

MENDOTA HEIGHTS

FEE SCHEDULE

| CONTENTS

Administration2

Public Safety.....5

Engineering.....7

Parks and Recreation.....9

Planning11

Building.....13

Attachment A14

ADMINISTRATION

2023

Assessment Search		\$ 15 / search
Delinquent Sewer Account Certification	Code 10-3-7, B.2.	\$ 50 / per certification Plus 7% Interest
City Ordinance Book		\$ 75 / book
Comprehensive Plan		\$ 50 / Complete; \$ 30 / One Volume
Election Filing Fee	MS 205.13 (3) \$40 max	\$ 5
Mailing Costs		Actual or \$1 / minimum
Notary Public	residents, businesses, license applicants only	No charge
Returned Checks		\$ 30 /check
TIF / Abatement Application Fee		\$ 1,200
DATA REQUESTS	MS 13.03 Subd. 3	
Photo Copies	1-100 pages	\$.25 / single sided page
Photo Copies	101+ pages or data stored electronically	\$.25 / single sided page plus actual cost for search, retrieve, copy, transmit/device.
Public Data - stored electronically	MS 13	\$.00 to review info at city hall; \$.25 per single sided copy; \$30/hour actual cost for search, retrieve, copy, transmit.
Electronic Storage Device USB/CD/DVD - 8.5 GB	Audio, video, images	\$30/hour actual cost for search, retrieve, copy, device.

Note: actual cost charged in 15-minute increments.

CONTRACTOR LICENSE APPLICATION

Garbage Hauler	Code 4-2-3	\$ 75 + \$10/truck
Transient Merchant License	Code 3-3; issued for one 14-consecutive day period, per year	\$ 100/vendor

2023

PERMITS

Chicken Coop Permit		\$ 15 /coop
Goat Grazing Permit	allows for 3 grazing permits per calendar year, each permit not to exceed 30 days	\$100 /year
Food Truck Permit	public events public property; city code requires I-industrial zoning district only or 1x/year special event in any zoning district.	\$0

MASSAGE LICENSE APPLICATION

Therapist		\$50
Establishment		\$100

TOBACCO LICENSE APPLICATION

Tobacco Seller	Code 3-2-4	\$200
-----------------------	------------	-------

LIQUOR LICENSE APPLICATION

INTOXICATING

Off-Sale	MS 340A.408 Subd. 3. a.(3)	\$ 150
On-Sale Tier 1	Code 3-1-12. B restaurant/hotel 2000+ sq ft and 200+ guest dining space	\$ 10,000
On-Sale Tier 2	Code 3-1-12. B restaurant 1000+ sq ft and 50+ guest dining space	\$ 7,500
On-Sale Limited Service Hotel		\$ 3,000
On-Sale Club	MS 340A.408 Subd. 2.b.	\$ 350 (for 201-500 club members); \$300 (0-200 members)

2023

On-Sale Temporary	Intoxicating, malt, wine. Limited to clubs, non-profits, religious organizations.	\$ 50 (1-4 day license)
Sunday	MS 340A.504	\$ 200

WINE

On-Sale	MS 340A.408 Subd. 2.c.	\$ 2,000
On-Sale Institutional	MS 340A.408 Subd. 2.c.	\$ 250

MALT

Off-Sale (3.2%)		\$ 50
On-Sale (3.2%)		\$ 250

BACKGROUND INVESTIGATION

Massage Therapist		\$50
Massage Establishment		\$100
Tobacco Seller		\$100
Liquor Renewal		\$100 / per establishment
Liquor New	MS 340A.412 Subd. 2	\$ 500 / per establishment (additional charges if investigation needs to go out of state, then actual costs charged, up to \$10,000)

VIOLATIONS

Tobacco		pursuant to MN SS 461.12, (2)
Liquor First	3-year rolling	\$ 500 fine
Liquor Second	3-year rolling	\$ 750 fine + 3 day suspension of license
Liquor Third	3-year rolling	\$ 1,500 fine + 10 day suspension of license
Liquor Fourth	3-year rolling	Revocation: minimum of 1 year from revocation date

PUBLIC SAFETY

2023

Fingerprints		\$ 20/card
Local Record Check	Includes clearance letter	\$ 15
Dangerous Dog Registration	Code 5-3-4. D. MS 347.51 Subd. 2(3)	\$ 500
False Alarm - Police	calendar year	First 3 - no charge, 4th-\$50; 5th-\$75; 6th, ea. add'l - \$ 100
False Alarm - Fire	calendar year	First 2 - no charge, 3rd, ea. add'l - \$ 150
Fire Alarm Permit	commercial	Per Attachment A
Underground Fuel Tank Removal		\$ 50 minimum
Plan Review Fee		Per Attachment A
Fire Sprinkler Alteration		Per Attachment A
Day Care Fire Inspection	MS 299F.011	\$ 50
DATA REQUESTS	MS 13.03 subd. 3	
Incident Report		\$.25/page up to 100 pages
Accident Report - involved party request	In-person required	\$.25/page up to 100 pages
Accident Report - insurance or attorney request	IPAD/MS13.82: Must prove involvement in/relationship to accident and either present ID or a signed release	Self-addressed, stamped envelope with signed release. If over 4pg, contact requestor for alt. payment.

2023

Public Data - stored electronically MS 13 \$.00 to review info at city hall; \$.25 per single sided copy; \$30/hour actual cost for search, retrieve, copy, transmit.

Electronic Storage Device Audio, video, \$30/hour actual cost for search, retrieve, copy, device.
USB/CD/DVD - 8.5 GB images

Note: actual cost charged in 15-minute increments.

ENGINEERING

2023

PUBLIC IMPROVEMENT		
Driveway Permit - replacement		\$ 50
Driveway Permit - new or expanded		\$ 100
Engineering and Drafting Services		Actual costs plus staff time
Feasibility Report - credit shall be given for information which can be used in plan and specification preparation		Actual costs plus staff time
Field Inspection and Staking		Actual costs plus staff time
Grading Permit		\$ 200 + \$ 500 escrow
Stormwater Management Permit - escrow only		\$ 2,000 or amount equal to 125% of estimated cost to accomplish compliance with approved storm-water management permit, whichever is greater
Litigation		Actual costs plus staff time
Miscellaneous Charges		Actual costs plus staff time
Plans and Specifications - project construction \$0-\$99,999		Actual costs plus staff time
Plans and Specifications - project construction \$100,000+		7% of final contract amount
Preliminary Studies		Actual costs plus staff time
Professional Services on Planning Cases		1st hour per case included / thereafter actual costs plus staff time
Public Right of Way General Excavation Permit		\$ 200 / flat fee
Public Right of Way Utility Permit	Commercial	\$ 200/first 1000 feet, \$25/each additional 100 feet, \$75/winter surcharge fee (11/1 - 3/31)
Public Right of Way Permit	Residential	\$ 50 / flat fee
Right-Of-Way Usage license		\$ 350
Vacation - ROW or Easement		\$ 500

Note: Staff time is computed on the basis of 250% of the employee's hourly rate for the above services

2023

MAPS, PLANS AND DRAWINGS

**Electronic Storage Device
USB/CD/DVD of Data or Maps** \$ 10 plus map fee

**Comprehensive Plan, Critical Area,
GIS, Land Use, Plats, Sanitary Sewer,
Storm Sewer, Street Asbuilts,
Wetlands, Zoning** Standard size (up to 11 x 17) Black/White \$ 3

Standard size (up to 11 x 17) Color \$ 10

Oversize (greater than 11 x 17) Black/White \$ 6

Oversize (greater than 11 x 17) Color \$ 20

PARKS AND RECREATION

2023

Application Fee	Charged per permit season for all field / facility, permit application reservations. Due upon application. Non-refundable.	\$ 25
Concessions Building Reservation	Food/beverage license required	\$25/event/day
Tennis Court Reservations		\$5/hour
Picnic Area/Shelter	Resident	\$25
	Resident Business	\$50
	Non-Resident	\$50
	Non-Resident Business	\$100
<i>NOTE: Mendota Heights schools, city events, non-profit are fee exempt for Picnic Area/Shelter rental fees.</i>		
Picnic Table	additional on-site	\$15/day
Canoe Rack Rental	canoe storage @ Rogers Lake Park	\$50/summer
Park Bench Donation		\$1,000/bench
PAR-3 GOLF		
Footgolf		\$8/round
Greens	Weekday Juniors, Seniors	\$12/round
	Weekday	\$13/round
	Weekend/Holiday Juniors, Seniors	\$14/round
	Weekend/Holiday	\$15/round
10-Round Pass		\$100
Pull Cart Rental		\$3/round
Power Cart Rental		\$10/round

2023**RINKS****Ice Rink Reservation**

Priority 3	\$4/hour/rink
Priority 4	\$6/hour/rink
Priority 5	\$4/hour/rink
Priority 6, 7	\$8/hour/rink

FIELDS**Reservation - tournament**

Priority 3, 4, 5, 6, 7 baseball, softball, soccer, football, lacrosse	\$50/day/field
--	----------------

Reservation - non-tournament

Priority 3 baseball, softball, soccer, football, lacrosse	\$7/player/season
Priority 4, 5	\$10/player/season

Priority 6, 7	\$15/hour/field
---------------	-----------------

Preparation - non-tournament

\$35/field/day

Preparation - tournament

Priority 3, 4 Required	\$35/field/day
---------------------------	----------------

Preparation - tournament

Priority 5, 6, 7 Optional	\$35/field/day
------------------------------	----------------

Drying Agent

No Charge, included in Preparation fee

PLANNING

2023

Accessory Structure Permit - for structures not requiring building permit	\$ 25
After-the-Fact Permit - for actions without appropriate zoning permits	Double fee, or \$ 250, whichever is greater
Appeal to Board of Zoning Appeals	\$ 250 + \$ 500 escrow
Comprehensive Plan Amendment	\$ 750 + \$ 500 escrow
Concept Plan Review for PUD/Plat	\$ 250 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit - residential	\$ 350 + \$ 500 escrow
Conditional Use Permit / Interim Use Permit - commercial/industrial	\$ 500 + \$ 500 escrow
MRCCA Permit	\$ 500 + \$ 500 escrow + Security deposit determined by staff
MRCCA Permit - administrative	\$ 200 + Security deposit determined by staff
CUP for PUD	\$ 500 + \$ 500 escrow
Fence Permit	\$ 25
Lot Split / Lot Line Adjustment	\$ 500 + \$ 500 escrow
Mining Permit	\$ 350 + \$ 500 escrow
Park Dedication Fee – single/multi-family residential	\$ 4,000/ dwelling unit
Park Dedication Fee - new commercial/industrial	10% assessed value of unimproved land determined by County Assessor
Rezoning	\$ 500 + \$ 500 escrow
Preliminary/Final Plat	\$ 750 + escrow

ESCROW TABLE

Residential districts - 0-10 units	\$ 100/unit \$ 250 minimum
Residential districts, MR-PUD, HR-PUD - 11+ units	\$ 50/unit
Commercial/Industrial Districts, MU-PUD	\$ 1,500

2023	
Sign Permit	Per Attachment A; 3X (triple) fee charged if sign erected w/o permit; Code 12-1D-15 B2
Sign Permit - temporary	\$ 25
Variance - residential	\$ 300 + \$ 500 escrow
Variance - commercial/industrial	\$ 500 + \$ 500 escrow
Wetlands Permit - residential	\$ 300 + \$ 500 escrow and/or Security deposit determined by staff
Wetlands Permit - commercial/industrial	\$ 500 + \$ 500 escrow and/or Security deposit determined by staff
Wetlands Permit-Administrative (Code 12-2-6. C.)	\$ 100 + Security deposit determined by staff
Zoning Letter	\$ 50
Zoning Ordinance Amendment	\$ 250 + \$ 500 escrow

BUILDING

2023

Building Moving Permit	\$ 75
Building Permit Fee	Per Attachment A
Demolition Permit	Per Attachment A
Mechanical Alteration/Replacement (including gas piping and gas fire place installation)	1% of value \$ 75 minimum
Plan Review Fee	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.
Plumbing Permit Fee	1% of value \$ 75 minimum
Roof Permit - commercial	1% of value \$100 minimum \$1,000 maximum
Roofing and Siding Permit - residential	1% of value \$100 minimum
Sewer Permit	\$ 75
Window Replacement - residential	1% of value \$75 minimum

ATTACHMENT A

2023

Plan Review Fee	65% of the building permit fee by valuation
State Surcharge	0.0005 x valuation
Sewer Availability Charge (SAC)	\$2,485/unit

Note: unit and SAC fee determined by Metropolitan Council; may be added to city building permit fee

FEE VALUATION

\$1.00-\$500	\$25.00
\$501-\$2,000	\$25.00 for the first \$500 plus \$3.25 for each additional \$100 or fraction thereof, to and including \$2000
\$2,001-\$25,000	\$73.75 for the first \$2,000 plus \$14.75 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001-\$50,000	\$413.00 for the first \$25,000 plus \$10.75 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$681.75 for the first \$50,000 plus \$7.50 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$1,056.75 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001-\$1,000,000	\$3,456.75 for the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001+	\$5,956.75 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. 574

AN ORDINANCE AMENDING THE FEE SCHEDULE

The City Council of the City of Mendota Heights, Minnesota, does hereby ordain:

Section 1.

Policy and Purpose. By the enactment of this Ordinance, the City Council intends to establish fees and charges required by the City Code and to comply with Minnesota Statutes 462.353, subd. 4.

Fees and Charges. The fees and charges for the City for the year 2023 are set forth in 'Exhibit A' hereto attached.

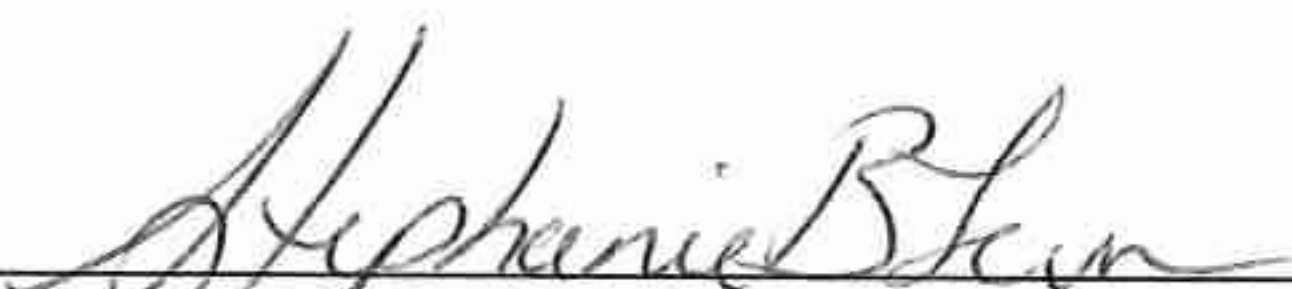
Application. Where a direct conflict exists between the amount of a fee or charge set by any provision of the City Code and a fee or charge set by this Ordinance, the fee or charge set by this Ordinance applies.

Section 2.

This Ordinance shall be effective immediately upon its passage and publication.

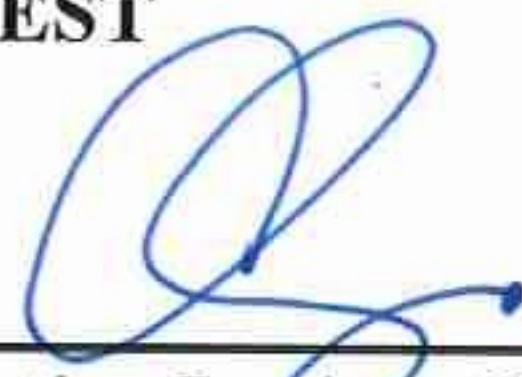
Adopted and ordained into an Ordinance this 6th day of December, 2022.

**CITY COUNCIL
CITY OF MENDOTA HEIGHTS**



Stephanie B. Levine, Mayor

ATTEST



Christine Lusian, City Clerk

SUMMARY PUBLICATION

**CITY OF MENDOTA HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. 574

**AN ORDINANCE AMENDING THE FEE SCHEDULE
FOR SERVICES IN 2023**

The City Council of the City of Mendota Heights, Minnesota, does hereby establish fees and charges required by the City Code for the year 2023 and to comply with Minnesota Statutes 462.353, subd. 4.

The complete text of this ordinance is available at city hall or www.mendotaheightsmn.gov.

Adopted this 6th day of December 2022.

CITY COUNCIL OF MENDOTA HEIGHTS

/s/Stephanie B. Levine, Mayor

Attest:

/s/ Christine Lusian, City Clerk