

1st Reading: October 24, 2022	Publication: November 22, 2022
2nd Reading: November 14, 2022	Effective: January 1, 2023

**City of Lino Lakes
Ordinance No. 07-22**

An Ordinance Adopting the 2023 City of Lino Lakes Fee Schedule and Providing for the Issuance of Licenses, Permits and Collection of Fees Thereof; Repeals All Ordinances, Parts of Ordinances and Previous Fee Schedules that Conflict Therewith.

The City of Lino Lakes City Council does ordain the following:

Section 1. Findings. Pursuant to Minnesota Law, the Lino Lakes City Charter, and the Lino Lakes City Code, and upon a review of a study conducted by City Staff, a fee schedule for City services and licensing is hereby adopted as follows:

2023 FEE SCHEDULE

ALCOHOLIC BEVERAGES

3.2 Beer Investigation (Initial Application Only)	\$ 267.75	1 or 2
	\$ 471.75	3+
3.2 Beer Off-Sale	\$ 200.00	/Year
3.2 Beer On-Sale	\$ 300.00	/Year
3.2 Beer On-Sale Temporary	\$ 50.00	Plus \$5.00/Day
Club License	\$ 300.00	/Year
Liquor License Investigation (Initial Application Only)	\$ 267.75	1 or 2
	\$ 471.75	3+
Liquor License On-Sale	\$ 4,500.00	/Year
Liquor License Off-Sale	\$ 200.00	/Year
Liquor Temporary Permit	\$ 50.00	
Wine License Investigation (Initial Application Only)	\$ 267.75	1 or 2
	\$ 471.75	3+
Wine License	\$ 500.00	/Year
Sunday Liquor	\$ 200.00	/Year
On-Sale Brewer Taproom	\$ 500.00	/Year
Off-Sale Growler	\$ 200.00	/Year

AMUESMENT & COMMERCIAL RECREATION

Cabaret License	\$ 35.00	
Dances	\$ 200.00	/Year
Gambling Permit Application	\$ 10.00	

BUSINESS & MISCELLANEOUS

Assessment Search Fee	\$	20.00	/Search
Background Check Fee	\$	35.00	/Background
Burning Permit	\$	50.00	
Dog Kennel - Private	\$	20.00	/Year
Dog Kennel – Commercial	\$	105.00	/Year
Dog License Male/Female	\$	11.00	Not Spayed or Neutered
	\$	6.00	Spayed or Neutered
Cannabinoid License Investigation (Initial Application Only)	\$	267.75	1 or 2
	\$	471.75	3+
Cannabinoid License	\$	200.00	/Year
Copies: Per Page	\$	-	/Page (1-10 Pages)
	\$	0.25	/Page (11-100 Pages)
	Actual Cost		100+ Pages
Copies: New Resident Labels	\$	5.00	/Month Flat Fee
Copies: Large Scale (>11”x17”)	\$	0.50	/Square Foot
City Charter	\$	-	First Copy
	\$	10.00	Each Additional Copy
City Code Book	\$	75.00	
City Map	\$	2.50	
Comp. Plan	\$	55.00	
CD or DVD	\$	7.00	
Election Filing Fee	\$	5.00	
Fax Charge	\$	-	1-10 Pages
	\$	0.25	/Page 11+ Pages
Garbage Hauler License	\$	100.00	First Truck
	\$	45.00	Each Additional Truck
Lawn Sprinkling Violation	\$	25.00	First Violation
	\$	50.00	Each Subsequent Citation
Overweight Permit	\$	50.00	
Pawn Shop Class A	\$	10,000.00	
Pawn Shop Class B	\$	7,000.00	
Class A Secondhand Goods Dealer	\$	720.00	
Class B Secondhand Goods Dealer	\$	105.00	
Class C Secondhand Goods Dealer	\$	-	No Fee
Massage Therapist License (Individual)	\$	50.00	Annually
Therapeutic Massage Business License	\$	200.00	Annually
Pawn Shop Investigation	\$	15,400.00	Deposit on Costs
Pawn Shop In-State Investigation	\$	765.00	
Pawn Shop Out-State Investigation	\$	20,400.00	
Peddler, Solicitor, Transient Merchant	\$	250.00	/6 Months

Rental Housing License (Annual)	\$	69.00	1 or 2 Units plus \$15.00/Unit for 3 or More Units (fee to be reduced by 50% if issued less than six months from expiration date)
Rental License Re-Inspection Fee	\$	69.00	
Return Check Charge	\$	30.00	
Special Event Permit	\$	50.00	
Tobacco License	\$	50.00	
Weed & Mowing Violation	\$	150.00	First Hour
	\$	75.00	Each Additional Hour
Additional Admin Fee	\$	100.00	2nd Offense in Calendar Yr
	\$	200.00	3rd and Each Additional Offense in Calendar Yr
Non-Payment Certification Fee	\$	30.00	
Zoning Maps	\$	5.00	Large or Colored
Zoning Ordinance	\$	25.00	

FIRE REGULATIONS

Annual Permit for Sale of Consumer Fireworks	\$	350.00	Exclusive Retail Seller
	\$	100.00	In Conjunction with Existing Retail Store

POLICE FEES

Copy of Report	\$	-	To Subject of Data up to 3 Pages
	\$	1.00	4th Page
	\$	0.25	/Page 5-100 Pages
Copy of Report – Mail In	\$	4.00	Up to 4 Pages
	\$	0.25	/Page Thereafter
Vehicle Lockouts	\$	-	No Fee
Clearance Letter	\$	15.00	
Fingerprinting	\$	15.00	By Appointment
Photographs	\$	25.00	Plus Developing Costs
Digital Photographs	\$	25.00	Up to 16gb Flash Drive
Other Digital Documentation/Video	\$	25.00	Up to 16gb Flash Drive
False Alarms	\$	-	/Alarm (1-3) in Calendar Yr
	\$	52.50	/Alarm (4-10) in Calendar Yr
	\$	105.00	/Alarm (11+) in Calendar Yr
Vehicle Forfeiture Fee	\$	100.00	/Vehicle
Dangerous Dog Registration	\$	255.00	/Year

RENTALS & RESERVATIONS

Civic Complex Room Reservations		
Non-Residents & Businesses - Up to 4 Hours	\$	100.00
Non-Residents & Businesses - Up to 8 Hours	\$	200.00
Field Rental		
Baseball/Softball Drag Only	\$	25.00 /Evening
Baseball/Softball Drag & Chalk	\$	50.00 /Evening
Picnic Shelter Reservation	\$	- Residents
	\$	25.00 Non-Resident

BUILDING - CONSTRUCTION UTILITES

Building Permit Fee Schedule

Building Permit Fees shall be based on the Fee Table.
 Fire Suppression Permit Fee shall be based on Fee Table.
 Minimum fee of \$69.00 for all permits.

Fee Table

Total Valuation	Fee
\$1.00 to \$1,360.00	\$69.00
\$1,361.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00. Min. Fee \$69.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

Other Inspections and Fees

Work Commencing Before Permit Issuance	Double Permit Fee
Erosion Control Inspection Fee	
Single, Two-Family, Townhomes up to 8 Units,	\$ 160.00
Multi-Family > 8 Units	
Commercial, Industrial, and Institutional	Determined by Separate Agreement
Change of Use/Occupancy Inspections	\$ 69.00 /Trip

Inspections Outside of Normal Business Hours	\$ 69.00 /Hour*
Re-Inspection Fee	\$ 69.00 /Trip
Inspections for which no fee is specifically designed	\$ 69.00 /Trip
Additional Plan Review Required by Changes, Additions, or Revisions	\$ 69.00 /Hour**
For use of outside consultants for plan checking and inspections, or both	Actual Cost***
Plan Review Fee	
a. 65% of the Building Permit Fee	
b. 25% of the Building Permit Fee for review of similar plans (Master Plan) in a 12 month period	
Easement Encroachment Fee	County Recording Fee plus \$25.00
Antenna, City Owned Property	\$ 250.00 Plus \$6,000 Escrow
Antenna, Private Property	See Building Fee Table
Accessory Building Permit: 200 sq. ft. or under in size	\$ 69.00
Accessory Building Permit: over 200 sq. ft. in size	See Building Fee Table
Fence Permit: 6 feet or under in height	\$ 69.00
Fence Permit: over 6 feet in height	See Building Fee Table
Grading Permit	\$ 160.00
Grading Permit Escrow Deposit (if not included in Dev. Contract)	\$ 300.00
Roofing Permit	\$ 106.00
Siding Permit	\$ 106.00
Swimming Pool Permit	\$ 160.00 In Ground
	\$ 106.00 Above Ground
Window/Door Replacement Permit	\$ 79.00 /Unit (max \$158.00)
Retaining Wall Permit	\$ 69.00
Mechanical (HVAC) permit: Gas Fireplace	\$ 69.00 Plus \$34.50 for Each Additional Fireplace
Mechanical (HVAC) Permit: Residential	\$ 69.00 Except New Construction Includes AC/Furnace Combined
Mechanical (HVAC) Fee: New Construction Residential	\$ 158.00 Does Not Include Fireplaces
Mechanical (HVAC) Permit: Commercial	2% of the Contract Price (\$69.00 Minimum Fee)
Manufactured Home Permits	\$ 250.00
Plumbing Permit	\$ 11.00 /Fixture (\$69.00 Min. Fee)
Sewer Connection Inspection Fee	\$ 200.00
Water Connection Inspection Fee	\$ 250.00
Contractor License Verification	\$ 5.00 /Permit
Contractor Lead Certification Verification	\$ 5.00 /Permit
Contractor License	\$ 50.00
Metropolitan Council SAC (Sewer Availability Charge)	Per Met Council
Water Meter	City Cost plus \$50.00
MXU Unit	City Cost plus \$50.00
Water Meter + MXU Unit	City Cost plus \$50.00

Touch Pad	\$	18.00
Curb Stop Covers	\$	70.00
Septic Installation or Repair Permit	\$	250.00
Septic Pumping Permit	\$	10.00
Demolition Permit	\$	69.00
Lawn Sprinkler/Irrigation System Permit	\$	69.00
Irrigating or Watering of New Landscaping Permit (Sod or Seed)	\$	- No Fee
Driveway Replacement Permit	\$	69.00
Sign Permit: Existing Billboard	\$	85.00 /Year
Sign Permit: Permanent		See Building Fee Table
Sign Permit: Sandwich Board	\$	25.00
Sign Permit: Temporary (portable/banner)	\$	25.00 /Term
Storm Pond Aeration Permit	\$	150.00

Fee Refund – Per applicant request, City staff may refund permit fees up to 80% for voided permits. Plan review fees and state surcharge fees are non-refundable. No refund shall be provided if permit has expired.

All permits issued are subject to applicable State surcharge fees.

- * Inspections made outside of normal business hours is a three-hour minimum charge.
- ** Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.
- *** Actual costs include administrative and overhead costs.

An escrow may be required, as determined by the City Engineer, to cover all costs incurred by the City for plan revision and construction observation.

ESCROW DEPOSITS

In order to obtain a Certificate of Occupancy, escrow deposits shall be collected if exterior work cannot be completed due to inclement weather, as determined by City Staff, whereupon a Temporary Certificate of Occupancy would be issued subject to the execution of an escrow agreement and payment thereof. Any unfinished work must be completed within six months (weather permitting) from the date of issuance. The following escrow amounts are hereby established:

- a. Driveway - \$1,000.00
- b. Exterior Concrete - \$1,000.00
- c. As-built Surveys - \$1,000.00
- d. Stucco (final coat only) - \$1,000.00
- e. Garage Floor - \$1,000.00
- f. Landscaping - \$2,500.00 (landscaping may be escrowed year-round per City Staff)
- g. Other – Determined by City staff at a rate of 125% of the actual improvement costs

Escrow deposits will be charged a \$100.00 non-refundable administrative fee.

Escrow deposits can be submitted through one of the following procedures:

- a. Escrow can be paid to the City upon execution of an agreement signed by both the payee and the City.
- b. The title company or lending institution can hold the escrow upon execution of an agreement signed by both the title company or lending institution and the City.

A partial release, of a multi-item escrow, will be charged a \$75.00 non-refundable administrative fee.

RIGHT-OF-WAY MANAGEMENT

Excavation Permit Fees

Hole (includes administration, plan review, inspection, testing and mapping)	\$	125.00
Trench (includes administration, plan review, inspection, testing & mapping)	\$	70.00 /100 Lineal Feet plus Hole Fee

Obstruction Permit Fee

Includes administration, recording, review & inspection	\$	50.00 Plus \$0.05/ Lineal Foot
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Permit Extension Fee

Includes administration, recording & review	\$	55.00
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Delay Penalty

For up to three days of non-completion and non-prior notice before specified date. After three days an additional charge of \$10.00 per day will be levied.	\$	60.00
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Degradation Fee

Degradation Fee Formula:

This formula covers degradation for depreciation caused by intrusion into the right-of-way. The depreciation applies to the original surface of the right-of-way and to the overlays and seal-coats applied to the surface. The formula includes life expectancy schedules for each and has an estimated cost per square yard based on the quality of the right-of-way surface required for different levels of traffic. This formula creates a degradation fee which is determined by the cost per square yard for street, overlay, and seal-coat, multiplied by the depreciation schedule, multiplied by the area of the street patch.

Degradation Fee:

(cost per square yard for street overlay and seal-coat x depreciation schedule rates) x area of street patch = degradation fee

UTILITY FEES

Water Utility Rates

Residential

Base Fee	\$	15.00	/Quarter/REU*
Consumption Fee			
0 - 20,000 Gallons	\$	2.02	/Thousand Gallons
20,001 - 40,000 Gallons	\$	2.25	/Thousand Gallons
40,001 - 80,000 Gallons	\$	2.81	/Thousand Gallons
80,001 - 120,000 Gallons	\$	3.37	/Thousand Gallons
Over 120,000 Gallons	\$	3.94	/Thousand Gallons

Non-Residential

Base Fee	\$	15.00	/Quarter/REU*
Consumption Fee			
0 - 20,000 Gallons	\$	2.02	/Thousand Gallons
20,001 - 40,000 Gallons	\$	2.25	/Thousand Gallons
Over 40,000 Gallons	\$	2.54	/Thousand Gallons

Non-Residential Irrigation**

Consumption Fee			
0 - 40,000 Gallons	\$	2.81	/Thousand Gallons
40,001 - 80,000 Gallons	\$	3.37	/Thousand Gallons
Over 80,000 Gallons	\$	3.95	/Thousand Gallons

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

**Non-Residential users with irrigation systems that do not have a separate irrigation meter will be charged at residential rates until such time that a separate irrigation meter is installed and inspected.

Sewer Utility Rates

Metered Sewer

Base Fee	\$	58.52	/Quarter/REU*
Consumption Fee			
Over 10,000 Gallons (based on winter average)	\$	1.12	/Thousand Gallons

Flat Sewer \$ 69.02 /Quarter/REU*

*REU = a residential equivalent connection:

1. Residential - a single housing unit
2. Non-Residential - per Met Council Service Availability Charge Procedures Manual

Storm Water Utility Rates

Quarterly Base Rate

Residential Fee	\$ 12.00 /Parcel
Non-Residential Fee	\$ 175.00 /Acre of Impervious (\$12.00 minimum)

Late Penalty

10% of Unpaid Balance, Assessed per Billing Cycle

Non-Payment Certification Fee	\$ 30.00
Meter Testing (Our Cost, Delivered to Minneapolis)	\$ 100.00 5/8" - 3/4" Meter Test
	\$ 150.00 1" Meter Test
	\$ 250.00 1-1/2" - 2" Meter Test
Water Meter Rental	\$ 600.00 Deposit
	\$ 25.00 /Month
Additional Accessories	\$ 25.00 /Month
Water Usage Fee	\$ 5.00 /Thousand Gallons
Water Use Violation	\$ 25.00 1st Violation
	\$ 50.00 2nd and Subsequent Violations

City Trunk Utility Connection Fees - the Trunk Utility Connection Fee consists of two components: a Trunk Charge and an Availability Charge.

Trunk Charge

The trunk charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Residential trunk charges are based on one unit per dwelling unit. Commercial/Industrial/Institutional (CII) trunk charges are based on a factor of 2.92 units per acre.

Sanitary Sewer	\$ 1,695.00 /Unit
Water	\$ 2,435.00 /Unit

Availability Charge

For residential properties, the availability charge shall be paid at the time of subdivision approval or at the time of hook-up, whichever is first. Commercial/Industrial/Institutional availability charges shall be paid at the time of building permit. Fees are based on the number of sanitary access charge (SAC) units assigned by Metropolitan Council Environmental Services (MCES). Residential uses shall be assigned one unit per dwelling unit unless otherwise noted by MCES.

City Sewer (CSAC)	\$ 1,586.00 /SAC Unit
City Water (CWAC)	\$ 1,532.00 /SAC Unit

The Lateral Service Connection Fee shall be in addition to the City Trunk Utility Connection Fees.

Lateral Service Connection Fees

If the lot or tract of land, or portion thereof, to be served by a lateral connection has not been assessed for the cost of construction, then the applicant shall pay, upon hook-up, a lateral connection in accordance with Resolution No. 02-149 (Bisel Amendment) based on the following front foot charges:

Sanitary Sewer	\$ 75.30 /Front Foot
Watermain	\$ 71.20 /Front Foot

Vacant Buildings: Owners of a commercial/industrial building(s) connected to City water and/or sewer utilities that are vacant due to business closures or other reasons may apply to have the number of billed REU’s reduced to one (1) REU for purposes of calculating utility fees effective from the date the building(s) were vacated for as long as the building(s) remain unoccupied. When the building(s) again becomes occupied the owner must inform the City of such occupation, at which time the number of REU’s will be determined and utility fees assessed according to the current fee structure. (*Ordinance No. 06-13, passed 8-26-13*)

REU = a residential equivalent connection:

1. Residential – a single housing unit
2. Non-Residential REU = per Met Council Service Availability Charge Procedures Manual

Surface Water Management

	Single/Two Family Lots	Multi Family Lots	Commercial/Industrial/ Institutional Property
Fee Charge per Acre of Development	\$7,731.00	\$10,397.00	\$11,516.00

Fees are based on developable land in accordance with the policy provisions established in Resolution No. 92-70. Credits may be earned for sub-watershed trunk improvements.

CULVERT PRICES

All culvert prices are based on market prices and include tax & delivery and 15% administration fee.

LAND USE

Fees

Alternative Urban Area-wide Review (I-35E AUAR) \$ 300.00 /Acre
 To be charged at the time of land use approval for projects within the I-35E Corridor AUAR area that require preliminary plats; conditional use permits; site and building plans; and planned unit developments. Once paid, the same land will not be charged again.

Administrative Permit (no fee for Transient Merchant if issued by City Clerk)	\$ 69.00
Zoning Confirmation Letter	\$ 50.00

Escrow Deposits (Application Fee Required With Each Submittal)

Application Fee	\$ 200.00
Comprehensive Plan Amendment	\$ 3,000.00 40 Acres or Less \$ 5,000.00 Over 40 Acres
Conditional Use Permit	\$ 1,000.00 Residential/Rural \$ 7,500.00 Commercial/Industrial/ Institutional
Environmental Assessment Worksheet	\$ 10,000.00
Interim Use Permit	\$ 7,500.00
Ordinance Amendment	
Map Amendment (Rezone)	\$ 1,500.00 40 Acres or Less \$ 5,000.00 Over 40 Acres
Text Amendment	\$ 1,500.00
Planned Unit Development	\$ 3,000.00 General Concept Plan \$ 12,500.00 Development Stage Plan \$ 7,500.00 Final Plan
Site Plan Review	\$ 7,500.00
Subdivision	
Concept Plan Review	\$ 1,500.00
Minor Subdivision	\$ 3,000.00
Preliminary Plat	\$ 5,000.00 Less than 5 Acres \$ 7,500.00 5-40 Acres \$ 12,500.00 Over 40 Acres
Final Plat	\$ 1,500.00 Less than 5 Acres \$ 5,000.00 5-40 Acres \$ 7,500.00 Over 40 Acres
Vacation (Street, Utility, Drainage)	\$ 1,500.00
Variance or appeal	\$ 750.00

An escrow account shall be established as indicated above to cover all expenses incurred by the City as part of the plan review. In the case of applications including multiple requests the highest escrow deposit amount will be the only one initially required. The applicant is responsible for all costs incurred by the City during plan review. If the escrow account drops below 10% of the original deposit amount the City will require the submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon City determination that the project is complete or expired, the City will return the remaining escrow deposit to the applicant.

DEVELOPMENT FEES

GIS Mapping Fee	\$ 90.00 /Lot
Park Dedication	
Commercial/Industrial/Assisted-Living/Skilled Nursing	\$ 2,600.00 /Acre
Residential	\$ 3,300.00 /Unit
Tree Preservation Mitigation Fee	\$ 485.00 /Tree
Street Lighting Operation Fee (New Development)	\$ 120.00 /Light (\$8/mo/light x 15 months)

ECONOMIC DEVELOPMENT ASSISTANCE

Tax Increment Financing or Tax Abatement	\$ 10,000.00 Escrow Deposit
Tax Exempt Financing	\$ 2,500.00 Application Fee, plus 1% Administration Fee

STAFF TIME

Staff time for chargeable event/projects shall be charged as the employee’s hourly rate of pay plus benefits plus calculated overhead costs (when applicable). Overtime will be charged at 1.5 times the calculated hourly rate.

LATE FEE


Late penalty fee: a late charge of 10% or \$25.00, whichever is greater, will be charged for fees not paid when due.

Section 2. Effective Date of Ordinance. This ordinance shall be in force and effect from and after its passage and publication according to the Lino Lakes City Charter.

Adopted by the Council of the City of Lino Lakes this 14th day of November, 2022.

The motion for the adoption of the foregoing resolution was introduced by Councilmember Stoesz and was duly seconded by Councilmember Cavegn and upon vote being taken thereon, the following voted in favor thereof: Ruhland, Cavegn, Stoesz, Rafferty

The following voted against same: None (Absent- Lyden)


 Rob Rafferty, Mayor

ATTEST:


 Julianne Bartell, City Clerk