



STAFF REPORT

DATE: 7-18-17

CONSENT

ITEM #: 14

MOTION

TO: City Council

FROM: Michael Bent, Building Official, Stephen Wensman, Planning Director

AGENDA ITEM: Approve Building and Planning Regulations Fee Schedule Revisions

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

The City has historically adopted the building permit fee schedule referenced in State Statute 326B.153. The 326B.153 statute now references Statute 326B.107 and has been modified to only reflect fees that apply to permits for public buildings and state licensed facilities. Statute 326B.107, Subd. 4 allows municipalities with delegation agreement the authority to charge their customary fee. The City of Lake Elmo has not historically adopted a specific fee schedule, rather, the City has only referenced statute. With the development levels currently underway and the recent changes to state statute, the city should maintain local control of permit fees in order for those fees to remain consistent and fair. The fee schedule revisions hereto reflect current fee amounts already approved and in effect. These changes merely adopt the fee amount specifically, not by reference to state statute. In the interest of organizing the building regulation fees, all fees associated with the Building Regulations have been listed in the fee schedule under the heading 'Building Regulations'.

During the recent review and reorganization of the city fee schedule, several items were noted for revision to the Building Regulations and Planning Regulations to more accurately reflect consistency and accuracy in service delivery against the fee for service as well as allow for security amounts commensurate with the proposed work.

ISSUE BEFORE COUNCIL:

The City Council is being asked to adopt Ordinance 08-182 which adopts the Building Regulations and permit fees specifically, reorganizes the Building Regulation Fees under the heading 'Building Regulations' and approve the revisions to the Building and Planning Fee schedule as proposed in the City Fee Schedule.

PROPOSAL DETAILS/ANALYSIS:

Historically the building permit fee schedule has referenced state statute 326B.153. That statute has changed effective 01 July, 2017 to reflect permit fees for public buildings and state licensed facilities.

The City is best served by adopting a fee schedule specifically as opposed to by reference of state statute. A fee schedule adopted by reference is subject to change by the state with no input from the City. Local control and consistency is better served by adopting the schedule locally.

The attached revised fee schedule reflects the changes including the specific fee schedule, reorganization of all fees related to Building Regulations including strikeouts of items relocated to the Building Regulations section.

In addition to the above: the following specific revisions are proposed as follows:

1. Moving House/Accessory Structure into the City has been changed from a flat fee to a fee based on the valuation of the work.
2. Annual retail fireworks permit fee added for retail sales for retailers selling only fireworks.
3. Outdoor Public Fireworks Display permit added.
4. Residential Adult Care/Foster Care/Adoption Inspection fee added.
5. Inspection Fee outside normal work hours revised to more accurately reflect cost of service.
6. Re-inspection Fee revised to more accurately reflect cost of service.
7. Swimming Pool Permit added, previously considered a building permit project based on value, and revised to a flat fee basis to more accurately reflect the review and inspections involved.
8. Retaining wall over 4' revised from a flat fee to a fee based on valuation.
9. Planning and Zoning Review fee added for all new residential construction permits to accurately reflect the cost for planning/zoning/setback review.
10. Adding a \$2500 land use escrow to Environmental Review to cover consultant reviews
11. Changing the security amount for Excavating and Grading >400 cu yd to: "security amount as determined by the Planning Department" to allow for a range and variety of site conditions and the cost considerations from project to project.
12. Changing Commercial Parking Lot fee to \$200, (eliminating the new and existing differential) and requiring "security as determined by the Planning Department" to allow for variable costs/considerations from project to project.
13. Eliminating the separate platting fees for OP developments. These developments should be charged the standard plat and PUD fees.

FISCAL IMPACT:

The proposed fee schedule revision/adoption does not have a negative nor positive fiscal impact. The fee amounts do not change, rather are adopted locally instead of by reference to state statute.

The fee revisions proposed will have a positive revenue impact, based on approx. 100 +/- new construction residential permits yet to be issued in 2017, the fiscal impact will be approx. \$10,000.00 in revenue from the Planning/Zoning/Setback Review.

OPTIONS:

1. Adopt Ord. 08-182 as presented.
2. Amend Ord.. 08-182and adopt as amended.
3. Do not adopt Ord.08-182.

RECOMMENDATION:

Staff recommends the City Council adopt Ord. 08-182, Approve Building and Planning Regulations Fee Schedule Revisions as proposed as part of the consent agenda.

If removed from the consent agenda, Staff recommends the following motion:

“Motion to adopt Ord. 08-182 approving Building and Planning Regulations Fee Schedule Revisions”

And: "Motion to adopt Resolution 2017-079 Authorizing Summary Publication of Ordinance 08-182"

ATTACHMENTS:

Revised and Reformatted Fee Schedule
Ordinance 08-182
Resolution 2017-079

**CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

ORDINANCE NO. 08-182

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF LAKE ELMO

The City Council of the City of Lake Elmo ordains:

SECTION I. Schedule Adopted. The attached fee schedule is hereby adopted.

SECTION II. Not Codified. This ordinance is transitory in nature and shall not be codified in the City Code. This ordinance and the fee schedule established hereby shall be placed on file and available for public inspection at City Hall.

SECTION III. Effect. The fees set out in the attached fee schedule apply notwithstanding any other fees the City has established which may be inconsistent. Any other fees imposed by the City which do not appear on the attached fee schedule remain in full force and effect.

SECTION IV. Effective Date. This ordinance shall become effective upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION V. Adoption Date. This Ordinance No. 08-182 was adopted on this 18th day of July, 2017, by a vote of ___Ayes and ___Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance _____ was published on the _____ day of _____, 2017.

**CITY OF LAKE ELMO
COUNTY OF
WASHINGTON STATE OF
MINNESOTA**

RESOLUTION NO. 2017-079

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 08-182 BY
TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Lake Elmo has adopted Ordinance No. 08-182, an ordinance amending the City Code of Ordinances by amending the City's provisions related to the City Council; and

WHEREAS, the Ordinance includes a chart 10 pages in length; and

WHEREAS, Minnesota Statutes Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the Ordinance; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Elmo, that the City Clerk shall cause the following summary of Ordinance No. 08-182 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of Lake Elmo has adopted Ordinance No. 08-182, which amends the City's 2017 Fee Schedule to revise the building and planning fee schedule.

The full text of Ordinance No. 08-182 is available for inspection at Lake Elmo city hall during regular business hours.

BE IT FURTHER RESOLVED by the City Council of the City of Lake Elmo that the City Administrator keep a copy of the Ordinance at City Hall for public inspection and that a copy be placed for public inspection at the Lake Elmo Public Library.

Dated: July 18, 2017.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

(SEAL)



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
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 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	Land Use Escrow \$2500	Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow \$6,000.00. Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow \$2500	Planning
New	\$1,050.00		Planning
Amended	\$500.00		Planning
Contractor License Fees			Licensing
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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
Culverts in Developments with Rural Section	\$160.00		Administration
Daycare Inspection Fee	\$50.00		Building
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
Commercial	\$160.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review (EAW/EIS)	\$1,500.00		
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/acre of site area	\$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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
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 Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits	Building
Building Permit Fee Schedule			
Total Valuation			
\$1.00 to \$500.00	\$29.50		Building
\$501.00 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 + \$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 + \$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 + \$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 + \$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 + \$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 + \$4.50 for each additional \$1,000.00, or fraction thereof.		Building
Planning and Zoning Compliance Review and Verification	\$100.00		Building
Plan Review Fee	65% of building permit fee		Building
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5)		Building
Single Family Decks	Fee based on Valuation		Building
Single Family Residential Basement Finish	Fee Based on Valuation		Building
Swimming Pool In-Ground	\$150.00		Building
Swimming Pool Above-Ground	\$75.00		Building
Reinspection Fee	\$75.00		Building
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Building
Investigation fee - work started without required permit	Equal to permit fee amount		Building
Replace Inspection Record Card	\$25.00		Building
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum		Building
Building Demolition - Residential	\$200.00		Building
Building Demolition - Commercial	\$300.00		Building
Fuel Tank Removal (Underground)	\$250.00		Building
Fuel Tank Installation	2% Value of the work		Building
Roofing - Residential	Fee Based on Valuation		Building
Roofing - Commercial	Fee Based on Valuation		Building
Siding - Residential	Fee Based on Valuation		Building



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Siding - Commercial	Fee Based on Valuation		Building
Retaining Walls over 4'	Fee Based on Valuation		Building
Commercial Plumbing	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential Plumbing	\$60.00 per Unit, max fee \$180.00		Building
Sewer Service Installation Inspection	\$60.00		Building
Water Service Installation Inspection	\$60.00		Building
Sewer & Water Service Installation Inspection when completed together	\$60.00		Building
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount		Building
Commercial HVAC	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential HVAC	\$60.00 per Unit, max fee \$180.00		Building
Fireplace Installation	\$60 per unit		Building
Investigation fee - HVAC work started without required permit	Equal to permit fee amount		Building
Manufactured Home Move In	\$200.00		Building
Manufactured Home Move Out	\$200.00		Building
Moving House or Primary Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Moving Accessory Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Automatic Fire Extinguishing Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		Building
Fire Alarm Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		Building
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350.00		Building
Annual Retail Consumer Fireworks (all other retailers)	\$100.00		Building
Outdoor Public Fireworks Display	\$150.00		Building
Residential Day Care Inspections	\$50.00		Building
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Building
Escrow Administration Fee	\$100.00		Building
New Single Family Dwelling Construction Escrow	\$2,000.00		Building
Two or more dwelling units per building Construction Escrow	\$1,000.00 per unit		Building
Commercial/Industrial and Other structures	\$5,000.00 or amount determined by the Building Official		Building



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Building Demolition			Administration
Residential	\$200.00	Plus 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	Land Use Escrow \$2500	Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow \$6,000.00. Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow \$2500	Planning
New	\$1,050.00		Planning
Amended	\$500.00		Planning
Contractor License Fees			Licensing
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
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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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Culverts in Developments with Rural Section	\$160.00		Administration
Daycare Inspection Fee	\$50.00		Building
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
Commercial	\$160.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review (EAW/EIS)	\$1,500.00	\$2,500 Land Use escrow	
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/acre of site area	\$500.00	\$500.00 fee escrow plus security \$1,500.00 per acre with \$1,500.00 minimum. Security as Determined by the Planning Department	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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
Fire Alarm Permit	2% of value	plus surcharge; Minimum \$100	Building
Fire Suppression Permit	2% of value	plus surcharge; Minimum \$100	Building
Flood Plain District Delineation	\$500.00		Planning
Fuel Tank Removal (Underground)	\$250.00	Plus 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 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
Fireplace Permit	\$60.00/unit	Plus State surcharge (State Mandated)	Building
Interim Use Permit (IUP)			Planning
Fee	\$1,050.00	\$2,500.00 Escrow	Planning
Renewal	\$300.00		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	None	Planning
Manufactured Home Parks			Planning
Move home out of the city	\$200.00	Plus Surcharge (State Mandated)	Building
Move home into the city	\$200.00	Plus Surcharge (State Mandated)	Building
Annual License for retail sales of consumer fireworks	\$100.00		
Massage Therapy Premises License			Licensing



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
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	\$1,000.00 escrow	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
Re-inspection Fees Assessed	\$50.00 per hour		Building
Inspections with no fee assigned	\$50.00 per hour		Building
Construction Escrow	\$2,000.00	Or determined by Building Official	Building
Construction Escrow Administrative Fee	\$100.00		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\$200.00	\$500 Fee Escrow. Security \$1,500.00 per acre with \$1,500.00 minimum. Security as Determined by the Planning Department	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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
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 (Waive Subdivision Escrow)	Planning
Development Stage Plan	\$1,850.00	\$10,000.00 Fee Escrow (Waive Subdivision Escrow)	Planning
Final Plan	\$1,250.00	\$8,000.00 Fee Escrow (Waive Subdivision 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 Surcharge (State Mandated)	Building
Commercial	\$60.00/unit	Up to 3 units or 1.5% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
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 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	see notes	Based on valuation + state surcharge	Building
Commercial	see notes	Based on valuation + state surcharge	Building
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	Per REC Unit: collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Sewer Connection Charge	\$1,000.00	Per REC Unit collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Sewer Lateral Benefit Charge	\$11,000.00	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	see notes	Based on valuation + state surcharge	Building
Commercial	see notes	Based on valuation + state surcharge	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
Fire Suppression Permit	2% of value	plus state surcharge; Minimum \$100	Building
Sprinkler System (Re-Inspection Fee)	\$50.00		Building
Surface Water			Administration
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	\$500.00 Fee Escrow	Planning
Shoreland Variance	\$1,500.00	\$500.00 Fee Escrow	Planning
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Engineering
Water Connection Charge	\$1,000.00	Per REC Unit, collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Administration



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
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
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	\$2.40		Administration
Plus Rate for 30,001-50,000 Gallons	\$2.88		Administration
Plus Rate for 50,001-80,000 Gallons	\$3.46		Administration
Plus Rate for 80,001 + Gallons	\$4.15		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
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



City of Lake Elmo Fee Schedule 2017

APPLICATION/FEE/PERMIT TYPE	2017 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Bulk Water Purchase			Administration
Water from Hydrant	\$100.00 mininum	Plus \$3.26/additional 1,000 gallons	Administration
Sod Installation (New Construction)	\$100.00 mininum	Plus \$3.26 per 1,000 gallons. Good for up to 45 days from sod install. Residents must contact the City in advance.	Administration
Swimming Pool Fill	\$100.00 mininum	Plus \$3.26 per 1,000 gallons. Good for up to 45 days from sod ins	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	\$2,500.00 Escrow	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			
<i>* 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.</i>			
<i>** 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.</i>			
Approved by CC 1.3.17; effective 1.1.17			