



STAFF REPORT

DATE: December 7, 2021

TO: Mayor and Council
FROM: Samuel Magureanu, Finance Director
AGENDA ITEM: 2022 Fee Schedule

BACKGROUND:

Annually the Council reviews the City's Fee Schedule and makes fee adjustments as necessary and brought forth to City Council consideration. The Fee Schedule was last updated on December 1, 2020. The proposed changes were recommended by department directors and are presented to be adopted by City Council.

ISSUE BEFORE THE FINANCE COMMITTEE:

Should the City Council update the fee schedule as proposed for 2022?

DISCUSSION:

Staff has reviewed the attached Fee Schedule and proposes the changes highlighted in yellow on the attached document. Attached is also the previously adopted Fee Schedule for comparison.

Water Equipment/Set up fees went up 10% due to increase in meter prices.

Fees for fire and building were also updated. Several building related fees were moved to fire due to operational changes within both departments (Storage tank installation and removal, fire suppression and alarm systems, plan review fee for fire suppression and fire alarms, and residential day care and foster care fees). Further, fire added some new fees that relate to fire inspections and plan reviews (Tent/canopy over 400sq.ft. and Fire Code / Policy Appeal) and new fee for providing event stand-by coverage (Standby Firefighters).

Building had made some additional changes and updated the residential plumbing fee and commercial/residential HVAC fees to a flat fee. These changes were made to better reflect what have been currently charged for these type of services. The deck flat fee change reflects more on the time (plan review & inspections) involved on smaller decks.

There were no changes to the fees as it relates to the Planning department except added the Business Subsidy Application fee.

Water and Sewer Lateral Benefit Charges have also been increased (\$400 for Water and \$600 for Sewer)

Utility rates have been increased consistent with the pro forma-1% for water, 1% for sewer and \$10 for stormwater residential REC. Additionally, as it relates to the stormwater fees, we added quarterly rates. The quarterly rates were added as the City is working toward combining the current annual storm water bill as part of the quarterly water/sewer bill in 2022.

Lastly, the administration fees were restored after one year of discount due to the pandemic.

FISCAL IMPACT:

Regularly analyzing, discussing and updating fees helps to ensure sound financial management. Further, review helps to ensure the proper fees are received for services.

RECOMMENDATION:

The Council is required to adopt an ordinance in order to update the fee schedule. Therefore the ordinance and summary publication are attached.

“Motion to approve Ordinance 2021-002 adopting the 2022 City of Lake Elmo Fee Schedule.”

“Motion to adopt Resolution 2021-141 Authorizing Publication of Ordinance 2021-002

ATTACHMENTS:

- 1) 2022 Fee Schedule
- 2) 2021 Adopted Fee Schedule
- 3) Ordinance 2021-002 amending the 2022 City of Lake Elmo Fee Schedule.
- 4) Resolution 2021-141 Authorizing Publication of Ordinance 2021-002 By Title and Summary



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Amateur Radio Antenna	\$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	\$250.00		Administration
Bed and Breakfast Permit Fee	\$100.00		Planning
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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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		Planning
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 up to 200 SF	\$100.00 Flat Fee	Valuation of project shall also be submitted with Application	Building
Single Family Decks 201 - 300 SF	\$200.00 Flat Fee	Valuation of project shall also be submitted with Application	Building
Single Family Decks 301 SF & Greater	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



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Building Demolition - Commercial	\$300.00		Building
Roofing - Residential	Fee Based on Valuation		Building
Roofing - Commercial	Fee Based on Valuation		Building
Siding - Residential	Fee Based on Valuation		Building
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
New Residential Construction Plumbing	\$180.00 Flat Fee		Building
Residential Remodel Plumbing	\$60.00 Flat Fee		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
New Residential Construction HVAC	\$180.00 Flat Fee		Building
Residential Remodel HVAC	\$60.00 Flat Fee		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
Fire Permit Fee Schedule			
Storage Tank Removal	\$250.00		Fire
Storage Tank Installation	2% Value of the work		Fire
Plan Review Fee (Fire)	65% of permit fee based on valuation of job		Fire
Fire Suppression	2% Value, \$100.00 minimum		Fire
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		Fire
Fire Alarm	2% Value, \$100.00 minimum		Fire
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		Fire
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350 per location		Fire
Annual Retail Consumer Fireworks (all other retailers)	\$100 per location		Fire
Outdoor Public Fireworks/Pyrotechnic Display	\$150 per location		Fire



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Residential Day Care Inspections	\$50.00		Fire
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Fire
Escrow Administration Fee	\$100.00		Finance
New Single Family Dwelling Construction Escrow	\$5,000.00		Building
Two or more dwelling units per building Construction Escrow	\$2,500.00 per unit		Building
Commercial/Industrial and Other structures	\$5,000.00 or amount determined by the Building Official		Building
Open 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
Standby Firefighters	\$25.00 per hour per firefighter		Fire
Reinspection Fee (after initial and 1st re-inspection)	\$75.00		Fire
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Fire
Tent / Canopy (Over 400 sq. ft.)	\$75.00 per location		Fire
Fire Code / Policy Appeal	\$250.00		Fire
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
Comprehensive Plan Amendment	\$1,500.00	Land Use Escrow \$2500	Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow \$10,000.00.	Planning
New	\$1,250.00	Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow	Planning
Amended	\$1,000.00	\$2500	Planning
Contractor License Fees			
Driveway	\$50.00		Administration
Solid Waste Hauler	\$120.00		Administration
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
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
Galvanized Culvert 18" x 24'	\$425.00		Administration
Dog and Cat Impound fees			



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	Administration
First Impound- Licensed Dog	\$42.00		Administration
First Impound- Cat	\$42.00		Administration
Subsequent dog/ cat impound	\$85.00		Administration
Driveway			
Residential - no curb cut on residential street	\$50		Planning
Residential - curb cut on residential street	\$100		Planning
Residential - curb cut on collector or arterial street	\$100		Planning
Residential - second curb cut	additional \$100		Planning
Commercial	\$175.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Finance
Environmental Review (EAW/EIS/AUAR)	\$1,500.00	\$2,500 Land Use escrow	Planning
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
Business Subsidy Application	\$1,500.00	\$10,000 Escrow	Planning
Erosion Control			Planning
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Planning
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Planning
Excavating & Grading ≥ 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department	Engineering
False Alarms (12 Month Period)* (*1-3 no charge)			Fire
Residential			Fire
4th False Alarm	\$125.00		Fire
Each Alarm In Excess of 4 False Alarms	\$250.00		Fire
Commercial			Fire
4th False Alarm	\$250.00		Fire
Each Alarm In Excess of 4 False Alarms	\$500.00		Fire
Flood Plain District Delineation	\$500.00		Planning
Golf Cart Operation Permit	\$30.00		Planning
Interim Use Permit (IUP)			
Fee	\$1,250.00	\$2,500.00 Escrow	Planning
Renewal	\$300.00		Planning



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Liquor License			
Club On-Sale Intoxicating	\$100.00		Administration
On-Sale Intoxicating	\$1,500.00		Administration
Off-Sale Intoxicating	\$200.00		Administration
Off-Sale Non-Intoxicating	\$150.00		Administration
On-Sale Intoxicating- 2nd Building	\$750.00		Administration
On-Sale Non-Intoxicating	\$100.00		Administration
Investigation	\$350.00		Administration
On-Sale Sunday Intoxicating	\$200.00		Administration
Temporary Intoxicating	\$25.00		Administration
Wine	\$300.00		Administration
Lot Line Adjustment	\$325.00	None	Planning
Massage Therapy Premises License			
Application Fee	\$100.00	Fee includes one Therapist	Administration
Investigation Fee	\$100.00		Administration
Massage Therapy Practitioner License			
Application Fee	\$50.00		Administration
Investigation Fee	\$25.00		Administration
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist	Administration
Massage Therapy Practitioner License Renewal	\$25.00		Administration
Massage Therapy License Amendment	\$25.00		Administration
Minor Subdivision	\$525.00	\$1,000.00 escrow	Planning
Park Dedication			
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per \$153.14	Planning
Commercial	\$6,000.00 per acre		Planning
Parks & Shelter			
Park & Shelter Rental up to 6 hours - Residents	\$50 deposit		Parks
Park & Shelter Rental up to 6 hours - Non-residents	\$100.00	\$50 deposit and \$50 usage fee	Parks
Field/Court Reservations up to 3 hours	\$50/day deposit; \$500/season deposit		Parks
Lion's Park Concession Stand - Residents	\$25/day + \$50 deposit;		Parks
Lion's Park Concession Stand - Non-residents	\$75/day + \$50 deposit; Season long fee - \$500		Parks
City Provided Lights at Lions, Pebble, and Tablyn Parks	\$20/reservation of \$150/season		Parks
Parking Lots			
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	Planning
Platting			
Pre Application Conference	\$500.00	\$3,500 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000 Fee Escrow	Planning



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Preliminary Plat Revision	\$1,250.00		
Final Plat (Subdivision)	\$1,250.00	\$8,000 Fee Escrow	Planning
Final Plat (Extension Fee)	\$100.00		Planning
Development Agreement Amendment	\$1,000.00	\$500.00 Fee Escrow	Planning
Planned Unit Development			
Pre Application Conference	\$500.00	\$3,500 Fee Escrow (Waive Subdivision Escrow)	Planning
Development Stage Plan	\$1,850.00	\$10,000 Fee Escrow (Waive Subdivision Escrow)	Planning
Final Plat	\$1,250.00	\$8,000 Fee Escrow (Waive Subdivision Escrow) and (City will retain escrows to reimburse review costs for each stage of Development)	Planning
Private Roads (Permitted only in AG zone)	\$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		Planning
Returned Check (NSF)	\$30.00		Finance
Right-of-Way Permit			
Annual Registration	\$200.00	\$5,000 Security	Public Works
Excavation Permit	\$275.00 + \$.60/foot		Public Works
Joint Trench Permit: shared length per Section 94.40 (C)	\$275.00 + \$.60/foot		Public Works
Obstruction Permit	\$275.00		Public Works
Small Wireless Permit Fee	\$275.00		Public Works
Permit Extension	\$100.00		Public Works
Delay Penalty (per calendar day)	\$25.00		Public Works
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	Per REC Unit: This fee may be deferred through special assessment for parcels with existing structures.	Sewer
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	Sewer
Sewer Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Sewer
Sewer Lateral Benefit Charge	\$13,100.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Sewer
Sewer Base Charge - Residential - Non 201 Off Site	\$55.19 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Sewer
Sewer Rate	\$4.75/1,000 Gal		Sewer
201 Off-Site Maintenance Fee	\$78.83/unit/quarter		Sewer
Real Estate Searches	\$20.00/Search	For special assessment or utility search	Finance
Signs - Permanent	\$180.00		Planning
Signs - Temporary	\$75.00		Planning
Temporary Renewal	\$25.00		Planning
Re-inspection Fee	\$25.00		Planning



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Special Event Permit	\$75.00	City must be listed as additional insured	Administration
Storm Water			
Residential - Annual	\$85.00		Storm Water
Non-Residential (Commercial etc.) - Annual	\$85.00	Utility rate factor per code	Storm Water
Residential - Quartely	\$21.25		Storm Water
Non-Residential (Commercial etc.) - Quartely	\$21.25	Utility rate factor per code	Storm Water
Review Fee	\$167.50	\$82.50 Review/\$85 Storm Water Fund	Storm Water
Downtown Regional Stormwater District Connection Charge	\$1.40	per square foot of newly created or reconstructed impervious surface (Available only to properties located in the Downtown Stormwater District per Map 9-3).	Engineering
Regional Infiltration Basin Volume Control Use Charge	\$0.70	per square foot of newly created or reconstructed impervious surface (Available only to properties located in the Downs Lake subwatershed).	Engineering
Vacations (Streets or Easements)			
Easements	\$525.00	\$500 Fee Escrow	Planning
Streets	\$525.00	\$500 Fee Escrow	Planning
Variance	\$1,250.00	\$1000 Fee Escrow	Planning
Utility Delinquent Accounts			
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Water
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Sewer
Storm Water	10% per year or \$5 minimum	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Storm Water
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; This fee may be deferred through special assessment for parcels with existing structures.	Water
Water Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Water
Water Equipment/Set up			
Meter (3/4" or less)	\$376.64	Additional fees apply to larger sized meters	Water
1" Meter	\$443.84		Water
Irrigation 1 and 1/2" meter	\$1,326.50		Water
1 & 1/2" Meter	\$1,631.30		Water
Irrigation 2" meter	\$1,356.80		Water
2" Meter	\$1,856.80		Water
Irrigation 3" meter	\$1,695.80		Water
3" Meter	\$2,333.80		Water
4" Meter	\$2,743.80		Water



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Driveway Curb Stop Lid	\$120.00		Water
Disconnect Service	\$82.40		Water
Reconnect Service	\$82.40		Water
After Hour Disconnect Service	\$142.40		Water
After Hours Reconnect Service	\$142.40	if not reconnected within first two hours of disconnect	Water
Water Lateral Benefit Charge	\$6,200.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Water
Water Usage			
Residential - Quarterly Base Rate	\$21.64 Base		Water
Residential - Plus Rate per 1,000 Gallons			Water
Plus Rate for 0-15,000 Gallons	\$2.16		Water
Plus Rate for 15,001-30,000 Gallons	\$2.60		Water
Plus Rate for 30,001-50,000 Gallons	\$3.12		Water
Plus Rate for 50,001-80,000 Gallons	\$3.75		Water
Plus Rate for 80,001 + Gallons	\$4.48		Water
Water Usage			
Commercial - Quarterly Rate	\$27.06 Base		Water
Commercial - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 - 15,000 Gallons	\$3.36		Water
Plus Rate for 15,001 - 30,000 Gallons	\$3.52		Water
Plus Rate for 30,001 - 50,000 Gallon	\$4.08		Water
Plus Rate for 50,001 - 80,000 Gallons	\$5.41		Water
Plus Rate for 80,001 + Gallons	\$7.18		Water
Water Usage			
Hotel / Motel - Quarterly Rate	\$27.06 Base	For metered non-irrigation (domestic) consumption	Water
Hotel / Motel - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 -30,000 Gallons	\$3.36		Water
Plus Rate for 30,001 - 50,000 Gallons	\$3.52		Water
Plus Rate for 50,001 + Gallons	\$4.32		Water
Bulk Water Purchase			
Water from Hydrant	\$108.22 first 5,000 gallons	Plus \$3.42/additional 1,000 gallons	Water
Violation of Odd/Even Watering Ban Penalty	see notes →	1st violation - warning. 2nd violation - \$100 . Each subsequent violation shall increase by \$100 for the same property owner within the same calendar year up to a maximum of \$500.	
Wind Generator	\$850.00	\$2,000 Fee Escrow	Planning
Wireless Communication Permit (co-location)	\$500.00	\$10,000 Fee Escrow	Planning
Zoning Amendment (Text or Map)	\$1,250.00	\$2,500 Escrow	Planning
Zoning Certification Letter	\$25.00		Planning
Zoning Permit - Certificate of Zoning Compliance			Planning



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Accessory Structures < 200 SF	\$75.00		Planning
Other	\$75.00		Planning
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>			
Adopted by City Council -December 7, 2021			



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Amateur Radio Antenna	\$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	\$250.00		Administration
Bed and Breakfast Permit Fee	\$100.00		Planning
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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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.		Building
\$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		Planning
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



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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
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		Fire
Annual Retail Consumer Fireworks (all other retailers)	\$100.00		Fire
Outdoor Public Fireworks Display	\$150.00		Fire



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Residential Day Care Inspections	\$50.00		Building
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Building
Escrow Administration Fee	\$100.00		Finance
New Single Family Dwelling Construction Escrow	\$5,000.00		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
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	\$1,500.00	Land Use Escrow \$2500	Planning
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow \$10,000.00.	Planning
New	\$1,250.00	Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow	Planning
Amended	\$1,000.00	\$2500	Planning
Contractor License Fees			
Driveway	\$50.00		Administration
Solid Waste Hauler	\$120.00		Administration
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
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
Galvanized Culvert 18" x 24'	\$425.00		Administration
Dog and Cat Impound fees			
First Impound- Unlicensed Dog	\$60.00		Administration
First Impound- Licensed Dog	\$42.00	All Impound Fees plus \$20/day Boarding Fee	Administration



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
First Impound- Cat	\$42.00		Administration
Subsequent dog/ cat impound	\$85.00		Administration
Driveway			
Residential - no curb cut on residential street	\$50		Planning
Residential - curb cut on residential street	\$100		Planning
Residential - curb cut on collector or arterial street	\$100		Planning
Residential - second curb cut	additional \$100		Planning
Commercial	\$175.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Finance
Environmental Review (EAW/EIS)	\$1,500.00	\$2,500 Land Use escrow	Planning
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			Planning
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Planning
Excavating & Grading \geq 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Planning
Excavating & Grading \geq 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus 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
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
Flood Plain District Delineation	\$500.00		Planning
Golf Cart Operation Permit	\$30.00		Planning
Interim Use Permit (IUP)			
Fee	\$1,250.00	\$2,500.00 Escrow	Planning
Renewal	\$300.00		Planning



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Liquor License			
Club On-Sale Intoxicating	\$50.00		Administration
On-Sale Intoxicating	\$750.00		Administration
Off-Sale Intoxicating	\$200.00		Administration
Off-Sale Non-Intoxicating	\$150.00		Administration
On-Sale Intoxicating- 2nd Building	\$375.00		Administration
On-Sale Non-Intoxicating	\$50.00		Administration
Investigation	\$350.00		Administration
On-Sale Sunday Intoxicating	\$100.00		Administration
Temporary Intoxicating	\$25.00		Administration
Wine	\$150.00		Administration
Lot Line Adjustment	\$325.00	None	Planning
Massage Therapy Premises License			
Application Fee	\$50.00	Fee includes one Therapist	Administration
Investigation Fee	\$50.00		Administration
Massage Therapy Practitioner License			Administration
Application Fee	\$50.00		Administration
Investigation Fee	\$25.00		Administration
Massage Therapy Premises License Renewal	\$25.00	Fee includes one Therapist	Administration
Massage Therapy Practitioner License Renewal	\$12.50		Administration
Massage Therapy License Amendment	\$25.00		Administration
Minor Subdivision	\$525.00	\$1,000.00 escrow	Planning
Park Dedication			
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per §153.14	Planning
Commercial	\$6,000.00 per acre		Planning
Parking Lots			
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	Planning
Platting			
Pre Application Conference	\$500.00	\$3,500 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000 Fee Escrow	Planning
Preliminary Plat Revision	\$1,250.00		
Final Plat (Subdivision)	\$1,250.00	\$8,000 Fee Escrow	Planning
Final Plat (Extension Fee)	\$100.00		Planning
Development Agreement Amendment	\$1,000.00	\$500.00 Fee Escrow	Planning
Planned Unit Development			



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Pre Application Conference	\$500.00	\$3,500 Fee Escrow (Waive Subdivision Escrow)	Planning
Development Stage Plan	\$1,850.00	\$10,000 Fee Escrow (Waive Subdivision Escrow)	Planning
Final Plat	\$1,250.00	\$8,000 Fee Escrow (Waive Subdivision Escrow) and (City will retain escrows to reimburse review costs for each stage of Development)	Planning
Private Roads (Permitted only in AG zone)	\$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		Planning
Returned Check (NSF)	\$30.00		Finance
Right-of-Way Permit			
Annual Registration	\$200.00	\$5,000 Security	Public Works
Excavation Permit	\$275.00 + \$.60/foot		Public Works
Joint Trench Permit: shared length per Section 94.40 (C)	\$275.00 + \$.60/foot		Public Works
Obstruction Permit	\$275.00		Public Works
Small Wireless Permit Fee	\$275.00		Public Works
Permit Extension	\$100.00		Public Works
Delay Penalty (per calendar day)	\$25.00		Public Works
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	Per REC Unit: This fee may be deferred through special assessment for parcels with existing structures.	Sewer
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	Sewer
Sewer Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Sewer
Sewer Lateral Benefit Charge	\$12,500.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Sewer
Sewer Base Charge - Residential - Non 201 Off Site	\$54.64 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Sewer
Sewer Rate	\$4.70/1,000 Gal		Sewer
201 Off-Site Maintenance Fee	\$78.05/unit/quarter		Sewer
Real Estate Searches	\$20.00/Search	For special assessment or utility search	Finance
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	Administration
Storm Water			



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Residential	\$75.00		Storm Water
Non-Residential (Commercial etc.)	\$75.00	Utility rate factor per code	Storm Water
Review Fee	\$157.50	\$82.50 Review/\$75 Storm Water Fund	Storm Water
Downtown Regional Stormwater District Connection Charge	\$1.40	per square foot of newly created or reconstructed impervious surface (Available only to properties located in the Downtown Stormwater District per Map 9-3).	Engineering
Regional Infiltration Basin Volume Control Use Charge	\$0.70	per square foot of newly created or reconstructed impervious surface (Available only to properties located in the Downs Lake subwatershed).	Engineering
Vacations (Streets or Easements)			
Easements	\$525.00	\$500 Fee Escrow	Planning
Streets	\$525.00	\$500 Fee Escrow	Planning
Variance	\$1,250.00	\$1000 Fee Escrow	Planning
Utility Delinquent Accounts			
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Water
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Sewer
Storm Water	10% per year or \$5 minimum	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Storm Water
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; This fee may be deferred through special assessment for parcels with existing structures.	Water
Water Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Water
Water Equipment/Set up			
Meter (3/4" or less)	\$376.64	Additional fees apply to larger sized meters	Water
1" Meter	\$443.84		Water
Irrigation 1 and 1/2" meter	\$1,326.50		Water
1 & 1/2" Meter	\$1,539.34		Water
Irrigation 2" meter	\$1,294.34		Water
2" Meter	\$1,744.34		Water
Irrigation 3" meter	\$1,564.34		Water
3" Meter	\$2,144.34		Water
4" Meter	\$2,530.00		Water
Driveway Curb Stop Lid	\$120.00		Water



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Disconnect Service	\$82.40		Water
Reconnect Service	\$82.40		Water
After Hour Disconnect Service	\$142.40		Water
After Hours Reconnect Service	\$142.40	if not reconnected within first two hours of disconnect	Water
Water Lateral Benefit Charge	\$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Water
Water Usage			
Residential - Quarterly Base Rate	\$21.43 Base		Water
Residential - Plus Rate per 1,000 Gallons			Water
Plus Rate for 0-15,000 Gallons	\$2.14		Water
Plus Rate for 15,001-30,000 Gallons	\$2.57		Water
Plus Rate for 30,001-50,000 Gallons	\$3.09		Water
Plus Rate for 50,001-80,000 Gallons	\$3.71		Water
Plus Rate for 80,001 + Gallons	\$4.44		Water
Water Usage			
Commercial - Quarterly Rate	\$26.79 Base		Water
Commercial - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 - 15,000 Gallons	\$3.33		Water
Plus Rate for 15,001 - 30,000 Gallons	\$3.49		Water
Plus Rate for 30,001 - 50,000 Gallon	\$4.04		Water
Plus Rate for 50,001 - 80,000 Gallons	\$5.36		Water
Plus Rate for 80,001 + Gallons	\$7.11		Water
Water Usage			
Hotel / Motel - Quarterly Rate	\$26.79 Base	For metered non-irrigation (domestic) consumption	Water
Hotel / Motel - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 -30,000 Gallons	\$3.33		Water
Plus Rate for 30,001 - 50,000 Gallons	\$3.49		Water
Plus Rate for 50,001 + Gallons	\$4.28		Water
Bulk Water Purchase			
Water from Hydrant	\$107.15 first 5,000 gallons	Plus \$3.39/additional 1,000 gallons	Water
Violation of Odd/Even Watering Ban Penalty	see notes →	1st violation - warning. 2nd violation - \$100 . Each subsequent violation shall increase by \$100 for the same property owner within the same calendar year up to a maximum of \$500.	
Wind Generator	\$850.00	\$2,000 Fee Escrow	Planning
Wireless Communication Permit (co-location)	\$500.00	\$10,000 Fee Escrow	Planning
Zoning Amendment (Text or Map)	\$1,250.00	\$2,500 Escrow	Planning



City of Lake Elmo - 2021 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2021 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Zoning Certification Letter	\$25.00		Planning
Zoning Permit - Certificate of Zoning Compliance			Planning
Accessory Structures < 200 SF	\$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>			
Adopted by City Council -December 1, 2020			

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

ORDINANCE NO. 2021-002

**AN ORDINANCE ADOPTING A 2022 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 for all billings rendered after December 31, 2021, and upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION V. Adoption Date. This Ordinance No. 2021-002 was adopted on this 7th day of December, 2021, by a vote of ___Ayes and ___Nays.

LAKE ELMO CITY COUNCIL

Charles Cadenhead, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance _____ was published on the _____ day of _____, 2021.

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

RESOLUTION NO. 2021-141

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 2021-002 BY
TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Lake Elmo has adopted Ordinance No.2021-002, 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 9 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.2021-002 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. 2021-002 which adopts the City's 2022 Fee Schedule.

The full text of Ordinance No. 2021-002 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: December 7th, 2021.

Charles Cadenhead, Mayor

ATTEST:

Julie Johnson, City Clerk

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.