

ORDINANCE NO. 2025-01

effective January 1, 2025

FEE SCHEDULE FOR 2025

The City Council of the City of Clearwater, Wright and Stearns Counties, Minnesota does ordain as follows:

FEE SCHEDULE

ADMINISTRATIVE FEES

Affidavit of Candidacy		\$2.00
Certification of Delinquent Charges		\$75.00
Copies	Per Page	\$0.25
Faxes	Each	\$3.00
Insufficient Funds (Returned Payments)		\$20.00
Special Meeting of a Board/Commission	Per Meeting	\$300.00
Special Meeting of the City Council	Per Meeting	\$600.00
Special Assessment Searches	Each PID or Address	\$25.00
Official Utility Reports	Each PID or Address	\$25.00
EDA Message Board	Per Slide Per Week	\$35.00
Maps	Each	\$3.00
Postage		Prevailing Rate
Consultant Billing Rate		Contracted Rate
Employee Billing Rate		Hourly Rate + Fringe Benefits

City Publications - No Charge for Electronic Copies, if available

Adopted Budget Report	\$12.00
Audited Financial Reports	\$20.00
Comprehensive Plan	\$30.00
Code of Ordinances	actual cost
Subdivision Ordinance	actual cost
Zoning Ordinance	actual cost

FIRE DEPARTMENT

False Alarms (within a 12 month period)	
1st - 2nd False Alarm	\$0.00
3rd False Alarm	\$100.00
Each Additional Alarm	Previous Charge Plus Additional \$50.00
Illegal Burns	
Small in Nature - As determined by the Fire Chief	\$100.00
Large in Nature - As determined by the Fire Chief	Actual Cost

Charges for Emergency Response Services

Apparatus:	Staff Allocated Rate Per Hour:	
Engine	Up to 4 Personnel	\$275.00
Ladder / Aerial	Up to 4 Personnel	\$275.00
Water Tender	Up to 2 Personnel	\$200.00
Heavy Rescue / Rescue / Ambulance	Up to 2 Personnel	\$185.00
Command Vehicle / Utility Truck / Grass Truck	Up to 2 Personnel	\$85.00
ATV / UTV with water tank	Up to 2 Personnel	\$50.00
	Extra Personnel	\$15/hour

PARKS & RECREATION

Lions Park Pavilion			
Both Meeting Rooms and Kitchen (Resident) (+ tax)			\$75.00
Both Meeting Rooms and Kitchen (Non-Resident) (+ tax)			\$100.00
Security Deposit (Refunded upon verification of no damage and cleaned)			\$100.00
Eldorado Park			
Field Reservation	Single Date (Resident/Non-Resident)		\$35.00
	Per Season Application Fee (Resident)		\$75.00
	Per Season Application Fee (Non-Resident)		\$100.00
Sportsman's Park Pavilion			
Pavilion Rental - Concession Area included (Resident)			\$50.00
Pavilion Rental - Concession Area included (Non-Resident)			\$75.00
Security Deposit (Refunded upon verification of no damage and cleaned)			\$100.00
Field/Course Reservation	Single Date - Field/Course Only (Resident/Non-Resident)		\$35.00
(includes pavilion at no extra cost)	Per Season Application Fee - Pavilion included (Resident)		\$75.00
	Per Season Application Fee - Pavilion included (Non-Resident)		\$100.00
All Other Park/Field/Course/Amenity Rental			
Tennis Court, Disc Golf Course,	Single Date (Resident/Non-Resident)		\$35.00
Hockey Rink, Ball Field	Per Season Application Fee (Resident)		\$75.00
	Per Season Application Fee (Non-Resident)		\$100.00

**Rental fees and accompanying damage deposit requirements will be waived for use of city facilities by other government agencies whose use has been requested and pre-approved by the city administrator or designee. Use by government agencies will be allowed when the facility has not already been reserved by a paying customer.*

CODE ENFORCEMENT

Dog- At-Large Capture (within a calendar year) - only if referred/approved by staff - no resident pick-up			
	1st Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$100.00
	2nd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$150.00
	3rd Violation	Shelter's Actual Costs (if any) plus Admin. Fee Shown	\$200.00
Fire Marshall			
	Initial Inspection of Fire Code Violation		\$0.00
	1st Follow Up Inspection		\$100.00
	2nd Follow Up Inspection		\$200.00
	3rd Follow Up Inspection		\$300.00
Nuisance Abatement			
	Actual Cost Incurred by the City	Each violation plus actual costs if court action initiated	\$100.00
	Administrative Fines - Code Violations		\$100.00
Liquor Violations (occurring within the preceding three-year period)			
	1st Violation		\$750.00
	2nd Violation		\$1,500.00
	3rd Violation	Suspension of License for 30 days	Suspension
	Weed Violations/Lawn Maintenance - per parcel	Includes \$20 Administration Fee	\$120.00
	Snow Removal from Sidewalks - per parcel	Includes \$20 Administration Fee	\$120.00

PERMITS & LICENSES

Animal License (Dogs or Chickens)	Life Time License	\$10.00
	Replacement Tag	\$10.00
Transient Merchant/Peddler License	Per Person, 1-7 days	\$25.00
Liquor Licenses		
On-Sale Intoxicating - Annual		\$3,000.00
On-Sale Wine - Annual		\$300.00
On-Sale Sunday - Annual		\$200.00
On-Sale Beer - Annual		\$100.00
On-Sale Club	Per Mn Statutes	
Off-Sale Intoxicating - Annual		\$100.00
Off-Sale 3.2% Malt Liquor - Annual		\$25.00
Temporary Malt Liquor License (1-4 Day Event)		\$50.00
Background Investigation Fee	Annually	\$100.00
Temporary 3.2% License		\$50.00
Rental Housing Registration	Annual	\$75.00
Failure to Register/Late Registration	Per Property	\$150.00
Re-inspection Fee (each subsequent reinspection) (paid by property owner)	\$10/bldg + \$50/unit	
Adult-Oriented Business (Principal Activity) Annually		\$1,000.00
Adult-Oriented Business (Accessory Activity) Annually		\$500.00
Right-of-Way Permit (Obstruction, Excavation, other)	Per Occurrence	\$150.00
Special Event Permit		\$25.00
Golf Cart/Specialty Vehicle Permit	Per Cart - expires 3 years after issuance	\$35.00
Mobile Food Unit - Annual Permit	Application Fee	\$100.00
	Per Day each day past 21 days	\$7.00
Gambling - Temporary Permit		\$25.00
Gambling - Lawful Gambling Annual Permit		\$50.00
Sign Permit - Temporary	Per Permit/Event - Valid for 40 days	\$10.00
Accessory Structures	Under 200 square feet	\$50.00
Fence Permits	Under 7 feet in height	\$50.00
<u>Building Permits</u>		
Sign Permits (Not Temporary)	Per the 1997 UBC Fee Schedule	
Lead Certification		\$5.00
Residential Maintenance Permits (includes \$1.00 state surcharge)		
	Re-roof, Re-side, Window/Door replacement (existing openings)	\$50.00
	Plumbing (water heater/softener replacement, 2nd water meter)	\$50.00
	Mechanical (Furnace or A/C replacement)	\$50.00
Commercial/Non-residential Maintenance Permits	Per the 1997 UBC Fee Schedule Plus Plan Review	
Building Permit Fees	Per the 1997 UBC Fee Schedule	
Plan Review Fees	65% of Building Permit Fee	
Building Permit Violations - Failure to Pull	Double the actual permit fee	
Residential New Construction Permits		
	Per the 1997 UBC Fee Schedule Plus Fees Below	
Plumbing Permit	\$30 plus \$8 per add'l fixture	
Plumbing - Remodel of waste/vent only	1.5% of the valuation of work performed	
Fuel-Gas Piping Permit	\$30 plus \$6 per add'l opening	
Heating, Ventilation, and Air Conditioning Permit	\$30 plus \$8 per add'l fixture	
Sewer & Water Permit	\$50.00	
Other Building Official Fees		
Inspections		\$95 per hour
Re-inspections		\$50.00
Site inspections		\$95 per hour
Misc/Special Services		\$95 per hour
Permit Expiration	180 days after issuance	

Public Utilities/Public Services

Water Rates

Monthly Charges

Base Fee per Equivalent Residential Unit		\$15.00
Metered Usage - Residential	Per 1,000 Gallons up to 9,999 Gallons	\$2.00
Metered Usage - Residential	Per 1,000 Gallons over 9,999 Gallons	\$2.50
Metered Usage - Commercial	Per 1,000 Gallons up to 9,999 Gallons	\$2.00
Metered Usage - Commercial	Per 1,000 Gallons over 9,999 Gallons	\$2.50

Other Charges

Water Access Charge (WAC)		\$2,500.00
Water Trunk Fee		\$2,000.00
Unauthorized Hydrant Usage		\$100.00
Hydrant Demand Charges (Per 1,000 gallons)		\$10.00
Disconnect Fee / Re-connect Fee (At Curb Stop)		\$50.00
Requested Meter Accuracy Test (Refer to Policy)		Actual Cost
Minnesota Department of Health Test Fee		Prevailing Rate
Water Meter/Radio Read		Actual Cost

Sanitary Sewer

Monthly Charges

Base Fee per Equivalent Residential Unit		\$35.00
Sewer Surcharge per account		\$10.50
Residential Flow Charges	Per 1,000 Gallons	\$12.00
Commercial & Industrial Flow Charges	Per 1,000 Gallons	\$17.00

Other Charges

Sewer Access Charge (SAC)		\$3,500.00
Sewer Trunk Fee		\$2,000.00

Refuse & Recycling

Refuse	32 Gallon Can / Monthly	\$11.50
Refuse	64 Gallon Can / Monthly	\$15.00
Refuse	96 Gallon Can / Monthly	\$17.00
Recycling	Per Month	\$5.50
Bulk Pick-up		actual cost
Garbage Tags (extra bags)	Per Bag	\$4.00

Storm Sewer

Per Utility Account	During winter months (Sep - Apr)	\$5.50
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Mosquito Control

	During summer months (May - Aug)	\$11.00
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Late Payment Fee

	Monthly, per account	\$15.00
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In addition to the charges outlined below, the applicant will reimburse the city for all outside legal, engineering, planning, and/or other administrative expenses related to the application. The initial escrow amounts shown will be used to cover these costs. If the costs exceed the initial escrow amount, the applicant will be billed for the additional expenses. Any unused escrow funds will be returned to the applicant upon completion of the project. Unpaid invoices for consultants' fees may become a lien against the property if left unpaid after attempts to invoice and collect.

	Initial Escrow (refundable if not used)	Application Fee (non-refundable)
<u>PLANNING & ZONING</u>		
Administrative Permit		\$50.00
Conditional Use Permit Application	\$2,000	\$400.00
Interim Use Permit Application	\$2,000	\$400.00
Variance Application	\$2,000	\$400.00
Wetland Application		actual cost
Easement Vacation	\$2,000	\$400.00
Rezoning Application	\$2,000	\$400.00
Concept Plan (Site Plan Review)	\$2,000	\$400.00
Street/Alley Vacation Request	\$2,000	\$400.00
 <u>SUBDIVISION</u>		
Minor Subdivision/Lot Split/Lot Combination	\$1,000	\$200.00
Preliminary Plat	\$5,000	\$500.00
Final Plat	\$5,000	\$500.00
Park Dedication Fees - General	Per Subdivision Ordinance	
Park Dedication Fees - Sunrise Crest	Per lot per development agreement	\$400.00
	<i>To be paid at the time that the building permit is issued</i>	
 <u>OTHER DEVELOPMENT/SPECIAL REQUESTS</u>		
Annexation Petition	\$1,000	\$100.00
Comprehensive Plan Amendment	\$1,000	\$400.00
Ordinance Text Amendment	\$1,000	\$400.00
TIF (Tax Increment Financing)	\$12,000	\$100.00
Tax Abatement	\$6,500	\$100.00

This ordinance is effective January 1, 2025 following adoption and summary publication.

Adopted this 9th day of December, 2024

ATTEST:



 Annita M. Smythe, City Administrator

APPROVED:



 Andrea Lawrence Wheeler, Mayor