

CITY OF SARTELL

Fee Schedule

Type	2016	Comments
ADMINISTRATIVE		
Photocopies (first 100 pages)	\$.25/page	
Photocopies (after 100 pages)	\$.15/page	PLUS \$16/hour
Data Retrieval for public data requests	Salary & benefit costs of lowest cost employee able to do the data retrieval	
Municipal election filing fee	\$5	
Fax Machine Usage	\$1 per page	For non-City of Sartell government faxes
Returned check	\$30	
Council Meeting DVD	\$5	
Notary Fee - per document	\$1	
Turf Grass & Vegetation Maint Fine	\$50	per lot penalty if not paid w/in 30 days
Pinecone Road Sign Rental - top sign panel - announcements	\$7	Community events, subject to City approval; price per day, plus tax
Plus set up/admin fee	\$10	administrative fee, plus tax
Pinecone Road Sign Rental - bottom sign panel - advertisements	\$2,400/year	Plus tax; all signs subject to City approval
	\$1,500/6 mos	
	\$900/3 mos	
	\$350/1 mo	
	\$100/week	
Plus set up/admin fee	\$50 set up; \$15 per change	Plus tax
Electrical Affidavit Books	\$25 pickup; +postage to ship	1 book
	\$50 pickup; + postage to ship	2 books

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Type	2016	Comments
	\$75 pickup; + postage to ship	3 books
	\$100 pickup; + postage to ship	4 books
Special Assessment Search Municipal Subsidy Application	\$15; \$20 same day \$5,000	Written request required; per parcel Deposit, plus actual costs
ANIMALS		
Dog License - 4 mos. or older	\$20	Current rabies vaccine - unspayed
Dog License - 4 mos. or older	\$10	Current rabies vaccine - spayed
Dog License - purchased after June 1	\$30	Current rabies vaccine - unspayed
Dog License - purchased after June 1	\$15	Current rabies vaccine - spayed
Duplicate dog license	\$5	
Impounding Fee - per licensed animal or animal not requiring license	\$50 + impound fees \$60 + impound fees \$85 + impound fees	1st offense/license year 2nd offense/license year 3rd offense/license year
Impounding Fee - per unlicensed dog or non- resident animal *	\$70 + impound fees	1st offense/license year
* must get dog license prior to release if City resident	\$85 + impound fees	2nd offense/license year
	\$115 + impound fees	3rd offense/license year
Potentially Dangerous Dog License	\$100	per year - in addition to dog license
Dangerous Dog License	\$100	per year - in addition to dog license & potentially dangerous dog license
Kennel License grandfathered in	\$65	Annual fee - each dog must also be separately licensed
CEMETERY		
Cemetery Lot - resident	\$500	

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Type	2016	Comments
Cemetery Lot - non-resident	\$750	
Open & Close Grave (Summer Rates)	Per contract + \$100	Contract pricing subject to change
Adult	\$600	Includes \$100 admin
Infant (up to 3 feet)	\$375	Includes \$100 admin
Cremation	\$375	Includes \$100 admin
Open & Close Grave (Winter Rates)	Per contract + \$100	Contract pricing subject to change
Adult	\$725	Includes \$100 admin
Infant (up to 3 feet)	\$500	Includes \$100 admin
Cremation	\$500	Includes \$100 admin
Sunday or holiday burial surcharge	\$75	
Monument and Marker Foundations	\$50	
COMPOST		
Sticker Fee - Sartell City residents	\$30	first vehicle per household
	\$5	each additional vehicle per household
Sticker Fee - Non-residents	\$60	per vehicle; limited to residents of LeSauk Township and cities of St. Joseph, Sauk Rapids, Waite Park & St. Cloud
Replacement sticker fee (for lost or damaged compost permits - both resident and non-resident)	\$5	
Sticker Fee - manufactured home park property owners	\$100	per Park per vehicle
DEVELOPMENT RELATED		
Blasting Permit	\$250	Plus engineering
State Surcharge	Actual surcharge cost added to each permit	
Building Permit Fees	\$34	\$0 -\$2,000

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Type	2016	Comments
	\$57	\$2,001 - \$10,000
	\$115	\$10,001 - \$25,000
	\$0.006	\$25,001 - \$50,000
	\$0.006	\$50,001 - \$75,000
	\$0.006	\$75,001 - \$100,000
	\$0.006	\$100,001 - \$500,000
	\$0.006	\$500,001 - \$1,000,000
	\$6,000 + \$0.005 x value > \$1 million	\$1,000,000+
Inspections - other than normal business hours	\$60	per hour - 1 hr min
Inspections - other/miscellaneous/re-inspections	\$30	per hour - 1 hr min
Building Plan Review Fee	65% of permit fee	Comm/Ind/Multi-Family Only
	25% of permit fee	New Single Family Construction Only
	50% of permit fee	Other residential (additions, decks, etc)
	25% of permit fee	Residential - similar plans
House/Large Object Moving Permit	Based upon valuation; \$100 minimum	Moves to/from City - applications at City Hall
	\$100	Pass thru City only - apply at Police Dept
Demolition Permit	\$50 minimum	Based upon same valuation as bldg permit
Land Disturbance Permit	\$50	Single Family Residential (principal structure only)
	\$75	Comm/Ind/Multi-Family/Development Sites
Shingle Replacement Permit	\$70	

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Type	2016	Comments
Window Replacement Permit	\$70	
Door Replacement Permit	\$70	
Siding Replacement Permit	\$70	
Replacement Building Inspection Record Card	Deck, roofing, siding, lower level finish, fence, etc card: \$10 Single family or larger projects: \$20	
Investigation Fee/Work without a permit	Double Bldg Permit Fee	Includes zoning, sign, LD permits per event or season
Temporary or Seasonal Structure	\$50	
Plumbing Fees-per fixture	\$8.75	
Plumbing Fees-pump discharge	\$30	
Plumbing Fees-per inspection replace piping	\$30	
Plumbing Fees-water conditioner-residential	\$30	
Plumbing Fees-water conditioner-commercial	\$50	
Plumbing Fees-minimum	\$30	
Plumbing Fees - backflow preventer (rpz/pvb)	\$30	
Plumbing (Commercial)	2% x value; \$50 minimum	
Mechanical (Commercial)	2% x value; \$50 minimum	
Mechanical Fees-per furnace/air handler & ductwork	\$48.50	new installations-residential
Mechanical Fees-per appliance	\$30	new installations-residential
Mechanical Fees- new gas piping	\$30 minimum; \$11 each opening	residential
Mechanical Fees-minimum	\$30	residential

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Type	2016	Comments
Electrical Fees Building Permit Refunds	Per State fee schedule	No refund of permit fees after construction work begins 50% of permit fees will be retained as a processing fee No refund of plan review or land disturbance fees after plans have been reviewed 80% of plan review & land disturbance fees if plan review not completed Refund must be requested before permit application expires (180 days)
Automatic Fire Extinguishing System Inspection Fee	2% of System Cost; \$60 min fee	
Fire Alarm/Monitoring Installation Permit	2% of System Cost; \$60 min fee	
Fire Suppression (Hood) Installation Permit	2% of System Cost; \$60 min fee	
Auto Extinguish, Fire Alarm & Fire Suppression (Hood) Plan Review Fee	65% of permit fee	
Zoning Permit	\$40	
Lawn Irrigation System Permit	\$35	
Change of Use/Occupancy classification (when no construction being done)	\$30	per hour - 1 hr min
Driveway curb cut	\$25	post infrastructure construction
Boat dock permit	\$30	annual fee
Permanent Sign	\$80	Building & Planning Staff Approval

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Type	2016	Comments
Temp Signs 1-4	\$200	
Temp Signs 5-10	\$400	
Temp Signs 11-20	\$800	
Temp Signs - each sign over 20	\$50	
Temp Commercial Sign	\$175	
Community Events Sign	\$35	Planning Staff Approval
Street sign - installed	\$120	per sign
Confiscated sign recovery	\$15	per sign
Water/Sewer Hookup Inspection - single family	\$50	each inspection
Water/Sewer Hookup Inspection - Comm/Indus/Institut/Multi-family	\$100	each inspection
Right of Way Management	\$20	Annual Registration Fee
	\$35/hole plus \$35 per 100 lineal feet up to 400 feet; \$25 per 100 feet beyond 400	Excavation Permit
	\$50 base fee plus 5 cents per lineal foot for overhead work	Obstruction Permit
	\$25	Permit Extension
	\$20 plus \$10 per day after	Delay Penalty Fee
Water Trunk Charge, attached Ex A sample	\$2,546	Per acre - paid at time of final plat signing
Sewer Trunk Charge, attached Ex A sample	\$2,546	Per acre - paid at time of final plat signing
Storm Trunk Charge, attached Ex A sample	\$0.100	Per square foot - single family residential
	\$0.134	Per square foot - multi family residential
	\$0.201	Per square foot - commercial/industrial

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Type	2016	Comments
Park Dedication-Single Family	1,150 sq ft or \$978	per unit: paid or dedicated at final plat
Park Dedication-Multiple Family	900 to 1,150 sq ft or \$765 to \$978	per unit, depending on on-site park amenities provided: paid or dedicated at site plan approval
Park Dedication - Commercial/Industrial	5% land or cash equiv \$1.64 per sq ft	Cash or land - Council discretion: paid at final plat
Special Meeting of Council, Planning Comm or Park Board	\$400	
Public Hearing Continuation requested by applicant	\$100	
Wetland delineation review	\$400 base fee + \$0.10 per lineal foot of wetland boundary	\$200 and lineal footage fee to engineer
Wetland Application (WCA Permit)	\$700	\$500 to engineer
Wetland No-Loss & Exemption Determination	\$300	\$200 to engineer
Wetland Banking Application	\$1,700	\$1,500 to engineer
EAW Review	\$1,500	\$1,200 to engineer
AUAR/EIS Review	\$1,500	plus reimbursables, including engineering
Annexation Petition	\$450	Plus State fees
Conditional Use Permit Application	\$425	Includes recording fee
Interim Use Permit Application	\$425	Includes recording fee
Land Use Plan/Map Amendment	\$775	

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Type	2016	Comments
Site plan review for commercial and industrial sites less than 1 acre	\$1,500	\$1,100 to engineer; each revision/resubmittal will require \$1,000 addl fee (\$800 to engineer)
Site plan review for commercial and industrial sites of 1 to 5 acres	\$2,000	\$1,500 to engineer; each revision/resubmittal will require \$1,500 addl fee (\$1,100 to engineer)
Site plan review for all residential projects (except single family detached) and all commercial and industrial sites larger than 5 acre site	\$3,000	\$2,000 to engineer; each revision/resubmittal will require \$2,000 addl fee (\$1,400 to engineer)
Review Certificate of survey/Minor Subdivision	\$425	
Planning Commission Sketch Plan/Concept Plan review	\$400	\$300 to engineer
New or Revised Grading or drainage plans review	\$500 base fee + \$10 per lot	All fees to engineer
Residential Preliminary Plat Review - first 80 lots	\$800 + \$35 per lot + \$90 County Fee	\$400 to Engineer first 10 lots; \$35 per lot 10-80;
Residential Preliminary Plat Review - each addl lot over 80	\$20	per lot fee to Engineer
Comm/Ind Preliminary Plat Review - first 10 lots	\$800 + \$200 per lot + \$90 County fee	per lot fee to Engineer
Comm/Ind Preliminary Plat Review - each addl lot over 10	\$50	per lot fees to Engineer
Residential PUD/ESA preplat - first 80 lots	\$900 + \$35 per lot	Plus \$90 County fee; \$400 plus per lot fee to engineer
Residential PUD/ESA preplat - each lot over 80	\$15	per lot fee to Engineer

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Type	2016	Comments
Comm/Ind PUD/ESA preplat - first 10 lots	\$900 + \$200 per lot	Plus \$90 County fee; per lot fee to engineer
Comm/Ind PUD/ESA preplat - each lot over 10	\$50	per lot fee to Engineer
Final Plat	\$600	\$500 to engineer
Vacation Petition	\$525	Includes County fees
Variance Petition	\$375	Includes County fees
Zoning Change	\$775	
<i>FIRE DEPARTMENT</i>		
Sale of consumer fireworks - inside a building	\$100	Annual
Sale of consumer fireworks - outside a bldg	\$350	Annual
Pyrotechnic Displays - seasonal	\$250 plus FD equip itemized below	Plus fire dept standby fees; May 1st through October 31st
Pyrotechnic Displays - single event	\$150 plus FD equip itemized below	Plus fire dept standby fees
Fire Safe House	\$25 \$150	per rental - Mutual Aid members per rental - non Mutual Aid members
Engine pumper/ladder	\$350 per hour	Includes 4 firefighters
Tenders/tanker	\$250 per hour	Includes 2 firefighters
Air Van/cube	\$300 per hour	Includes 4 firefighters
Rescue squad/truck	\$250 per hour	Includes 3 firefighters
Brush rig/All terrain 6x6	\$200 per hour	Includes 2 firefighters
Brush rig/boat	\$225 per hour	Includes 2-3 firefighters
Brush rig	\$175 per hour	Includes 2 firefighters
Fire Lock Boxes	\$175 surf mount; \$205 recess	
Fire Watch	\$100/hr	2 hour minimum; owner given 45 min to have rep on site

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Type	2016	Comments
Flammable Fluids	\$184	per site - bulk
	\$106	gas stations dispensing
	\$45	miscellaneous
High Piled Storage	\$50	Over 500 square feet
Hood/grease duct cleaning	\$50	
Tanks - removal or installation	\$50 + 65% plan review	
Natural Resource Mgmt Burn Permit	\$30	1 to 5 acres
	\$50	Over 5 acres
Tents/Temp Membrane Structures	\$50	per Fire Code
Daycare/Foster - other State Inspec	\$50	
Repetitive False Alarms	\$350	More than 3 in calendar year
LICENSES		
Billiard & pool table	\$15 per location plus \$15 per table	Annual fee
Cigarettes	\$225	per year
Contractors- commercial	\$60	Cert of insurance & \$25,000 bond or copy of
HVAC	\$60	Cert of insurance & \$25,000 bond or copy of
Sign Installers	\$60	Cert of insurance & \$25,000 bond or copy of
Home Occupations- first year	\$125	Need Permit from Zoning Administrator
Home Occupations- renewal	\$80	
Junk Dealer	\$1,000	\$2,000 bond
Plumber's License Verification Fee	\$10	
Mechanical amusement devices - per machine	\$15 per location plus \$15 per machine	Annual fee
Refuse hauler license - first vehicle	\$400	Cert. Of Insur.-liability & wkrs comp
Each additional vehicle	\$200	

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Type	2016	Comments
Transient Merchant	\$80	per day
Transient Merchant - non profit	\$10	per day
Transient Merchant background check	\$15	per name
Body Art Establishment License Investigation Fee	In state: \$250 + \$50 per person requiring background up to \$500 Out State: \$5,000	On initial application only
Body Art Establishment License	\$250	Prorated to quarters - no refunds
Excavator's License	\$125	\$5,000 bond; cert. of insur; per year; no additional ROW annual registration fee required
<u>LIQUOR - INTOXICATING</u>		Prorated to quarters - no refunds
Investigation Fee	In state: \$250 + \$50 per person requiring background up to \$500 Out State: \$5,000	On initial application only
On Sale	\$3,000	Copy of liquor liability policy
Off Sale	\$150	Copy of liquor liability policy
Club On Sale < 200 members	\$300	Copy of liquor liability policy
201 - 500 members	\$500	Copy of liquor liability policy
501 - 1,000 members	\$650	Copy of liquor liability policy
1,001 - 2,000 members	\$800	Copy of liquor liability policy
2,001 - 4,000 members	\$1,000	Copy of liquor liability policy
4,001 - 6,000 members	\$2,000	Copy of liquor liability policy
6,001 + members	\$3,000	Copy of liquor liability policy
2 AM Closing	\$0	In combination w/base license
Temporary (clubs & non-profits)	\$20	Copy of liquor liability policy

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Type	2016	Comments
Consumption & Display	\$300	Copy of liquor liability policy
Outdoor/Patio License	\$0	In combination w/base license & CUP
Sunday On Sale	\$200	Copy of liquor liability policy
LIQUOR - WINE&BEER		
On Sale - 3.2 Beer	\$150	Copy of liquor liability policy
Off Sale - 3.2 Beer	\$65	Copy of liquor liability policy
Temporary 3.2 On Sale - per day	\$20	Copy of liquor liability policy
On Sale - Wine License	\$200	Copy of liquor liability policy
MAPS		
Base Map - large	\$25	
Base Map - 11 x 17	\$10	
Zoning Map - large	\$50	
Zoning Map - 11 x 17	\$10	
Land use plan map - large	\$50	
Land use plan map - 11 x 17	\$10	
Copy of any above on a CD	\$5	
PARKS/PAVILIONS - Rental Fees & Damage Deposits waived for Partner organizations under Agreement with the		
North Side Park Shelter - resident	\$30	Rental form & liquor form (if applic.)
North Side Park Shelter - non resident	\$60	Rental form & liquor form (if applic.)
Lions Park Gazebo - resident	\$25	Per hour; Rental form & liquor form (if applic.)
Lions Park Gazebo - non resident	\$50	Per hour; Rental form & liquor form (if applic.)
Watab Creek Park Shelter - resident	\$40	Rental form & liquor form (if applic.)
Watab Creek Park Shelter - non resident	\$80	Rental form & liquor form (if applic.)
Val Smith Park Shelter - resident	\$50	Rental form & liquor form (if applic.)
Val Smith Park Shelter - non resident	\$100	Rental form & liquor form (if applic.)

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Type	2016	Comments
Pine Cone Regional Park Shelter resident - May 1 - Oct 31	\$40	Rental form & liquor form (if applic.)
Pine Cone Regional Park Shelter - non resident - May 1 - Oct 31	\$80	Rental form & liquor form (if applic.)
Rental Cancellation Fee	\$15	Full rental forfeited unless 14 day prior
Damage Deposit	\$100	required on all parks
POLICE		
Photocopies (first 100 pages)	\$.25/page	
Photocopies (after 100 pages)	\$.15/page	PLUS \$16/hour
Fax Machine Usage	\$1 per page	
VHS copies	\$25	per copy
DVD/CD Copies	\$5	per copy
Background Checks	\$15	(per name - each check for non-rental licensed properties)
PBT Samples	\$10	
Fingerprinting	\$15	
Paper Service Fee	\$45	
Repetitive False Alarms	\$80 for 2nd; \$155 for 3rd and subsequent	within 1 year period
Impounded Vehicle Storage Fee	\$25	per day
Firearms storage fee	\$2/day	\$500 maximum
Prohibited Parking	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking on Wrong Side of Street	\$25	Plus \$5 late fee if not paid w/in 7 days
Parking Violation - Fire Hydrant/Lane	\$25	Plus \$5 late fee if not paid w/in 7 days
Forfeiture processing administrative fee	\$65	
Winter Parking Violation	\$25	Plus \$5 late fee if not paid w/in 7 days

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Type	2016	Comments
Parking Variance Permit	\$25	Parking variance for up to 14 days
PUBLIC SAFETY		
Extraordinary events/demand on public services and/or intentional false alarms or arson response	Case by Case Basis	Charges to recipient of services for arson, intentional false alarms, or extended emergency response/response causing extraordinary costs to the City will be determined using the City's fee schedule rates for equipment and actual costs for personnel
SPECIAL EVENTS - WAIVED FOR SUMMERFEST & APPLE DUATHLON; Street barricade & block party permit fees are waived for National Night Out provided PD approves street closure plans and applicant picks up barricades		
Special Event Permit/Block Party	\$20	Requires Council approval - add additional charges which may apply as itemized below
Special Event Services - licensed police officer	\$55/hour or actual cost on holidays	2 hour min
Special Event Services - reserve officer	\$20/hour	2 hour min; May be used in conjunction with licensed officer
Special Event Services - squad car	\$25	Per event - In addition to officer fees
Noise Exemption	\$50	
Private Parking Lot Utilization w/liquor	\$25	
Pyrotechnic Displays	See FD fees	
Street Closure- barricades	\$40	
No Parking Signs	\$25	Required for all road races
Parade/Race on Street	\$50	
PUBLIC WORKS		

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Type	2016	Comments
Dump truck (w/operator)	\$160	per hour; 1 hour minimum
Tractor (w/operator)	\$160	per hour; 1 hour minimum
Sweeper (w/operator)	\$170	per hour; 1 hour minimum
Wheel Loader (w/operator)	\$160	per hour; 1 hour minimum
Skid Loader (w/operator)	\$110	per hour; 1 hour minimum
Riding mower/snowblower (w/operator)	\$95	per hour; 1 hour minimum
Pickup Truck (w/operator)	\$95	per hour; 1 hour minimum
Jetter (w/operator)	\$170	per hour; 1 hour minimum
Vac machine (w/operator)	\$220	per hour; 1 hour minimum
Tree Spade (w/operator)	\$160	per hour; 1 hour minimum
Picnic Table Delivery Fee	\$50	Per hour, per City staff person; Only available in off season (Oct-March)
Additional Admin Fee	\$40	add to equip rental for turf ordinance
Additional Personnel Fee to increase above 1	\$50	per hour additional to all above
RENTAL DWELLINGS		
License fee - First Unit	\$102	
License fee - Each additional unit	\$51	
License fee - First Unit - crime free unit	\$26	
License fee - Each addl unit - crime free units	\$12	
Additional Inspections	\$75	per inspection: license fee covers bi-annual inspection and one re-inspection only
UTILITY SERVICE FEES		
Sanitary Sewer Service Rates:		
Service Charge		

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Type	2016	Comments
Residential & churches, convents, elem & high schools, mobile homes, nursing homes & nursing apartments	\$4.29 per 100 cubic feet	Based upon bi-monthly water usage except months of June-Sept based upon winter water use per City ordinance
Residential	\$46	Bi-monthly flat sewer rate where un-metered
Commercial	\$4.29 per 100 cubic feet	Volume calculated as 100% of the current bi-monthly water usage
Large industrial - Dezurik, Verso, Grede	\$4.29 per 100 cubic feet	Volume calculated at 100% of sewage discharge into system
Excess Sewer Strength beyond domestic strength	actual	per charge from treating agency
Sewer Availability Charge (SAC)	\$2,814	per unit; see minimums below;- year end permits & plan review must be paid w/in 30 days of permit approval to lock rates
Water Service Rates:		
Service Charge	\$14.34	Minimum charge - first 600 c.f.
	\$2.39 per 100 cubic feet	above 600 c.f.
Service Charge - seniors 65 + old; only for pre-2009 accounts which were grandfathered in	\$7.17	Minimum charge for pre-2009 grandfathered in only - first 600 c.f.; over 600 c.f. at same rates as above
Construction water turn-on fee	\$20	
Delinquent payment fee	\$10 or 10%	of past-due balance: higher of the two
Red Tag fee	\$10	Charged if property red tagged for late payment - in addition to initial delinquent payment fee of \$10 or 10%

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Water turn on after shut-off for non-payment	\$50	
Water turn on after shut-off for non-payment: after hours	\$70	
Requested water turn-on/off	\$15	
Requested water turn-on/off: after hours	\$50/hour	Two hour minimum charge
Water tap in	\$175	
Water Availability Charge (WAC)	\$3,497	per unit; see minimums below; plus State sales tax; year end permits & plan review must be paid w/in 30 days of permit approval to lock rates
Water Meter Charge	actual cost of meter	
Meter Access Charge	\$25	Charged monthly until City can access meter
Unauthorized hydrant access	\$500	
Hydrant Permit	\$30	
Safe Water Act	\$6.36	Once per year State charge
Storm Sewer Utility Rates:		
Storm Utility - Single Family Res	\$13.50	4 units or less; per account per billing
Storm Utility - Commercial/Multi/Other	\$31.00	5 or more resid/all C/I; per account per bi-monthly billing

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Type	2016	Comments
Exhibit A		
<u>Sample Trunk Charge Calculations</u>		
<u>Sample Parcel:</u>		
Total Parcel Area		
Dedicated Right of Way		
Delineated Wetlands		
Existing Water Body easement (ditch, pond, etc.)		
<u>Trunk Sanitary Sewer Charges:</u>		
20.0 AC x \$ Current Rate = Trunk Sanitary Sewer Charge*		
<u>Trunk Water Main Charges:</u>		
20.0 AC x \$ Current Rate = Trunk Water Main Charge*		
<u>Trunk Storm Sewer Charges:</u>		
(20.0 AC – 4.0 AC – 1.5 AC – 0.50 AC) x \$ Current Rate = Trunk Storm Sewer Charge*		
*If over-sizing of the lateral utility lines is required of the Developer, those costs are deducted from the trunk charges due. Estimated costs of over-sizing will be based upon the current project cost estimate, or by a reasonable estimate of the City Engineer.		