

**MASTER FEE SCHEDULE  
ATTACHMENT TO CITY ORDINANCE 102**

**CITY OF OAK PARK HEIGHTS  
14168 Oak Park Blvd. N.  
P.O. Box 2007  
Oak Park Heights, MN 55082**

**CURRENT FEES, RATES AND CHARGES**

*Effective: 01-01-2016*

*(Subject to Change)*

<b>Alcoholic Beverages:</b>		<b>Fee</b>
Off Sale Non-Intoxicating Liquor License	\$	60.00 per year
On Sale Non-Intoxicating Liquor License	\$	170.00 per year
Non-Intoxicating Liquor License Investigation Fee	\$	500.00 per year
Intoxicating Liquor Off Sale License	\$	240.00 per year
On Sale Intoxicating Liquor License	\$	3,392.00 per year
On Sale Intoxicating Liquor – Sunday License	\$	200.00 per year
Intoxicating Liquor License Investigation Fee	\$	500.00 per year
Park Alcohol Use & Consumption Permit (In conjunction with park shelter reservation)	\$	15.00 per permit
Wine On Sale License	\$	698.00 per year
Wine License Investigation Fee	\$	500.00 per year
<b>Amusement &amp; Commercial Recreation:</b>		<b>Fee</b>
Billiards / Pool Table License	\$	15.00 per table
Bingo License	\$	75.00 per year
Mechanical Amusement Devices	\$	15.00 per device

<b>Building/Construction/Utilities:</b>		<b>Fee</b>
<b>Building/Construction Permits - General</b>		
➤ Right of Way Permits	\$150.00 + Expenses and Deposit.	
➤ Commercial/Industrial Permits	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.	
➤ Demolition Permit (Residential/Commercial Structure)	\$75.00 + MN State Surcharge	
➤ Excavating & Grading	Fee and State Surcharge are based on job value (see valuation table below) and cubic yards earth moved. Plan Review Fee will be charged, if applicable.	
➤ Fire Protection Systems Installation & Remodeling (Includes wet, dry, alarm & monitoring systems).	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.	
➤ Swimming Pools	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.	
<b>Residential Permits</b>		
➤ Additions	Based on Job Value *	
➤ Decks/Patios & Similar	Based on Job Value *	
➤ Driveway/Parking Pad Replacement or Alteration	\$25.00	
➤ Fence Installation – 4’ & Under	\$50.00	
➤ Fence Installation – Over 4’	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.	

➤ Fire Protection Systems Installation & Remodeling (Includes wet, dry, alarm & monitoring systems).	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.
➤ New Construction & Remodeling	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.
➤ Re-Roofing	\$75.00 + MN State Surcharge
➤ Re-Siding	\$75.00 + MN State Surcharge
➤ Swimming Pools	Based on job value (see valuation table below). State Surcharge will be charged. Plan Review Fee will be charged, if applicable.
➤ Storage Shed (1 story – 120 sq. ft. or less)	\$25.00
➤ Window Replacement: > Same Size to Same Size – Up to 3 windows: > Same Size to Same Size – 4 or more windows:	\$50.00 + MN State Surcharge \$75.00 + MN State Surcharge
Compliance Escrow: New Commercial Construction	Variable
Compliance Escrow: New Residential Construction	\$1,000 per residential unit
<b>Contractor Licenses</b>	
Blacktopping/Asphalt	\$30.00 per year
Building Moving	\$30.00 per year
Commercial General Contractor	\$50.00 per year
Concrete & Masonry	\$30.00 per year
Excavation/Grading	\$30.00 per year
Fire Protection Systems Installation (Includes Wet, Dry, Alarm & Monitoring Systems)	MN State Licensure Required
Heating, Ventilation & AC (Mechanical) - MN Mechanical Bond Required	\$30.00 per year

Irrigation Sprinkler Installation	\$30.00 per year
Outside Sewer & Water Installation	\$30.00 per year
Plumbing	MN State Licensure Required
Residential General Contractor	MN State Licensure Required
Siding Installation	\$30.00 per year
Signage & Billboards Installation	\$30.00 per year
Specialty Other: Not Specified Above	\$30.00 per year
Tree Worker License ( <i>Installation, Care, Removal</i> )	\$30.00 per year
Verification of State Contractors License	\$5.00 per permit submission
<b>Inspection Services</b>	
Miscellaneous Inspections (For which no other fee has been established – Min. Charge is ½ hr.)	\$60.00 per hour or total hours cost to jurisdiction, whichever is greater. Includes employee costs, overhead and equipment.
Outside Regular Business Hours (Minimum Charge is 2 hours)	\$60.00 per hour or total hours cost to jurisdiction, whichever is greater. Includes employee costs, overhead and equipment.
➤ Re-inspection	\$60.00 per hour or total hours cost to jurisdiction, whichever is greater. Includes employee costs, overhead and equipment.
<b>Plan Review Services</b>	
Initial Plan Review	Variable – 65% of the base permit fee based on project value
Additional Plan Review(s) (Due to changes, revisions – Min. ½ Hr.)	\$60.00 per hour or total hours cost to jurisdiction, whichever is greater. Includes employee costs, overhead and equipment.

## Grading/Excavation - Fee Schedules

### Grading Permit Fees (1):

*The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.*

50 cubic yards or less	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.00 for the first 100 cubic yards + \$17.50 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards + \$14.50 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$325.00 for the first 10,000 cubic yards + \$66.00 for each additional 10,000 cubic yards or fraction thereof
100,001 or more cubic yards	\$919.00 for the first 100,000 cubic yards + \$36.50 for each additional 10,000 cubic yards or fraction thereof

### Other Grading Inspection & Fees (2):

*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include Supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

➤ Inspections outside normal business hours (Minimum Charge – two hours)	\$60.00 per hour (2)
➤ Re-inspection Fees	\$60.00 per hour (2)
➤ Inspections for which no fee is specifically indicated (Minimum Charge – one-half hour)	\$60.00 per hour (2)

### Grading Plan Review Fees (\*):

*(\*) Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include Supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

50 cubic yards or less	No Fee
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards + \$24.50 for each additional 10,000 cubic yards or fraction thereof
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards + \$13.25 for each additional 10,000 cubic yards or fraction thereof
200,001 or more cubic yards	\$402.25 for the first 200,000 cubic yards + \$7.25 for each additional 10,000 cubic yards or fraction thereof

<b>Other Grading Plan Review Fees:</b>	
➤ Additional plan review required by changes, additions or revisions to approved plans. (Minimum Charge – one-half hour)	\$60.00 per hour
<b>Heating / Ventilation / Cooling Permits (Mechanical)</b>	
<b>Commercial/Industrial</b>	1% of job valuation for first \$100,000 plus ½% of value above \$100,000 (\$75.00 minimum) + MN State Surcharge Plan Review Fee will be charged, if applicable
<b>Residential Permits</b>	
➤ Air Conditioning Replacement or Repair	\$50.00 + MN State Surcharge
➤ Air Conditioning & Furnace Replacement (Combined Installation)	\$75.00 + MN State Surcharge
➤ Furnace Replacement or Repair	\$50.00 + MN State Surcharge
➤ New Construction & Remodeling	\$75.00 + MN State Surcharge
➤ Fireplace Installation (Per Fireplace Unit)	\$50.00 + MN State Surcharge
➤ Residential: Gas Line Installation Only	\$25.00 + MN State Surcharge
➤ Residential: Minor Improvement * * Eg. pre-wired dishwasher, water heater, water softener, and minor repair meeting the following: Does not modify gas or electrical service; Does not exceed total labor cost of \$500; and Is improved, installed or replaced by the homeowner or a licensed contractor.	5% of job valuation (min. \$15.00) + MN State Surcharge.
<b>Plumbing</b>	
<b>Commercial/Industrial Permits</b>	1% of job valuation (\$75.00 min.) + MN State Surcharge.
➤ Irrigation Systems (Lawn Sprinklers)	\$75.00 + MN State Surcharge

<b>Residential Permits</b>	
➤ New Construction & Remodeling	\$75.00 + MN State Surcharge
➤ Residential: Minor Improvement * * Eg. pre-wired dishwasher, water heater, water softener, and minor repair meeting the following: Does not modify gas or electrical service; Does not exceed total labor cost of \$500; and Is improved, installed or replaced by the homeowner or a licensed contractor.	5% of job valuation (\$15.00 min.) + MN State Surcharge
➤ Water Heater (when installation is separate from other plumbing services)	\$50.00 + MN State Surcharge
➤ Irrigation Systems (Lawn Sprinklers)	\$75.00 + MN State Surcharge
<b>Utilities</b> <i>(Including Water, Sewer, Storm Sewer &amp; Garbage Rates)</i>	
<b>Commercial Inspections &amp; Testing</b>	
➤ Conductivity Test	\$70.00
➤ Disinfection Test	\$70.00
➤ Hydrostatic Pressure Test	\$70.00 Each
➤ Manhole Inspection	\$35.00 / 5 manholes
➤ Sewer Air Pressure Test	\$35.00
➤ Sewer Service Inspection	\$35.00 Per Service
➤ Water service Inspection	\$35.00 Per Service
➤ Wet Tap Inspection	\$35.00 Per Wet Tap

## Connection Charges

➤ <u>Existing Lines:</u> Local Water Connection	\$35.00 / Unit -Charged with Construction Permit when water meter required.
➤ <u>Existing Lines:</u> Local Sewer Connection	\$35.00 / Unit -Charged with Construction Permit when water meter required.

➤ **New Lines:**

**FOR UNDEVELOPED / UNCONNECTED LAND:      *Per Acre \****

**Area Charges - Non TSMP AREA**  
(Middle St. Croix Watershed & Valley  
Branch Watershed Districts)

	Commercial / Industrial & Retail / Business Centers	Low Density Residential	Medium Density Residential	High Density Residential
<b>Sanitary</b>	\$ 2,494	\$ 2,378	\$ 3,172	\$ 5,551
<b>Water</b>	\$ 12,961	\$ 12,365	\$ 16,485	\$ 28,853
<b>Storm</b>	\$ 2,021	\$ 1,113	\$ 1,614	\$ 2,021
<b>TOTAL</b>	<b>\$ 17,476</b>	<b>\$ 15,856</b>	<b>\$ 21,271</b>	<b>\$ 36,425</b>

**Area Charges - TSMP AREA**  
(Brown's Creek Watershed District-  
*Exception: areas located W. of Hwy 5,  
S. of Trk. Hwy. 36 & N. of 55<sup>th</sup> St.)*)

	Commercial / Industrial & Retail / Business Centers	Low Density Residential	Medium Density Residential	High Density Residential
<b>Sanitary</b>	\$ 2,494	\$ 2,378	\$ 3,172	\$ 5,551
<b>Water</b>	\$ 12,961	\$ 12,365	\$ 16,485	\$ 28,853
<b>Storm</b>	\$ 9,427	\$ 8,519	\$ 9,019	\$ 9,427
<b>TOTAL</b>	<b>\$ 24,882</b>	<b>\$ 23,262</b>	<b>\$ 28,676</b>	<b>\$ 43,831</b>

\* *Computation of acreage, as it affects each development or connection related to the collection of these fees, shall be made through the office of the City Engineer with all such fees being collected through the Office of the City Administrator.*

Customer Service Call Request	\$60.00 for first ½ hour + \$60.00 for each additional hour or fraction thereof.
Garbage Rates – Commercial	Individually contracted by Business with City Licensed Sanitation Haulers
Garbage Rates – Residential (Solid Waste & Recycling Containers)	Residential basic collection paid for by the City of Oak Park Heights. Extra charges for items not covered under City contract will be billed and paid for by the resident.
S.A.C. - Metropolitan Council Service Availability Charge	\$2,485 per unit Units determined by Building Official and/or Metropolitan Council
Sewer Usage - Quarterly Rates:  <i>Residential Rates</i> determined by amount of water used in the March quarter of each year.  <i>Commercial, Industrial, Institutional &amp; High Density Residential Rates</i> are based upon actual usage each quarter.	\$70.50 qtr. min. – Up to 15,000 gallons water used + \$5.20 per each 1,000 gallons over 15,000 gallons up to 50,000 gallons + \$5.60 per each 1,000 gallons over 50,000 gallons
Storm Sewer Usage Rates:  Residential:  Vacant Land:  Developed Commercial, Industrial & High Density Residential:  Undeveloped Commercial, Industrial & High Density Residential	\$3.00 per quarter per unit (up to 4 units)  \$1.50 per quarter  \$30.00 per acre per quarter  \$4.50 per acre per quarter
Water Curb Stop Driveway Cover	\$100.00 each
Water Hydrant Connection & Construction Meters	\$15.00 per connection to Hydrant + \$15.00 for temporary use of water meter (if applicable) + water usage
Water Meters	Variable – Based on size and Market Rate
Water Meter Calibration Check	\$35.00 (Refunded if Meter is Overcharging)
Water Service Shut Off / Reinstatement	\$30.00 for first ½ hour + \$60.00 for each additional hour or fraction thereof.

Water Usage Rates: (Quarterly Rates)	\$38.19 qtr. min. – up to 15,000 gallons + \$3.05 per each 1,000 gallons over 15,000 up to 50,000 gallons + \$3.55 per each 1,000 gallons over 50,000 gallons up to 99,000 gallons + \$4.42 per each 1,000 gallons over 99,000 gallons up to 200,000 gallons + \$5.24 per each 1,000 gallons over 200,000 gallons
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**Valuation Based Permit Fee Schedule: \***

*\* Base Permit Fee Only – Does Not Constitute full fee charged for permit*

<b>Total Valuation</b>	<b>Fee Calculation</b>
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500, plus \$3.05 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000, plus \$14.00 for each additional \$1,000 or fraction thereof, up to and including \$25,000
\$25,001 to 50,000	\$391.75 for the first \$25,000, plus \$10.10 for each additional \$1,000 or fraction thereof, up to and including \$50,000
\$50,001 to 100,000	\$643.75 for the first \$50,000, plus \$7.00 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000, plus \$5.60 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000, plus \$4.75 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 and Above	\$5,608.75 for the first \$100,000, plus \$3.65 for each additional \$1,000 or fraction thereof

<b>Business Related</b>	<b>Fee</b>
<b>Licenses</b>	
Fireworks Sales	
➤ Combined with Mixed Retail	\$ 100.00 per year
➤ Exclusive Firework Sales Retail	\$ 350.00 per year
Mobile Home Park Special Use Permit	\$50.00 per Mobile Home & 10% of gross project area designation to recreational use (developed and maintained and owners expense)A
Kennel License	\$ 100.00 per year
Refuse Hauler	\$ 150.00 per year
Phosphorous Based Fertilizer Sales	\$ 100.00 per year
Peddler/ Solicitor	\$ 25.00 per 6 months
Pet License (Domestic: ie. Cats & Dogs) – Proof of Rabies Vaccination Required	No Charge
Taxicab License	\$60.00 per operator per year
Tobacco Sales	\$ 150.00 per year
Tree Removal ( <i>Tree Removal Shall Be Per City Ordinance Regulations</i> ) ➤ Diseased Tree Removal ➤ Owner Requested Blvd. Tree Removal	As Per City Ordinance 1302 \$200.00 per tree
Temporary Signage/Banner Permit - Must obtain special event permit prior to installation	No Charge

<b>Miscellaneous:</b>	<b>Fee</b>
Assessment Search	\$15.00 per parcel
Autumn Hills Park Shelter Use Deposit (Refundable as per Shelter Reservation Agreement)	\$100.00
City Maps	Market Rate
City Ordinance Book	.03 per page Black & White Copies .10 per page Colored Copies
Comprehensive Plan	\$ 150.00
Design Guidelines	\$ 5.00
Forfeiture Vehicle Charges (Applies to all Criminal & DWI Forfeiture Vehicles) ➤ Administrative Handling Charge ➤ Monthly Storage Fee	\$250.00 per vehicle \$30.00 per vehicle per month
Frisbee Golf Course Disc	\$5.00 each
Mailing, Messenger Service or Transmitting	Actual Costs Incurred
Mileage – Rate of Charge	Per Current IRS Rate
NSF – Returned Check Charge	\$ 25.00
Photocopies	Black & White @ .03 per page Color @ .10 per page
Special Project / Research	Actual Time Expended Costs
Subdivision Ordinance – (Ordinance 402)	\$ 10.00
Video Data Requests (In Car Video & Body Worn Camera Video)	Actual Costs Incurred. Includes Employee Costs, Overhead, Equipment and Materials
Videotape or DVD Reproduction	\$ 15.00
Zoning Ordinance – (or other related documents)	\$ 55.00

**Park Dedication Requirements:**

*~ Dedication is based on "Fair Market Value," determined at time of filing of plat and may be comprised of land, cash or a combination of both. Refer to Ordinance 402: Subdivision for additional information*

**Commercial/Industrial Park Dedication**

Cash Dedication (1)	When City does not require park or open space within development, cash amount equal to ten (10) percent of the gross land area within the development, as determined by the City.
Land Dedication (1)	An amount of up to ten (10) percent of the gross land area within the development, as determined by the City.

*(1) A credit of up to twenty-five (25) percent of the required dedication may be allowed by the City Council for open space areas within a development provided that such improvements benefit identifiable park and recreation water resources.*

**Residential Park Dedication**

Cash Dedication (1)	Required Land Dedication Based upon Dwelling Units Per Acre $\times$ Fair Market Value of Land Per Acre = Required Cash Contribution For Proposed Development	
Land Dedication (2)	<u>Dwelling Units Per Acre</u>  0-1.9 2.0 – 3.9 4.0-5.9 6.0 – 9.9 10 +	<u>Land to Be Dedicated</u>  8% 10% 12% 14% 14% + 5% for each unit over 10

*(1) Amount based on fair market value and same density formulas established for land dedication. Amount based on the gross area of the proposed subdivision and proposed type of dwelling unit and density.*

<b>Planning &amp; Zoning</b>	<b>Application Fee</b>	<b>Escrow</b>						
City Financial Assistance: Eg: TIF, Tax Abatement, Special Assessments, Annexation, Special District Projects, Etc.  Also See: City of Oak Park Heights -Financial Assistance – Listing of Fees.	\$3,000.00  * Non- Refundable	To be determined by City based on proposed project.						
Comprehensive Plan Amendment	\$ 500.00	\$1,000 - \$3,000*						
Conditional Use Permit/Amendment: Industrial/Commercial	\$ 400.00	\$1,000 - \$3,000*						
Conditional Use Permit/Amendment: Single Family Residential	\$ 150.00	NA						
Home Occupation: Minor	\$ 25.00	NA						
Home Occupation: Major (CUP Process)	\$ 100.00	NA						
Home Occupation: Annual Renewal Fee	\$ 15.00	NA						
Planned Unit Development: Amendment	\$ 700.00	\$1,000 - \$3,000*						
Planned Unit Development : Concept Plan	\$ 500.00	\$1,000 - \$3,000*						
Planned Unit Development: General Plan	\$ 700.00	\$1,000 - \$3,000*						
Site Plan Review	\$ 400.00	\$1,000 - \$3,000*						
Street Vacation	\$ 100.00	\$500.00*						
Subdivision: Minor	\$ 200.00	\$500.00*						
Subdivision: Major	\$ 400.00	\$1,000 - \$3,000*						
Variance: Industrial/Commercial	\$ 200.00	\$1,000 - \$3,000*						
Variance: Single Family Residential	\$ 150.00	NA						
Zoning District Amendment	\$ 400.00	\$1,000 - \$3,000*						
* Escrow is based on number of units: <table style="margin-left: 100px; border: none;"> <tr> <td style="padding-right: 20px;">1-9</td> <td>\$1,000</td> </tr> <tr> <td>10-50</td> <td>\$2,000</td> </tr> <tr> <td>51+</td> <td>\$3,000</td> </tr> </table>			1-9	\$1,000	10-50	\$2,000	51+	\$3,000
1-9	\$1,000							
10-50	\$2,000							
51+	\$3,000							

## **City of Oak Park Heights**

### **-Financial Assistance –**

#### **Listing of Fees**

##### **1. Application Fee**

Any conduit revenue bond, financial note or other financial assistance tool, including TIF assistance, requested to be provided by the City shall require the payment of an Application Fee of \$3,000. This fee is payable at the time of the formal submission of any financial assistance request. This fee is not refundable.

##### **2. Escrow Deposit**

In addition to Application Fee, the applicant shall also provide the City necessary cash to be deposited into an escrow fund and in an amount estimated to adequate to secure all City out-of-pocket expenses including but not limited to; attorney's fees, auditing fees, planning fees, etc., to complete the project. This amount will be determined by the City at the time of the submission of any application. Any unused funds shall be returned to the Applicant.

##### **3. Closing Fee**

Prior to the City executing any final resolutions authorizing the sale of bonds, notes or other financial assistance tools, a Closing Fee payable to the City shall be determined and incorporated into the project. The Closing Fee shall be a maximum 1.0 percent of gross proceeds. The City Council may determine a lower amount but may not be less than 0.5 percent. Closing Fees shall be due and payable at closing.

##### **4. Annual Servicing Fee**

The Applicant shall also pay to the City an Annual Servicing Fee and is equal to 0.1% of the average balance of all outstanding funds as calculated on Jan 1 of each year following the issuance of any financial tool or obligation. The first year Servicing Fee shall be pro-rated.