



## STAFF REPORT

DATE: December 17, 2025

**TO:** Mayor and Council  
**FROM:** Clarissa Hadler, Finance Director  
Department Heads  
**AGENDA ITEM:** 2025 Fee Schedule

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### **BACKGROUND:**

Annually the Council reviews the City's Fee Schedule and makes fee adjustments as necessary. The Fee Schedule was last updated on December 5, 2023 (effective Jan 1, 2025). The proposed changes were recommended by department directors and are presented to be adopted by City Council.

### **ISSUE BEFORE THE CITY COUNCIL:**

Should the City Council update the fee schedule as proposed for 2025?

### **DISCUSSION:**

- Staff has reviewed the attached Fee Schedule and proposes the changes highlighted in yellow on the attached document. Also attached is the previously adopted Fee Schedule for comparison.
- Building permits for Single-Family Residential Basement Finishes were split into 2 segments: under 300 sf and over. This will hopefully solve a lot of complaints and be more in line with the time and inspections involved.
- Swimming Pool In-Ground permit was increased from \$150 to \$200 and added clarifying language regarding the need for Plan Review, Plumbing and HVAC permits as needed. Changes due to the time-consuming nature of these permits for both the planning and building staff.
- Added fence permit requirement to Swimming Pool Above-ground permit.
- Added flat fees for Residential Windows and Doors permits.
- Residential retaining walls changed to a flat fee and adding clarifying language regarding taller walls.
- Added separate Commercial Retaining wall fee based on valuation and plan review fee.
- Fee for new Cannabis License ordinance. Fee will be the maximum allowed by State Statute; currently per MS 342.
- Public Works labor costs in water disconnects, reconnects, and meter testing.
- Zoning Certification Letter – Increased from \$25 to \$50, as it can involve extensive research of previously-approved land use applications.

**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. The proposed ordinance and summary publication are attached.

**“Motion to approve Ordinance 2024-22 adopting the 2025 City of Lake Elmo Fee Schedule.”**

**“Motion to adopt Resolution 2024-135 Authorizing Publication of Ordinance 2024-22 by Title and Summary.”**

**ATTACHMENTS:**

- 1) 2025 Fee Schedule with Notes regarding changes
- 2) Ordinance 2024-22 adopting the 2025 City of Lake Elmo Fee Schedule.
- 3) 2025 Proposed Fee Schedule (final for Ordinance)
- 4) Resolution 2024-135 Authorizing Publication of Ordinance 2024-22 By Title and Summary

APPLICATION/FEE/PERMIT TYPE	2025 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	Notes Regarding Proposed 2025 Change
Amateur Radio Antenna	\$875.00		
Appeal (to Board of Adjustment and Appeals)	\$250.00		
Bed and Breakfast Permit Fee	\$100.00		
Bee Keeping Permit	\$25.00	Valid for 2 years from issuance	
Building Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits	
<b>Building Permit Fee Schedule</b>		See Attached Refund Schedule for Allowable Refunds	
<b>Total Valuation</b>		The City uses the ICC 2020 Building Valuation Table for minimum values	<b>This should increase revenues without changing rates</b>
\$1.00 to \$500.00	\$29.50		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
\$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. Plus Building Escrow as shown below.		
Plan Review Fee	65% of building permit fee, 25% to be paid at application submittal, this is non-refundable.		
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5), 25% to be paid at application submittal, this is non-refundable.		
Single Family Decks up to 200 SF	\$100.00 Flat Fee + Plan review	Valuation of project shall also be submitted with Application	
Single Family Decks 201 - 300 SF	\$200.00 Flat Fee + Plan Review	Valuation of project shall also be submitted with Application	
Single Family Decks 301 SF & Greater	\$300.00 Flat Fee + Plan review	Valuation of project shall also be submitted with Application	
Single Family Residential Basement Finish Under 300 SF	\$200.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As needed	Valuation of project shall also be submitted with Application	This will solve a lot of complaints and be more inline with the time and inspections involved. Splitting into small and large projects.
Single Family Residential Basement Finish Over 301 SF	\$400.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As needed	Valuation of project shall also be submitted with Application	This will solve a lot of complaints and be more inline with the time and inspections envolved. Splitting into small and large projects.
Swimming Pool In-Ground	\$200.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As	Valuation of project shall also be submitted with Application Other Planning Fees May apply	This has become time consuming on both the planning and building side.
Swimming Pool Above-Ground	\$75.00 Flat Fee With Separate Fence Permit as Needed	Other Planning Fees May apply	Just added the fence permit requirement
Single Family Residential Basement Finish	Fee Based on Valuation		Replace w/ above
Swimming Pool In-Ground	\$150.00		Replace w/ above
Swimming Pool Above-Ground	\$75.00		Replace w/ above

Reinspection Fee	\$75.00		
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		
Investigation fee - work started without required permit	Equal to permit fee amount		
<del>Replace Inspection Record Card</del>	<del>\$25.00</del>		Remove - We have never charged this so I think it should just be removed.
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum		
Building Demolition - Residential	\$200.00	Escrow as determined by Building Official	
Building Demolition - Commercial	\$300.00	Escrow as determined by Building Official	
Windows - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application	This will solve a lot of complaints and be more inline with the time and inspections envolved. Splitting into small and large projects.
Doors - Residential	\$150.00 Flat Fee	Valuation of project shall also be submitted with Application	This will solve a lot of complaints and be more inline with the time and inspections envolved. Splitting into small and large projects.
Roofing - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application	
Roofing - Commercial	\$250.00 minimum or 1.5% Value of work, whichever is greater		
Siding - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application	
Siding - Commercial	\$250.00 minimum or 1.5% Value of work, whichever is greater		
Residential Retaining Walls over 4' (walls 4' and under require a Zoning permit)	\$150.00 Flat fee	Valuation of project shall also be submitted with Application	Working with planning on catching these before issues.
Commercial Retaining walls require a permit	Fee Based on Valuation + Plan review fee	Other Planning Fees May apply	Working with planning on catching these before issues. A lot are getting done on development side and need to have permit first and inspections done.
<del>Retaining Walls over 4'</del>	<del>Fee Based on Valuation</del>		Replace with above.
Commercial Plumbing	\$180.00 minimum or 1.5% Value of work, whichever is greater		
New Residential Construction Plumbing	\$180.00 Flat Fee		
Residential Remodel Plumbing	\$60.00 Flat Fee		
Sewer Service Installation Inspection	\$60.00		
Water Service Installation Inspection	\$60.00		
Sewer & Water Service Installation Inspection when completed together	\$60.00		
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount		
Commercial HVAC	\$180.00 or 1.5% Value of work, whichever is greater		
New Residential Construction HVAC	\$180.00 Flat Fee		
Residential Remodel HVAC	\$60.00 Flat Fee		
Fireplace Installation	\$60 per unit		
Investigation fee - HVAC work started without required permit	Equal to permit fee amount		
Manufactured Home Move In	\$200.00		
Manufactured Home Move Out	\$200.00		
Moving House or Primary Structure into the City	2% Value of the Work	plus security amount determined by the Building Official	
Moving Accessory Structure into the City	2% Value of the Work	plus security amount determined by the Building Official	
<b>Fire Permit Fee Schedule</b>			
Storage Tank Removal	\$250.00		
Storage Tank Installation	2% Value of the work		

Plan Review Fee (Fire)	65% of permit fee based on valuation of job		
Fire Suppression	2% Value, \$100.00 minimum		
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		
Fire Alarm	2% Value, \$100.00 minimum		
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350 per location		
Annual Retail Consumer Fireworks (all other retailers)	\$100 per location		
Outdoor Public Fireworks/Pyrotechnic Display	\$150 per location		
Residential Day Care Inspections	\$50.00		
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		
<b>Escrows - Building</b>			
Escrow Administration Fee	\$100.00		
New Single Family Dwelling Construction Escrow	\$10,000 or an amount as determind by the Building Official. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met.		
Two or more dwelling units per building Construction Escrow	\$2,500.00 per unit, minimum \$10,000 per building, or an amount as determined by the Building Official. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met.		
Commercial/Industrial and Other structures	Minimum \$50,000 or 10% of the value of the project or an amount determined by the Building Official. This can be Cash, Check or Letter of Credit in a form approved by the City. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met. Planning, Building, Public Works, Engineering, Fire and Finance must sign off on Escrow Release and any and all outstanding development, building or other fees are to be paid or withdrawn from the remaining amount. If fees are charged against this escrow it must be replenished to the minimum level of 10% of value. Financial Security shall be in place in an amount to cover remaining work prior to a Building Final Inspection being scheduled.		
<b>Open Burning Permit</b>			
Residential	\$45.00		
Commercial	\$80.00		
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	
Firefighter Standby	Actual staff cost	Minimum 2 hours	
Reinspection Fee (after initial and 1st re-inspection)	\$75.00		
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		
Tent / Canopy (Over 400 sq. ft.)	\$75.00 per location		
Temporary LP	\$80.00 per tank	Plan review, inspection and operation, 180 day expiration	
Fire Code / Policy Appeal	\$250.00		
Fire Administration Fee	4% of invoice amount		
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.	
<b>Cannabis License/Permit</b>	State Statute	Maximum allowed by State Statute	
<b>Comprehensive Plan Amendment</b>	\$1,500.00	Land Use Escrow \$2500	
<b>Conditional Use Permit (CUP)</b>		Wireless Communication Facilities Fee Escrow \$10,000.00.	
New	\$1,250.00	Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow	

Amended	\$1,000.00	\$2500	
<b>Contractor License Fees</b>			
Driveway	\$50.00		
Solid Waste Hauler	\$120.00		
<b>Copy Services (Paper/Electronic)</b>			
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	
Data DVD Fee	\$15.00		
GIS Scaled Aerial	\$25.00		
Existing Maps	\$5.00		
Custom (Per Hour Rate)	\$70.00		
Plan Size Maps (Larger than 11x17)	\$15.00		
Development Standards Specs/Details	\$55.00		
Video reproduction	\$10.00		
Galvanized Culvert 18" x 24'	\$425.00		
<b>Dog and Cat Impound fees</b>			
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	
<del>First Impound- Licensed Dog</del>	<del>\$42.00</del>		
First Impound- Cat	\$42.00		
Subsequent dog/ cat impound	\$85.00		
<b>Driveway</b>			
Residential - no curb cut on residential street	\$50		
Residential - curb cut on residential street	\$100		
Residential - curb cut on collector or arterial street	\$100		
Residential - second curb cut	additional \$100		
Commercial	\$175.00		
Easement Encroachment	\$100.00	Staff & Recording Fee	
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		
<b>Environmental Review (EAW/EIS/AUAR)</b>	\$1,500.00	\$2,500 Land Use escrow	
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	
Business Subsidy Application	\$1,500.00	\$10,000 Escrow	
<b>Erosion Control</b>			
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	
Excavating & Grading ≥ 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department	
<b>False Alarms (12 Month Period)* (*1-3 no charge)</b>			

Residential			
4th False Alarm	\$125.00		
Each Alarm In Excess of 4 False Alarms	\$250.00		
Commercial			
4th False Alarm	\$250.00		
Each Alarm In Excess of 4 False Alarms	\$500.00		
<b>Flood Plain District Delineation</b>	\$500.00		
<b>Golf Cart Operation Permit</b>	\$30.00		
<b>Mine Operation Inspection</b>	\$100.00	Per LEC 9.04.050(d)	
<b>Interim Use Permit (IUP)</b>			
Fee	\$1,250.00	\$2,500.00 Escrow	
Renewal	\$300.00		
<b>Liquor License</b>			
Club On-Sale Intoxicating	\$100.00		
On-Sale Intoxicating	\$1,500.00		
Off-Sale Intoxicating	\$200.00		
Off-Sale Non-Intoxicating	\$150.00		
On-Sale Intoxicating- 2nd Building	\$750.00		
On-Sale Non-Intoxicating	\$100.00		
Investigation	\$350.00		
On-Sale Sunday Intoxicating	\$200.00		
Temporary Intoxicating	\$25.00		
Wine	\$300.00		
<b>Lot Line Adjustment</b>	\$325.00	None	
<b>Massage Therapy Premises License</b>			
Application Fee	\$100.00	Fee includes one Therapist	
Investigation Fee	\$100.00		
<b>Massage Therapy Practitioner License</b>			
Application Fee	\$50.00		
Investigation Fee	\$25.00		
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist	
Massage Therapy Practitioner License Renewal	\$25.00		
Massage Therapy License Amendment	\$25.00		
<b>Minor Subdivision</b>	\$525.00	\$1,000.00 escrow	
<b>Park Dedication</b>			
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per §103.00.150	
Commercial	\$6,000.00 per acre		
<b>Parks &amp; Shelter</b>			
Park & Shelter Rental up to 6 hours - Residents		\$50 damage deposit	
Park & Shelter Rental up to 6 hours - Non-residents	\$50.00	\$50 damage deposit	
Field/Court Reservations up to 3 hours		\$50/day damage deposit; \$500/season deposit	
Lion's Park Concession Stand - Residents	\$25/day; Season long fee - \$500	\$50 damage deposit	
Lion's Park Concession Stand - Non-residents	\$75/day; Season long fee - \$500	\$50 damage deposit	
City Provided Lights at Lions, Pebble, and Tablyn Parks	\$20/reservation of \$150/season		

<b>Parking Lots</b>			
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	
<b>Platting</b>			
Pre Application Conference	\$2,000.00	\$3,500 Fee Escrow	
Preliminary Plat (Subdivision)	\$3,000.00	\$10,000 Fee Escrow	
Preliminary Plat Revision	\$1,250.00		
Final Plat (Subdivision)	\$2,500.00	\$8,000 Fee Escrow	
Final Plat (Extension Fee)	\$100.00		
Development Agreement Amendment	\$1,000.00	\$500.00 Fee Escrow	
<b>Planned Unit Development</b>			
Pre Application Conference	\$2,000.00	\$3,500 Fee Escrow	
Development Stage Plan	\$3,000.00	\$10,000 Fee Escrow	
Final Plat	\$2,500.00	\$8,000 Fee Escrow and (City will retain escrows to reimburse review costs for each stage of Development)	
Private Roads (Permitted only in AG zone)	\$150.00		
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		
Returned Check (NSF)	\$30.00		
<b>Right-of-Way Permit</b>			
Annual Registration	\$200.00	\$5,000 Security	
Excavation Permit	\$275.00 + \$.60/foot		
Joint Trench Permit: shared length per Section 94.40 (C)	\$275.00 + \$.60/foot		
Obstruction Permit	\$275.00		
Small Wireless Permit Fee	\$275.00		
Permit Extension	\$100.00		
Delay Penalty (per calendar day)	\$25.00		
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.	
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	
Sewer Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	
Sewer Lateral Benefit Charge	\$14,300.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	
<b>Sanitary Sewer Rates</b>			
Residential Quarterly Base Fee	\$55.74 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	
Residential Sanitary Sewer Tier 1 (first 10,000 gall.)	\$0.00		
Residential Sanitary Sewer Tier 2 (after 10,000 gall)	\$4.99 /1,000 Gal		
Sanitary Sewer - Commercial - All (per 1,000 gall)	\$4.99	No base charge. All units billed at this rate.	
<b>Septic Maintenance Fee (201 Off-Site Systems)</b>	\$82.01/unit/quarter		
Real Estate Searches	\$20.00/Search	For special assessment or utility search	



Signs - Permanent	\$180.00	Each sign will require its own sign permit	Not increasing the fee but adding language to column C. It's current policy.
<b>Signs - Temporary</b>	\$75.00		
Temporary Renewal	\$25.00		
Re-inspection Fee	\$25.00		
Special Event Permit	\$75.00	City must be listed as additional insured	
<b>Storm Water</b>			
Residential - Annual	\$95.00		
Non-Residential (Commercial, Multifamily, etc.) - Annual	\$95.00	Utility rate factor per code	adding Multifamily to the code referencing utility factor.
Residential - Quarterly	\$23.75		
Non-Residential (Commercial, Multifamily, etc.) - Quartely	\$23.75	Utility rate factor per code	adding Multifamily to the code referencing utility factor.
Review Fee	\$177.50	\$82.50 Review/\$95 Storm Water Fund	
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).	
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).	
<b>Vacations (Streets or Easements)</b>			
Easements	\$525.00	\$500 Fee Escrow	
Streets	\$525.00	\$500 Fee Escrow	
<b>Variance</b>	\$1,250.00	\$1000 Fee Escrow	
<b>Utility Delinquent Accounts</b>			
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	
Storm Water	10% per year, 6% per quater (for qrtly bills) or \$5 minimum	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; This fee may be deferred through special assessment for parcels with existing structures.	
Water Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.	
<b>Water Equipment/Set up</b>			
Meter (3/4" or less)	\$423.65	Additional fees apply to larger sized meters	
1" Meter	\$490.85		
Irrigation 1 and 1/2" meter	\$1,433.50		
1 & 1/2" Meter	\$1,778.30		
Irrigation 2" meter	\$1,402.80		
2" Meter	\$2,013.80		
Irrigation 3" meter	\$1,842.80		
3" Meter	\$2,530.80		
4" Meter	\$3,090.80		

Driveway Curb Stop Lid	\$130.00		
Disconnect Service	\$50.45		reduced man hours to complete (down from 86.50)
Reconnect Service	\$50.45		reduced man hours to complete (down from 86.50)
After Hour Disconnect Service	\$151.34		increased labor costs (up from 149.50)
After Hours Reconnect Service	\$151.34	if not reconnected within first two hours of disconnect	increased labor costs (up from 149.50)
Water Lateral Benefit Charge	\$7,000.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	
<b>Water Meter Testing Request</b>			
Testing a ¾" or 1" water meter	\$166.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances.	Increased labor costs
Testing a 1 ½" or larger water meter	\$376.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances.	increase labor costs
<b>Water Usage</b>			
Residential - Quarterly Base Rate	\$22.52		
Residential - Plus Rate per 1,000 Gallons			
Plus Rate for 0-15,000 Gallons	\$2.25		
Plus Rate for 15,001-30,000 Gallons	\$2.71		
Plus Rate for 30,001-50,000 Gallons	\$3.24		
Plus Rate for 50,001-80,000 Gallons	\$3.90		
Plus Rate for 80,001 + Gallons	\$4.66		
<b>Water Usage</b>			
Multi-Family - Quarterly Base Rate		per residential unit.	
Multi-Family - Plus Rate per 1,000 Gallons			
<b>Water Usage</b>			
Commercial - Quarterly Rate	28.1499		
Commercial - Plus Rate Per 1,000 Gallons			
Plus Rate for 0 - 15,000 Gallons	\$3.49		
Plus Rate for 15,001 - 30,000 Gallons	\$3.67		
Plus Rate for 30,001 - 50,000 Gallon	\$4.24		
Plus Rate for 50,001 - 80,000 Gallons	\$5.62		
Plus Rate for 80,001 + Gallons	\$7.47		
<b>Water Usage</b>			
Hotel / Motel - Quarterly Rate	28.1499	For metered non-irrigation (domestic) consumption	
Hotel / Motel - Plus Rate Per 1,000 Gallons			
Plus Rate for 0 -30,000 Gallons	\$3.49		
Plus Rate for 30,001 - 50,000 Gallons	\$3.67		
Plus Rate for 50,001 + Gallons	\$4.49		
<b>Irrigation Water Usage</b>			
Irrigation – Quarterly Base Rate	28.1499		
Irrigation – Plus Rate per 1,000 Gallons			
Plus Rate for 0 – 30,000	\$2.71		
Plus Rate for 30,001 -50,000	\$3.24		
Plus Rate for 50,001 – 80,000	\$3.90		
Plus Rate for 80,001 + Gallons	\$4.66		
<b>Bulk Water Purchase</b>			
Water from Hydrant or Public Works Fill Station	\$109.30 first 5,000 gallons per quarter	Plus \$8.34/additional 1,000 gallons	

<b>Violation of Water Use Restrictions (LEC 5.04.180)</b>	see notes →	<b>1st violation</b> - warning. <b>2nd violation</b> - \$100 . <b>Each subsequent violation</b> shall increase by \$100 for the same property owner within the same calendar year. After the 4th violation a 24-hour disconnect notice will be placed at the property unless irrigation connection disassembled for the remainder of the season.	
Wind Generator	\$850.00	\$2,000 Fee Escrow	
Wireless Communication Permit (co-location)	\$500.00	\$10,000 Fee Escrow	
Zoning Amendment (Text or Map)	\$1,250.00	\$2,500 Escrow	
Zoning Certification Letter	\$50.00		Increased from \$25. Can involve extensive research of previously approved land use applications. Oakdale's fee is \$100.
<b>Zoning Permit - Certificate of Zoning Compliance</b>			
Fence Permit	\$75.00		
Accessory Structures < 200 SF	\$75.00		
Other	\$75.00		
<b>Definition of Terms</b>			
<i>* <b>Fee Escrow:</b> 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>**<b>Security:</b> 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>			

PERMIT REFUND FEE SCHEDULE			
Permit Type	Fee Type	Amount of Refund if Requested within 180 days of Permit Issuance and no construction has started	
Building	Building Permit fee	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	
	Plan Review Fee	0% (if plan review started or completed), 100% (if plan review not started)	
	State Surcharge	100% (if not yet paid to State)	
	SAC (City) Fees	100% (if not started)	
	Construction Escrow Administration Fee	0%	
	Water Availablity Charge	100% If not started)	
	Driveway Fee	100% (If not started)	
Mechanical	Residential/Commercial	80%, No refund for Flat Fee, minimum fee permits or expired permits. Exception: those permits thet were denied by the City after permit was paid for but not started	
Plumbing	Residential/Commercial	80%, No refund for Flat Fee, minimum fee permits or expired permits. Exception: those permits thet were denied by the City after permit was paid for but not started	

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

**ORDINANCE NO. 2024 - 22**

**AN ORDINANCE ADOPTING A 2025 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, 2024, and upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION V. Adoption Date.** This Ordinance No. 2024-22 was adopted on this 17<sup>th</sup> day of December, 2024, by a vote of \_\_\_Ayes and \_\_\_Nays.

**LAKE ELMO CITY COUNCIL**

\_\_\_\_\_  
Charles Cadenhead, Mayor

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk

This Ordinance 2024-22 was published via Summary Publication on the \_\_\_\_\_ day of \_\_, 2024.



## City of Lake Elmo 2025 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2025 FEE	ADDITIONAL CHARGE, ESCROW or NOTES
Amateur Radio Antenna	\$875.00	
Appeal (to Board of Adjustment and Appeals)	\$250.00	
Bed and Breakfast Permit Fee	\$100.00	
Bee Keeping Permit	\$25.00	Valid for 2 years from issuance
Building Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits
<b>Building Permit Fee Schedule</b>		See Attached Refund Schedule for Allowable Refunds
<b>Total Valuation</b>		The City uses the ICC 2020 Building Valuation Table for minimum values
\$1.00 to \$500.00	\$29.50	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
\$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. Plus Building Escrow as shown below.	
Plan Review Fee	65% of building permit fee, 25% to be paid at application submittal, this is non-refundable.	
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5), 25% to be paid at application submittal, this is non-refundable.	
Single Family Decks up to 200 SF	\$100.00 Flat Fee + Plan review	Valuation of project shall also be submitted with Application
Single Family Decks 201 - 300 SF	\$200.00 Flat Fee + Plan Review	Valuation of project shall also be submitted with Application
Single Family Decks 301 SF & Greater	\$300.00 Flat Fee + Plan review	Valuation of project shall also be submitted with Application



## City of Lake Elmo 2025 Fee Schedule

Single Family Residential Basement Finish Under 300 SF	\$200.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As needed	Valuation of project shall also be submitted with Application
Single Family Residential Basement Finish Over 301 SF	\$400.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As needed	Valuation of project shall also be submitted with Application
Swimming Pool In-Ground	\$200.00 Flat Fee + Plan Review Fee + Plumbing and HVAC Permit Fees As	Valuation of project shall also be submitted with Application Other Planning Fees May apply
Swimming Pool Above-Ground	\$75.00 Flat Fee With Separate Fence Permit as Needed	Other Planning Fees May apply
Reinspection Fee	\$75.00	
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum	
Investigation fee - work started without required permit	Equal to permit fee amount	
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum	
Building Demolition - Residential	\$200.00	Escrow as determined by Building Official
Building Demolition - Commercial	\$300.00	Escrow as determined by Building Official
Windows - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application
Doors - Residential	\$150.00 Flat Fee	Valuation of project shall also be submitted with Application
Roofing - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application
Roofing - Commercial	\$250.00 minimum or 1.5% Value of work, whichever is greater	
Siding - Residential	\$250.00 Flat Fee	Valuation of project shall also be submitted with Application
Siding - Commercial	\$250.00 minimum or 1.5% Value of work, whichever is greater	
Residential Retaining Walls over 4' (walls 4' and under require a Zoning permit)	\$150.00 Flat fee	Valuation of project shall also be submitted with Application
Commercial Retaining walls require a permit	Fee Based on Valuation + Plan review fee	Other Planning Fees May apply
Commercial Plumbing	\$180.00 minimum or 1.5% Value of work, whichever is greater	
New Residential Construction Plumbing	\$180.00 Flat Fee	



## City of Lake Elmo 2025 Fee Schedule

Residential Remodel Plumbing	\$60.00 Flat Fee	
Sewer Service Installation Inspection	\$60.00	
Water Service Installation Inspection	\$60.00	
Sewer & Water Service Installation Inspection when completed together	\$60.00	
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount	
Commercial HVAC	\$180.00 or 1.5% Value of work, whichever is greater	
New Residential Construction HVAC	\$180.00 Flat Fee	
Residential Remodel HVAC	\$60.00 Flat Fee	
Fireplace Installation	\$60 per unit	
Investigation fee - HVAC work started without required permit	Equal to permit fee amount	
Manufactured Home Move In	\$200.00	
Manufactured Home Move Out	\$200.00	
Moving House or Primary Structure into the City	2% Value of the Work	plus security amount determined by the Building Official
Moving Accessory Structure into the City	2% Value of the Work	plus security amount determined by the Building Official
<b>Fire Permit Fee Schedule</b>		
Storage Tank Removal	\$250.00	
Storage Tank Installation	2% Value of the work	
Plan Review Fee (Fire)	65% of permit fee based on valuation of job	
Fire Suppression	2% Value, \$100.00 minimum	
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount	
Fire Alarm	2% Value, \$100.00 minimum	
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount	
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350 per location	



## City of Lake Elmo 2025 Fee Schedule

Annual Retail Consumer Fireworks (all other retailers)	\$100 per location	
Outdoor Public Fireworks/Pyrotechnic Display	\$150 per location	
Residential Day Care Inspections	\$50.00	
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00	
<b>Escrows - Building</b>		
Escrow Administration Fee	\$100.00	
New Single Family Dwelling Construction Escrow	\$10,000 or an amount as determind by the Building Official. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met.	
Two or more dwelling units per building Construction Escrow	\$2,500.00 per unit, minimum \$10,000 per building, or an amount as determined by the Building Official. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met.	
Commercial/Industrial and Other structures	Minimum \$50,000 or 10% of the value of the project or an amount determined by the Building Official. This can be Cash, Check or Letter of Credit in a form approved by the City. This is not to be returned until LEC 105.08.100 Security Escrow for Construction is met. Planning, Building, Public Works, Engineering, Fire and Finance must sign off on Escrow Release and any and all outstanding development, building or other fees are to be paid or withdrawn from the remaining amount. If fees are charged against this escrow it must be replenished to the minimum level of 10% of value. Financial Security shall be in place in an amount to cover remaining work prior to a Building Final Inspection being scheduled.	
<b>Open Burning Permit</b>		
Residential	\$45.00	
Commercial	\$80.00	
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units
Firefighter Standby	Actual staff cost	Minimum 2 hours
Reinspection Fee (after initial and 1st re-inspection)	\$75.00	
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum	
Tent / Canopy (Over 400 sq. ft.)	\$75.00 per location	
Temporary LP	\$80.00 per tank	Plan review, inspection and operation, 180 day expiration
Fire Code / Policy Appeal	\$250.00	
Fire Administration Fee	4% of invoice amount	
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.





## City of Lake Elmo 2025 Fee Schedule

<b>Cannabis License/Permit</b>	State Statute	Maximum allowed by State Statute
<b>Comprehensive Plan Amendment</b>	\$1,500.00	Land Use Escrow \$2500
<b>Conditional Use Permit (CUP)</b>		Wireless Communication Facilities Fee Escrow \$10,000.00. Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow \$2500
New	\$1,250.00	
Amended	\$1,000.00	
<b>Contractor License Fees</b>		
Driveway	\$50.00	
Solid Waste Hauler	\$120.00	
<b>Copy Services (Paper/Electronic)</b>		
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production
Data DVD Fee	\$15.00	
GIS Scaled Aerial	\$25.00	
Existing Maps	\$5.00	
Custom (Per Hour Rate)	\$70.00	
Plan Size Maps (Larger than 11x17)	\$15.00	
Development Standards Specs/Details	\$55.00	
Video reproduction	\$10.00	
Galvanized Culvert 18" x 24'	\$425.00	
<b>Dog and Cat Impound fees</b>		
First Impound - Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee
First Impound- Cat	\$42.00	
Subsequent dog/ cat impound	\$85.00	
<b>Driveway</b>		
Residential - no curb cut on residential street	\$50	
Residential - curb cut on residential street	\$100	
Residential - curb cut on collector or arterial street	\$100	
Residential - second curb cut	additional \$100	
Commercial	\$175.00	
Easement Encroachment	\$100.00	Staff & Recording Fee



## City of Lake Elmo 2025 Fee Schedule

Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge	
<b>Environmental Review (EAW/EIS/AUAR)</b>	\$1,500.00	\$2,500 Land Use escrow
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.
Business Subsidy Application	\$1,500.00	\$10,000 Escrow
<b>Erosion Control</b>		
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security
Excavating & Grading $\geq$ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00
Excavating & Grading $\geq$ 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department
<b>False Alarms (12 Month Period)* (*1-3 no charge)</b>		
Residential		
4th False Alarm	\$125.00	
Each Alarm In Excess of 4 False Alarms	\$250.00	
Commercial		
4th False Alarm	\$250.00	
Each Alarm In Excess of 4 False Alarms	\$500.00	
<b>Flood Plain District Delineation</b>	\$500.00	
<b>Golf Cart Operation Permit</b>	\$30.00	
<b>Mine Operation Inspection</b>	\$100.00	Per LEC 9.04.050(d)
<b>Interim Use Permit (IUP)</b>		
Fee	\$1,250.00	\$2,500.00 Escrow
Renewal	\$300.00	
<b>Liquor License</b>		
Club On-Sale Intoxicating	\$100.00	
On-Sale Intoxicating	\$1,500.00	
Off-Sale Intoxicating	\$200.00	



## City of Lake Elmo 2025 Fee Schedule

Off-Sale Non-Intoxicating	\$150.00	
On-Sale Intoxicating- 2nd Building	\$750.00	
On-Sale Non-Intoxicating	\$100.00	
Investigation	\$350.00	
On-Sale Sunday Intoxicating	\$200.00	
Temporary Intoxicating	\$25.00	
Wine	\$300.00	
<b>Lot Line Adjustment</b>	\$325.00	None
<b>Massage Therapy Premises License</b>		
Application Fee	\$100.00	Fee includes one Therapist
Investigation Fee	\$100.00	
<b>Massage Therapy Practitioner License</b>		
Application Fee	\$50.00	
Investigation Fee	\$25.00	
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist
Massage Therapy Practitioner License Renewal	\$25.00	
Massage Therapy License Amendment	\$25.00	
<b>Minor Subdivision</b>	\$525.00	\$1,000.00 escrow
<b>Park Dedication</b>		
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per \$103.00.150
Commercial	\$6,000.00 per acre	
<b>Parks &amp; Shelter</b>		
Park & Shelter Rental up to 6 hours - Residents		\$50 damage deposit
Park & Shelter Rental up to 6 hours - Non-residents	\$50.00	\$50 damage deposit
Field/Court Reservations up to 3 hours		\$50/day damage deposit; \$500/season deposit
Lion's Park Concession Stand - Residents	\$25/day; Season long fee - \$500	\$50 damage deposit
Lion's Park Concession Stand - Non-residents	\$75/day; Season long fee - \$500	\$50 damage deposit
City Provided Lights at Lions, Pebble, and Tablyn Parks	\$20/reservation of \$150/season	
<b>Parking Lots</b>		
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department



## City of Lake Elmo 2025 Fee Schedule

<b>Platting</b>		
Pre Application Conference	\$2,000.00	\$3,500 Fee Escrow
Preliminary Plat (Subdivision)	\$3,000.00	\$10,000 Fee Escrow
Preliminary Plat Revision	\$1,250.00	
Final Plat (Subdivision)	\$2,500.00	\$8,000 Fee Escrow
Final Plat (Extension Fee)	\$100.00	
Development Agreement Amendment	\$1,000.00	\$500.00 Fee Escrow
<b>Planned Unit Development</b>		
Pre Application Conference	\$2,000.00	\$3,500 Fee Escrow
Development Stage Plan	\$3,000.00	\$10,000 Fee Escrow
Final Plat	\$2,500.00	\$8,000 Fee Escrow and (City will retain escrows to reimburse review costs for each stage of Development)
Private Roads (Permitted only in AG zone)	\$150.00	
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00	
Returned Check (NSF)	\$30.00	
<b>Right-of-Way Permit</b>		
Annual Registration	\$200.00	\$5,000 Security
Excavation Permit	\$275.00 + \$.60/foot	
Joint Trench Permit: shared length per Section 94.40 (C)	\$275.00 + \$.60/foot	
Obstruction Permit	\$275.00	
Small Wireless Permit Fee	\$275.00	
Permit Extension	\$100.00	
Delay Penalty (per calendar day)	\$25.00	
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.
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.
Sewer Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.



## City of Lake Elmo 2025 Fee Schedule

Sewer Lateral Benefit Charge	\$14,300.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed
<b>Sanitary Sewer Rates</b>		
Residential Quarterly Base Fee	\$55.74 per quarter	Allowance of 10,000 gallons (10 Units) per quarter
Residential Sanitary Sewer Tier 1 (first 10,000 gall.)	\$0.00	
Residential Sanitary Sewer Tier 2 (after 10,000 gall)	\$4.99 /1,000 Gal	
Sanitary Sewer - Commercial - All (per 1,000 gall)	\$4.99	No base charge. All units billed at this rate.
<b>Septic Maintenance Fee (201 Off-Site Systems)</b>	\$82.01/unit/quarter	
Real Estate Searches	\$20.00/Search	For special assessment or utility search
Signs - Permanent	\$180.00	Each sign will require its own sign permit
<b>Signs - Temporary</b>	\$75.00	
Temporary Renewal	\$25.00	
Re-inspection Fee	\$25.00	
Special Event Permit	\$75.00	City must be listed as additional insured
<b>Storm Water</b>		
Residential - Annual	\$95.00	
Non-Residential (Commercial, Multifamily, etc.) - Annual	\$95.00	Utility rate factor per code
Residential - Quarterly	\$23.75	
Non-Residential (Commercial, Multifamily, etc.) - Quartely	\$23.75	Utility rate factor per code
Review Fee	\$177.50	\$82.50 Review/\$95 Storm Water Fund
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).
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).
<b>Vacations (Streets or Easements)</b>		
Easements	\$525.00	\$500 Fee Escrow
Streets	\$525.00	\$500 Fee Escrow



## City of Lake Elmo 2025 Fee Schedule

<b>Variance</b>	\$1,250.00	\$1000 Fee Escrow
<b>Utility Delinquent Accounts</b>		
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes
Storm Water	10% per year, 6% per quarter (for qrtly bills) or \$5 minimum	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; This fee may be deferred through special assessment for parcels with existing structures.
Water Connection Charge	\$1,000.00	Per REC Unit. This fee may be deferred through special assessment for parcels with existing structures.
<b>Water Equipment/Set up</b>		
Meter (3/4" or less)	\$423.65	Additional fees apply to larger sized meters
1" Meter	\$490.85	
Irrigation 1 and 1/2" meter	\$1,433.50	
1 & 1/2" Meter	\$1,778.30	
Irrigation 2" meter	\$1,402.80	
2" Meter	\$2,013.80	
Irrigation 3" meter	\$1,842.80	
3" Meter	\$2,530.80	
4" Meter	\$3,090.80	
Driveway Curb Stop Lid	\$130.00	
Disconnect Service	\$50.45	
Reconnect Service	\$50.45	
After Hour Disconnect Service	\$151.34	
After Hours Reconnect Service	\$151.34	if not reconnected within first two hours of disconnect
Water Lateral Benefit Charge	\$7,000.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed



## City of Lake Elmo 2025 Fee Schedule

<b>Water Meter Testing Request</b>		
Testing a ¾" or 1" water meter	\$166.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances.
Testing a 1 ½" or larger water meter	\$376.00	Fee will be reimbursed in full if meter found not reading within AWWA allowed tolerances.
<b>Water Usage</b>		
Residential - Quarterly Base Rate	\$22.52	
Residential - Plus Rate per 1,000 Gallons		
Plus Rate for 0-15,000 Gallons	\$2.25	
Plus Rate for 15,001-30,000 Gallons	\$2.71	
Plus Rate for 30,001-50,000 Gallons	\$3.24	
Plus Rate for 50,001-80,000 Gallons	\$3.90	
Plus Rate for 80,001 + Gallons	\$4.66	
<b>Water Usage</b>		
Multi-Family - Quarterly Base Rate		per residential unit.
Multi-Family - Plus Rate per 1,000 Gallons		
<b>Water Usage</b>		
Commercial - Quarterly Rate	28.1499	
Commercial - Plus Rate Per 1,000 Gallons		
Plus Rate for 0 - 15,000 Gallons	\$3.49	
Plus Rate for 15,001 - 30,000 Gallons	\$3.67	
Plus Rate for 30,001 - 50,000 Gallon	\$4.24	
Plus Rate for 50,001 - 80,000 Gallons	\$5.62	
Plus Rate for 80,001 + Gallons	\$7.47	
<b>Water Usage</b>		
Hotel / Motel - Quarterly Rate	28.1499	For metered non-irrigation (domestic) consumption
Hotel / Motel - Plus Rate Per 1,000 Gallons		
Plus Rate for 0 -30,000 Gallons	\$3.49	
Plus Rate for 30,001 - 50,000 Gallons	\$3.67	
Plus Rate for 50,001 + Gallons	\$4.49	
<b>Irrigation Water Usage</b>		
Irrigation – Quarterly Base Rate	28.1499	



## City of Lake Elmo 2025 Fee Schedule

Irrigation – Plus Rate per 1,000 Gallons		
Plus Rate for 0 – 30,000	\$2.71	
Plus Rate for 30,001 -50,000	\$3.24	
Plus Rate for 50,001 – 80,000	\$3.90	
Plus Rate for 80,001 + Gallons	\$4.66	
<b>Bulk Water Purchase</b>		
Water from Hydrant or Public Works Fill Station	\$109.30 first 5,000 gallons per quarter	Plus \$8.34/additional 1,000 gallons
<b>Violation of Water Use Restrictions (LEC 5.04.180)</b>	see notes →	<b>1st violation</b> - warning. <b>2nd violation</b> - \$100 . <b>Each subsequent violation</b> shall increase by \$100 for the same property owner within the same calendar year. After the 4th violation a 24-hour disconnect notice will be placed at the property unless irrigation connection disassembled for the remainder of the season.
Wind Generator	\$850.00	\$2,000 Fee Escrow
Wireless Communication Permit (co-location)	\$500.00	\$10,000 Fee Escrow
Zoning Amendment (Text or Map)	\$1,250.00	\$2,500 Escrow
Zoning Certification Letter	\$50.00	
<b>Zoning Permit - Certificate of Zoning Compliance</b>		
Fence Permit	\$75.00	
Accessory Structures < 200 SF	\$75.00	
Other	\$75.00	
<b>Definition of Terms</b>		
<i>* <b>Fee Escrow:</b> 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>** <b>Security:</b> 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>		





## City of Lake Elmo 2025 Fee Schedule

### PERMIT REFUND FEE SCHEDULE

<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>Driveway 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>

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

**RESOLUTION NO. 2024-135**

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 2024-22  
BY TITLE AND SUMMARY**

**WHEREAS**, the City Council of the City of Lake Elmo has adopted Ordinance No. 2024-22, 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 that is 13 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. 2024-22 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. 2024-22 which adopts the City's 2025 Fee Schedule. The full text of this Ordinance 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.

Dated: December 17<sup>th</sup>, 2024

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Charles Cadenhead, Mayor

ATTEST:

\_\_\_\_\_  
Julie Johnson, City Clerk

(SEAL)