

# ORDINANCE NO. 415

## AN ORDINANCE AMENDING CHAPTER 33: FEE SCHEDULE OF THE CITY CODE

### SECTION 1.

## CHAPTER 33: FEE SCHEDULE

### Section

33.01 Fee Schedule

### § 33.01 FEE SCHEDULE.

Use	Fee		Special Provisions
ADMINISTRATIVE FEES			
Copies – Black and White	\$0.25 per page (single or double sided)		Letter Size, Legal Size, and Ledger (11"x17") Size.
Copies – Color	\$0.50 per page (single or double sided)		Letter Size, Legal Size, and Ledger (11"x17") Size.
Copies of Meeting Recordings	\$25		
Dishonored Check/Payment Fee	\$30		
Admin Staff Billing Rate	\$58 per hour		
Digital Copies	Audio CD	\$10	
	Photos CD	\$10	
	Video Recordings DVD	\$10	
	Zip Drive	\$20	
AIRPORT			
T-Hangar Rent	Aeronautical Overnight	\$50 per night	
	Aeronautical	\$125 per month	
	Storage Rate	\$300 per month	
	½ Hangar (SE Corner)-Aeronautical	\$70 per month	
	½ Hangar (SE Corner)-Storage Rate	\$150 per month	
Re-Key Fee	\$25 per occurrence		
Lot Lease Fee	Base Rate up to 1200 sq ft	\$269.70	
	Over 1200 sq ft	\$0.1146	In addition to Base Rate.
	Holding Tank Fee	\$50	Secondary to Lot Lease Fees
Lease Transfer Fee	50% of Current Lot Lease Fee		Per Lease Agreements.
ALCOHOLIC BEVERAGES			
3.2% malt liquor off-sale license	\$30 per year		
3.2% malt liquor on-sale license	\$100 per year		
3.2% malt liquor temporary on-sale license	\$15 per event		The event shall not last longer than 48 hours. In the case that an event lasts longer than 48 hours, the fee shall be \$5 per each consecutive day after the 48 hours. If the days after the 48 hours are not consecutive, then it shall be considered a new event, and a new temporary license

		must be applied for under the provisions of §§110.25 through 110.37 of this code of ordinances.
Comprehensive background and financial investigation	\$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state; and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state.	
Intoxicating liquor on-sale license	\$2,300 per year	
Intoxicating liquor temporary on-sale license	\$50 per day	
On-sale wine license	\$300 per year	
Preliminary background and financial investigation		
Intoxicating liquor on-sale, on-sale wine, on-sale 3.2% malt liquor, intoxicating liquor temporary on-sale	\$50, plus any costs over for investigation within the state and all costs for investigation outside the state	
Off-sale 3.2% malt liquor, temporary on-sale 3.2% malt liquor and special club licenses	All costs on an annual basis	
Special club license		
Fewer than 200 members	\$300 per year	
Between 201 and 500 members	\$500 per year	
Between 501 and 1,000 members	\$650 per year	
1,001 or more	Refer to M.S. §340A.408	
Special license for Sunday sales	\$200 per year	
<b>ANIMALS</b>		
Temporary housing of canines in emergency circumstances for law enforcement agencies		
Pick up fee	\$30	
Daily Boarding Fee	\$35 per day	
<b>BREW PUBS, BREWERIES, BREW TAP ROOMS AND THE LIKE</b>		
3.2% malt liquor off-sale license	\$30 per year	
3.2% malt liquor on-sale license	\$100 per year	
3.2% malt liquor temporary on-sale license	\$15 per event	The event shall not last longer than 48 hours. In the case that an event lasts longer than 48 hours, the fee shall be \$5 per each consecutive day after the 48 hours. If the days after the 48 hours are not consecutive, then it shall be considered a new event, and a new temporary license must be applied for under the provisions of §§ 110.01 through 110.11 of this code of ordinances

Comprehensive background and financial investigation	\$500, less any amount paid for the initial investigation if the investigation is to be conducted within the state; and \$10,000, less any amount paid for the initial investigation, if the investigation is required outside the state		
Intoxicating liquor on-sale license	\$2,300 per year		
Intoxicating liquor temporary on-sale license	\$50 per day		
On-sale wine license	\$300 per year		
Preliminary background and financial investigation			
Intoxicating liquor on-sale, on-sale wine, on-sale 3.2% malt liquor, intoxicating liquor temporary on-sale	\$50, plus any costs over for investigation within the state and all costs for investigation outside the state		
Off-sale 3.2% malt liquor, temporary on-sale 3.2% malt liquor and special club licenses	All costs on an annual basis		
Special club license			
Fewer than 200 members	\$300 per year		
Between 201 and 500 members	\$500 per year		
Special license for Sunday sales	\$200 per year		
CANNABIS			
Registration Fee (all license types)	\$500 per year		
ECONOMIC DEVELOPMENT (EDA)			
Loan Application Fee	\$50	Shall be paid prior to consideration	
Loan Late Fee	\$25 per month	Loans awarded after 12/31/2024	
EVENTS			
Special Event Permit	Application Fee	\$50.00	
	501(c)(3) Application Fee	\$0.00	
FIRE DEPARTMENT RESPONSE			
Minimum call out fee for responding to a scene	\$500		First 2 hours of Fire Department involvement; supplies and equipment consumed during the mitigation of the incident will be charged at the replacement value
	\$200 per hour		Hourly rate for engine/rescue trucks involvement beyond the initial 2 hours
	\$100 per hour		Hourly rate for F2 truck involvement beyond the initial 2 hours
LAND USE APPLICATIONS*			
Administrative lot consolidation or lot line adjustment	\$100		Fee includes Administrative review. Any costs over and above may be billed to applicant.
Adult uses: license investigation advance fee	\$500		
After-the-fact fees for permitted structures	8 times base fee (included) with a maximum penalty of \$700		Penalty when violation is corrected by removal or

		restoration shall be 50% of penalty fee
<b>Appeals</b>		
To Board of Adjustment (from action of Zoning Administrator)	\$0	
To Council (from action of Planning Commission or Board of Adjustment)	\$300	If Board of Appeal decision is overturned by Council, fee shall be refunded
<b>Commercial</b>		
Building Permit Fees	See 1994 Uniform Building Code	In addition to zoning fees
Demolition Fees	Based on Valuation*	*Subject to surcharge
Zoning review fees	Up to 199 sq. ft.: \$50 200 to 959 sq. ft.: \$200 960 to 3,000 sq. ft.: \$400 3,001 to 6,000 sq. ft.: \$650 Over 6,000 sq. ft.: \$650 + \$80/hr. review In addition to building permit fees	All construction includes all first floor, second or above floor, basement, deck, accessory structure, porch or other usable area being constructed
Conditional Use Permit (CUP)	\$400	Fee includes public and mailed notices, filing fee and other preparation up to 3-hours' review time. All other costs to be billed to applicant. Does not include building permit fees
Interim Use Permit (IUP)	\$400	Fee includes public and mailed notices, filing fee and other preparation up to 3-hours, review time. All other costs to be billed to applicant. Does not include building permit fees
<b>Copies of documents</b>		
All other ordinances	\$10	
Comprehensive Plan (text only)	\$5	
Comprehensive Plan	\$30	
Land Use Map (small)	\$5	
Land Use Map (poster size)	\$40	
Miscellaneous copies	\$0.25 each	
Subdivision Ordinance	\$10	
Zoning Ordinance	\$30	
Fences	\$50	
Final plat approval	\$100 + \$10 per lot	
Grade and fill	\$150	Wetlands issued only after SWCD and COE approval
Home occupation permit	\$50	CUP also needed for Type III and IV
Initial review PUD/subdivision plats	\$150	
Lot consolidation or lot line	\$500	

adjustment and zoning amendment		
Lot splits (metes and bounds subdivision)	\$100	
Minor subdivision	\$300	
Minor subdivision escrow	\$300	
Minor subdivision & zoning map	\$700	Change/ordinance amendment
PC/BOA special meeting	\$500	
Pre-application meeting	\$100	
Preliminary plat approval	\$350	
Preliminary plat escrow		
10 lots or less	\$2,500	
11—25 lots	\$4,000	
26—100 lots	\$5,500	
101—200 lots	\$7,000	
200 lots or more	\$8,500	
Property assessment search	\$25	
<b>Residential</b>		
Building Permit Fees	See 1994 Uniform Building Code	In addition to zoning fees
Demolition Fees	\$75*	*Subject to \$1 surcharge fee
Zoning review fees	Up to 199 sq. ft.: \$25 200 to 959 sq. ft.: \$100 960 to 3,000 sq. ft.: \$300 3,001 to 6,000 sq. ft.: \$495 Over 6,000 sq. ft.: \$495 + \$80/hr. review In addition to building permit fees	All construction includes all first floor, second or above floor, basement, deck, accessory structure, porch or other usable area being constructed. Zoning administration fees shall not include general maintenance or replacement activities.
Flat Fee Permits	Re-roof: \$75 Re-side: \$75 Furnace Replacement: \$50 Water Heater Replacement: \$50 A/C Replacement: \$50 New Plumbing: \$75 New Mechanical: \$75 New Mechanical with Fireplace: \$125 Fireplace Install: \$50 Windows: Based on Valuation	Flat Fee Permits are subject to \$1 surcharge fee.
Signs (on/off premises)	\$50 per sign	
Sketch plan	\$150	
Variance	\$400	Fee includes public and mailed notices, filing fee and other preparation up to 3-hours' review time. All other costs to be billed to applicant. Does not include building permit fees
Zoning map change/zoning ordinance amendment	\$400	Fee includes public and mailed notices, filing fee and other preparation up to 3-hours' review time. All other costs to be billed to applicant. Does not include building permit

		fees
<p>* Note: Any non-permitted work or construction shall be removed and/or restored.  Note: Sewage treatment permits are in addition to construction permits.  Note: When costs associated with processing or reviewing an application exceed the original application fees, the applicant shall reimburse the city for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the city may need to hire in reviewing permits. Outstanding fees shall be paid before issuance of the permit, and any construction of the project begins.</p>		
<b>NUISANCES</b>		
Public nuisance abatement	Administrative fee in the amount of not more than 25% of the cost to abate the nuisance	In no event shall the administrative fee be less than \$50
<b>PARK</b>		
Fieldhouse Rental- Resident	\$75 per day	
Fieldhouse Rental- Non-Resident	\$100 per day	
Fieldhouse Rental- Civic Organizations/Nonprofits	\$0	
Fieldhouse Damage Deposit- Resident	\$250	
Fieldhouse Damage Deposit- Non-Resident	\$250	
Fieldhouse Damage Deposit- Civic Organizations/Nonprofits	\$250	
<b>PAWNBROKERS</b>		
Failure to report penalty, as detailed in § 152.200(C)	\$50 daily	Until the error is corrected
<b>POLICE DEPARTMENT</b>		
P.D. Admin Staff Billing Rate	\$58 per hour	
Officer Time	Staff Billing Rate	\$80 per hour
	Drug Recognition Evaluator	Actual Cost Plus Mileage
	Past Officer – Court Time	\$120 per day
Digital Copies	Audio CD	\$10
	Photos CD	\$10
	Video Recordings DVD	\$10
	Zip Drive	\$20
Reports and ICR's	Victim	No Charge
	Walk-In	\$0.25 per page
	Mail	\$0.25 per page plus cost of postage
Storage Fees	Vehicle	\$20 per day
	Forfeiture Vehicle	\$20 per day plus Towing Bill
<b>RIGHTS-OF-WAY</b>		
Delay penalty	\$50 (\$20 for each day over the third day late)	1) Administrative costs 1.50 x 40 = 50 For up to 3 days of non-completion and non-prior notice before specified completion date. After 3 days, an additional charge of \$20/day will be levied.
Excavation permit fees	\$80 (excavation permits include obstruction permit and fees)	
Obstruction permit fees	\$50	
Permit extension fee	\$20	
<b>STREET DEPARTMENT</b>		
Equipment with Operator		<b>Hourly Rate</b>
	Volvo L70E w/ bucket or forks	\$160
	Vac Truck/Sewer Jetter	\$350
	Sewer Pump Truck	\$100
	Global Sweeper	\$250
		*Minimum Charge of Two Hours
		*Sweeping: Minimum charge of \$500

	Dump Truck	\$150	All rates include a City of Aitkin Operator of Equipment.  Equipment will not be released without a City of Aitkin Operator.  All Equipment Rental is subject to the Street Supervisor's approval.
	Zero-Turn Lawn Mower	\$100	
	BOBCAT T590 Skid Steer w/ bucket or forks	\$160	
	Pickup	\$160	
	Pickup w/ plow	\$165	
	Snow blower (8hp)-Walk Behind	\$60	
	Water Tanker & Water Sander	\$150 plus cost of water \$200 plus cost of sand	
	Dump Truck w/ plow	\$200	

#### SEWERS

Single Family Dwelling Unit:  
Inside City Limits

\$500

New connections based on  
size of water service  
connection

Water Service  
Size:

Within City  
Limits

1-inch or  
smaller

\$595

1-1/4 inch

\$645

1-1/2 inch

\$720

2-inch

\$845

3-inch

\$1,095

4-inch or  
larger

\$1,345

#### Rates

	Current	New	
Biosolids disposal fund is 2.5% of a user's total dollar amount billed for sewer			
Commercial/industrial user fee	\$7		
Each additional 1,000 gallons	\$4.80		
Minimum charge (0—2,000 gal)	\$18.50		
Multi-dwelling is \$5 per each additional unit for user fee			
Residential user fee	\$5		
Rural rate is 2 times the city rate	\$68		
Rural sewer user fee is 2 times the city rate	\$10	\$10	
SWRF is 15% of a user's total dollar amount billed on user's water			
Un-metered commercial	\$88		
Un-metered commercial sewer user fee	\$24		
Un-metered rate	\$34		
Un-metered sewer user fee	\$5		

#### TAXICABS

Duplicate taxicab license

\$10

Taxicab license

\$75 per year

TOBACCO SALES		
Retail sale license fee	\$100 per year	

## SECTION 2. SEPARABILITY

Every section, provision or part of this ordinance is declared separable from every other section, provision or part; and if any section, provision or part thereof shall be held invalid by a court of competent jurisdiction, it shall not affect any other section, provision, or part.

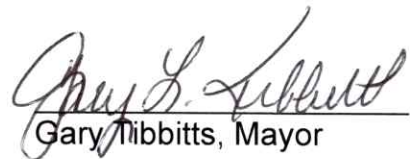
## SECTION 3. EFFECTIVE DATE

This Ordinance is effective upon its passage and publication according to law.

Passed this 2<sup>nd</sup> day of June 2025.

ATTEST:

  
Jennifer Thompson, City Administrator

  
Gary Hibbitts, Mayor

