

# City of Maple Plain Fee Schedule Adopted 1/00/26

### **Administration & Miscellaneous Fees**

Fee Description	Amount		Notes
General Permit Fee	<u>\$100.00</u>		
Address Labels	\$50.00		
Address List	\$30.00		
Audit Book Copy	\$150.00		
City Code Book Copy	Cost + 10%		
Comprehensive Plan Copy	Cost + 10%		
City Maps	At Cost		
Copies - Black & White per side	(letter / legal)	\$0.25	
Copies - Black & White per side	de (11x17) \$1.00		
Copies - Color or photo per side	Copies - Color or photo per side (letter / legal) \$1.		
Copies - Color or photo per side	Color or photo per side (11x17) \$1		
Copies of Documents Larger tha	Documents Larger than 11x17 Cost		
Delinquent Bills Certification	\$150.00 plus 10% penalty plus Interest (10 % Additional interest assigned at the county)		
DVD/CD Copies Thumb drive	\$20.00 <del>per DVD</del>	/\$15.00 per CD	
Election Filing Fee	\$2.00		
Fax Charge	\$1.00/page		
Non-Sufficient Funds Check	\$30.00		Set by State Statute
Mailing of copies/reports	Cost		
Special Assessment Search	\$35.00		

**Staff Time (per hour)** 

Starr Time (per rour)				
Fee Description	Amount	Notes		
Professional (City Admin. & Asst. City Admin.)	\$75.00 <u>/hour</u>	Billed in		

		15-min. increments with a minimum of 1 hour.
Clerical (Deputy Clerk)	\$50.00 <u>/hour</u>	Billed in 15-min. increments with a minimum of 1 hour.
Public Works	\$84.01/hour	Billed in 15-min. increments with a minimum of 1 hour.
City Attorney	Hourly Rate per Contract	
Engineering Consultants	Hourly Rate per Contract	
Planning Consultants	Hourly Rate per Contract	
Snow Removal by Staff	\$275/hour*	*billed in 15-min increments
Mileage	\$0.77 per mile or current IRS milage rate, whichever is greater.	
<u>Disposal Cost</u>	\$30.00 per cubic yard, plus mileage	

### **Administration & Miscellaneous Fees**

**Overweight Vehicle Permits** 

Fee Description	Amount	Notes
Daily Permit	\$100.00 per truck/per day	Max 7 ton
		Valid 7:00 am – 11:00 am
		only
Single Trip Seasonal- Home	\$250.00	Max 5 ton
Delivery-		
Commercial Tow Truck	\$750 per occurrence	
No Permit	Double Fee	
Emergency – Well & Septic	No Charge (max 7 ton)	Emergencies include
		septic, liquid propane and
		similar
Residential Annual To/From	No Charge	Max 5 ton

<sup>\*</sup>All Charges are per truck and are restricted.

Liquor, & Tobacco, & THC Licenses

Fee Description	Amount	Notes
Tobacco License	\$200	
THC License- Low Potency	<del>\$200</del>	
THC Dispensary Registration	<del>\$500.00</del>	
<u>Liquor License Initial Application</u>	<u>\$500</u>	
Liquor License Application	<del>\$75</del> \$100	
Renewal		
Liquor License Investigation	West Hennepin Public Safety Fee	
	Schedule	
On-Sale		
Liquor On-Sale	<del>\$5,000</del> <u>\$5,250</u>	
Sunday On-Sale	\$200	
Wine & Beer On-Sale	\$250	
Off-Sale		
Liquor Off-Sale	\$240	

Sunday Off-Sale	<u>\$200</u>	
3.2 Beer Off-Sale	\$50	
Public Dance/Block Party	\$500	
Temporary 3.2 Liquor Permit	\$25	

# **Cannabis Registration**

Registration Type	<b>Initial Registration Fee</b>	<b>Registration Renewal Fee</b>
Cannabis Microbusiness	<u>\$125</u>	<u>\$1,000</u>
Cannabis Mezzobusiness	<u>\$2,500</u>	<u>\$5,000</u>
Cannabis Cultivator	<u>\$5,000</u>	<u>\$15,000</u>
Cannabis Manufacturer	<u>\$5,000</u>	<u>\$10,000</u>
<u>Cannabis Retailer</u>	<u>\$1,500</u>	<u>\$2,500</u>
<u>Cannabis Wholesaler</u>	<u>\$2,500</u>	<u>\$5,000</u>
<u>Cannabis Transporter</u>	<u>\$125</u>	<u>\$500</u>
Cannabis Testing Facility	<u>\$2,500</u>	<u>\$5,000</u>
Cannabis Delivery Service	<u>\$125</u>	<u>\$500</u>
Cannabis Event Organizer	<u>\$375</u>	
Cannabis Lower-potency Hemp	<u>\$125</u>	<u>\$500</u>
Edible Manufacturer		
Cannabis Lower-potency Hemp	<u>\$125</u>	<u>\$125</u>
Edible Retailer		
Medical Cannabis Combination	<u>\$5,000</u>	<u>\$35,000</u>
<u>Business</u>		

# **Other Licenses & Permits**

Fee Description	Amount	Notes
Right of Way Permit	\$250 fee; \$1,000 escrow	
Special Event Permit	<u>\$50.00</u>	
Bulk Waste Storage Permit	<u>\$50.00</u>	
Transient Merchant Permit	\$100.00 per company	
Solicitor/Peddler Permit*	\$100.00 per company	
Massage Establishment License*	\$250.00 First Year	* Each individual also
	\$50 Per year afterwards	needs a background check
Massage Therapist License*	\$100.00	needs a background check
Pawn Broker License *	\$2500 annual license fee	
Permits - Background Checks	\$50.00 per person	
Dog License	\$5.00 (one-time charge)	
Chicken License	\$100 first time application fee	Renewal yearly, at no cost. \$20
Right of Way Permit	\$250.00 fee; \$1,000 escrow	
Special Event Permit	<del>\$50.00</del>	
Permits - Background Checks	\$50.00 per person	
Pawn Broker License	\$2500 annual license fee	
Bed & Breakfast License	\$75 annually	
RENTAL LICENSE FEES	Application Fee	Inspection Fee
Single Family Dwelling	\$25.00	\$50.00
Duplex or Multiplex Dwelling	\$25.00	\$100.00\\$50.00 Per Unit

Apartment Building	\$50.00	\$50.00 Per Unit
Re-Inspection Fees		
Single Family Dwelling	\$25.00	\$50.00
Duplex or Multiplex Dwelling	\$25.00	\$100.00\$50.00 Per Unit
Apartment Building	\$50.00	\$50.00 Per Unit

# **Building Permit Fees**

**Building Permit Fees - All Property Types** 

Building Permit Fees - All Proj		
Fee	Amount	Notes
Permit Application Fee	\$100.00	Nonrefundable
Valuation	Based on 1997 Uniform Building Code Fee Schedule + 15%	There may be permit review fees and state surcharge also required
Fixed Fees	\$100.00 + \$1.00 State Surcharge	
Plan Review Fee	65% of Permit Fee	
Construction Plan Changes	Fees incurred for changes (Plan Review)	
Building without permit	Double Fees	
New Plans after First Review	Regular fees, plus first plan review fee	If new plans are submitted plan review fees are incurred for both first and second each-set of plans.
Removal of Underground Tanks	\$100.00 + \$1.00 State Surcharge	
Building Moving < 120 sq. ft.	\$200	May require building permit
Building Moving > 120 sq. ft.	Valuation	May require building permit
Site Inspection for Building Moving	\$150.00	
Fence (< 6 ft 3 to 6 ft.)	No building permit needed, but Planning & Zoning Fence Permit Required \$50.00	No building permit needed, but Planning & Zoning Fence Permit Required. City Administrator to conduct the final inspection of the fence.
Fence (→ 6 ft Greater than 6 ft.)	Valuation plus Planning & Zoning Fence Permit Required \$100 + Valuation and Planning & Zoning P	Valuation plus Planning & Zoning Fence Permit Required. Building Inspector to conduct the final inspection of the fence.

Fees Misc. fees not covered in	\$50	minimum	or	valuation,
the schedule	which	never is greate	r	

# **Building Permit Fees**

Commercial & Industrial Building Permit Fees

Fee	Amount	Notes
Permit Application Fee	<u>\$100.00</u>	Nonrefundable
Demolition (Commercial)	Valuation for all else except Demolition & Relocation \$200	
Demolition (Industrial)	\$500	
Demonden (maastrar)	ΨΣΟΟ	

**Residential Building Permit Fees** 

Fee	Amount	Notes
Permit Application Fee	<u>\$100.00</u>	Nonrefundable
New Building Permit Fee	Valuation	Valuation
Fixed Fee Building Permit Fee:	\$100.00 + \$1.00 State Surcharge	May require plan
<ul> <li>Building</li> </ul>		review fees.
<ul> <li>Re-roofing</li> </ul>		
o Re-siding		Building permit fees
<ul><li>Windows &amp; Doors*</li></ul>	* If Current Opening	for all other
<ul> <li>Plumbing</li> </ul>		
o 1-5 Fixtures *	* Each Additional Fixture = \$10	residential work is
<ul> <li>Water Heater</li> </ul>		based on valuation.
<ul> <li>Water Softener</li> </ul>		
<ul> <li>Lawn Irrigation</li> </ul>		
<ul> <li>Mechanical</li> </ul>		
<ul><li>Duct Work</li></ul>		
o Furnace		
<ul> <li>Air Conditioning</li> </ul>		
o Fireplace		
<ul> <li>New Gas Line</li> </ul>		
Demolition (Residential)	\$100 + \$1.00 State Surcharge	

#### Park and Recreation

Additional conditions may apply. See Facility Reservation & Use Policy for details.

#### **Reservation Procedures**

All fees must be paid, and paperwork must be complete prior to Facility Reservation & Use Application review. Failure to pay fees or submit paperwork will result in the disqualification of the Facility Reservation & Use Application.

#### **Reservation Fees**

	Resident / Local Business or Organization*	Non-Resident / Other Business or Organization
Veterans Memorial Park Picnic Shelter	Free	\$50
Veterans Memorial Park Band Shell	\$50	\$150
VMP Food Truck Electrical	\$25/truck	\$25/truck
VMP Softball Field (north)	Free	\$50
Don Timpe Field (south)	\$50/hour	\$50/hour
Concession Stand (excludes equipment)	\$25	\$50
Sound Equipment Use	\$25/hour	\$25/hour
Rainbow Park Picnic Shelter	Free	\$50
Rainbow Park Ballfields	Free	\$50
City Council Chamber	Free	\$100
Damage Deposit**	\$100	\$100

<sup>\*</sup> For personal use only or for local use wherein the use of public facilities is not for the profitgenerating purpose for a group or business.

All reservation fees are subject to any applicable tax at the current tax rate.

The Funeral or Memorial Service in honor of a resident may be charged the local rate even if the User does not qualify.

Any event seeking City co-sponsorship of their event may petition the City Council for a waiver of all or a portion of fees associated with the event.

User shall provide a damage deposit check when submitting the Facility Reservation & Use Application submittal. The damage deposit check will be held by the City and returned upon satisfactory inspection of the Public Facility and surrounding public property. User shall be held responsible for any damage to the Public Facility and surrounding public property that occurred as a result of the User's use. The damage deposit covers any structural, physical, or related damages to the Public Facility and surrounding public property, along with the removal of any City owned equipment from the Public Facility and surrounding public property. The User shall be responsible for the full costs to the City to repair or replace any damage to the Public Facility and surrounding public property that occurred as a result of the User's use. In the event said costs exceed the damage deposit, the User shall pay the difference.

<sup>\*\*</sup> Damage Deposit not required in cases where Facility is utilized for Free, except for events with more than 50 people expected.

Note: Rainbow Park Ice Rink is not available for reservations.

#### **Limitations on Gathering Size**

Due to impacts on other park users, available parking spaces, or the maximum occupancy of indoor facilities, events shall be limited to the following number of attendees.

<b>Maximum</b>	Number	of Attendees

Veterans Memorial Park Picnic Shelter	<u>150</u>
Veterans Memorial Park Band Shell	<u>150</u>
Rainbow Park Picnic Shelter	<u>100</u>
City Council Chamber	<u>45</u>
Don Timpe Field	<u>200</u>

#### **Maintenance & Cleaning Fees**

The following additional fees will be assessed for any additional custodial, maintenance, or grounds work that is required for any event with attendance over 100 people. A \$200 deposit towards these fees is required at the time of Facility Reservation & Use Application submittal. These fees will be itemized, and the balance invoiced to the reserving organization once the duration of the facility reservation is completed. Fees are billed per hour / per employee.

	Weekday	Weekends / Holidays
Minimum Fee (2 hrs.)	\$100	\$150
Additional Hours	\$50	\$75

#### **Certificate of Insurance; Indemnification**

The City reserves the right to require user to provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than \$1,500,000 and have the City listed as additional insured on the policy. Certificate of Insurance must be provided at the time of reservation.

#### **Alcohol**

If alcohol is served, consumed, or sold during the use of the Public Facility, the User shall comply with all state and local laws, rules, regulations, and licensing requirements related to liquor. A permitted use under this Policy is not an approval by the City of state and local laws, rules, regulations, and licensing requirements related to liquor. All events serving or selling alcohol require City Council approval. The City reserves the right to prohibit the serving, consumption, or sale of alcohol within City parks and facilities, or to require police / security presence when consumption takes place. City Code states that consumption of alcoholic beverages in city parks is prohibited unless otherwise allowed by City Council.

#### **Park Reservation Timeframe**

- Park facility reservations are typically for a 4-hour time frame; 11 am to 3 pm or 4 pm to 8 pm. Alternate timeframes or extended reservations may be approved by the City Administrator.
- City parks are open to the public from 6 am to 11 pm. Restrooms will be kept open during park hours. The park is closed from 11 pm to 6 am.

#### **Cancellations**

User may cancel the use of the Public Facility by providing notice to the City. Amount of refund shall be dependent on amount of notice provided, according to the chart below.

	10 Day Notice	3 Day Notice	Less than 3 Days
Percentage of Fees Refunded	<u>100%</u>	<u>50%</u>	No Refund

The City reserves the right to cancel a reservation and refund any fees up to 72 hours prior to the date of use, or at any time when a state of emergency is declared by the City, the state, or federal government, or unsafe environmental or public health conditions exist in the opinion of the City. In such event, User agrees that the City shall have no responsibility or liability for any disruption or damages or loss which User may suffer or incur due to the cancellation. The City will notify the User as soon as possible if such cancellation occurs. All fees paid to the City shall be refunded if this agreement is cancelled by the City.

#### **Other Terms & Conditions**

- Priority reservation shall be provided to activities planned or organized or sponsored by the City.
- Recurring permitted uses are not currently prohibited; however, care should be taken to ensure residents and businesses have fair access to use city facilities.
- Due to their proximity, it is not recommended that Veterans Park Band Shell and Veterans Park Picnic Shelter be used by different parties at the same time.
- Up to three food trucks may be hired for a private event; however, that food truck may not sell to the general public. Additional fees apply.
- User shall not utilize the Public Facility to host a public event that might be construed as a
   "fair" or "market". Community fairs or markets may be co-hosted by the City. Call the City
   Administrator with questions.
- Any invoiced fees shall be paid by the User within 30 days of the invoice date. Failure to make such payment may result in the City making a claim in a court of competent jurisdiction.

### Planning & Zoning

Miscellaneous Planning & Zoning Fees

Fee	Amount	Notes
Appeal Administrative	\$250 fee; \$250 escrow	
Decision		
Concept Plan Review	\$500	
Tax Increment Financing	\$1,500	
Application		
Zoning Letter Request	\$70.00 + Cost	

**Residential Applications** 

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Fee	Amount	Notes	
Conditional Use Permit	\$750 fee; \$1,500 escrow		
Interim Use Permit	\$750 fee; \$1,500 escrow		
Site Plan	\$750 fee; \$1,500 escrow		
Minor Subdivision	\$750 fee; \$1,500 escrow		

Variance	\$750 fee; \$1,500 escrow	
Rezoning	\$750 fee; \$1,500 escrow	
Text Amendment	\$750 fee; \$1,500 escrow	
Vacation of Property	\$750 fee; \$1,500 escrow	
Home Occupation	\$400 fee; \$1,000 escrow	

**Commercial Applications** 

Fee Description	Amount	Notes
Conditional Use Permit	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Interim Use Permit	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Site Plan	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Minor Subdivision	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Variance	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Rezoning	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Text Amendment	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Vacation of Property	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	

Residential/Commercial/Office Planning & Zoning Application

Fee Description	Amount	Notes
Preliminary Plat	\$1,000 fee; \$3,000 <u>\$3,500</u> escrow	
Subdivision Application	\$1,000 fee; \$3,000 <u>\$3,500</u> escrow	
Rezoning	\$1,000 fee; \$3,000 <u>\$3,500</u> escrow	
Comprehensive Plan Amendment	\$1,000 fee; \$3,000 <u>\$3,500</u> escrow	
Planned Unit Development	\$1,500 fee; \$3,000 <u>\$3,500</u> escrow	
Final Plat	\$750 fee; \$3,000 <u>\$3,500</u> escrow	

### Planning & Zoning

**Grading and Excavation** 

Fee Description	Amount	Notes
25-99 Cubic Yards	Permit required; no cost \$100.00	
	<u>fee</u>	
100-999 Cubic Yards	\$500 fee	
>1,000 Cubic Yards	\$1,000 fee; escrow or surety bond	
	in amount of 150% of land	
	alteration costs	

### **Park Dedication**

Fee Description			<b>Amount</b> Notes				
Park	Dedication	Fee	10% of land value of development	In	lieu	of	land
(Residential)			but minimum of \$3,750 per unit	dedica	ation	of 109	% of
			and max of \$8,000 per unit	land-	dete	ermined	l by
			_	City			

Park Dedication Fee (Other)	10% of land value of development	In	lieu	of	land
		dedica	ation	of 10%	6 of
		land-	dete	ermined	by
		City			

Signage & Fences

Fee Description	Amount	Notes
Permanent Signage Permit	\$250 fee	Building permit also
		required - based on
		valuation. City Planner
		to inspect sign upon
		completion.
Sign Package	\$500 fee; \$3,000 escrow	City Planner to inspect
		sign upon completion.
Temporary Signage Permit	\$25 fee	
Permanent Fence Permit	\$50 fee	Building permit also
		required for fences over
		6 feet in height

# Utilities to move to the end of the Fee Schedule document

### **Utilities**

The quarterly utility billing and other utility fees will be update in the first quarter of each <u>year.</u>

**Quarterly Utility Billing** 

Quarterly ctility billing			
State Water Testing Fee	<u>\$ 2.45 \\$3.81</u>		Statute 444.075
Water Treatment Plant Charge			
Residential	\$ 25.00		
Commercial	\$ 30.00		
	Within the City	Outside the City*	* a 45% surcharge will charged to
Water Fixed Fee	\$ 11.13	\$ 15.03	properties outside the City limits as calculated here.
Water Volume Charges*			* per 1000 gallons
Up to 6,000 gallons	\$ 8.73	\$ 12.66	
6,001 – 12,000 gallons	\$ 9.17	\$ 13.30	
12,001 – 24,000 gallons	\$ 9.61	\$ 13.93	
24,001 gallons and above	\$ 10.58	\$ 15.34	
Sewer Fixed Fee	\$ 97.61		
Sewer Volume Charges*			* Based on Quarter 1
Up to 6,000 gallons	\$97.61 – Fixed Fee Only		water use per City Code 9-
6,001 gallons and above	bove \$ 8.05 per 1000 gallons		74.
Failure to Comply 9-74 6 (b)	\$500.00 per Quarto	er	
Surface water drain system	_		

Storm Water Fees		
Undeveloped or Vacant Land	\$ 53.93 per acre	
Single- & Two-Family Res.	\$ 11.87 per lot	
Multi-Family Residential	\$ 71.89 per acre	
Church & Institutional	\$ 53.92 per acre	
Mixed Use (Comm./Retail)	\$ 107.83 per acre	
Industrial or Office Park	\$ 107.83 per acre	

**Other Utility Fees** 

Other Utility Fees				
Fee Description	Amount	Notes		
Inflow & Infiltration Violation	\$500 per quarter			
Overdue/Unpaid Bills	Cost Outstanding balance + 10% Penalty	Fee per quarter		
Sewer Access Charge				
MCES Charge	\$2,485 per unit			
City Charge	\$800 per unit			
Water Access Charge				
Within the City	\$3,000 per unit			
Outside the City	\$7,500 per unit			
Water Meter	Cost			
Meter Testing	Cost of Test, plus staff time			
Damaged Water Meter	\$60 plus staff time & material			
Damaged Curb Stop	\$100 plus staff time & material			
Damaged Hydrant	Cost			
Damaged Water Main	Cost			
Private Hydrants Flushing	\$75 per hydrant annually			
Temporary/Construction Hydrant	\$100 <u>\$125.00</u> plus volume charges			
Meters	( <del>\$20</del> - <u>\$22.00</u> per 1,000 gallons)			
(per monthper permit period)				
Deposit	\$2000			
Water or Sewer	\$60			
Disconnect/Restart				
Sanitary Sewer Lateral Repair	\$50			
Permit				
Water Line Repair Permit	\$50			
Utility Assessment Penalty	\$150			

# **Public Safety**

Fee Description	Amount	Notes
Police/Fire False Alarm (per		
calendar year)		
1 <sup>st</sup>	No Cost	
2 <sup>nd</sup>	\$100	
$3^{\rm rd}$	\$200	
4 <sup>th</sup>	\$350	
5 <sup>th</sup> & subsequent	\$500	
Dog Impound	\$35	Plus cost of shelter contract
Hunting Permit	\$10	City Code 6-64

### Lift Assist Service Call

Fee Description	<u>Amount</u>
1 to 5 service calls within a 1-year period	\$250.00 per service call
6 to 8 service calls within a 1-year period	\$500.00 per service call
9 or greater service calls within a 1-year	\$850.00 per service call
<u>period</u>	

Overweight Vehicle Violation (permit fees found in Administration section above)

Fee Description	Amount	Notes
Total Gross Excess Weight	1 cent per pound for each pound in excess	
1,000 pounds or less	of the legal limit	
Total Gross Excess Weight	\$10.00 plus 5 cents per pound for each	
more than 1,000 pounds, but not	pound in excess of 1,000 pounds	
more than 3,000 pounds		
Total Gross Excess Weight	\$110.00 plus 10 cents per pound for each	
more than 3,000 pounds, but not	pound in excess of 3,000 pounds	
more than 5,000 pounds		
Total Gross Excess Weight	\$310.00 plus 15 cents per pound for each	
more than 5,000 pounds, but not	pound in excess of 5,000 pounds	
more than 7,000 pounds		
Total Gross Excess Weight	\$610.00 plus 20 cents per pound for each	
more than 7,000 pounds	pound in excess of 7,000 pounds	