CITY OF FOREST LAKE
ORDINANCE NO. 661

AN ORDINANCE RESCINDING ORDINANCE NOs. 561 & 572, 579, 590, 603, 609 613, 630, 644, 653, 654, and 657 AND HEREBY ESTABLISHING FEES AND CHARGES FOR LICENSES, PERMITS, SERVICES AND OTHER CHARGES WITHIN THE CITY OF FOREST LAKE, MINNESOTA.

The City Council of the City of Forest Lake Minnesota hereby ordains:

The following schedule of licenses, permits, and service fees and other City charges is hereby adopted by the City Council of the City of Forest Lake, Minnesota as follows:

ADMINISTRATION AND FINANCE	
Assessment Search	$25.00/each
Audio Disc/Copy of Public Meetings	$10.00/each
Fax (send or receive)	$1.00/page
Non-Sufficient Funds Check Fee	$25.00
Notary Fee	$1.00/document
Photocopies	$0.25/page
City Code	$25.00/disc
ADMINISTRATION: LICENSES AND PERMITS	
Adult Oriented Business	$50.00 annual
Background Check Fee	$25.00/background
Antenna Lease	
Billboard	$50.00/new billboard
Carnival/Circus	$100.00/event
Dog License	$10.00/dog for the duration of rabies certification
Fertilizer/Pesticide Applicators	$50.00 annual
Gambling License	$50.00/application
Garbage/Rubbish Hauler	$50.00 annual
Massage Therapist	$50.00 annual
Massage Location	$50.00 annual
Outdoor Entertainment	$50.00/event
Pawnbroker	$100.00 annual, $1.00/billable transaction, bond
Peddler	$200/7 day week
Group Peddler	$200
Transient Merchant	$200/7 day week
Solicitor	No Charge
Taxi/Limousine	$25.00/vehicle in fleet annual
Tobacco	$250.00 annual
Liquor	
Off Sale	$200.00 annual
On Sale	$3000.00 annual
3.2% Beer On Sale	$200.00 annual
3.2% Beer Off Sale	$200.00 annual
Club	$300.00 annual
Wine	$500.00
Wine with Strong Beer Authorization	$700.00 (wine & 3.2 % on sale combination)
Investigation Fee, In State Applicants	$500.00
Investigation Fee, Out of State Applicants	Billed to Applicant, not to exceed $10,000
Set Up	$100.00 annual
Brewer Taproom On Sale	$500.00 annual

Brewpub Off Sale	$200.00 annual
Brewpub On Sale	$200.00 annual
Brewery Off Sale	$200.00 annual
Microdistillery Cocktail Room	$700.00 annual
Microdistillery Off Sale	$200.00 annual
Sunday On Sale	$200.00 annual
Culinary Class	100.00 annual

AIRPORT COMMISSION

Hangar E	$125.00/month
Hangar Lease Transfer	$200.00/transaction
Non-Commercial Leased Land	$0.11/sq. ft./year
	$280.00 flat charge per unit
Commercial Use Leased Land	$0.165/sq. ft./year
	$280.00 flat charge per unit

The $280 rent increase is designed to fund the cost increase associated with constructing and maintaining the paved runway. It is the goal of the City Council to eliminate this rent increase in 2026, or earlier if Airport revenues are sufficient to pay the increased costs.

Tie Downs

Monthly	$45.00/month
Daily	$2.00/day

BUILDING CONSTRUCTION PERMIT FEES AND LICENSES

BUILDING PERMIT FEE

Permit fee to be based on job cost valuation or a fixed fee as stated in this schedule. The determination of value or valuation shall be made by the building official. The value to be used in computing the building permit and plan review fees shall be the total of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Valuation Based Permit Fee Schedule	***SEE EXHIBIT A***
Fixed Fee Schedule for one and two family dwellings	
Insulation	$50.00
Deck	$100.00
Drain Tile	$75.00
Fence (over six (6) feet)	$75.00
Siding (stucco, brick, and masonry valuation based with $100 minimum)	$100.00
Roof	$100.00
Swimming Pool, Above Ground	$100.00
Swimming Pool, Below Ground	$150.00
Window and/or Door Replacement	$25.00/window-door, $100.00 maximum
Demolition and Moving Structure from Site Permit Fee	
Base Fee: Parcels not connected to City utilities	$25.00
Base Fee: Parcels connected to City utilities	$50.00
Escrow Fee	$1.00/ sq. ft. along with signed Demolition Assessment Agreement OR escrow of 125% of the demolition costs
Manufactured Home Permit Fee (manufactured home park)	
New installation or replacement (valuation based fee scheduled to be applied for manufactured home installations outside of parks)	$100.00
Moving Permit Fee	
Moving within or into the City (permit for moving only)	$50.00
Salon Compliance Inspection	

Building code compliance inspection when required for license requirements	$55.00

BUILDING SERVICE EQUIPMENT FEES

Plumbing Permit Fee*

Residential	$50.00 plus $9.00/fixture
Commercial	$85.00 plus 2% of estimated job cost

Mechanical Permit Fee*

Residential:	$25.00/piece of equipment ($50 minimum fee)
Commercial	$75.00 plus 2% of estimated job cost

** A state surcharge of one-half mill (.0005) of the fee or $1.00 (whichever is greater) is charged on all fixed fee permits as set by the State of Minnesota*

OTHER INSPECTIONS AND FEES

Inspections:

Inspections - Outside normal business hours	$80.00/hour, two (2) hour minimum
Reinspections	$55.00/hour, one (1) hour minimum

Investigation Fee - work without permit

Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment for such investigation fee shall not exempt any person from compliance with all other provision of this code nor from any penalty prescribed by law.

Plan Review Fee

- When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. Plan review fees for all building shall be 65% of the building permit fee. The fee for similar plans shall be 25% of the normal building permit fee as defined in MSBC, Section 1300.
- The plan review fees specified are separate fees from the building permit fees specified and are in addition to the permit fees. Plan review fees will be charged for any plan review even if a permit is not issued.
- When submittal documents are incomplete or change so as to require additional plan review, or when the project involves deferred submittal items, an additional plan review fee shall be charged at the above rate
- Expiration of plan review: Applications for which no permit is issued within 180 days following the date of application shall expire by limitation; plans and other documentation submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days upon request of the applicant with evidence that circumstances beyond the applicant's control have prevented required action. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

Refund Fee

- The building official may authorize refunding any fee paid under this schedule that was erroneously paid or collected.
- The building official may authorize refunding not more than 80% of the permit fee paid when no work has been done under an issued permit.
- The building official shall not authorize refunding of the plan review fee when an application for a permit is withdrawn or cancelled after a plan review has been completed.
- The building official shall not authorize refunding any fee paid except on written application filed by the original permittee not later than 180 days after the date of the fee payment.

Renewal Fee

- Permits renewed within six (6) months after a permit has expired shall be charged a permit renewal fee of $25.00.
- Permits not renewed within six (6) months after a permit has expired and work remains incomplete shall be charged as required for a new permit.

Licenses

Gas Installer License	$50.00 annual

Excavator License	$50.00 annual

FIRE INSPECTIONS

Permit fee to be based on job cost valuation or a fixed fee as stated in this schedule. The determination of value or valuation shall be made by the fire official. The value to be used in computing the fire permit and fire plan review shall be the total of all work for which the permit is issued.

Required Construction Permits

Fire Suppression	
Permit , valuation based	***SEE EXHIBIT A***
Plan Review	65% of permit fee
Temporary Tent or Canopy (as defined by State Fire Code)	$50.00/tent or canopy
Construction Permits required in IFC Section 105.7	***SEE EXHIBIT A***

Required Operational Permits

Fire Code Inspection	
Initial Inspection and Follow-Up Inspection	No Charge
All subsequent Reinspections	$50.00/hour (one (1) hour minimum)
After Hours Inspections	$80.00/hour (two (2) hour minimum)
Inspections without assigned fee	$50.00/ hour (one (1) hour minimum)
Open Burning Permit	No Charge
Fireworks/Pyrotechnic Display	$250.00/event (American Legion 4th of July fee waived)
Retail Sale of Fireworks	$350.00/application
Hazardous Material (Storage Tank)	$4150.00/tank
Permits Required in IFC Section 105.6	$100.00/application
Permit Reinspection (upon request revoked permit holder)	$55.00/hour (one (1) hour minimum)
Double Permit	2X normal fee
Daycare Inspection	$50.00/inspection

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- When a fire permit is required and a plan is required to be submitted, a plan review fee shall be paid. Plan review fees shall be 65% of the fire permit
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PARKS DEPARTMENT	
Farmers Market Booth Fees	
Commercial	Seasonal Rate: $75.00; Single Night Rate: $15.00
Produce, Crafts	Seasonal Rate: $50.00; Single Night Rate: $10.00
Non-Profit/Art Exhibit	No Charge
Park Electricity Use Fee	$25.00
Gazebo Rental	$150.00/event
Park Shelter Reservation	$10.00/hour
Athletic Field Rental	$15.00/field per day
PLANNING AND ZONING	
Appeals	$200.00
Comprehensive Guide Plan Amendment Application Fee	$4,000.00
Conditional Use Permit (includes site plan review)	$1,000.00
Condition Use Permit Amendment	$500.00
Interim Use Permit	$1,000.00
Documents	
Comprehensive Guide Plan	Cost of production + tax
Zoning Ordinance	Cost of production + tax
Other Studies and Ordinances	Cost of production + tax
Zoning Maps	
Color 8-1/2x 11	$5.00 + tax
Color 11x17	$10.00 + tax
Color 17x20	$15.00 + tax
Color 24x36	$20.00 + tax
Color 35x39	$25.00 + tax
GIS Map	$3.20 + tax
Environmental Assessment Worksheet	
Escrow Fee for City Consultant Services	$10,000.00
Certificate of Compliance	$50.00
Certificate of Compliance: Seasonal Sales	$250.00
Grading Permit	
50-100 cubic yards	$50.00
More than 100 yards	$500.00
Planned Unit Development	
Concept Plan	$500.00
Preliminary Plan	$1,500.00
Plus Per Acre Charge	$20.00/acre
Final Plan	$1,000.00
PUD Amendment	$1,000.00
Rezoning	$1,000.00
Signs	
Valuation exceeding $2000.00	***SEE EXHIBIT A***
Valuation under $2000.00	$50.00
Temporary Banner Permit	No Charge
Site Plan Review	
Site: Less than one (1) acre	$500.00
Site: One (1) acre or more	$1,000.00
Site Plan Amendment	$500.00
Subdivision	
Concept Plan	$500.00

Preliminary Plat	$1,000.00
Residential	Add $10.00 per residential unit
Commercial/Industrial	Add $50.00 per unit
Final Plat	$500.00
Minor	$500.00
Administrative - lot line adjustment	$250.00
Other Subdivision (waive of subdivision per State Statute)	$250.00
Lot Combination	$250.00
Vacation of ROW Easement	$250.00
Variance	$500.00
Zoning Ordinance Text Amendment	$1,000.00
Single Family Landscape Escrow (paid at time of building permit)	$1000.00 per unit
Single Family Erosion Ctrl Escrow (paid at time of building permit)	$1000.00 per unit
Park Dedication Fee per housing unit/residential	$2,500.00
Park Dedication Fee - Commercial	$2500.00/acre or $50.00/sq. ft.
Tree Mitigation Fee	$75.00 per caliper inch
Development Fees	***SEE EXHIBIT B***

City Staff and Consulting Billing

For applications which include excessive staff time, services performed by City personnel will be billed at two-and-one-half (2.5) the actual payroll hourly rate. Services provided by City consultants will be billed at the current consultant rates. All recording fees will be billed at the current rate.

POLICE DEPARTMENT

Audio Tape	$10.00
Background Check	$25.00
Finger Printing	$10.00
Lock-Out (opening locked vehicle)	$25.00
Parking Ticket (violation on city street 2AM - 6AM)	$35.00
Municpal Parking Lot Violation	$35.00
Copies of Photos	$0.25/page
Police Reports	$0.25/page

PUBLIC WORKS FEES

Equipment: Per Hour Charge (does not include operator)	
Jetter/Vacuumed Truck	$200.00
924G Cat Loader	$85.00
143H Cat Road Graded	$85.00
Street Sweeper	$60.00
5-Foot Snow Blower	$65.00
8-ft Snow Blower	$150.00
Bucket Truck	$55.00
Tandem-axel Truck	$45.00
Tractor Loader Backhoe	$60.00
8-ft Ditch Mower	$45.00
60-in Boom Mower	$50.00
21-ft Wing Mower	$45.00
Skid Loader	$56.00
Compact Tractor	$45.00
12-ft Wing Mower	$32.00
Air Compressor	$40.00
1-ton Dump Truck	$35.00
Pick-Up Truck	$32.00
Front-Mount Mower	$32.00
Equipment Trailer	$26.00

Brush Chipper	$25.00
Paint Stripper	$22.00
Asphalt Roller	$30.00
Asphalt Saw	$28.00
Plate Compactor	$26.00
21-in Push Mower	$9.00
Weed Whip	$5.00
3-in Water Pump	$24.00
Streets & Signs	
Street name, per blade	$61.86
6-ft extension post	$21.00
7-ft extension post	$26.00
12-ft 2-in round post	$39.00
Stop Sign 30"x"30"	$30.12
Yield Sign 36"x36"	$44.56
Regulatory 18"x24"	$31.42
Regulatory 24"x30"	$49.05
Regulatory 12"x18"	$19.27
Regulatory 18"x18"	$25.94
Regulatory 24"x24"	$41.39
Regulatory 30"x30"	$55.96
Regulatory 36"x36"	$95.08
WARNING 30"x30"	$80.45
WARNING 36"x36"	$103.13
Sign Bracket - cross piece	$15.47
Driveway Escrow	$2,500.00
Swing-away mail box and post	$109.38
Street Equipment Operator	$56.50/hour
Public Works Inspector	$56.50/hour
Utilities	
Meter Disconnection	$50.00
Meter Reconnection	$50.00
Water Turn On	$50.00
Water Turn Off	$50.00
Water Shutoff Locating (no fee if turn off/off performed)	$50.00
Water Emergency Turn Off	$163.00
Water Emergency Turn On	$163.00
Water Meter Accuracy Check	$125.00 (over 1-in = consulting fee + 25%)
Water Meter Installation	$50.00 (0ver 1-in plumber installed)
Water & Sewer Inspection (residential)	$50.00
Storm Water Utility	$40.00 per REF/year; billed annually
Water User Fees	***SEE EXHIBIT C***
Sewer User Fee	***SEE EXHIBIT C***
Met Council SAC Fee	***SEE EXHIBIT B***
Street Opening Excavator's License	$50.00 annual
Street Opening Permit	$50.00
Street Opening Deposit	$3,500.00
Meters	
3/4" (includes reader)	$272.59
1" (includes reader)	$434.13
2" Compound (includes flanges & reader)	$2,636.59
3" Compound (includes flanges & reader)	$3,725.67
4" Compound (includes flanges & reader)	$5,003.49
Horns	
3/4" includes UFR & 2 swivels)	$256.18

1" (includes 2 swivels)	$180.34
Corp Valve. 1"	$74.16
Curb Stops, 1"	$121.58
1-1/4 curb box with rod	$69.52
Lockable Valve Box	$476.55
Locking Valve Box Lid (replacement)	$28.86
Utility Operator Charge	$56.50/hour
Hydrant Meter Deposit, 2-1/2" meter rental	$1,050.00
Hydrant Water Rental & Usage Fee, 2-1/2, 3/4 meter rental	$114.00 (includes use of meter and 5,000 gallons of water)
Usage per 1000 gallons	$4.00
Fill Station	$3.00/1000 gallons
Sewer/Water Capping/On Site Septic Abandonment/Well Seal	$500.00 escrow
Late Payment Charge	3%
Non-Compliant Sump Pump Charge	$100.00/month

All prices are subject to change as they are based on manufacturer's costs PLUS sales tax.

Some data request may fall under the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, and may have different fees applied.

Section 2. SUMMARY PUBLICATION. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance: On November 14, 2016, the City of Forest Lake adopted an ordinance amending its annual fee schedule. The Ordinance revised fees in the Building division, Public Works, the Police Department, and in sanitary sewer and water. A full and complete copy of the Ordinance is available for inspection during regular business hours at the office of the City Clerk, by standard mail, or by electronic mail.

Section 3. EFFECTIVE DATE. This ordinance becomes effective upon its adoption and publication according to law, but not prior to January 1, 2017.

Adopted by the City Council of the City of Forest Lake this 14 of November, 2016.

Stev Stegner, Mayor

ATTEST

Jolleen Chalka, Deputy Clerk

EXHIBIT A

VALUATION BASED PERMIT FEE SCHEDULE

TOTAL VALUATION	FEE
$1.00 - $500.00	$25.00
$500 - $2000	$25.00 for the first $500.00 plus $3.25 for each additional $100.00, or fraction thereof, to an including $2000.00
$20001 - $25,000	$73.75 for the first $2000 plus $14.75 for each additional $1000 or fraction thereof, to and including $25,000
$25,000 - $50,000	$413.00 for the first $50,000 $10.75 for each additional $1000, or fraction thereof, to and including $50,000
$50,001 to $100,000	$681.75 for the first $50,000 plus $7.50 for each additional $1000, or fraction thereof, to and including $100,000
$100,001 to $500,000	$1056.75 for the first $100,000 plus $6.00 for each additional $1000, or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$3456.75 for the first $500,000 plus $5.00 for each additional $1000, or fraction thereof, to and including $1,000,000
$1,000,001 and up	$5956.75 for the fist $1,000,000, plus $4.00 for each additional $1000, or fraction thereof

Note: A state surcharge is added to all valuation based fees equaling the following:

1) if the valuation of the structure, addition, or alteration is $1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition or alteration

2) if the valuation is greater than $1,000,000, the surcharge is $500 plus two-fifths mill (.0004) of the value between $1,000,000 and $2,000,000

3) if the valuation is greater than $2,000,000, the surcharge is $900 plus three-tenths mill (.0003) of the value between $2,000,000 and $3,000,000

4) if the valuation is greater than $3,000,000, the surcharge is $1,200 plus one-fifth mill (.0002) of the value between $3,000,000 and $4,000,000

5) if the valuation is greater than $4,000,000, the surcharge is $1,400 plus one-tenth mill (.0001) of the value between $4,000,000 and $5,000,000

6) if the valuation exceeds $5,000,000, the surcharge is $1,500 plus one-twentieth mill (.00005) of the value that exceeds $5,000,000

Exhibit B

Fees for Development Projects

Project Design Letter of Credit	15-20% of construction costs (determined by City Engineer)
Public/Private Improvement Costs Letter of Credit	100% of construction costs
Landscaping Letter of Credit	75% of approved landscaping costs
Sealcoat Escrow	$0.25/SF of public road
Water System Area Charges	$4585.00 per acre (pay at time of signing Development Agreement)
Sanitary Sewer Area Charges	$3150.00 per acre (pay at time of signing Development Agreement)
Metropolitan Council SAC Fee	$2485 per SAC unit or as set by Metropolitan Council (pay at time of building permit)
City WAC Fee	$1800.00 per unit (pay at time of building permit)
City Core Sewer Core Fee	$1800.00 per unit (pay at time of building permit)
Parkland Dedication Fee	
Residential Zoned Areas	$2500.00 per residential unit
Commerical/Industrial Zone Areas	$2500.00 base fee and $2500 per acre

Other fees or costs may be required as part of the Development Agreement for special public improvement needs associated with the project, such as existing street improvements, traffic signals, drainage, etc.

All plans for public improvement projects, including private street projects with public utilities, may be prepared by a qualified engineer as stipulated by a Zoning Code amendment adopted by the City. Construction is to be funded privately by the project developer. Financial guarantees in the form of a letter of credit for Engineering and construction costs is to be posted with the City prior to the start of construction.

Exhibit C
Sanitary Sewer and Water Works User Rates/Charges

Water Rate Schedule

Service Meter Size Inches	Minimum Units Per Quarter	Cost Per Unit	Fixed Charge Quarterly Bill	Water Above Units/ Quarter	Fall/Winter Quarter Cost/Unit	Spring/ Summer Quarter Cost/Unit	Water Above Units/ Quarter	Fall/ Winter Quarter Cost/Unit	Spring/ Summer Quarter Cost/Unit
3/4	5	$4.70	$23.50	5	$3.34	$3.67	15	$3.50	$4.79
1	10	$4.53	$45.30	10	$3.34	$3.67	30	$3.50	$4.79
1 1/2	22	$4.53	$99.66	22	$3.34	$3.67	66	$3.50	$4.79
2	40	$4.53	$181.20	40	$3.34	$3.67	120	$3.50	$4.79
3	90	$4.53	$407.70	90	$3.34	$3.67	270	$3.50	$4.79
4	160	$4.53	$724.80	160	$3.34	$3.67	480	$3.50	$4.79
6	320	$4.53	$1,449.60	320	$3.34	$3.67	960	$3.50	$4.79

Lead Testing: $1.59 per quarter

Sewer Rate Schedule

Meter Size Inches	Minimum Units Per Quarter	Cost Per Unit	Minimum Quarterly Bill	Sewer Above Units	Cost/Unit Above Minimum
3/4	5	$11.68	$58.40	5	$6.08
1 & Larger	5	$11.68	$58.40	5	$6.08

- Maximum of $96.42 for residential per quarter
- Sewer charge based on witner quarter water use on residential accounts
- Sewer flat rate charge for unmetered residential or other accounts shall be $96.42 per quarter multiplied by the number of SAC units.

Surface Water Management Charge

$40.00 annually per resident