



City of Arden Hills  
Ordinance 2023-005 – Appendix A  
Amended 2023 Fee Schedule

<b>I. Administrative</b>		
Chickens – Licenses	Two years (Pro-rated for second year @ \$15.00)	\$30.00
Dogs/Cats – Licenses	Two years (Pro-rated for second year @ \$15.00)	\$30.00
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 – General City Material		\$0.25 8 ½ x 11 <u>and Legal</u> ; \$0.50 large. Per Page. Add postage if mailing copies
Assessment Search		\$53.00 per half hour
Private Activity Revenue Bonds	Non-refundable application fee	\$500.00
	Annual Administrative Fee	1/8 of 1% (0.125%) of outstanding principal balance of the bonds for the life of the bonds
	Reimbursement of all City costs	
<b>II. Building Construction (All permits are non-refundable after 90 days)</b>		
Building Permits – Permit and Plan Review Fees		Fees shall be based according to the 2022 State Statute 326B.153 and are determined by the City’s Building Official
Commercial Building Permits – Plan Review Fee		65% of Building Permit Fee. Payment equaling half of this fee is due at time of permit submittal (non-refundable)
Residential New Construction/Additions	Escrow	To be determined by Building Official
Temporary Certificate of Occupancy (CO)	Escrow	To be determined by Building Official
Building Permits – Re-inspection		\$63.25 per State Statute 326B.153
Building Permits – Manufactured Home Location		\$100.00 + State Surcharge fee as outlined in State Statute 326B.148
Building Permits – Demolition	Permit Fee	\$100.00 + State Surcharge fee as outlined in Statute 326B.148
	Escrow	\$2,000
Building Permits – Special Investigations		100% of Permit Fee

State Surcharge – based on valuation		Fee based on 2022 State Statute 326B.148
State Surcharge – Fixed Fees		Fee based on State Statute 326B.148
Plumbing Permits – Minimum Fee		\$60.00
Plumbing Permits – Residential		1.25% of Project Value
Plumbing Permits – Commercial		1.25% of Project Value + \$50.00
Electrical Permits – General		See Exhibit “A” attached to fee schedule
Mechanical Permits – Minimum Fee		\$75.00
Mechanical Permits – Residential		2% of Project Value
Mechanical Permits – Commercial		1.25% of Project Value + \$50.00
Fire Protection Permits – Permit Fee		Fees shall be based according to the 2022 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
<b>III. Liquor Licensing</b>		
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	When part of On-Sale Wine License	No Charge
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

<b>IV. Maps and Ordinances</b>		
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
<b>V. Parks &amp; Recreation</b>		
Youth Athletic Association Field Rental	Per two hour time block	\$35.00 per time block + applicable tax
Adult Club / Intramural Field Rental	Per two hour time block	\$55.00 per time block + applicable tax
Ball Field Rental, Unlighted	Per two hour time block. Tournament fees are extra.	\$110.00 per time block + applicable tax
Ball Field Rental, Lighted	Per two hour time block. Tournament fees are extra.	\$135.00 per time block + applicable tax
Ball Field Tournament Fee (Adult), Full Maintenance	Includes all day maintenance staff on site	\$535.00 per day + \$200.00 damage deposit + applicable tax
Ball Field Tournament Fee (Adult), Minimum Maintenance	Includes prep for fields and midday drag of fields	\$320.00 per day + \$200.00 damage deposit + applicable tax
Warming House Rental/ Ice Rink Rental	Only allowed during non-public use hours unless authorized by City staff	\$55.00 per hour + \$200.00 damage deposit + key deposit + applicable tax
Picnic Shelters - Resident	Available for reservation	No Charge
Picnic Shelters – Non-Resident	Available for reservation	\$30.00
Picnic Pavilions – Resident	Includes up to five picnic tables	\$125.00 per time slot + \$200.00 damage deposit + applicable tax <i>*Fee waived for Night to Unite and other public events open to all Arden Hills residents.</i>
Picnic Pavilions – Non-Resident	Includes up to five picnic tables	\$200.00 per time slot + \$200.00 damage deposit + applicable tax
Picnic Pavilions – Resident Non-Profit	Includes up to five picnic tables	\$85.00 per day + \$200.00 damage deposit
Picnic Pavilions – Other Non-Profit	Includes up to five picnic tables	\$110.00 per day + \$200.00 damage deposit
Additional Picnic Tables	For every two extra tables	\$20.00 + 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	\$55.00 + applicable tax
Community Garden Plot Second Plot	Annual	\$25.00 + applicable tax

Room Rental – City Hall/ Community Room (Normal business hours: 8:00 am – 4:30 pm) (Non-business hours: weekends and holidays)	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).	<u>Regular business hours usage:</u> <b>Army National Guard:</b> No charge <b>City Government:</b> No charge <b>Resident, Non-profit:</b> \$90.00 <b>Resident, For-profit:</b> \$120.00 <b>Non-Resident, Non-profit:</b> \$130.00 <b>Non-Resident, For-profit:</b> \$155.00 (includes applicable tax)	<u>Non-business hours usage:</u> <b>Resident:</b> \$200 <b>Non-Resident:</b> \$225 (includes applicable tax)
Room Rental – City Hall/Small Conference Room (Normal business hours: 8:00 am – 4:30 pm) (Non-business hours: weekends and holidays)	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).	<u>Regular business hours usage:</u> <b>Army National Guard:</b> No charge <b>City Government:</b> No charge <b>Resident, Non-profit:</b> \$50.00 <b>Resident, For-profit:</b> \$60.00 <b>Non-Resident, Non-profit:</b> \$70.00 <b>Non-Resident, For-profit:</b> \$80.00 (includes applicable tax)	<u>Non-business hours usage:</u> <b>Resident:</b> \$200 <b>Non-Resident:</b> \$225 (includes applicable tax)
Room Rental – Damage Deposit	Required	\$200.00	
Equipment Rental – DVD, VCR, T.V.	\$20.00 + applicable tax		
<b>VI. Planning and Zoning</b> (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.)			

<b>Description:</b>	<b>Escrow Fees:</b>	<b>Initial Application Fees:</b>
Preliminary Plat	Administrative Fee	\$500
	Escrow	\$2,500
Final Plat	Administrative Fee	\$450
	Escrow	\$1,000
Lot Split/Minor Subdivision (R-1 and R-2 only)	Administrative Fee	\$350
	Escrow	\$1,500
Rezoning or TCAAP Regulating Plan Map Amendment	Administrative Fee	\$500
	Escrow	\$1,500
Comprehensive Plan Amendment	Administrative Fee	\$550
	Escrow	\$2,500
Variance or Permitted Adjustment	Administrative Fee	\$350
	Escrow	\$1,000
Conditional Use or Interim Use Permit/CUP or IUP Amendment	Administrative Fee	\$400
	Escrow	\$1,500
Planned Unit Development Master Plan or Special Development Plan Master Plan	Administrative Fee	\$600
	Escrow	\$2,500
Final Planned Unit Development or Final Special Development Plan	Administrative Fee	\$350
	Escrow	\$2000
Planned Unit Development Amendment or Special Development Plan Amendment	Administrative Fee	\$400
	Escrow	\$1,500
Concept Review	Administrative Fee	\$300
	Escrow	\$750
Vacation of Easement	Administrative Fee	\$150
	Escrow	\$1,000
Site Plan Review	Administrative Fee	\$450
	Escrow	\$1,500
City Code Amendment	Administrative Fee	\$350
	Escrow	\$1,500
Zoning Code or TRC Amendment	Administrative Fee	\$400
	Escrow	\$1,500
Zoning Letter	Administrative Fee	\$75
Land Use Requests – Not Already Specified	Administrative Fee	\$150
	Escrow	\$1,000
Zoning Permit	Decks under 30”, Driveways, Fences, Sheds, Temporary Structures, and Chicken Coops	\$65
	Commercial Parking Lot Resurfacing	\$100
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
Commercial Outdoor Display and Sales Area Permit		\$100

<u>Commercial Recreation Outdoor Permit</u>		<u>\$100</u>
Appeal of Administrative Zoning, Sign, or Subdivision Decisions	Administrative Fee	\$150
	Escrow	\$1,000
TCAAP Development Related Professional Services Charge	Any portion of the TCAAP development can prepay an amount on behalf of future parcels to be developed and that the prepayment amount will be netted out and the fee schedule will be updated annually.	\$2,743 per acre
<b>VII. Public Works/Engineering</b>		
Right-of-Way Permit	Permit Fee	\$175.00
	Escrow	To be determined by Engineer
Right-of Way Permit – Small Cell Wireless Facilities	Permit for up to 15 locations; rent and maintenance per each location	\$175.00 ROW permit fee, rent \$175.00 per year, maintenance \$26.00 per year
Grading & Erosion Control Fees	Permit Fee	\$175.00
	Escrow	To be determined by Engineer
After Hours Call-out	Conducted outside normal business hours, minimum of 2 hours	\$100 per hour
Holiday Call-out	Minimum of 2 hours	\$150.00 per hour
<b>VIII. Utility Hookup Charges</b>		
Water Permits – Service Installation/Repairs/Alteration	Per inspection	\$60.00
Water Permits – Interior Plumbing, New Home		\$45.00
Water Permanent Disconnect		\$230.00
Curb Box and Service Lead, 1” Service Connection on Unsurfaced Street		\$175.00
Restoration of Typical Road Mix Street		\$125.00
Restoration of Higher-Type Street		Set by Engineer
Larger than 1” Service Connection		Set by Engineer
Water Permits – Plan Check Fee		Set by Inspector
Water Permits – Re-inspection (Regular Business Hours)		\$60.00 per hour
Water Permits – After Hours Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	\$100.00 per hour
Water Permits – Holiday Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	\$150.00 per hour

Hydrant Meter Rental		\$2,000 deposit, monthly rental of \$32.00, water permit fee of \$180.00, 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	\$480.00
Water Meter/Spacer Charges – 3/4” x 7 1/2” Meter Model 35		Contact Public Works for Quote
Water Meter/Spacer Charges – 1” Meter		\$590.00
Water Meter/Spacer Charges – Greater than 1”		Contact Public Works for Quote
Water Connection Fee – Connection fee for previously unserved or expanded lots		\$855.00 per acre or portion thereof
Water Availability Fee – New or Additional Units	The units are based on the Metropolitan Council’s formula for calculating new sewer availability charge (SAC) units	\$ 1,375 per unit
Sewer Connection Fee – Connection fee for previously unserved or expanded lots		\$840.00 per acre or portion thereof
Sewer Availability Fee – New or Additional Units	The units are based on the Metropolitan Council’s formula for calculating new sewer availability charge (SAC) units	\$ 825.00 per unit
Sewer Permits – Service Installation/Alternations/Repairs	Per inspection	\$60.00
Sewer Permits – Plan Review Fee		Set by Inspector
Sewer Permits – Reinspections (Regular Business Hours)		\$60.00 per hour
Sewer Permits – After Hours Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	\$100.00 per hour
Sewer Permits – Holiday Inspection or Re-inspection	Call-out rate per visit, minimum of 2 hours	\$150.00 per hour
Sewer Access Charge	Set by Met Council Annually	\$2,485.00 (Contact Met Council)
Sanitary Sewer Utility Prohibited Sump Pump Connection Surcharge		\$100.00 per month

<b>IX. Miscellaneous/Retail Activities</b>		
Boutique/Garage Sales	Application/notification of City Hall required	No charge
Mobile Food Unit/Food Truck Permit (Resident Permit)	Application/notification of City Hall required	No charge. Limited to 2 parties/events per calendar year
	First Offense (for no permit)	Issuance of Warning
	Second Offense (for no permit)	Administrative Fine \$100
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 up to 1,000 square feet \$42.00 for 1001-2000 square feet \$63.00 for 2001-3000 square feet (etc.)
Business Licensing – Restaurants, Drive-Thru		\$315.00
Business Licensing – Service Stations		\$105.00
Business Licensing – Grocery		\$21.00 up to 1,000 square feet \$42.00 for 1001-2000 square feet \$63.00 for 2001-3000 square feet (etc.)
Business Licensing – Mobile Food Units/Food Trucks (Vendor License)		\$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  Local Gambling Tax  Lawful Gambling Fund	\$158.00  3% of organizations' gross receipts from all lawful gambling, less prizes paid out  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
<b>X. Signs</b>		
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
<b>XI. Miscellaneous Fees/Permits</b>		
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	\$300.00
Tobacco Sales, Illegal	Second Offense within 36 months	\$600.00
Tobacco Sales, Illegal	Third Offense or any subsequent violation within 36 months of initial violation	\$1,000.00 and not less than a 7 business day suspension and may be revoked (MN Statute 461.12, Subd. 2)
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
<b>XII. False Alarm Fees</b>		
False Alarm	First two alarms	No charge + letter
False Alarm	Three through ten alarms	\$100.00 per alarm
False Alarm	Over ten alarms	\$300.00 per alarm
<b>XIII. Investigation Fees</b>		
Tobacco, Liquor, Charitable Gambling, & Solicitor's Permits		\$158.00
<b>XIV. Utility Use Charges</b>		
<b>Water Per Quarter:</b>		
Meter Charge	3/4" Meter Size or Smaller	\$44.69
Meter Charge	1" Meter Size	\$111.72
Meter Charge	1.5" Meter Size	\$223.45
Meter Charge	2" Meter Size	\$357.50
Meter Charge	3" Meter Size	\$670.34
Meter Charge	4" Meter Size	\$1,117.24
Meter Charge	6" Meter Size	\$2,234.48
Meter Charge	8" Meter Size	\$3,575.16
Meter Charge	10" Meter Size	\$5,139.30
Meter Charge	12" Meter Size	\$9,608.25
Consumption: 1-10,000 gals.	gallons	\$3.56 per 1,000 gallons (pro- rated)
Consumption: 10,001-35,000 gals.	gallons	\$4.58 per 1,000 gallons (pro- rated)
Consumption: Over 35,000 gals.	gallons	\$8.10 per 1,000 gallons (pro- rated)
Water Test	Fee set by MN State Health Dept	\$2.43 per quarter
<b>Sanitary Sewer Per Quarter:</b>		
Base Charge – All Users	per unit (with the exception of mobile homes)	\$65.01
Usage per gals. – Single Family/Multiple Family	gallons	\$6.70 (per 1,000 gallons)
Sanitary Sewer – Commercial Apartment/Condominium	gallons	\$6.70 (per 1,000 gallons)
Sanitary Sewer - Mobile Home	per unit	\$178.91
A Winter Averaging minimum will be set using a standard usage of 100 gallons per day based on a 30 day month: 100 gallons x 30 days x 3 months = 9,000 gallons per quarter. For April to December quarterly sewer billings, residential usage will be based on the lesser of actual consumption or 9,000 gallons for those customers that were assigned the minimum amount. Customers that have a Winter Average amount greater than 9,000 gallons will be billed on the lesser of actual consumption or their Winter Average consumption. Customers not connected to City water will be billed on 9,000 gallons each quarter.		

<b>Surface Water Per Quarter:</b>		
Residential - Single Family	per lot	\$16.56
Residential – Multiple Family	per dwelling	\$21.48
Apartment / Condominium	per acre	\$135.21
Industrial / Commercial	per acre	\$211.10
Undeveloped	per acre	N/A
<b>Standby Per Quarter:</b>		
Standby	1” Service Line or smaller	\$10.41
<b>Violation of Water or Sewer Use Restrictions:</b>		
Non-essential usage charge		\$300 per day
<b>XV. Recycling Fee</b>		
Per Residential Parcel with curbside recycling	Annual	\$58.00
Per Residential Parcel without curbside recycling	Annual	\$3.50
<b>XVI. Park Development</b>		
Park Development Fee	Per residential unit	\$6,500.00