

CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA

ORDINANCE NO. 2025-01

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of the City of Credit River wishes to update and set fees for services commencing in 2025, remaining in effect until repealed or amended.

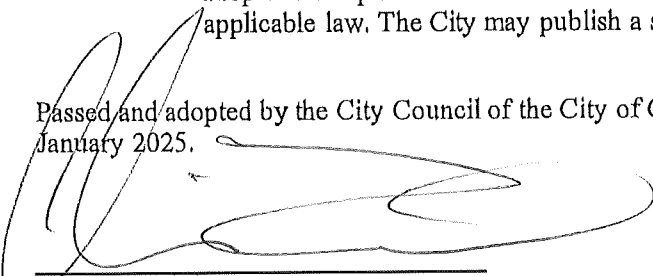
NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF CREDIT RIVER
HEREBY ORDAINS AS FOLLOWS:

Section 1. The City of Credit River hereby adopts the 2025 fee schedule attached hereto as Exhibit A.


Section 2. Revocation. Ordinances 2024-01, 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 21st day of January 2025.


Chris Kostik, Mayor

ATTEST:


Amy Jones, City Clerk

City of Credit River 2025 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:

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|---|--|
| 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:

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|--|---|
| 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:

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|--|---|
| 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 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

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|--|---|
| 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

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| 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

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|--|-------------------------------------|
| Park Dedication Fee - Residential | \$2,500 per housing unit |
| Park Dedication fee - Commercial or Industrial | \$1,500 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

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| (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

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|---|---|
| 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

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|--------------------------------|---|
| CSTS Fee - Territory | \$119.00 per month |
| CSTS fee -- Stonebridge | \$254.00 per month |
| CSTS fee -- MHSP - (PER MONTH) | \$217.70 Monterey Hts. / \$272.70 - South Passage |

LIQUOR LICENSING

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|--------------------------------------|---|
| 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 |