

**CITY OF FOREST LAKE  
WASHINGTON COUNTY, MINNESOTA**

**ORDINANCE NO. 762**

**AN ORDINANCE AMENDING  
CITY CODE CHAPTER 35, FEES AND SERVICE CHARGES**

**THE CITY COUNCIL OF THE CITY OF FOREST LAKE ORDAINS AS FOLLOWS:**

EXHIBIT B. AMEND. Title III, Administration, Chapter 35, Fees and Service Charges, of the Forest Lake City Code is hereby amended as follows:

<b>ADMINISTRATION AND FINANCE</b>	
Assessment Search	\$25.00/each
Flash Drive/Copy of Public Meetings***	\$10.00/each
Fax (send or receive)	\$1.00/page
Non-Sufficient Funds Check Fee	\$30.00
Late Payment Charge (non-utility billing)	3% on balances unpaid after 30 days
Photocopies***	\$0.25/page-100 or fewer pages, black/white, legal/letter sized paper copes. For: <ul style="list-style-type: none"> <li>• 101 or more pages</li> <li>• All other copy sizes</li> <li>• Electronic Data</li> </ul> Costs shall be actual city costs, including staff time to search and retrieve data, and other costs allowed under Minn. Stat. Chap. 13
City Code	\$25.00/flash drive
<b>Room Rentals**</b>	
City Center***	**Government agencies and local non-profits excluded
Residents	\$50.00/hr (three-hour minimum required)
Non-Residents	\$75.00/hr (three-hour minimum required)
Refundable deposit	\$150.00 per rental
<b>Forest Lake Senior Center***</b>	
Membership	
Full Year	\$20.00
Half Year (July 1 and Later)	\$10.00
Room Rentals	
Residents	\$50.00/hr (3-hour minimum)
Non-Residents	\$75.00/hr (3-hour minimum)
Refundable Deposit	\$150.00/rental
<b>Licenses and Permits</b>	
Adult Oriented Business	\$50.00 annual
Background Check	\$35.00/background
Billboard	\$50.00/new billboard
Carnival/Circus	\$100.00/event
Gambling Permit	\$50.00/application, no fee with proof of non-profit status

Gambling Premises License	\$100.00/for background check for each location
Garbage/Rubbish Hauler	\$50.00/annual
Massage Therapist	\$50.00/annual
Massage Location	\$50.00/annual
Outdoor Entertainment Permit/Special Event Permit	\$75.00/event
Pawnbroker	\$100.00/annual, \$1.00 billable transaction, bond
Peddler	\$200.00/Two weeks
Group Peddler	\$200.00
Transient Merchant	\$200.00/Two weeks
Solicitor	No charge
Tobacco	\$250.00/annual
Liquor	
Off Sale	\$200.00/annual
On Sale	\$3,000.00/annual
3.2% Beer On Sale	\$200.00/annual
3.2% Beer Off Sale	\$200.00/annual
Club	\$300.00/annual
Wine	\$500.00/annual
Wine with Strong Beer Authorization	\$700.00/annual (wine & 3.2% on sale combination)
Investigation of In-State Applicants	\$500.00
Investigation of Out-of-State Applicants	Billed to Applicant, not to exceed \$10,000.00
Set Up	\$100.00/annual
Brewer Taproom On Sale	\$500.00/annual
Brewpub Off Sale	\$200.00/annual
Brewpub On Sale	\$200.00/annual
Brewery Off Sale	\$200.00/annual
Microdistillery Cocktail Room	\$700.00/annual
Microdistillery Off Sale	\$200.00/annual
Sunday On Sale	\$200.00/annual
Culinary Class	\$100.00/annual
Cannabis	
Lower-Potency Hemp Edible Retailer Registration	\$125.00/annual
Cannabis Microbusiness Initial Registration and First Year Renewal	\$250.00/annual
Cannabis Microbusiness Renewal (Second and Subsequent Years)	\$1,000.00/annual
Cannabis Mezzobusiness Initial Registration and First Year Renewal	\$500.00/annual
Cannabis Mezzobusiness Renewal (Second and Subsequent Years)	\$1,000.00/annual
Cannabis Retailer Initial Registration and First Year Renewal	\$500.00/annual
Cannabis Retailer Renewal (Second and Subsequent Years)	\$1,000.00/annual

ADMINISTRATIVE CITATIONS	
Abatement Services	Per Contracted Services
Abatement Services Administrative Charge	25% of the Abatement Services Costs
Appeals	\$250.00
Compliance Re-Inspection Fee	\$100.00

Repeat Violations within 12 months (except parking violations)	Double the amount of scheduled fine for the previous violation, up to a maximum of \$2,000.00	
Legal/Admin Costs	See EXHIBIT E for fees	
Violation Description	City Code Section	Penalty Amount
Abandoned or Junk Vehicles	96.06; 153.260	\$200.00
Animal – Wild or Dangerous	96.04(A)(2)	\$200.00
Animal – General Violations (including chickens and domestic farm animals)	99; 153.096	\$50.00
Building Code Violations	153.030	\$100.00
Building Maintenance and Appearance, Residential (including Graffiti)	96.07	\$50.00
Building Maintenance and Appearance, Commercial (including Graffiti)	96.02(A)(5); 130.10	\$100.00
Excessive Intrusion Alarm (3-6) in a 12-month period	93.03(B)(2)	\$100.00
Excessive Intrusion Alarm (6+) in a 12-month period	93.03(B)(3)	\$200.00
Excessive Fire or Emergency Alarm (3-6) in 12-month period	93.04(B)(2)	\$100.00
Excessive Fire or Emergency Alarm (6+) in a 12-month period	93.04(B)(3)	\$200.00
Failure to obtain a license, registration, or permit		\$250.00
Fence Regulations	153.129; 153.147	\$50.00
Fire Code/Prevention Violations		\$100.00
Garbage & Rubbish	153.187;153.257	\$50.00
Grass or Weed Mowing	96.02(A)(1)	\$50.00
Public nuisance, general (including noise)	96.21; 96.22; 153.253;96.02	\$100.00
Public Nuisances Affecting Health, including hazardous waste (except as otherwise noted)	96.04	\$250.00
Sidewalk or ROW Snow and Ice Removal	96.03(A)(1)	\$50.00
Sign Regulation Violations	96.02(A)(4); 153.169; 153.205-211	\$50.00
Public Property or ROW Obstructions	96.03	\$200.00
Stormwater Violations	151; 96.02(A)(6); 52.61(B)	\$200.00
Unsheltered Storage	96.05(A)	\$100.00
Utility (Water and Sewer) Violations	51.11(B); 52.69	\$100.00
Watering restriction violations	51.10	\$50.00

AIRPORT	
Hangar E	\$125.00/month
Hangar Lease Transfer	\$200.00/transaction
Non-Commercial Leased Land	\$0.117/sq. ft./year
Commercial Use Leased Land	\$0.176/sq. ft./year
Tie Downs	
Monthly	\$45.00/month
Daily	\$2.00/day

### BUILDING CONSTRUCTION INSPECTIONS

Valuation Based Permit Fee Schedule	See EXHIBIT A for fees
Plan Review Fee	See EXHIBIT A for fees
Renewal Fee*	See EXHIBIT A for fees
Refunds	See EXHIBIT A for fees
Investigation Fee (work without a permit)	See EXHIBIT A for fees
<b>Fixed Fee Schedule for One and Two Family Dwellings</b>	
Attic Insulation	\$50.00
Drain Tile	\$75.00
Fence (over seven (7) feet)	\$110.00
Siding	\$110.00
Roofing	\$110.00
Swimming Pool, Above Ground	\$110.00
Swimming Pool, Below Ground	\$165.00
Window and/or Door Replacement	\$55.00/window-door, \$110.00 Maximum
<b>Demolition Permit</b>	
Base Fee: Parcels not connected to City utilities	\$25.00
Base Fee: Parcels connected to City utilities	\$50.00
Escrow Fee	\$1.00/ sq. ft. along with signed Demolition Assessment Agreement OR Escrow of 125% of the demolition costs
<b>Manufactured Home Permit Fee (manufactured home park)</b>	
New installation or replacement (valuation based fee scheduled to be applied for manufactured homes installations outside of parks)	\$100.00
<b>Moving Permit Fee</b>	
Moving a building within or into the City	\$55.00
<b>Salon Compliance Inspection</b>	
Building code compliance inspection when required for license requirements	\$55.00
<b>Building Service Equipment Fees</b>	
Plumbing – Residential*	\$55.00 plus \$9.00/fixture
Plumbing – Commercial*	\$85.00 plus 2% of estimated job cost
Mechanical – Residential*	\$25.00/piece of equipment (\$55.00 minimum fee)
Mechanical – Commercial*	\$75.00 plus 2% of estimated job cost
<i>*A state surcharge of one-half mill (.0005) of the fee or \$1.00 (whichever is greater) is charged on all fixed fee permits as set by the State of Minnesota.</i>	
<b>Inspection Fees</b>	
Inspections outside normal business hours	\$80.00/hour, two (2) hour minimum
Re-inspections	\$55.00/hour, one (1) hour minimum
<b>Licenses</b>	
Excavator License	\$50.00/annual
<b>ACH/E Check</b>	
ACH/E Check	\$1.95
<b>Debit or Credit Card Processing Fee</b>	
Debit or Credit Card Processing Fee	3% with a minimum of \$2.95

## ECONOMIC DEVELOPMENT

	Fee	Escrow
Public Financial Assistance Application	\$1,000.00	\$15,000.00

## FIRE INSPECTIONS

Valuation Based Permit Fee Schedule	See EXHIBIT A
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Plan Review Fee	See EXHIBIT A
Renewal Fee*	See EXHIBIT A
Refunds	See EXHIBIT A
Investigation Fee (work without a permit)	See EXHIBIT A
Fire Code Inspection	
Initial Inspection and Follow Up Inspection	No charge
All Subsequent Re-inspections	\$50.00/hour (one (1) hour minimum)
After Hours Inspections	\$80.00/hour (two (2) hour minimum)
Inspections Without Assigned Fee	\$50.00/hour (one (1) hour minimum)
Daycare Inspection	\$50.00/inspection
Permit Re-inspection (upon request revoked permit holder)	\$55.00/hour (one (1) hour minimum)
Fire Suppression and Fire Alarm Permit (valuation based)	See EXHIBIT A
Construction Permits Required in MNFC Section 105.7	See EXHIBIT A
Required Operational Permits	
Open Burning Permit	No charge
Fireworks/Pyrotechnic Display	\$250.00/event
Retail Sale of Fireworks	\$250.00/application
Temporary Tent or Canopy (as defined by State Fire Code)	
< 400 sq. ft.	No Permit/No Fee Required
> 400 sq. ft. but < 700 sq. feet with no enclosures on any side	No Permit/No Fee Required
> 400 sq. ft. but < 700 sq. ft. enclosed on any one or more sides	\$50.00
>700 sq. ft. but =< 2,500 sq. ft.	\$50.00
> 2,501 sq. ft. but =< 5,000 sq. ft.	\$75.00
> 5,001 sq. ft.	\$100.00
Each additional tent or canopy beyond initial (5)	\$25.00
Hazardous Material (storage tank)	\$150.00/tank
Permits Required in IFC Section 105.6	\$100.00/application

## PARK AND RECREATION

Park Facility Rentals – <i>listed price includes taxes for all park rentals. *Lakeside Gazebo, price includes electric hookup.</i>	Frequency	Resident	Non-Resident
Park Facility Rentals			
Lakeside Memorial Park Gazebo	Half Day (Under 4 Hrs.)	\$100.00	\$130.00
	Full Day (Over 4 Hrs.)	\$140.00	\$170.00
Lakeside Memorial Park Shelters	2 Hour Rental	\$45.00	\$60.00
	Per Additional Hour	\$20.00	\$25.00
Other Park Picnic Shelters	2 Hour Rental	\$35.00	\$50.00
	Per Additional Hour	\$15.00	\$20.00

Athletic Facilities – Includes reserved use, field chalking and field painting. Please inquire about field use with no field prep desired. 651.209.9723 or parks@ci.forest-lake.mn.us

Beltz Park	2 Hour Minimum	\$45.00	\$70.00
Schilling Park	2 Hour Minimum per Field	\$45.00	\$70.00
Kulenkamp Park	2 Hour Minimum per Field	\$55.00	\$80.00
Fenway – Softball Fields 1-4	2 Hour Minimum Per Field	\$65.00	\$90.00
Fenway – Softball Fields 5	2 Hour Minimum per Field	\$90.00	\$105.00
Outdoor Hockey Rink	Per Rink/Per Hour	\$15.00	\$20.00
Tennis and Pickleball Courts	Per Court/Per Hour	\$10.00	\$15.00
<b>Tournaments &amp; Sports Camps ***</b>			
Tournament Gate Fee	Per Team/Per Tournament	\$1500.00 flat	\$50.00 per team
Sports Camps	Per Field/Per Day	\$25.00	\$50.00
<b>Community Garden Rental***</b>			
30 x 30 Plot	Per Plot/Per Season	\$45.00	\$60.00
<b>Events – Park Facility Rental ***</b>			
Park Event Permit	Per Event/Per Day	\$150.00	\$200.00
Damage Deposit	Per Event	\$150.00	\$150.00
<b>Events – Arts in the Park Vendor***</b>			
	<b>Full Season</b>	<b>Single Night</b>	
Food Trucks	\$550.00	\$100.00	
Vendor Products	\$200.00	\$N/A	
Farmer’s Market	\$100.00	\$N/A	
Non-Profit	\$0.00	\$0.00	

## PLANNING AND ZONING DEPARTMENT

### Land Use Applications

	Fee	Escrow Deposit
Appeal	\$250.00	\$250.00
Comprehensive Plan Amendment	\$4,000.00	\$2,500.00
Conditional Use Permit (includes Site Plan Review)	\$1,000.00	\$500.00
Conditional Use Permit Amendment	\$500.00	\$500.00
Development Agreement Amendment	\$250	\$1,000
Encroachment Agreement	\$1,000.00	
Environmental Assessment Worksheet		\$10,000.00
Interim Use Permit	\$1,000.00	\$500.00
<b>Planned Unit Development</b>		
Concept Plan	\$500.00	\$500.00
Preliminary Plan Plus Per Acreage Charge	\$2,500.00 \$20.00 per acre	\$2,500.00
Final Plan	\$1,000.00	
PUD Amendment	\$1,000.00	\$1,000.00
<b>Site Plan Review</b>		
Site: Less Than One (1) Acre	\$500.00	\$500.00
Site: One (1) Acre or More	\$1,000.00	\$500.00
Site Plan Amendment	\$1,000.00	\$500.00
<b>Subdivision</b>		
Concept Plan	\$500.00	\$500.00
Preliminary Plat Residential	\$2,500.00 Add \$10.00 per unit	\$2,500.00

Commercial/Industrial	Add \$50.00 per unit	
Final Plat	\$1,000.00	
Minor Subdivision	\$500.00	\$1,000.00
Administrative – Lot Line Adjustment	\$250.00	\$250.00
Other Subdivision (waive of subdiv per State Statute)	\$250.00	\$250.00
Lot Combination	\$25.00	
Vacation		
ROW	\$500.00	\$500.00
Utility Easement	\$500.00	\$500.00
Variance		
Residential	\$250.00	\$250.00
Commercial	\$500.00	\$500.00
Wetland Delineation Submittal		\$1,000.00
Zoning Map or Ordinance Text Amendment	\$1,000.00	\$1,000.00
Zoning Permits and Certificates of Compliance		
Certificate of Compliance: Chickens, Fence, Kennel, Shed, Etc.	\$50.00	
Certificate of Compliance: Seasonal Sales	\$250.00	
Driveway / Access Permit	\$50.00	
Grading Permit		
50-100 Cubic Yards	\$50.00	\$500.00
More Than 100 Yards	\$500.00	\$500.00
Signs		
Sign Installer License	\$50.00	
Permit for Valuation Exceeding \$2,000.00	See EXHIBIT A	
Permit for Valuation Under \$2,000.00	\$50.00	
Temporary Banner Permit	\$50.00	
Zoning Letter	\$100.00	
Copies		
Documents		
Comprehensive Plan	\$25.00/flash drive	
Zoning Ordinance	\$25.00/flash drive	
Other Studies and Ordinances	\$25.00/flash drive	
Misc. Fees		
Development Fees	See EXHIBIT B	
Recording Fee (Washington County)	As per Washington County fee rate	
Single Family Landscape Escrow (pd w/bldg permit)	\$1,000.00 per unit	
Single Family Erosion Control Escrow (pd w/bldg permit)	\$1,000.00 per unit	
Tree Mitigation Fee	\$200.00 per caliper inch	
City Staff	For applications which include excessive staff time, services performed by City personnel will be billed at two –and one-half (2.5) the actual payroll hourly rate.	
Consulting Billing	See EXHIBIT F for fees	
ACH/E Check	\$1.95	
Debit or Credit Card Processing Fee	3% with a minimum of \$2.95	

**POLICE**

Recording on USB	\$10.00	
Photos on USB	\$10.00	
Photos (hard copy)	\$0.25 per page	
Body Worn Camera Video on DVD or USB drive	\$25.00 pre-payment + staff costs	
911 Transcriptions	\$25.00 pre-payment + \$0.25 per page or USB drive cost	
Police Reports	\$0.25 per page	
City Staff and Consulting Billing		
<p>Services provided by City consultants will be billed at the current consultant rates. All recording fees will be billed at the current rate. Costs for providing data in response to a request under Minn. Stat. Cha. 13 shall be those allowed by state statute and as shown under the Administration and Finance Departments section of this fee schedule.</p>		
<b>Services</b>		
Background Check	\$25.00	
Finger Printing	\$30.00	
Lock-out (opening a locked vehicle)	\$25.00	
Administrative Citation	City Code Section	Citation Fee
Allowing Curfew/Adult	130.05	\$100.00
Animal Waste	99.17	\$20.00
Cannabis Use in Public Places	130.12	\$100.00
Illegal All-Terrain Vehicle Operation	71.06	\$60.00
Illegal Snow-Mobile Operation	71.04	\$60.00
Illegal U-Turn	71.02	\$60.00
Parking		
Municipal Lot		
10,000 lb. Gross Weight Vehicle	72.01(B)	\$35.00
Overnight (2:00-6:00 am)	72.01(A)	\$35.00
On-Street		
1-Ton	72.02(2)(a)	\$35.00
All-Terrain	72.02(2)(a)	\$35.00
Emergency (Public Works and Snow)	72.02(A)(1)(b)	\$35.00
Overnight, Seasonal (Nov. 1- April 15)	72.02(A)(1)(a)	\$35.00
Greater than 24 Hours	72.02(A)(1)(b)	\$35.00
Public Consumption of Alcohol	119.14	\$100.00
Public Parks		
Alcohol Possession/Consumption	90.14	\$100.00
Domestic Animals	90.10	\$50.00
Erecting Structures	90.03	\$50.00
Littering	90.04	\$50.00
Motorized Vehicle Traffic	90.05	\$60.00
Use Hours	90.06	\$60.00
Slow-No Wake (Forest Lake Bay)	71.03	\$60.00
Unreasonable acceleration	71.01	\$60.00

**PUBLIC WORKS**

<b>Right-of-Way Permit</b>	
Major Excavation Permit	\$300.00 plus \$2,500.00 cash escrow
Minor Excavation Permit	\$100.00 per permit / \$500.00 annual permit
Small Wireless Facility	\$100.00

Equipment: Per Hour Charge (does not include operator)	
Fees are in Accordance with Current FEMA Rates	<a href="#">Schedule of Equipment Rates   FEMA.gov</a>
Street Signs	Vendor Price + 10%
Public Works Operator/Inspector	\$60.00/hr.
Utilities	
Meter Reconnection/Disconnection	\$50.00
Water Turn On/Off	\$50.00
Water Shutoff Locating (no fee if turn on/off performed)	\$50.00
Water Emergency Turn On/Off	\$230.00
Water Meter Accuracy Check	\$125.00 (Over 1 inch = consulting fee + 25%)
Water Meter Installation	\$50.00 (Over 1 inch plumber installed)
Water & Sewer Inspection (Residential)	\$50.00
Storm Water Utility	See EXHIBIT C
Water User Fee	See EXHIBIT C
Sewer User Fee	See EXHIBIT C
Metropolitan Council SAC Fee	See EXHIBIT B
Street Opening Excavator's License	\$50.00 annual
Street Opening	\$50.00
Street Opening Deposit	\$3,500.00
Meters	See EXHIBIT D
Horns	See EXHIBIT D
Hydrant Meter Deposit, 2-1/2 Inch Meter Rental Deposit (Refundable)	\$2,900.00
Hydrant Meter Deposit, 3/4 Inch Meter Rental Deposit (Refundable)	\$500.00
Hydrant Wrench, Rental Deposit (Refundable)	\$50.00
Hydrant Water Rental & Usage Fee, 2 1-2 inch and ¾ inch Meter Rental Usage per 1,000 Gallons	\$150.00 (includes use of meter and 5,000 gallons of water)
Usage per 1,000 Gallons	\$8.00
Sewer/Water Capping/On Site Septic Abandonment/Well Sealing	\$500.00 escrow
Late Payment Charge	3%
Non-Compliant Sump Pump Charge	\$100.00/month

\*\*\* Fee listed includes applicable sales tax.

***All Prices are subject to change as they are based on manufacturer's and vendor's costs PLUS sales tax.***

## EXHIBIT A

### BUILDING CONSTRUCTION AND FIRE INSPECTION FEES

#### VALUATION BASED PERMIT FEE

Permit fee to be based on job cost valuation or a fixed fee as stated in this schedule. The determination of value or valuation shall be made by the building and/or fire official. The value to be used in computing the permit and plan review fees shall be the total of all work for which the permit is issued. For building permitting, this shall include all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

TOTAL VALUATION	FEE
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for the first \$500.00 plus \$3.35 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$73.75 for the first \$2,000.00 plus \$14.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$413.00 for the first \$25,000.00 plus \$10.75 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$681.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5,956.75 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

**Note:** A state surcharge is added to all valuation based fees equaling the following:

- 1) If the valuation of the structure, addition, or alteration is \$1,000,000.00 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition or alteration
- 2) If the valuation is greater than \$1,000,000.00, the surcharge is \$500.00 plus two-fifths mill (.0004) of the value between \$1,000,000.00 and \$2,000,000.00
- 3) If the valuation is greater than \$2,000,000.00, the surcharge is \$900.00 plus three-tenths mill (.0003) of the value between \$2,000,000.00 and \$3,000,000.00
- 4) If the valuation is greater than \$3,000,000.00, the surcharge is \$1,200.00 plus one-fifth mill (.0002) of the value between \$3,000,000.00 and \$4,000,000.00
- 5) If the valuation is greater than \$4,000,000.00, the surcharge is \$1,400.00 plus one-tenth mill (.0001) of the value between \$4,000,000.00 and \$5,000,000.00
- 6) If the valuation exceeds \$5,000,000.00, the surcharge is \$1,500.00 plus one-twentieth mill (.00005) of the value that exceeds \$5,000,000.00

## PLAN REVIEW FEE

When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. Plan review fees shall be 65% of the permit fee. The fee for similar plans shall be 25% of the normal building permit fee as defined in MSBC, Section 1300.

The plan review fees specified are separate fees from the permit fees specified and are in addition to the permit fee. Plan review fees will be charged for any plan review even if a permit is not issued.

When submittal documents are incomplete or change so as to require additional plan review, or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate contained herein.

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation; plans and other documentation submitted for review may thereafter be returned to the applicant or destroyed by the building and/or fire official. The building and/or fire official may extend the time for action by the applicant for a period of 180 days upon request of the applicant with evidence that circumstances beyond the applicant's control have prevented required action. No application shall be extended more than once. In order to review action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

## RENEWAL FEE

Permits renewed within six (6) months after a permit has expired shall be charged a permit renewal fee of \$55.00.

Permits not renewed within six (6) months after a permit has expired and work remains incomplete shall be charged as required for a new permit.

## REFUNDS

The building and/or fire official may authorize refunding any fee paid under this schedule that was erroneously paid or collected.

The building and/or fire official may authorize refunding not more than 80% of the permit fee paid when no work has been done under an issued permit.

The building and/or fire official shall not authorize refunding of the plan review fee when an application for a permit is withdrawn or cancelled after a plan review has been completed.

The building/fire official shall not authorize refunding any fee paid except on written application filed by the original permittee not later than 180 days after the date of the fee payment.

## INVESTIGATION FEE

Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment for such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

## EXHIBIT B

### FEES FOR DEVELOPMENT PROJECTS

TYPE OF PROJECT	FEES
Project Design Letter of Credit	18-22% of construction costs (determined by City Engineer)
Public Improvement Costs Letter of Credit	125% of construction costs
Private Improvement Costs Letter of Credit	125% of construction costs
Sealcoat Fee	\$0.35 per square foot of public road
Water System Area Charges	\$5,000.00 per acre (pay at time of signing Development Agreement)
Sanitary Sewer Area Charges	\$4,000.00 per acre (pay at time of signing Development Agreement)
Metropolitan Council SAC Fee	\$2,485.00 per SAC unit or as set by Metropolitan Council (pay at time of building permit)
City WAC Fee	\$4,500.00 per unit (pay at time of building permit)**
City Core Sewer Core Fee	\$3,800.00 per unit (pay at time of building permit)*
Final Plat Review Escrow	\$10,000 (Escrow)
City STAC Fee	
Residential	\$3,600.00 per unit (pay at time of building permit)*
Multi-Family	\$500.00 per unit (pay at time of building permit)*
Commercial / Industrial	\$4,500.00 per acre (pay at time of signing Development Agreement)
Parkland Dedication Fee Estimate Guidelines; See City Code §152.090 for information on the individualized Assessment.	
Residential Zoned Property	\$2,500.00 per residential unit
Non-Residential Zoned Property	\$7,000.00 per acre
Mixed-Use Property	Fees shall generally follow the amounts listed above and shall be based on the amount of land designated to residential uses and the amount of the land designated to non-residential uses.

**Note:** Other fees or costs may be required as part of the Development Agreement for special public improvement needs associated with project, such as existing street improvements, traffic signals, materials testing, drainage, etc.

All plans for public improvement projects, including private street projects with public utilities, may be prepared by a qualified engineer as stipulated by a Zoning Code amendment adopted by the City. Construction is to be funded privately by the project developer. Financial guarantees in the form of a letter of credit for engineering and construction costs is to be posted with the City prior to the start of construction.

\* City Sewer Core Fee and City STAC Fee units are determined in accordance with Metropolitan Council SAC Fee determination at a 1:1 ratio.

\*\* City WAC Fee units are determined in accordance with Metropolitan Council SAC Fee determination at a 1:1 ratio for domestic water. City WAC Fee charges for Commercial / Industrial irrigation is determined based on meter size in the following chart:

<i>Meter Size – Inches</i>	<i>Equivalent Units</i>
¾	1
1	2
1-1/2	4
2	16
3	18
4	32
6	72
8	128

**EXHIBIT C**  
**UTILITY USER RATES/CHARGES**

**WATER RATE SCHEDULES**

2025 Water Rate Schedule (Effective January 1, 2025)										
Service Meter Size Inches	Minimum Units per Quarter	Cost per Unit	Fixed Charge Quarterly Bill	Water Above Units per Quarter	Fall/Winter Quarter Cost per Unit	Spring/Summer Quarter Cost per Unit	Water Above Units per Quarter	Fall/Winter Quarter Cost per Unit	Spring/Summer Quarter Cost per Unit	Meter Fee per Quarter
¾	5	\$8.31	\$41.55	5	\$5.91	\$6.50	15	\$6.19	\$8.48	\$3.31
1	10	\$8.01	\$80.10	10	\$5.91	\$6.50	30	\$6.19	\$8.48	\$3.75
1- 1/2	22	\$8.01	\$176.22	22	\$5.91	\$6.50	66	\$6.19	\$8.48	\$4.05
2	40	\$8.01	\$320.40	40	\$5.91	\$6.50	120	\$6.19	\$8.48	\$4.51
3	90	\$8.01	\$720.90	90	\$5.91	\$6.50	270	\$6.19	\$8.48	\$4.80
4	160	\$8.01	\$1,281.60	160	\$5.91	\$6.50	480	\$6.19	\$8.48	\$5.25
6	320	\$8.01	\$2,563.20	320	\$5.91	\$6.50	960	\$6.19	\$8.48	\$5.25

Lead Testing: 2.43 per quarter

**SEWER RATE SCHEDULES**

2025 Sewer Rate Schedule (Effective January 1, 2025)					
Meter Size Inches	Minimum Units* per Quarter	Cost per Unit*	Minimum Quarterly Bill	Sewer Above Units*	Cost per Unit Above Minimum
¾ inch	5	\$16.12	\$80.60	5	\$8.39
Maximum charge for ¾ inch residential per quarter					\$133.02
1 inch & Larger	5	\$16.12	\$80.60	5	\$8.39
Sewer Flat Rate per Quarter			\$133.02		

\*Units are per 1,000 gallons  
Sewer charge for ¾ inch based on winter quarter water use on residential accounts  
Sewer flat rate charge for unmetered residential or other accounts shall be the established flat rate per quarter multiplied by the number of SAC units

**STORM WATER UTILITY SCHEDULE**

2025 Surface Water Rate Schedule (Effective January 1, 2025)	
Storm Water Utility (Residential)	\$59.00
Storm Water Utility (Commercial) (individual charges are based on the number of REFs assigned to a particular parcel)	\$14.75

"Residential Equivalency Factor" (REF), is the basic unit for the fee structure. One REF represents the runoff volume generated by a typical single family residence. The utility assigns REFs to other properties based on their size and percentage of impervious

**EXHIBIT D**  
**METER CHARGES**

<b>T10 METERS INSIDE</b>	
5/8 T10 MTR V4 R900I USG	Vendor Price + 10%
5/8 X 3/4 T10 MTR V4 R900I USG	Vendor Price + 10%
3/4 T10 MTR V4 R900I USG	Vendor Price + 10%
3/4 SL T10 MTR V4 R900I USG	Vendor Price + 10%
1 T10 MTR V4 R900I USG	Vendor Price + 10%
1-1/2 T10 MTR V4 R900I USG	Vendor Price + 10%
2 T10 MTR V4 R900I USG	Vendor Price + 10%
<b>T10 METERS PIT</b>	
5/8 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
5/8 X 3/4 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
3/4 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
3/4 SL T10 MTR V4 R900I USG PIT	Vendor Price + 10%
1 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
1-1/2 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
2 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
<b>TURBINE METER</b>	
1-1/2 HP TURBINE V4 R900I USG PIT	Vendor Price + 10%
2 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
3 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
4 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
6 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
<b>COMPOUND METER</b>	
2 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
3 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
4 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
6 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
<b>MISC</b>	
R900 V4 WLL MIU METER COUPLING/FLANGE KIT	Vendor Price + 10%
5/8 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
3/4 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
1 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
1-1/2 MTR FLG KIT	Vendor Price + 10%
2 MTR FLG KIT	Vendor Price + 10%
<b>HORNS</b>	
3/4 INCH (includes UFR and 2 swivels)	Vendor Price + 10%
1 INCH (includes 2 swivels)	Vendor Price + 10%
Corp Valve, 1 inch	Vendor Price + 10%
Curb Stops, 1 inch	Vendor Price + 10%
1-1/4 Curb Box with Rod	Vendor Price + 10%
Lockable Valve Box	Vendor Price + 10%
Locking Valve Box Lid (replacement)	Vendor Price + 10%

*All Prices are subject to change as they are based on manufacturer's and vendor's costs PLUS sales tax.*

## Exhibit E

### Legal Services

The City contracts with three law firms who provide labor, civil, and criminal prosecution attorney services.

TYPE OF LEGAL SERVICE	LAW FIRM	FEEES
Labor Attorney Services	Madden Galanter Hansen PLLC	\$225.00/hour
Labor Attorney Arbitration/Administrative Hearing Representation	Madden Galanter Hansen PLLC	\$235.00/hour
Labor Attorney Mileage	Madden Galanter Hansen PLLC	Federal Rate
Labor Attorney Copy Fees	Madden Galanter Hansen PLLC	\$0.15/page
Civil Legal Attorney General Services	Eckberg Lammers, P.C.	\$190.00/year
Civil Paralegal General Services	Eckberg Lammers, P.C.	\$160.00/hour
Civil Law Clerk General Services	Eckberg Lammers, P.C.	\$150.00/hour
Civil Attorney Special Services*	Eckberg Lammers, P.C.	\$250.00/hour
Civil Paralegal Special Services	Eckberg Lammers, P.C.	\$200.00/hour
Criminal Prosecution Services	Hebert & Welch, P.A.	\$110.00/hour

\*Extraordinary services including Development Pass-Through, Litigation

## EXHIBIT F

### ENGINEERING FEES

The City contracts with Bolton & Menk, Inc. for engineering services. The rates below include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the below rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistances, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

EMPLOYEE CLASSIFICATION	BILLING RATES
Consultant City Engineer	\$179.00/hour*
Senior Project Manager	\$180.00-\$215.00/hour
Project Manager	\$145.00-\$195.00/hour
Senior Project Engineer	\$140.00-\$218.00/hour
Project Engineer	\$130.00-\$190.00/hour
Design Engineer	\$115.00-\$176.00/hour
Graduate Engineer	\$120.00-\$156.00/hour
Senior Planner	\$110.00-\$231.00/hour
Planner	\$85.00-\$175.00/hour
Senior Landscape Architect	\$145.00-\$216.00/hour
Landscape Architect	\$130.00-\$161.00/hour
Landscape Designer	\$75.00-\$134.00/hour
Licensed Project Surveyor	\$160.00-\$191.00/hour
Graduate Surveyor	\$125.00-\$191.00/hour
Survey Technician	\$80.00-\$189.00/hour
Senior Technician	\$120.00-\$206.00/hour
Technician	\$85.00-\$176.00/hour
Specialist**	\$95.00-\$226.00/hour
Principal	\$165.00-\$231.00/hour
Administrative/Corporate Specialists	\$50.00-\$149.00/hour
GPS/Robotic Survey Equipment	No Charge
CAD/Computer Usage	No Charge
Routine Office Supplies	No Charge
Routine Photocopying/Reproduction	No Charge
Field Supplies/Survey Stakes & Equipment	No Charge
Mileage	No Charge

\*These rates apply to the monthly retainer, not-to-exceed \$2,500.00 billed to the City.

\*\*Specialized role not classified above otherwise, including graphic design, project communication, funding support, etc.

No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

**Section 2. Summary Publication.** Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

This is a amendment of City Code Chapter 35, fees and service changes, and adoption of the 2025 fee schedule.

**Section 3. Effective Date.** This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 10<sup>th</sup> day of November 2025.

**CITY OF FOREST LAKE**

By:   
Blake Roberts  
Its: Mayor

Attested:

By:   
Jolleen Chaika  
Its: City Clerk

(Published in the *Forest Lake Times* on 11/10, 2025)