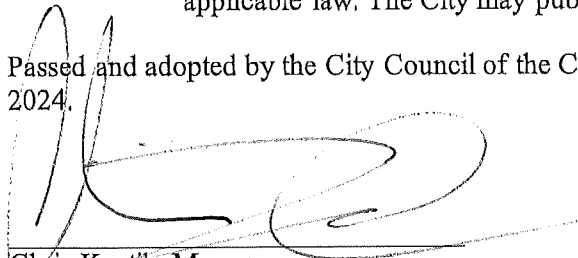
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CREDIT RIVER
HEREBY ORDAINS AS FOLLOWS:**

Section 1. The City of Credit River hereby adopts the 2024 fee schedule attached hereto as Exhibit A.

Section 2. Revocation. Ordinances 2023-01, 2023-02, and 2023-10 and any other ordinance that contradicts the fees set forth in Exhibit A are hereby revoked and replaced.


Section 3. 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 22nd day of January 2024.



Chris Kostik, Mayor

ATTEST:



Karen Donovan, City Clerk

City of Credit River 2024 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

New Construction Fees

Access Deposit	\$900
NPDES Review and Permit	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES 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
CSTS Tank Inspection Fee (as applicable)	\$650

Fees for other types of Building Permits

NPDES Permit and inspection fee	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES escrow for in ground pool	\$1,500
NPDES escrow for above ground pool	\$500
NPDES escrow for shed or addition up to 1,000 square feet	\$1,000
NPDES escrow for shed or addition greater than 1,000 sq. feet	\$1,500
Encroachment Agreement	\$500

PLANNING AND ZONING/ENGINEERING

Application Type	Fee
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 application fee plus \$161 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 escrow 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 at the time of platting. 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.

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	If 100 or more pages the actual cost of searching for and retrieving government data will be charged.

UTILITIES

CSTS Fee - Territory	\$119.00 per month
CSTS fee -- Stonebridge	\$254.00 per month
CSTS fee -- MHSP	\$272.70 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 not just intoxicating

THC LICENSING

Business Licensing	\$250
Investigation Fee	\$500 minimum/actual cost up to \$10,000 max