



STAFF REPORT

DATE: December 6, 2022

TO: Mayor and Council
FROM: Kristina Handt, City Administrator
AGENDA ITEM: 2023 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 7, 2021. 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 2023?

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.

Building fees have been updated to include flat fees for things like decks, roofing and siding based upon an analysis of staff time spent on them this year. The Building Official has also included a schedule for allowable refunds based upon a review of other cities.

Consistent with the proposed 2023 budget, the Planning and Zoning Compliance Review and Verification fee is being eliminated. This was a new fee in 2018. We have been more diligent about contributing planning staff's time to the building department in order to cover their time spent reviewing building permit applications for zoning compliance so this fee is no longer necessary.

The code reference for Park Dedication has been updated to reflect the new codification adopted in 2021.

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

Water Equipment/Set up fees were increased to reflect the actual increase in prices for meters. Public Works is proposing a new Water Meter Testing Request fee. Most cities have this fee. The city gets 3-5 requests for these a year and in almost all cases, the meters are working properly.

Language regarding violations of the odd/even watering ban have been updated at the request of the public works department. It generally reflects the process we have been following but removes the cap on any fees and includes the language about a disconnect notice. No one has gotten to the point of having their water disconnected yet but some have gotten close. It's important to note, this disconnect notice is only that they would be disconnected until the plumbing serving the property's irrigation system is physically disconnected where it leaves the house or building, visible for all to see.

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 with the increase of \$2.50 to be consistent with the annual increase.

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 2022-17 adopting the 2023 City of Lake Elmo Fee Schedule.”

“Motion to adopt Resolution 2022-115 Authorizing Publication of Ordinance 2022-17.”

ATTACHMENTS:

- 1) 2023 Fee Schedule
- 2) 2022 Adopted Fee Schedule
- 3) Ordinance 2022-17 adopting the 2023 City of Lake Elmo Fee Schedule.
- 4) Resolution 2022-115 Authorizing Publication of Ordinance 2022-17 By Title and Summary



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 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		See Attached Refund Schedule for Allowable Refunds	
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 + Plan review	Valuation of project shall also be submitted with Application	Building
Single Family Decks 201 - 300 SF	\$200.00 Flat Fee + Plan Review	Valuation of project shall also be submitted with Application	Building
Single Family Decks 301 SF & Greater	\$300.00 Flat Fee + Plan review	Valuation of project shall also be submitted with Application	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 - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Building Demolition - Residential	\$200.00		Building
Building Demolition - Commercial	\$300.00		Building
Roofing - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application	Building
Roofing - Commercial	Fee Based on Valuation		Building
Siding - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application	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



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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
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 \$2500	Planning
Amended	\$1,000.00		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



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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	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			
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)			
Residential			Fire
4th False Alarm	\$125.00		Fire
Each Alarm In Excess of 4 False Alarms	\$250.00		Fire



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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
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 §103.00.150	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



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Lion's Park Concession Stand - Residents	\$25/day + \$50 deposit; Season long fee \$500		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
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



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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	\$13,700.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Sewer
Sewer Base Charge - Residential - Non 201 Off Site	\$55.74 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Sewer
Sewer Rate	\$4.80/1,000 Gal		Sewer
201 Off-Site Maintenance Fee	\$79.62/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			
Residential - Annual	\$95.00		Storm Water
Non-Residential (Commercial etc.) - Annual	\$95.00	Utility rate factor per code	Storm Water
Residential - Quartely	\$23.75		Storm Water
Non-Residential (Commercial etc.) - Quartely	\$23.75	Utility rate factor per code	Storm Water
Review Fee	\$177.50	\$82.50 Review/\$95 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			



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
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, 6% per quarter (for qtrly bills) 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)	\$423.65	Additional fees apply to larger sized meters	Water
1" Meter	\$490.85		Water
Irrigation 1 and 1/2" meter	\$1,433.50		Water
1 & 1/2" Meter	\$1,778.30		Water
Irrigation 2" meter	\$1,402.80		Water
2" Meter	\$2,013.80		Water
Irrigation 3" meter	\$1,842.80		Water
3" Meter	\$2,530.80		Water
4" Meter	\$3,090.80		Water
Driveway Curb Stop Lid	\$130.00		Water
Disconnect Service	\$86.50		Water
Reconnect Service	\$86.50		Water
After Hour Disconnect Service	\$149.50		Water
After Hours Reconnect Service	\$149.50	if not reconnected within first two hours of disconnect	Water
Water Lateral Benefit Charge	\$6,600.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Water
Water Meter Testing Request			
Testing a 3/4" or 1" water meter	\$162.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances	Water
Testing a 1 1/2" or larger water meter	\$372.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances	Water
Water Usage			
Residential - Quarterly Base Rate	\$21.86 Base		Water
Residential - Plus Rate per 1,000 Gallons			Water
Plus Rate for 0-15,000 Gallons	\$2.18		Water
Plus Rate for 15,001-30,000 Gallons	\$2.63		Water



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Plus Rate for 30,001-50,000 Gallons	\$3.15		Water
Plus Rate for 50,001-80,000 Gallons	\$3.79		Water
Plus Rate for 80,001 + Gallons	\$4.52		Water
Water Usage			
Commercial - Quarterly Rate	\$27.33 Base		Water
Commercial - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 - 15,000 Gallons	\$3.39		Water
Plus Rate for 15,001 - 30,000 Gallons	\$3.56		Water
Plus Rate for 30,001 - 50,000 Gallon	\$4.12		Water
Plus Rate for 50,001 - 80,000 Gallons	\$5.46		Water
Plus Rate for 80,001 + Gallons	\$7.25		Water
Water Usage			
Hotel / Motel - Quarterly Rate	\$27.33 Base	For metered non-irrigation (domestic) consumption	Water
Hotel / Motel - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 -30,000 Gallons	\$3.39		Water
Plus Rate for 30,001 - 50,000 Gallons	\$3.56		Water
Plus Rate for 50,001 + Gallons	\$4.36		Water
Bulk Water Purchase			
Water from Hydrant	\$109.30 first 5,000 gallons	Plus \$3.45/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. After the 4th violation a 24hour disconnect notice will be placed at the property unless irrigation connection <u>disassembled</u> .	
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			
Accessory Structures < 200 SF	\$75.00		Planning
Other	\$75.00		Planning
Definition of Terms			

* **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.

** **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.

PERMIT REFUND FEE SCHEDULE



City of Lake Elmo - 2023 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2023 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
<i>Permit Type</i>	<i>Fee Type</i>	<i>Amount of Refund if Requested within 180 days of Permit Issuance and no construction has started</i>	
<i>Building</i>	<i>Building Permit fee</i>	<i>80%, No refund for Flat Fee, minimum fee permits or expired permits. Exception: those permits that were denied by the City after permit was paid for but not started</i>	
	<i>Plan Review Fee</i>	<i>0% (if plan review started or completed), 100% (if plan review not started)</i>	
	<i>State Surcharge</i>	<i>100% (if not yet paid to State)</i>	
	<i>SAC (City) Fees</i>	<i>100% (if not started)</i>	
	<i>Construction Escrow Administration Fee</i>		<i>0%</i>
	<i>Water Availablity Charge</i>	<i>100% If not started)</i>	
	<i>Drvieway Fee</i>	<i>100% (If not started)</i>	
<i>Mechanical</i>	<i>Residential/Commercial</i>	<i>80%, No refund for Flat Fee, minimum fee permits or expired permits. Exception: those permits that were denied by the City after permit was paid for but not started</i>	
<i>Plumbing</i>	<i>Residential/Commercial</i>	<i>80%, No refund for Flat Fee, minimum fee permits or expired permits. Exception: those permits that were denied by the City after permit was paid for but not started</i>	
Adopted by City Council -December 6, 2022?			



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
Amateur Radio Antenna	\$875.00		Planning	Zoning & Subdivision Fees	101-410-1910-34103
Appeal (to Board of Adjustment and Appeals)	\$250.00		Administration	Miscellaneous Revenue-Admin	101-410-1320-36200
Bed and Breakfast Permit Fee	\$100.00		Planning	Zoning & Subdivision Fees	101-410-1910-34103
Bee Keeping Permit	\$25.00	Valid for 2 years from issuance	Administration	Miscellaneous Permits	101-410-1320-32282
Building Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits	Building	Building Permit	101-420-2400-32210
Building Permit Fee Schedule					
Total Valuation					
\$1.00 to \$500.00	\$29.50		Building	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
\$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	Building Permit	101-420-2400-32210
Planning and Zoning Compliance Review and Verification	\$100.00		Planning	Planning & Zoning Review Fee	101-420-1910-34112
Plan Review Fee	65% of building permit fee		Building	Plan Check Fee	101-420-2400-34104
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5)		Building	Plan Check Fee	101-420-2400-34104
Single Family Decks up to 200 SF	\$100.00 Flat Fee	Valuation of project shall also be submitted with Application	Building	Building Permit	101-420-2400-32210
Single Family Decks 201 - 300 SF	\$200.00 Flat Fee	Valuation of project shall also be submitted with Application	Building	Building Permit	101-420-2400-32210
Single Family Decks 301 SF & Greater	Fee based on Valuation		Building	Building Permit	101-420-2400-32210
Single Family Residential Basement Finish	Fee Based on Valuation		Building	Building Permit	101-420-2400-32210
Swimming Pool In-Ground	\$150.00		Building	Pool Permit	101-420-2400-32232
Swimming Pool Above-Ground	\$75.00		Building	Pool Permit	101-420-2400-32232
Reinspection Fee	\$75.00		Building	Miscellaneous Permits	101-420-2400-32282
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Building	Miscellaneous Permits	101-420-2400-32282
Investigation fee - work started without required permit	Equal to permit fee amount		Building	Miscellaneous Permits	101-420-2400-32282
Replace Inspection Record Card	\$25.00		Building	Miscellaneous Permits	101-420-2400-32282
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum		Building	Plan Check Fee	101-420-2400-34104
Building Demolition - Residential	\$200.00		Building	Building Permit	101-420-2400-32210
Building Demolition - Commercial	\$300.00		Building	Building Permit	101-420-2400-32210
Roofing - Residential	Fee Based on Valuation		Building	Roof Permit	101-420-2400-32214
Roofing - Commercial	Fee Based on Valuation		Building	Roof Permit	101-420-2400-32214
Siding - Residential	Fee Based on Valuation		Building	Siding Permit	101-420-2400-32213
Siding - Commercial	Fee Based on Valuation		Building	Siding Permit	101-420-2400-32213
Retaining Walls over 4'	Fee Based on Valuation		Building	Building Permit	101-420-2400-32210
Commercial Plumbing	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building	Plumbing Permit	101-420-2400-32230
New Residential Construction Plumbing	\$180.00 Flat Fee		Building	Plumbing Permit	101-420-2400-32230
Residential Remodel Plumbing	\$60.00 Flat Fee		Building	Plumbing Permit	101-420-2400-32230
Sewer Service Installation Inspection	\$60.00		Building	Plumbing Permit	101-420-2400-32230



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
Water Service Installation Inspection	\$60.00		Building	Plumbing Permit	101-420-2400-32230
Sewer & Water Service Installation Inspection when completed together	\$60.00		Building	Plumbing Permit	101-420-2400-32230
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount		Building	Plumbing Permit	101-420-2400-32230
Commercial HVAC	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building	Heating Permit	101-420-2400-32220
New Residential Construction HVAC	\$180.00 Flat Fee		Building	Heating Permit	101-420-2400-32220
Residential Remodel HVAC	\$60.00 Flat Fee		Building	Heating Permit	101-420-2400-32220
Fireplace Installation	\$60 per unit		Building	Fire Place Permit	101-420-2400-32212
Investigation fee - HVAC work started without required permit	Equal to permit fee amount		Building	Heating Permit	101-420-2400-32220
Manufactured Home Move In	\$200.00		Building	Building Permit	101-420-2400-32210
Manufactured Home Move Out	\$200.00		Building	Building Permit	101-420-2400-32210
Moving House or Primary Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building	Building Permit	101-420-2400-32210
Moving Accessory Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building	Building Permit	101-420-2400-32210
Fire Permit Fee Schedule					
Storage Tank Removal	\$250.00		Fire	Storage Tank Permit	101-420-2220-32210
Storage Tank Installation	2% Value of the work		Fire	Storage Tank Permit	101-420-2220-32210
Plan Review Fee (Fire)	65% of permit fee based on valuation of job		Fire	Plan Review Fee	101-420-2220-34104
Fire Suppression	2% Value, \$100.00 minimum		Fire	Fire Sprinkler Permit	101-420-2220-32275
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		Fire	Fire Sprinkler Permit	101-420-2220-32275
Fire Alarm	2% Value, \$100.00 minimum		Fire	Fire Alarm Permit	101-420-2220-35102
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		Fire	Fire Alarm Permit	101-420-2220-35102
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350 per location		Fire	Fireworks Permit	101-420-2220-32130
Annual Retail Consumer Fireworks (all other retailers)	\$100 per location		Fire	Fireworks Permit	101-420-2220-32130
Outdoor Public Fireworks/Pyrotechnic Display	\$150 per location		Fire	Fireworks Permit	101-420-2220-32130
Residential Day Care Inspections	\$50.00		Fire	Day Care Inspections	101-420-2220-34203
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Fire	Day Care Inspections	101-420-2220-34203
Escrow Administration Fee	\$100.00		Finance	Escrow Admin Fee	101-410-1520-36206
New Single Family Dwelling Construction Escrow	\$5,000.00		Building	Escrow Account	
Two or more dwelling units per building Construction Escrow	\$2,500.00 per unit		Building	Escrow Account	
Commercial/Industrial and Other structures	\$5,000.00 or amount determined by the Building Official		Building	Escrow Account	
Open Burning Permit					
Residential	\$45.00		Fire	Open Burning Permit	101-420-2220-32260
Commercial	\$80.00		Fire	Open Burning Permit	101-420-2220-32260
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire	Reimbursements - Fire	101-420-2220-36204
Standby Firefighters	\$25.00 per hour per firefighter		Fire	Reimbursements - Fire	101-420-2220-36204
Reinspection Fee (after initial and 1st re-inspection)	\$75.00		Fire	Miscellaneous Permits	101-420-2220-32282
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Fire	Miscellaneous Permits	101-420-2220-32282
Tent / Canopy (Over 400 sq. ft.)	\$75.00 per location		Fire	Miscellaneous Permits	101-420-2220-32282
Fire Code / Policy Appeal	\$250.00		Fire	Miscellaneous Permits	101-420-2220-32282
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration	Miscellaneous Permits	101-410-1320-32282
Comprehensive Plan Amendment	\$1,500.00	Land Use Escrow \$2500	Planning	Zoning & Subdivision Fees	101-410-1910-34103
Conditional Use Permit (CUP)		Wireless Communication Facilities Fee Escrow \$10,000.00.	Planning	Zoning & Subdivision Fees	101-410-1910-34103



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
New	\$1,250.00	Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow	Planning	Zoning & Subdivision Fees	101-410-1910-34103
Amended	\$1,000.00	\$2500	Planning	Zoning & Subdivision Fees	101-410-1910-34103
Contractor License Fees					
Driveway	\$50.00		Administration	General Contractor	101-410-1320-32181
Solid Waste Hauler	\$120.00		Administration	Waste Hauler	101-410-1320-32183
Copy Services (Paper/Electronic)					
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Data DVD Fee	\$15.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
GIS Scaled Aerial	\$25.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Existing Maps	\$5.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Custom (Per Hour Rate)	\$70.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Plan Size Maps (Larger than 11x17)	\$15.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Development Standards Specs/Details	\$55.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Video reproduction	\$10.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Galvanized Culvert 18" x 24'	\$425.00		Administration	Sale of Copies, Book, Maps	101-410-1320-34105
Dog and Cat Impound fees					
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	Administration	Impound Fees	101-410-1320-34206
First Impound- Licensed Dog	\$42.00		Administration	Impound Fees	101-410-1320-34206
First Impound- Cat	\$42.00		Administration	Impound Fees	101-410-1320-34206
Subsequent dog/ cat impound	\$85.00		Administration	Impound Fees	101-410-1320-34206
Driveway					
Residential - no curb cut on residential street	\$50		Planning	Driveway Permit	101-410-1910-32211
Residential - curb cut on residential street	\$100		Planning	Driveway Permit	101-410-1910-32211
Residential - curb cut on collector or arterial street	\$100		Planning	Driveway Permit	101-410-1910-32211
Residential - second curb cut	additional \$100		Planning	Driveway Permit	101-410-1910-32211
Commercial	\$175.00		Planning	Driveway Permit	101-410-1910-32211
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning	Planning & Zoning Fees	101-410-1910-34103
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Finance	Miscellaneous Revenue	101-410-1520-36200
Environmental Review (EAW/EIS/AUAR)	\$1,500.00	\$2,500 Land Use escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
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	Planning & Zoning Fees	101-410-1910-34103
Business Subsidy Application	\$1,500.00	\$10,000 Escrow	Planning	Planning & Zoning Fees	
Erosion Control					
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Planning	Planning & Zoning Fees	101-410-1910-34103
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Planning	Planning & Zoning Fees	101-410-1910-34103
Excavating & Grading ≥ 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department	Engineering	Planning & Zoning Fees	101-410-1910-34103
False Alarms (12 Month Period)* (*1-3 no charge)					
Residential			Fire		
4th False Alarm	\$125.00		Fire	Fire Alarms	101-420-2220-35102



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
Each Alarm In Excess of 4 False Alarms	\$250.00		Fire	Fire Alarms	101-420-2220-35102
Commercial			Fire	Fire Alarms	101-420-2220-35102
4th False Alarm	\$250.00		Fire	Fire Alarms	101-420-2220-35102
Each Alarm In Excess of 4 False Alarms	\$500.00		Fire	Fire Alarms	101-420-2220-35102
Flood Plain District Delineation	\$500.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Golf Cart Operation Permit	\$30.00		Planning	Planning & Zoning Fees	101-410-1910-32281
Interim Use Permit (IUP)					
Fee	\$1,250.00	\$2,500.00 Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Renewal	\$300.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Liquor License					
Club On-Sale Intoxicating	\$100.00		Administration	Liquor License	101-410-1320-32110
On-Sale Intoxicating	\$1,500.00		Administration	Liquor License	101-410-1320-32110
Off-Sale Intoxicating	\$200.00		Administration	Liquor License	101-410-1320-32110
Off-Sale Non-Intoxicating	\$150.00		Administration	Liquor License	101-410-1320-32110
On-Sale Intoxicating- 2nd Building	\$750.00		Administration	Liquor License	101-410-1320-32110
On-Sale Non-Intoxicating	\$100.00		Administration	Liquor License	101-410-1320-32110
Investigation	\$350.00		Administration	Liquor License	101-410-1320-32110
On-Sale Sunday Intoxicating	\$200.00		Administration	Liquor License	101-410-1320-32110
Temporary Intoxicating	\$25.00		Administration	Liquor License	101-410-1320-32110
Wine	\$300.00		Administration	Liquor License	101-410-1320-32110
Lot Line Adjustment	\$325.00	None	Planning	Planning & Zoning Fees	101-410-1910-34103
Massage Therapy Premises License					
Application Fee	\$100.00	Fee includes one Therapist	Administration	Massage Therapy License	101-410-1320-32120
Investigation Fee	\$100.00		Administration	Massage Therapy License	101-410-1320-32120
Massage Therapy Practitioner License					
Application Fee	\$50.00		Administration	Massage Therapy License	101-410-1320-32120
Investigation Fee	\$25.00		Administration	Massage Therapy License	101-410-1320-32120
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist	Administration	Massage Therapy License	101-410-1320-32120
Massage Therapy Practitioner License Renewal	\$25.00		Administration	Massage Therapy License	101-410-1320-32120
Massage Therapy License Amendment	\$25.00		Administration	Massage Therapy License	101-410-1320-32120
Minor Subdivision	\$525.00	\$1,000.00 escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Park Dedication					
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per §153.14	Planning	Park Dedication Fees	404-000-0000-36240
Commercial	\$6,000.00 per acre		Planning	Park Dedication Fees	404-000-0000-36240
Parks & Shelter					
Park & Shelter Rental up to 6 hours - Residents	\$50 deposit		Parks	Rent	101-450-5200-34710
Park & Shelter Rental up to 6 hours - Non-residents	\$100.00	\$50 deposit and \$50 usage fee	Parks	Rent	101-450-5200-34710
Field/Court Reservations up to 3 hours	\$50/day deposit; \$500/season deposit		Parks	Rent	101-450-5200-34710
Lion's Park Concession Stand - Residents	\$25/day + \$50 deposit;		Parks	Rent	101-450-5200-34710
Lion's Park Concession Stand - Non-residents	\$75/day + \$50 deposit; Season long fee - \$500		Parks	Rent	101-450-5200-34710
City Provided Lights at Lions, Pebble, and Tablyn Parks	\$20/reservation of \$150/season		Parks	Rent	101-450-5200-34710
Parking Lots					
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	Planning	Planning & Zoning Fees	101-410-1910-34103
Platting					
Pre Application Conference	\$500.00	\$3,500 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Preliminary Plat Revision	\$1,250.00				



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
Final Plat (Subdivision)	\$1,250.00	\$8,000 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Final Plat (Extension Fee)	\$100.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Development Agreement Amendment	\$1,000.00	\$500.00 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Planned Unit Development					
Pre Application Conference	\$500.00	\$3,500 Fee Escrow (Waive Subdivision Escrow)	Planning	Planning & Zoning Fees	101-410-1910-34103
Development Stage Plan	\$1,850.00	\$10,000 Fee Escrow (Waive Subdivision Escrow)	Planning	Planning & Zoning Fees	101-410-1910-34103
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	Planning & Zoning Fees	101-410-1910-34103
Private Roads (Permitted only in AG zone)	\$150.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Returned Check (NSF)	\$30.00		Finance	Miscellaneous Revenue	101-410-1520-36200
Right-of-Way Permit					
Annual Registration	\$200.00	\$5,000 Security	Public Works	Utility Permit	101-430-3100-32250
Excavation Permit	\$275.00 + \$.60/foot		Public Works	Utility Permit	101-430-3100-32250
Joint Trench Permit: shared length per Section 94.40 (C)	\$275.00 + \$.60/foot		Public Works	Utility Permit	101-430-3100-32250
Obstruction Permit	\$275.00		Public Works	Utility Permit	101-430-3100-32250
Small Wireless Permit Fee	\$275.00		Public Works	Utility Permit	101-430-3100-32250
Permit Extension	\$100.00		Public Works	Utility Permit	101-430-3100-32250
Delay Penalty (per calendar day)	\$25.00		Public Works	Utility Permit	101-430-3100-32250
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	City SAC Charge	602-000--0000-37240
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	Sewer	Met Council SAC Charge	602-000-0000-37250
Sewer Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Sewer	Sewer Connection Charge	602-000-0000-37260
Sewer Lateral Benefit Charge	\$13,100.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Sewer	Sewer Lateral Benefit Charge	602-000-0000-37230
Sewer Base Charge - Residential - Non 201 Off Site	\$55.19 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Sewer	Utility Billing	
Sewer Rate					
201 Off-Site Maintenance Fee	\$4.75/1,000 Gal		Sewer	Utility Billing	
Real Estate Searches	\$20.00/Search	For special assessment or utility search	Finance	Assessment Search Fee	101-410-1520-34107
Signs - Permanent	\$180.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Signs - Temporary					
Temporary Renewal	\$75.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Re-inspection Fee	\$25.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Special Event Permit	\$75.00	City must be listed as additional insured	Administration	Miscellaneous Permit	101-410-1320-34103
Storm Water					
Residential - Annual	\$85.00		Storm Water	Utility Billing	
Non-Residential (Commercial etc.) - Annual	\$85.00	Utility rate factor per code	Storm Water	Utility Billing	
Residential - Quartely	\$21.25		Storm Water	Utility Billing	
Non-Residential (Commercial etc.) - Quartely	\$21.25	Utility rate factor per code	Storm Water	Utility Billing	
Review Fee	\$167.50	\$82.50 Review/\$85 Storm Water Fund	Storm Water	Review Fee \$82.50/\$85 Storm Water Fund	603-000-0000-34113
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		



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
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	Planning & Zoning Fees	101-410-1910-34103
Streets	\$525.00	\$500 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Variance	\$1,250.00	\$1000 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Utility Delinquent Accounts					
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Water	Done Thru Utility Billing Certification	
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Sewer	Done Thru Utility Billing Certification	
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	Done Thru Utility Billing Certification	
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 Access Revenue	601-000-0000-37140
Water Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	Water	Water Connection Charge	601-000-0000-37150
Water Equipment/Set up					
Meter (3/4" or less)	\$376.64	Additional fees apply to larger sized meters	Water	Meter Sales	601-000-0000-37170
1" Meter	\$443.84		Water	Meter Sales	601-000-0000-37170
Irrigation 1 and 1/2" meter	\$1,326.50		Water	Meter Sales	601-000-0000-37170
1 & 1/2" Meter	\$1,631.30		Water	Meter Sales	601-000-0000-37170
Irrigation 2" meter	\$1,356.80		Water	Meter Sales	601-000-0000-37170
2" Meter	\$1,856.80		Water	Meter Sales	601-000-0000-37170
Irrigation 3" meter	\$1,695.80		Water	Meter Sales	601-000-0000-37170
3" Meter	\$2,333.80		Water	Meter Sales	601-000-0000-37170
4" Meter	\$2,743.80		Water	Meter Sales	601-000-0000-37170
Driveway Curb Stop Lid	\$120.00			Water	Miscellaneous
Disconnect Service	\$82.40		Water	Miscellaneous	601-000-0000-36200
Reconnect Service	\$82.40		Water	Miscellaneous	601-000-0000-36200
After Hour Disconnect Service	\$142.40		Water	Miscellaneous	601-000-0000-36200
After Hours Reconnect Service	\$142.40	if not rconnected within first two hours of disconnect	Water	Miscellaneous	601-000-0000-36200
Water Lateral Benefit Charge	\$6,200.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Water	Water Lateral Benefit Charge	601-000-0000-37130
Water Usage					
Residential - Quarterly Base Rate	\$21.64 Base		Water	Utility Billing	
Residential - Plus Rate per 1,000 Gallons			Water	Utility Billing	
Plus Rate for 0-15,000 Gallons	\$2.16		Water	Utility Billing	
Plus Rate for 15,001-30,000 Gallons	\$2.60		Water	Utility Billing	
Plus Rate for 30,001-50,000 Gallons	\$3.12		Water	Utility Billing	
Plus Rate for 50,001-80,000 Gallons	\$3.75		Water	Utility Billing	
Plus Rate for 80,001 + Gallons	\$4.48		Water	Utility Billing	
Water Usage					
Commercial - Quarterly Rate	\$27.06 Base		Water	Utility Billing	
Commercial - Plus Rate Per 1,000 Gallons			Water	Utility Billing	
Plus Rate for 0 - 15,000 Gallons	\$3.36		Water	Utility Billing	
Plus Rate for 15,001 - 30,000 Gallons	\$3.52		Water	Utility Billing	



City of Lake Elmo - 2022 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2022 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT	Budget Line Item Description	REVENUE CODE
Plus Rate for 30,001 - 50,000 Gallon	\$4.08		Water	Utility Billing	
Plus Rate for 50,001 - 80,000 Gallons	\$5.41		Water	Utility Billing	
Plus Rate for 80,001 + Gallons	\$7.18		Water	Utility Billing	
Water Usage					
Hotel / Motel - Quarterly Rate	\$27.06 Base	For metered non-irrigation (domestic) consumption	Water	Utility Billing	
Hotel / Motel - Plus Rate Per 1,000 Gallons			Water	Utility Billing	
Plus Rate for 0 -30,000 Gallons	\$3.36		Water	Utility Billing	
Plus Rate for 30,001 - 50,000 Gallons	\$3.52		Water	Utility Billing	
Plus Rate for 50,001 + Gallons	\$4.32		Water	Utility Billing	
Bulk Water Purchase					
Water from Hydrant	\$108.22 first 5,000 gallons	Plus \$3.42/additional 1,000 gallons	Water	Bulk Water Purchases	601-000-0000-37120
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	Planning & Zoning Fees	101-410-1910-34103
Wireless Communication Permit (co-location)	\$500.00	\$10,000 Fee Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Zoning Amendment (Text or Map)	\$1,250.00	\$2,500 Escrow	Planning	Planning & Zoning Fees	101-410-1910-34103
Zoning Certification Letter	\$25.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Zoning Permit - Certificate of Zoning Compliance					
Accessory Structures < 200 SF	\$75.00		Planning	Planning & Zoning Fees	101-410-1910-34103
Other	\$75.00		Planning	Planning & Zoning Fees	101-410-1910-34103
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
COUNTY OF WASHINGTON
STATE OF MINNESOTA**

ORDINANCE NO. 2022-17

**AN ORDINANCE ADOPTING A 2023 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. 2022-17 was adopted on this 6th day of December, 2022, 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 _____, 2022.

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

RESOLUTION NO. 2022-115

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 2022-17 BY
TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Lake Elmo has adopted Ordinance No.2022-17, 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. 2022-17 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. 2022-17 which adopts the City’s 2023 Fee Schedule.

The full text of Ordinance No. 2022-17 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 6th, 2022.

Charles Cadenhead, Mayor

ATTEST:

Julie Johnson, City Clerk

(SEAL)