

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

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

CURRENT FEES, RATES AND CHARGES

*Effective: 01-01-2025
(subject to change)*

BUILDING/CONSTRUCTION

BUILDING/CONSTRUCTION PERMITS - GENERAL

Right of Way Permits	\$200.00 + Expenses and Deposit, plus a penalty for working without a permit
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 <i>(Residential/Commercial Structure)</i>	\$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), \$75.00 minimum base permit fee. 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.

RESIDENTIAL PERMITS

Additions	Based on job value (see valuation table on pg. 2)
Decks/Patios & Similar	Based on job value (see valuation table on pg. 2)
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 pg. 2). 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), \$75.00 minimum base permit fee. State Surcharge will be charged. Plan Review Fee will be charged, if applicable.
New Construction & Remodeling	Based on job value (see valuation table pg. 2). 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:	\$50.00 + MN State Surcharge
• Same Size to Same Size – 4 or more windows:	\$75.00 + MN State Surcharge
Compliance Escrow: New Commercial Construction	Variable
Compliance Escrow: New Residential Construction	\$3,000 per residential unit

VALUATION BASED PERMIT FEE SCHEDULE

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

Total Valuation	Fee Calculation
\$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 \$1,000,000, plus \$3365 for each additional \$1,000 or fraction thereof

CONTRACTOR LICENSES

Blacktopping/Asphalt	\$50.00 per year
Building Moving	\$50.00 per year
Commercial General Contractor	\$50.00 per year
Concrete & Masonry	\$50.00 per year
Excavation/Grading	\$50.00 per year
Fire Protection Systems Installation (Includes Wet, Dry, Alarm & Monitoring Systems)	MN State Licensure Required
Heating, Ventilation & AC (Mechanical) (MN Mechanical Bond Required)	\$50.00 per year
Irrigation Sprinkler Installation	\$50.00 per year

Outside Sewer & Water Installation	\$50.00 per year
Plumbing	MN State Licensure Required
Residential General Contractor	MN State Licensure Required
Siding Installation	\$50.00 per year
Signage & Billboards Installation	\$50.00 per year
Specialty Other: Not Specified Above	\$50.00 per year
Tree Worker License (Installation, Care, Removal, Etc. – As Per City Ordinance 1307.040)	\$50.00 per year
Verification of State Contractors License	\$5.00 per permit submission

GRADING/EXCAVATION

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

Other Grading Plan Review Fees: Additional plan review required by changes, additions or revisions to approved plans. (Minimum Charge – one-half hour)	\$60.00 per hour
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INSPECTION SERVICES

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.

PLAN REVIEW SERVICES

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.

HEATING/VENTILATION/COOLING PERMITS (MECHANICAL)

Commercial/Industrial	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
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Residential Permits	
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

PLUMBING

Commercial/Industrial Permits	1% of job valuation (\$75.00 min.) + MN State Surcharge.
Residential: New Construction & Remodeling	\$75.00 + MN State Surcharge
Residential: Water Heater (when installation is separate from other plumbing services)	\$50.00 + MN State Surcharge
Irrigation Systems (Lawn Sprinklers)	\$75.00 + MN State Surcharge

UTILITIES

COMMERCIAL INSPECTIONS/TESTING & OTHER CHARGES

Customer Service Call Request	\$60.00 for first ½ hour + \$60.00 for each additional hour or fraction thereof
Conductivity Test	\$165.00
Disinfection Test	\$165.00
Hydrostatic Pressure Test	\$165.00 Each
Local Water Tap on Existing Lines	\$110.00 / Unit -Charged with Construction Permit when water meter required
Local Sewer Tap on Existing Lines	\$110.00 / Unit -Charged with Construction Permit when water meter required
Manhole Inspection	\$55.00 / 5 manholes
S.A.C. - Metropolitan Council Service Availability Charge	\$2,485 per unit Units determined by Building Official and/or Metropolitan Council
Sewer Air Pressure Test	\$165.00
Sewer Service Inspection	\$110.00 Per Service

Water Curb Stop Driveway Cover	\$150.00 each
Water Hydrant & Construction Meters	\$15.00 per 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 Inspection	\$110.00 Per Service
Water Service Shut Off / Reinstatement	\$30.00 for first ½ hour + \$60.00 for each additional hour or fraction thereof
Wet Tap Inspection	\$110.00 Per Wet Tap

UTILITY RATES

Garbage Rates – Commercial	Individually contracted by Business with City Licensed Sanitation Haulers
Garbage Rates – Residential – City Ord. 502 (Solid Waste & Recycling Containers)	Eligible residential collection has the following rates: 35 gallon container: \$0.00 65 gallon container: \$0.00 95 gallon container: \$15.61 per quarter
Yard Waste Collection – Residential	Set up by the Resident with Tennis Sanitation based on the annual contract between the City and Contractor. See Appendix A to this Master Fee Schedule
Bulk/Large Item Pickup – Residential	Set up by the Resident with Tennis Sanitation. Per item charge based on annual contract between the City and Contractor. See Appendix A to this Master Fee Schedule
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 & High Density Residential Rates</i> are based upon actual usage each quarter.	\$87.00 qtr. min. – up to 15,000 gallons water used + \$6.28 per each 1,000 gallons over 15,000 gallons up to 50,000 gallons + \$6.55 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:	\$4.50 per quarter per unit (up to four units) \$2.00 per quarter \$33.00 per acre per quarter \$5.00 per acre per quarter
Water Usage Rates: (Quarterly Rates)	\$47.68 qtr. min. – up to 15,000 gallons + \$3.89 per each 1,000 gallons over 15,000 up to 50,000 gallons +

	\$4.50 per each 1,000 gallons over 50,000 gallons up to 99,000 gallons + \$5.57 per each 1,000 gallons over 99,000 gallons up to 200,000 gallons + \$6.59 per each 1,000 gallons over 200,000 gallons
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AREA CHARGES FOR UNDEVELOPED/UNCONNECTED LAND Per Acre*

	Commercial/Industrial & Retail/Business Centers	Low Density Residential	Medium Density Residential	High Density Residential
Sewer	\$3,383	\$3,224	\$4,303	\$7,529
Water	\$17,579	\$16,766	\$22,356	\$39,129
Storm Sewer – non TSMP area	\$2,743	\$1,509	\$2,190	\$2,743
Storm Sewer – TSMP area	\$12,784	\$11,554	\$12,231	\$12,784
<i>*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</i>				

GENERAL LICENSES

ALCOHOLIC BEVERAGES

Off Sale Non-Intoxicating Liquor License	\$71.00 per year
On Sale Non-Intoxicating Liquor License	\$208.00 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	\$4,103.00 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 <i>(In conjunction with park shelter reservation)</i>	\$15.00 per permit
Wine On Sale License	\$844.00 per year
Wine License Investigation Fee	\$500.00 per year

AMUSEMENT & COMMERCIAL RECREATION

Billiards / Pool Table License	\$15.00 per table
Bingo License	\$75.00 per year
Mechanical Amusement Devices	\$15.00 per device

BUSINESS RELATED

Chicken/Duck Keeping Permit	\$5.00 per year
Fireworks Sales Permit Combined with Mixed Retail Exclusive Firework Sales Retail	\$100.00 per year \$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 owner's expense)
Kennel License	\$100.00 per year
Refuse Hauler License	\$150.00 per year
Phosphorous Based Fertilizer Sales License	\$100.00 per year
Peddler/ Solicitor Permit	\$25.00 per six months
Pet License (Domestic: ie. Cats & Dogs) <i>Proof of Rabies Vaccination Required</i>	No Charge
Taxicab License	\$60.00 per operator per year
Small Wireless Facility/Small Cell Technology Permit Annual Fees: <ul style="list-style-type: none"> • Collocation to City Structure Rental • Collocation Associated Maintenance Costs; and Electrical Fee – if provider obtains service through the City: <ul style="list-style-type: none"> • Radio Nodes Less Than or Equal to 100 Maximum Watts • Radio Nodes Over 100 Maximum Watts • Costs Exceeding the Above 	As Per City Ordinance 704 & 401.15 \$1,500 per unit \$150 per year per unit + \$25 per unit per year \$73 per radio node per month \$182 per radio node per month Actual Cost of Electricity
Tobacco Sales License	\$150.00 per year
Cannabinoid Sales License	\$2,500 per year
Initial Cannabis and Hemp Retail Registration	\$500 or up to half the amount of the applicable initial license fee under Minn. Stat. 342.11, whichever is less
Renewal Cannabis and Hemp Retail Registration	\$1,000 or up to half the amount of the applicable renewal license fee under Minn. Stat. 342.11, whichever is less

<p>Tree Removal (<i>Tree Removal Shall Be Per City Ordinance Regulations and/or City Policy Regulations</i>)</p> <ul style="list-style-type: none"> • Diseased Tree Removal • Owner Requested Boulevard Tree Removal 	<p>As Per City Ordinance 1302 As Per City Policy \$200.00 per tree</p>
<p>Tree Replacement (<i>Payment In Lieu of Tree Replacement</i>)</p>	<p>As Per City Ordinance 1307.070 Based on \$150 per caliper inch</p> <p>Tree Replacement Formula: \$150 per caliper inch [(A/B) x C] x A=D</p> <p>A = Total Diameter Inches of Significant Trees Lost as a Result of the Land Alteration B = Total Diameter Inches of Significant Trees Situated on the Land C = Tree Replacement Constant (1.33) D = Replacement Trees (# of Caliper Inches)</p> <p>D x \$150 = Payment in Lieu of Tree Replacement</p>

MISCELLANEOUS

Assessment Search	\$25.00 per parcel
City Maps	Market Rate
City Ordinance Book	.03 per page Black & White Copies .10 per page Colored Copies
Comprehensive Plan	\$150.00
<p>Dangerous Dog Related Fees:</p> <ul style="list-style-type: none"> • Unclaimed Dog (impounding, boarding & euthanizing costs) • Potential Dangerous Dog Appeal 	<p>Per City Ordinance 601.14</p> <p>Actual Costs \$50.00</p>
Design Guidelines	\$5.00
<p>Forfeiture Vehicle Charges (<i>Applies to all Criminal & DWI Forfeiture Vehicles</i>)</p> <ul style="list-style-type: none"> • Administrative Handling Charge • Monthly Storage Fee 	<p>\$500.00 per vehicle \$30.00 per vehicle per month</p>
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	Maximum Per Minnesota Statute 604.113

Park and/or Park Shelter Use Deposit	
<ul style="list-style-type: none"> For All Parks and Events with an Estimated Event Attendance of Fewer than 200 Persons For All Parks and Events with an Estimated Event Attendance of 200 or More Persons <i>(Refundable per City Ordinance 802)</i> 	\$150.00 \$5.00 per Planned Attendee, but Not Less than \$500.00, nor More Than \$2,000
Park and/or Park Shelter Use Fee	\$0.00 for residents \$100.00 for non-residents
Photocopies	Black & White @ .03 per page Color @ .10 per page
Special Project / Research	Actual Time Expended Costs
Subdivision Ordinance – (Ordinance 402)	\$10.00
Temporary Accessory Structure Permit - Must obtain special event permit prior to installation	Per City Ordinance 401.15 No Charge
Temporary Signage/Banner Permit - Must obtain special event permit prior to installation	Per City Ordinance 401.15 No Charge
Video Data Requests <i>(In Car Video & Body Worn Camera Video)</i>	Actual Costs Incurred. Includes Employee Costs, Overhead, Equipment and Materials
Videotape or DVD Reproduction	\$15.00
Zoning Ordinance – (or other related documents)	\$55.00
Police Officer Event Rate	\$125.00 per hour, three hour minimum

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 City 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.
<i>(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.</i>	

RESIDENTIAL PARK DEDICATION

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

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

PLANNING AND ZONING

	Application Fee	Escrow
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:	1-9 \$1,000 10-50 \$2,000 51+ \$3,000	

City of Oak Park Heights
-Financial Assistance –
Listing of Fees

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.

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.

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.

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 January 1 of each year following the issuance of any financial tool or obligation. The first year Servicing Fee shall be pro-rated.