



**MENDOTA HEIGHTS**

# FEE SCHEDULE

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# ADMINISTRATION

## 2023

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

<b>Garbage Hauler</b>	Code 4-2-3	\$ 75 + \$10/truck
<b>Transient Merchant License</b>	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**

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

## WINE

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

## MALT

<b>Off-Sale (3.2%)</b>		\$ 50
<b>On-Sale (3.2%)</b>		\$ 250

**BACKGROUND INVESTIGATION**

<b>Massage Therapist</b>		\$50
<b>Massage Establishment</b>		\$100
<b>Tobacco Seller</b>		\$100
<b>Liquor Renewal</b>		\$100 / per establishment
<b>Liquor New</b>	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**

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

# PUBLIC SAFETY

**2023**

<b>Fingerprints</b>		\$ 20/card
<b>Local Record Check</b>	Includes clearance letter	\$ 15
<b>Certified Copy of Police Data</b>		\$15
<b>Dangerous Dog Registration</b>	Code 5-3-4. D. MS 347.51 Subd. 2(3)	\$ 500
<b>False Alarm - Police</b>	calendar year	First 3 - no charge, 4th-\$50; 5th-\$75; 6th, ea. add'l - \$ 100
<b>False Alarm - Fire</b>	calendar year	First 2 - no charge, 3rd, ea. add'l - \$ 150
<b>Fire Alarm Permit</b>	commercial	Per Attachment A
<b>Underground Fuel Tank Removal</b>		\$ 50 minimum
<b>Plan Review Fee</b>		Per Attachment A
<b>Fire Sprinkler Alteration</b>		Per Attachment A
<b>Day Care Fire Inspection</b>	MS 299F.011	\$ 50
<b>DATA REQUESTS</b>	MS 13.03 subd. 3	
<b>Incident Report</b>		\$ .25/page up to 100 pages
<b>Accident Report - involved party request</b>	In-person required	\$ .25/page up to 100 pages
<b>Accident Report - insurance or attorney request</b>	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**

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

*Note: actual cost charged in 15-minute increments.*

# ENGINEERING

2023

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

<b>Application Fee</b>	Per permit season for all field / facility, permit application reservations.  Due upon application.  Non-refundable.	\$ 25
<b>Concessions Building Reservation</b>	Food/beverage license required	\$25/event/day
<b>Tennis Court Reservations</b>		\$5/hour
<b>Picnic Area/Shelter</b>	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>		
<b>Picnic Table</b>	additional on-site	\$15/day
<b>Canoe Rack Rental</b>	canoe storage @ Rogers Lake Park	\$50/summer
<b>Park Bench Donation</b>		\$1,000/bench
<b>PAR-3 GOLF</b>		
<b>Footgolf</b>		\$8/round
<b>Greens</b>	Weekday Juniors, Seniors	\$12/round
	Weekday	\$13/round
	Weekend/Holiday Juniors, Seniors	\$14/round
	Weekend/Holiday	\$15/round
<b>Senior Pass</b>	Excludes golf cart	\$200/year
<b>10-Round Pass</b>		\$100
<b>Pull Cart Rental</b>		\$3/round
<b>Power Cart Rental</b>		\$10/round

		2023
<b>RINKS</b>		
<b>Ice Rink Reservation</b>	Priority 3	\$4/hour/rink
	Priority 4	\$6/hour/rink
	Priority 5	\$4/hour/rink
	Priority 6, 7	\$8/hour/rink
<b>FIELDS</b>		
<b>Reservation - tournament</b>	Priority 3, 4, 5, 6, 7 baseball, softball, soccer, football, lacrosse	\$50/day/field
<b>Reservation - non-tournament</b>	Priority 3 baseball, softball, soccer, football, lacrosse	\$7/player/season
	Priority 4, 5	\$10/player/season
	Priority 6, 7	\$15/hour/field
<b>Preparation - non-tournament</b>		\$35/field/day
<b>Preparation - tournament</b>	Priority 3, 4 Required	\$35/field/day
<b>Preparation - tournament</b>	Priority 5, 6, 7 Optional	\$35/field/day
<b>Drying Agent</b>		No Charge, included in Preparation fee

# PLANNING

## 2023

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

## ESCROW TABLE

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

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

# BUILDING

## 2023

<b>Building Moving Permit</b>	\$ 75
<b>Building Permit Fee</b>	Per Attachment A
<b>Demolition Permit</b>	Per Attachment A
<b>Mechanical Alteration/Replacement</b> (including gas piping and gas fire place installation)	1% of value \$ 75 minimum
<b>Plan Review Fee</b>	Per Attachment A Exceptions (\$50 fee): Decks, Basement Finishes, Kitchen Remodel, Bathroom Remodel, and similar projects.
<b>Plumbing Permit Fee</b>	1% of value \$ 75 minimum
<b>Roof Permit - commercial</b>	1% of value \$100 minimum \$1,000 maximum
<b>Roofing and Siding Permit - residential</b>	1% of value \$100 minimum
<b>Sewer Permit</b>	\$ 75
<b>Window/Door Replacement – residential exterior</b>	1% of value + state surcharge \$75 minimum
<b>Pool Permit – above ground</b>	\$25

# ATTACHMENT A

## 2023

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

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

### FEE VALUATION

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