



City of Maple Plain Fee Schedule
Adopted 12/15/25

Administration & Miscellaneous Fees

Fee Description	Amount	Notes
General Permit Fee	\$100.00	
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 (11x17)	\$1.00	
Copies - Color or photo per side (letter / legal)	\$1.00	
Copies - Color or photo per side (11x17)	\$1.00	
Copies of Documents Larger than 11x17	Cost	
Delinquent Bills Certification	\$150.00 plus 10% penalty plus Interest (10 % Additional interest assigned at the county)	
Thumb drive	\$20.00	
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)

Fee Description	Amount	Notes
Professional (City Admin. & Asst. City Admin.)	\$75.00/hour	Billed in 15-min. increments with a minimum of 1 hour.
Clerical (Deputy Clerk)	\$50.00/hour	Billed in 15-min. increments with a minimum of 1 hour.
Public Works	\$84.00/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 mileage rate, whichever is greater.	
Disposal Cost	\$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 Delivery-	\$250.00	Max 5 ton
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

**All Charges are per truck and are restricted.*

Liquor & Tobacco Licenses

Fee Description	Amount	Notes
Tobacco License	\$200	
Liquor License Initial Application	\$500	
Liquor License Application Renewal	\$100	
Liquor License Investigation	West Hennepin Public Safety Fee Schedule	
On-Sale		
Liquor On-Sale	\$5,250	
Sunday On-Sale	\$200	
Wine & Beer On-Sale	\$250	

Off-Sale		
Liquor Off-Sale	\$240	
Sunday Off-Sale	\$200	
3.2 Beer Off-Sale	\$50	
Public Dance/Block Party	\$500	
Temporary 3.2 Liquor Permit	\$25	

Cannabis Registration

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

Other Licenses & Permits

Fee Description	Amount	Notes
Right of Way Permit	\$250 fee; \$1,000 escrow	
Special Event Permit	\$50.00	
Bulk Waste Storage Permit	\$50.00	
Transient Merchant Permit	\$100.00 per company	
Solicitor/Peddler Permit*	\$100.00 per company	* Each individual also needs a background check
Massage Establishment License*	\$250.00 First Year \$50 Per year afterwards	
Massage Therapist License*	\$100.00	
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, \$20
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	\$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	\$50.00 Per Unit
Apartment Building	\$50.00	\$50.00 Per Unit

Building Permit Fees

Building Permit Fees - All Property Types

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 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 (3 to 6 ft.)	\$50.00	No building permit needed, but Planning & Zoning Fence Permit Required. City Administrator to conduct the final inspection of the fence.
Fence (Greater than 6 ft.)	\$100 + Valuation and Planning & Zoning P	Planning & Zoning Fence Permit Required. Building Inspector to conduct the final inspection of the fence.
Misc. fees not covered in the schedule	\$50 minimum or valuation, whichever is greater	

Building Permit Fees

Commercial & Industrial Building Permit Fees

Fee	Amount	Notes
Permit Application Fee	\$100.00	Nonrefundable
Building Permit Fee for <ul style="list-style-type: none"> • Construction • Alterations • Plumbing & Mechanical • Permanent Signage 	Valuation if project more than \$2,500 Fixed Rate \$101.00** if project less than \$2,500 for the following: <ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> ○ Re-roofing ○ Re-siding ○ Windows & Doors* • Plumbing <ul style="list-style-type: none"> ○ 1-5 Fixtures* ○ Water Heater ○ Water Softener ○ Lawn Irrigation • Mechanical <ul style="list-style-type: none"> ○ Duct Work ○ Furnace ○ Air Conditioning ○ Fireplace ○ New Gas Line Valuation for all else except Demolition & Relocation	There may be permit review fees and state surcharge also required * if current opening *each add'l fixture = \$10 ** Subject to change
Demolition (Commercial)	\$200	
Demolition (Industrial)	\$500	

Residential Building Permit Fees

Fee	Amount	Notes
Permit Application Fee	\$100.00	Nonrefundable
New Building Permit Fee	Valuation	Valuation
Fixed Fee Building Permit Fee: <ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> ○ Re-roofing ○ Re-siding ○ Windows & Doors* • Plumbing <ul style="list-style-type: none"> ○ 1-5 Fixtures * ○ Water Heater ○ Water Softener ○ Lawn Irrigation • Mechanical <ul style="list-style-type: none"> ○ Duct Work ○ Furnace ○ Air Conditioning ○ Fireplace ○ New Gas Line 	\$100.00 + \$1.00 State Surcharge * If Current Opening * Each Additional Fixture = \$10	May require plan review fees. Building permit fees for all other residential work is based on valuation.
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 (<i>excludes equipment</i>)	\$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

* *For personal use only or for local use wherein the use of public facilities is not for the profit-generating purpose for a group or business.*

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

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.

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.

	Maximum Number of Attendees
Veterans Memorial Park Picnic Shelter	150
Veterans Memorial Park Band Shell	150
Rainbow Park Picnic Shelter	100
City Council Chamber	45
Don Timpe Field	200

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	100%	50%	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 Decision	\$250 fee; \$250 escrow	
Concept Plan Review	\$500	
Tax Increment Financing Application	\$1,500	
Zoning Letter Request	\$70.00 + Cost	

Residential Applications

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; \$3,500 escrow	
Interim Use Permit	\$1,500 fee; \$3,500 escrow	
Site Plan	\$1,500 fee; \$3,500 escrow	
Minor Subdivision	\$1,500 fee; \$3,500 escrow	
Variance	\$1,500 fee; \$3,500 escrow	
Rezoning	\$1,500 fee; \$3,500 escrow	
Text Amendment	\$1,500 fee; \$3,500 escrow	
Vacation of Property	\$1,500 fee; \$3,500 escrow	

Residential/Commercial/Office Planning & Zoning Application

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

Planning & Zoning

Grading and Excavation

Fee Description	Amount	Notes
25-99 Cubic Yards	Permit required; \$100.00 fee	
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	Amount	Notes
Park Dedication Fee (Residential)	10% of land value of development but minimum of \$3,750 per unit and max of \$8,000 per unit	In lieu of land dedication of 10% of land- determined by City
Park Dedication Fee (Other)	10% of land value of development	In lieu of land dedication of 10% of land- determined by City

Signage

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	

Public Safety

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

Lift Assist Service Call

Fee Description	Amount
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 period	\$850.00 per service call

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

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

Utilities

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

Quarterly Utility Billing

State Water Testing Fee	\$3.81	Statute 444.075	
Water Treatment Plant Charge			
Residential	\$ 25.00		
Commercial	\$ 30.00		
	<i>Within the City</i>	<i>Outside the City*</i>	
Water Fixed Fee	\$ 11.13 <u>13.22</u>	\$ 15.03 <u>19.17</u>	* a 45% surcharge will charged to properties outside the City limits as calculated here.
Water Volume Charges*			* per 1000 gallons
Up to 6,000 gallons	\$ 8.73 <u>9.44</u>	\$ 12.66 <u>13.69</u>	
6,001 – 12,000 gallons	\$ 9.17 <u>9.91</u>	\$ 13.30 <u>14.37</u>	
12,001 – 24,000 gallons	\$ 9.61 <u>10.38</u>	\$ 13.93 <u>15.05</u>	
24,001 gallons and above	\$ 10.58 <u>11.43</u>	\$ 15.34 <u>16.57</u>	
Sewer Fixed Fee	\$ 97.61 <u>100.54</u>		
Sewer Volume Charges*			* Based on Quarter 1 water use per City Code 9-74.
Up to 6,000 gallons	\$ 97.61 <u>100.54</u> — Fixed Fee Only		
6,001 gallons and above	\$ 8.05 <u>8.29</u> per 1000 gallons		
Failure to Comply 9-74 6 (b) Surface water drain system	\$500.00 per Quarter		
Storm Water Fees			
Undeveloped or Vacant Land	\$ 53.93 <u>56.62</u> per acre		
Single- & Two-Family Res.	\$ 11.87 <u>12.46</u> per lot		
Multi-Family Residential	\$ 71.89 <u>75.49</u> per acre		
Church & Institutional	\$ 53.92 <u>56.62</u> per acre		
Mixed Use (Comm./Retail)	\$ 107.83 <u>113.23</u> per acre		
Industrial or Office Park	\$ 107.83 <u>113.23</u> per acre		

Other Utility Fees

Fee Description	Amount	Notes
Inflow & Infiltration Violation	\$500 per quarter	
Overdue/Unpaid Bills	Outstanding balance + 10% Penalty Fee	
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 Hydrant Meters (per permit period) Deposit	\$125.00 plus volume charges (\$22.00 per 1,000 gallons) \$2000	

Water or Sewer Disconnect/Restart	\$60	
Sanitary Sewer Lateral Repair Permit	\$50	
Water Line Repair Permit	\$50	
Utility Assessment Penalty	\$150	