



City of Arden Hills
Ordinance 2018-001 – Appendix A
Amended 2018 Fee Schedule

I. Administrative		
Dogs/Cats – Licenses	Two years (Pro-rated for second year @ \$13.00)	\$30.00
Dogs/Cats – Duplicate Tags	Each	\$6.50
Dogs/Cats – Boarding		\$22.00 per day
Dogs/Cats – Impoundment Fee		\$50.00
Dogs/Cats – Surrender Fee	Each	\$25.00
Dogs – Residential Kennel License	Annual	\$21.00
Dogs – Dangerous Dog Fee	Annual	\$500.00
Dogs – Potentially Dangerous Dog Fee	Annual	\$250.00
Copying – Minutes, City Council Meetings	Annual	\$69.00
Copying – Minutes, Planning Commission Meetings	Annual	\$56.00
Copying – Agendas, City Council Meetings	Annual	\$14.00
Copying – Agendas, Planning Commission Meetings	Annual	\$7.00
Copying – Agenda Packets, City Council Meetings	Annual	Cost based on per sheet, staff labor, and postage
Copying – Agenda Packets, Planning Commission	Annual	Cost based on per sheet, staff labor, and postage
Copying – General	Any Size	\$0.25 per side
Assessment Search		\$53.00 per half hour
II. Building Construction		
Building Permits – Permit Fee		Fees shall be based according to the 2017 State Statute 326B.153 and are determined by the City’s Building Official
Building Permits – Plan Review Fee		65% of Building Permit Fee
Building Permits – Re-inspection		\$63.25 per State Statute 326B.153
Building Permits – Manufactured Home Location, Swimming Pools, and Demolition		\$55.00 + State Surcharge fee as outlined in State Statute 326B.148

Building Permits – Special Investigations		100% of Permit Fee
State Surcharge – based on valuation		Fee based on 2017 State Statute 326B.148
State Surcharge – Fixed Fees		Fee based on State Statute 326B.148
Plumbing Permits – Minimum Fee		\$40.00
Plumbing Permits – Residential		1.25% of Project Value
Plumbing Permits – Non-Residential		1.25% of Project Value + \$50.00
Electrical Permits – Minimum Fee		\$40.00
Electrical Permits – Maximum Single Family Dwelling Fee		\$150.00
Electrical Permits – General		See Exhibit “A” attached to fee schedule
Mechanical Permits – Minimum Fee		\$40.00
Mechanical Permits – Residential		2% of Project Value
Mechanical Permits – Non-Residential		1.25% of Project Value + \$50.00
Fire Protection Permits – Permit Fee		Fees shall be based according to the 2017 State Statute 326B.153 and are determined by the City’s Building Official
Fire Protection Permits – Plan Review Fee		65% of Permit Fee
Fire Protection Permits – Re-inspection		\$63.25 per State Statute 326B.153
III. Liquor Licensing		
On-sale	1,999 square feet (SF) or less	\$3,465.00
On-sale	2,000 (SF) – 2,999 (SF)	\$4,620.00
On-sale	3,000 (SF) – 3,999 (SF)	\$5,775.00
On-sale	4,000 (SF) or more	\$6,930.00
On-sale, Sunday		\$200.00 (340A.504 Subd. 3(b) limits \$200 fee for Sunday sales)
Off-sale		\$210.00
Club Fee		\$315.00
On-sale, Malt Beverage		\$126.00
Off-sale, Malt Beverage		\$42.00
On-sale, Wine		\$ 2,000.00 (340A.408 Subd. 2(c) limits fee to \$2000 or half of on-sale license fee, whichever is less)
Strong Beer		No Charge (as part of On-Sale Wine License)

Investigation Fee		\$158.00
Minor Consumption Violation with Server Training	First Violation	\$105.00
	Second Violation	\$525.00
	Third Violation	\$1,050.00
	Fourth Violation	\$1,575.00
Minor Consumption Violation without Server Training	First Violation	\$525.00
	Second Violation	\$1,050.00
	Third Violation	\$1,575.00
	Fourth Violation	\$2,100.00 and may be subject to license revocation
IV. Maps and Ordinances		
Zoning Ordinance Municipal Code Comprehensive Plan		\$0.25 per side
Color Maps (8.5 x 11)		\$2.00
Color Maps (11 x 17)		\$4.00
Street Maps		\$2.00
As-Builts (11 x 17)		Based on number of copies and staff time
V. Parks & Recreation		
Youth Athletic Association Field Rental	Per two hour time block	\$30.00 per time block + applicable tax
Adult Club / Intramural Field Rental	Per two hour time block	\$50.00 per time block + applicable tax
Ball Field Rental, Unlighted	Per two hour time block. Tournament fees are extra.	\$100.00 per time block + applicable tax
Ball Field Rental, Lighted	Per two hour time block. Tournament fees are extra.	\$84.00 per time block + applicable tax
Ball Field Tournament Fee (Adult), Full Maintenance	Includes all day maintenance staff on site	\$525.00 per day + \$200.00 damage deposit + applicable tax
Ball Field Tournament Fee (Adult), Minimum Maintenance	Includes prep for fields and midday drag of fields	\$315.00 per day + \$200.00 damage deposit + applicable tax
Warming House Rental/Ice Rink Rental	Only allowed during non-public use hours	\$40.00 per hour + \$200.00 damage deposit + key deposit + applicable tax
Picnic Shelters	Available for reservation	\$0
Picnic Pavilions – Resident	Includes up to five picnic tables	\$85.00 per day + \$200.00 damage deposit + applicable tax
Picnic Pavilions – Non-Resident	Includes up to five picnic tables	\$125.00 per day + \$200.00 damage deposit + applicable tax
Picnic Pavilions – Resident Non-Profit	Includes up to five picnic tables	\$55.00 per day + \$200.00 damage deposit
Picnic Pavilions – Other Non-Profit	Includes up to five picnic tables	\$90.00 per day + \$200.00 damage deposit

Additional Picnic Tables	For every two extra tables	\$15.00 + applicable tax* <i>*fee waived for Night to Unite and other public events open to all Arden Hills residents</i>
Community Garden Plot – One Plot	Annual	\$40.00 + applicable tax
Community Garden Plot – Second Plot	Annual	\$20.00 + applicable tax
Room Rental – City Hall, Community Room	Per Day (Scheduling a room after regular hours is contingent upon the presence of a city employee; In the event staff is not available, the City reserves the right to deny application).	Regular business hour usage: No charge Army National Guard: No charge City Government: No charge Resident, Non-profit: \$75.00 Resident, For-profit: \$100.00 Non-Resident, Non-profit: \$125.00 Non-Resident, For-profit: \$150.00 (includes applicable tax)
Room Rental – City Hall, Small Conference Room	Per Day (Scheduling a room after regular hours is contingent upon the presence of a city employee; In the event staff is not available, the City reserves the right to deny application).	Regular business hour usage: No charge Army National Guard: No charge City Government: No charge Resident, Non-profit: \$35.00 Resident, For-profit: \$45.00 Non-Resident, Non-profit: \$55.00 Non-Resident, For-profit: \$65.00 (includes applicable tax)
Room Rental – Damage Deposit	Required	\$105.00
Equipment Rental – DVD, VCR, T.V.		\$11.00 + applicable tax
<p>VI. Planning and Zoning (Each separate land use request shall be charged a separate administrative fee and escrow even if submitted on the same application. Costs expended in reviewing and processing an application will be charged against the cash escrow and credited to the City. Charges to the escrow include planning and engineering staff time, City attorney and consulting fees, and mailing costs. If, at any time, a required cash escrow is depleted to less than 20% of its original amount, the applicant shall deposit additional funds in the cash escrow account as determined by the City. The escrow may be reduced or increased by the City Planner on a project by project basis.)</p>		
Description	Escrow Fees	Initial Application Fees
Preliminary Plat	Administrative Fee	\$500
	Escrow	\$1,000
Final Plat	Administrative Fee	\$500
	Escrow	\$1,000
Lot Split/Minor Subdivision (R-1 and R-2 only)	Administrative Fee	\$350
	Escrow	\$1,000
Rezoning or TCAAP Regulating Plan Map Amendment	Administrative Fee	\$350
	Escrow	\$1,000

Comprehensive Plan Amendment	Administrative Fee	\$500
	Escrow	\$1,000
Variance or Permitted Adjustment	Administrative Fee	\$350
	Escrow	\$1,000
Conditional Use or Interim Use Permit/CUP or IUP Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Planned Unit Development Master Plan or Special Development Plan Master Plan	Administrative Fee	\$350
	Escrow	\$1,000
Final Planned Unit Development or Final Special Development Plan	Administrative Fee	\$350
	Escrow	\$1,000
Planned Unit Development Amendment or Special Development Plan Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Concept Review	Administrative Fee	\$150
	Escrow	\$1,000
Vacation of Easement	Administrative Fee	\$150
	Escrow	\$1,000
Site Plan Review	Administrative Fee	\$350
	Escrow	\$1,000
City Code Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Zoning Code or TRC Amendment	Administrative Fee	\$350
	Escrow	\$1,000
Zoning Letter	Administrative Fee	\$60
Land Use Requests – Not Already Specified	Administrative Fee	\$150
	Escrow	\$1,000
Zoning Permit – Decks under 30”, Driveways, Fences, Sheds and Temporary Structures		\$65
Recreational Vehicle Parking Permit	7 Day Permit, renewable once per 12 months	\$25
Home Occupation I Permit		No charge
Home Occupation II Permit	Administrative Fee	\$150
	Escrow	\$500
Right-of-Way Permit	Administration Fee	\$150
	Escrow	To be determined by the Engineer
Right-of Way Permit – Small Cell Wireless Facilities	Permit for up to 15 locations; rent and maintenance per each location	\$150 ROW permit fee, rent \$150 per year, maintenance \$25 per year
Grading & Erosion Control Fees	Administrative Fee	\$150
	Escrow	\$3,675 / acre
Commercial Outdoor Display and Sales Area Permit		\$100

Appeal of Administrative Zoning, Sign, or Subdivision Decisions	Administrative Fee	\$150
	Escrow	\$1,000
VII. Utility Hookup Charges		
Water Permits – Service Installation/Repairs/Alteration	Per inspection	\$40.00
Water Permits – Interior Plumbing, New Home		\$40.00
Water Permanent Disconnect		\$215.00
Curb Box and Service Lead, 1” Service Connection on Unsurfaced Street		\$165.00
Restoration of Typical Road Mix Street		\$105.00
Restoration of Higher-Type Street		Set by Engineer
Larger than 1” Service Connection		Set by Inspector
Water Permits – Plan Check Fee		Set by Inspector
Water Permits – Re-inspection		\$40.00
Hydrant Meter Rental		\$2,000 deposit, monthly rental of \$30.00, water permit fee of \$170.00, State surcharge of \$1.00 plus applicable standard water usage rate charge for consumption
Water Meter/Spacer Charges – Customer Requested Water Meter Accuracy Test	Fee includes removal of meter, bench test at maintenance facility, and returning meter to residence; Fee will not be applied if the meter is found to be inaccurate to a degree exceeding three percent (3%) from the result of the bench test	Based on Meter Size Contact Public Works for Quote
Water Meter/Spacer Charges – 5/8” x 3/4” Meter Model 25	Standard Meter	\$450.00
Water Meter/Spacer Charges – 3/4” x 7 1/2” Meter Model 35		Contact Public Works for Quote
Water Meter/Spacer Charges – 1” Meter		\$550.00
Water Meter/Spacer Charges – Greater than 1”		Contact Public Works for Quote
Water Connection Fee – Connection fee for previously un-served or expanded lots		\$840.00 per acre or portion thereof

Water Availability Fee – New or Additional Connections	The units are based on the Metropolitan Council’s formula for calculating new sewer availability charge (SAC) units	\$525.00 per unit
Sewer Connection Fee – Connection fee for previously un-served or expanded lots		\$840.00 per acre or portion thereof
Sewer Availability Fee – New or Additional Connections	The units are based on the Metropolitan Council’s formula for calculating new sewer availability charge (SAC) units	\$525.00 per unit
Sewer Permits – Service Installation/Alternations/Repairs	Per inspection	\$40.00
Sewer Permits – Plan Review Fee		Set by Inspector
Sewer Permits – Reinspections		\$40.00 per hour
Sewer Access Charge	Set by Met Council Annually	\$2,485.00
Sanitary Sewer Utility Prohibited Sump Pump Connection Surcharge		\$100.00 per month
VIII. Miscellaneous/Retail Activities		
Boutique/Garage Sale	Application/notification of City Hall required	No charge
Casual Roadside Stands	Application/notification of City Hall required	No charge
Tent Permit		\$55.00+ State Surcharge
Sidewalk Sales		\$53.00
Business Licensing – Amusement Facilities	Includes arcade, dance hall, movie theater, pool/billiard tables, bowling alleys, indoor tennis, skating facility, outdoor tennis, driving ranges, etc.	\$105.00
Business Licensing – Wholesale Bulk Fuel Storage	Liability insurance required	\$210.00
Business Licensing – Hotel/Motel		\$6.50 per room
Business Licensing – Courtesy Bench, Non-advertising		\$26.00
Business Licensing – Courtesy Bench, Advertising		\$79.00
Business Licensing – Mechanical/Electronic Devices	Includes musical devices, amusement rides, bowling alleys, etc.	\$15.00 per location + \$15.00 per machine (MN Statute 449.15 sets maximum permit fee at \$15 per location and \$15 per machine)

Business Licensing – Retail Sales	Includes antique shops, beauty/barber shops, boat dealers, Christmas tree sales, dry cleaning, laundry, bakery, candy, meats, wholesale foods, caterers, motor vehicle sales, optometrist, mortuary, video sales/rentals, over-the-counter tobacco sales, vending machines (excluding tobacco), & other retail goods not listed	\$53.00
Business Licensing – Restaurants, Cafes, Coffee Houses, etc.		\$21.00 per 1,000 square feet, or fraction thereof
Business Licensing – Restaurants, Drive-Thru		\$315.00
Business Licensing – Service Stations		\$105.00
Business Licensing – Grocery		\$21.00 per 1,000 square feet, or fraction thereof
Business Licensing – Mobile Food Units/Food Trucks		\$30.00 temporary (7 days or less) or \$100 annual (8 days or more)
Charitable Gambling Permit – Per Minnesota State Statute, Chapter 349	Includes investigation fee	\$158.00
	Local Gambling Tax	3% of organizations’ gross receipts from all lawful gambling, less prizes paid out
	Lawful Gambling Fund	10% of net profits
Tobacco Sales License	Includes investigation fee	\$300.00
Fireworks Sales	As part of existing business	\$100.00 (MN Statute 624.20 sets maximum permit fee at \$100.00)
Fireworks Sales	Exclusive Business	\$350.00 (MN Statute 624.20 sets maximum permit fee at \$350.00)
Massage Therapist	Annual Fee, Includes investigation fee	\$53.00
Massage Therapist Establishment	Annual Fee, Includes investigation fee	\$158.00
Recreational Outdoor Archery Range		\$200 first year \$50 annual renewal
Solicitors, Peddlers, Transient Permit – For-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	\$158.00 background investigation + \$105.00 per month permit fee
Solicitors, Peddlers, Transient Permit – Non-Profit Organizations	Please reference Section 340 of the Municipal Code for more information	No charge
Tree Contractor License		\$50.00

IX. Signs		
Initial Fee	Per Sign	\$100.00
Permanent Signs, Annual Renewal	Per Sign, 100 square feet or less (maximum allowable size)	\$25.00
Temporary Signs		\$50.00
Signs, Impoundment	First Offense	\$50.00
Signs, Impoundment	Second Offense	\$75.00
Signs, Impoundment	Third Offense	\$150.00
X. Miscellaneous Fees/Permits		
Rubbish Hauler	Annual	\$158.00
Recycling Hauler	Annual	\$158.00
Contractor License	Annual	\$75.00
Miscellaneous Permit Fee	For all other permits not listed	\$40.00
Staff Research		\$53.00 per half hour
Penalties for Late Payment	Failure to pay any penalty imposed shall be grounds for the suspension or termination of any license issued by the City	10% of license fee or \$32.00, whichever is greater
Tobacco Sales, Illegal	First Offense	\$105.00
Tobacco Sales, Illegal	Second Offense within 24 months	\$525.00
Tobacco Sales, Illegal	Third Offense within 24 months	\$1,050.00 and 7 business day suspension or 30 day suspension of license + admin fine of \$250
Tobacco Sales, Illegal	Fourth Offense within 24 months	Revocation of the license for a one year period
Candidate Filing Fee		\$2.00
Insufficient Funds/Returned Check Fee		\$35.00
Rental Registration/Renewal Fee		\$45.00 per rental unit
Rental Renewal Late Fee	For renewals received after January 31	\$90.00 per rental unit
Residential Contractor License Check		\$5.00
Business Subsidy Application Fee	Required to reimburse City for full cost of review	\$2,100.00 + \$10,500.00 escrow
Construction Activity Waiver	Per Waiver Application	\$263.00
XI. False Alarm Fees		
False Alarm	First two alarms	No charge + letter
False Alarm	Three through ten alarms	\$60.00 per alarm
False Alarm	Over ten alarms	\$160.00 per alarm
XII. Investigation Fees		
Tobacco, Liquor, Charitable Gambling, & Solicitor's Permits		\$158.00

XIII. Utility Use Charges		
Water Per Quarter:		
Meter Charge	3/4" Meter Size or Smaller	\$37.85
Meter Charge	1" Meter Size	\$94.63
Meter Charge	1.5" Meter Size	\$189.25
Meter Charge	2" Meter Size	\$302.80
Meter Charge	3" Meter Size	\$567.75
Meter Charge	4" Meter Size	\$946.25
Meter Charge	6" Meter Size	\$1,892.50
Meter Charge	8" Meter Size	\$3,028.00
Meter Charge	10" Meter Size	\$4,352.75
Meter Charge	12" Meter Size	\$8,137.75
Consumption: 1-10,000 gals.	gallons	\$3.01 per 1,000 gallons (pro-rated)
Consumption: 10,001-35,000 gals.	gallons	\$3.88 per 1,000 gallons (pro-rated)
Consumption: Over 35,000 gals.	gallons	\$6.86 per 1,000 gallons (pro-rated)
Water Test	Fee set by MN State Health Dept	\$1.59
Sanitary Sewer Per Quarter:		
Base Charge – All Users	per unit (except mobile homes)	\$50.00
Usage per gals. – Single Family/Multiple Family	gallons	\$5.15 (per 1,000 gallons)
Sanitary Sewer – Commercial Apartment/Condominium	gallons	\$5.15 (per 1,000 gallons)
Sanitary Sewer - Mobile Home	per unit	\$137.55
Surface Water Per Quarter:		
Residential - Single Family	per lot	\$15.01
Residential – Multiple Family	per dwelling	\$19.46
Apartment / Condominium	per acre	\$122.51
Industrial / Commercial	per acre	\$191.27
Undeveloped	per acre	N/A
Standby Per Quarter:		
Standby	1" Service Line or smaller	\$8.82

XIV. Recycling Fee		
Per Residential Parcel with curbside recycling	Annual	\$49.00
Per Residential Parcel without curbside recycling	Annual	\$2.50
XV. Park Development		
Park Development Fee	Per residential unit	\$6,500.00

326B.153 BUILDING PERMIT FEES.

Subdivision 1. **Building permits.** (a) Fees for building permits submitted as required in section 326B.107 include:

- (1) the fee as set forth in the fee schedule in paragraph (b) or as adopted by a municipality; and
- (2) the surcharge required by section 326B.148.

(b) The total valuation and fee schedule is:

- (1) \$1 to \$500, \$21;
- (2) \$501 to \$2,000, \$21 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000;
- (3) \$2,001 to \$25,000, \$62.25 for the first \$2,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000;
- (4) \$25,001 to \$50,000, \$349.75 for the first \$25,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000;
- (5) \$50,001 to \$100,000, \$574.75 for the first \$50,000 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000;
- (6) \$100,001 to \$500,000, \$887.25 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$500,000;
- (7) \$500,001 to \$1,000,000, \$2,887.25 for the first \$500,000 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
- (8) \$1,000,001 and up, \$5,012.25 for the first \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof.

(c) Other inspections and fees are:

- (1) inspections outside of normal business hours (minimum charge two hours), \$63.25 per hour;
- (2) reinspection fees, \$63.25 per hour;
- (3) inspections for which no fee is specifically indicated (minimum charge one-half hour), \$63.25 per hour; and
- (4) additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), \$63.25 per hour.

(d) If the actual hourly cost to the jurisdiction under paragraph (c) is greater than \$63.25, then the greater rate shall be paid. Hourly cost includes supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

[See Note.]

Subd. 2. **Plan review.** Fees for the review of building plans, specifications, and related documents submitted as required by section 326B.106 must be paid based on 65 percent of the building permit fee required in subdivision 1.

Subd. 3. **Surcharge.** Surcharge fees are required for permits issued on all buildings including public buildings and state licensed facilities as required by section 326B.148.

Subd. 4. **Distribution.** (a) This subdivision establishes the fee distribution between the state and municipalities contracting for plan review and inspection of public buildings and state licensed facilities.

(b) If plan review and inspection services are provided by the state building official, all fees for those services must be remitted to the state.

(c) If plan review services are provided by the state building official and inspection services are provided by a contracting municipality:

(1) the state shall charge 75 percent of the plan review fee required by the state's fee schedule in subdivision 2; and

(2) the municipality shall charge 25 percent of the plan review fee required by the municipality's adopted fee schedule, for orientation to the plans, in addition to the permit and other customary fees charged by the municipality.

(d) If plan review and inspection services are provided by the contracting municipality, all fees for those services must be remitted to the municipality in accordance with their adopted fee schedule.

History: 2009 c 78 art 5 s 11; 2017 c 94 art 2 s 5

NOTE: The amendments to subdivision 1, paragraph (b), by Laws 2017, chapter 94, article 2, section 5, expire October 1, 2021. Laws 2017, chapter 94, article 2, section 5, the effective date.