

ORDINANCE NO. 2024-01-02  
CITY OF BIRCHWOOD VILLAGE  
WASHINGTON COUNTY, MINNESOTA  
AN ORDINANCE SETTING AND ADOPTING THE CITY'S FEE SCHEDULE

The City of Birchwood Village hereby adopts the following schedule of fees for services, permits and other rates:

CITY OF BIRCHWOOD VILLAGE 2024 FEE SCHEDULE				
All fees in this schedule are subject to "Other Inspections and Fees" (under Additional Fees).				12/2022
<b>ADMINISTRATIVE SERVICE FEES</b>	Compact Disc		\$1.00	
	Copies (Black and White) per page 8 1/2 x 11 or 8 1/2 x 14		\$0.25	
	Copies (Black and White) per page 11 x 17		\$0.35	
	Copies (Color) per page		\$1.00	
	Hall Rental		\$25.00 + \$100.00 refundable deposit	
	Postage & Envelopes for Mailings & Public Hearing Notices		\$1.00 + postage	
	Returned Check	Minnesota Statute 604.113 Subd. 2(a)	\$30.00	
<b>ANIMAL FEES</b>	Chicken License - three years	605.028(2)	\$25.00	12/2022
	Pig License - three years	605.029(3)	\$25.00	12/2022
	Dog Permit - first year of term (2022)	605.021.1(1), 605.021.2	\$25.00	\$30.00 12/2022
	Dog Permit - second year or term (2023)	605.021.1(1), 605.021.2	\$20.00	\$25.00 12/2022
	Dog Permit - third year or term (2024)	605.021.1(1), 605.021.2	\$16.00	\$20.00 12/2022
	Dog Permit Late Fee	605.021.2	\$5.00	\$7.00 12/2022
	Dog Permit Administrative Fee	605.021.2	\$25.00	\$30.00 12/2022
	Potentially dangerous dog or dangerous dog appeal fee		\$100.00	12/2022
	Dangerous dog annual fee	605.024(9)	\$500.00	12/2022
	Potentially dangerous dog annual fee	605.024(11)	\$100.00	12/2022
	Potentially dangerous dog or dangerous dog administrative review fee	605.024(12)	\$100.00	12/2022
<b>DOCK ASSOCIATION FEES</b>	Annual Boat Slip Permit Fee	617.118	Set and collected by Dock Association	
	Annual Boat Slip Permit Fee		\$875 times the number of Boat Slip Permits issued by the Birchwood Dock Association (BDA) on or before April 1, due by April 1. In the event of low water, the greater of the number of boats proposed next year or Boat Slip Permits issued by the BDA in the most recent year. For Boat Slip Permits issued by BDA after April 1, the additional amount is due before the permitted watercraft is placed at the dock.	
	Annual Dock Permit Fee (\$875 per boat)	617.44, 617.119		3/2018
	Lake Tract Personal Property Abandonment Fee	617.250	\$300.00	Delete 12/2022
	Fee in Lieu of Personal Property Removal	617.255	\$100.00/day	Delete 12/2022
	Boat Hoist Registration Fee	617.380(11)	\$25.00/owner	Delete 12/2022
	Annual Fee for Beach Boat Slip Beach Permit		\$1,000.00	1/2021
<b>SMALL CRAFT STORAGE FEES</b>	Annual Small Craft Permit	617.215(2)	\$30.00	\$35.00 7/2022
	Annual Small Craft Permit for Household upon Use of Small Craft Rack without a permit	617.215(2)	no cost	1/2020
	Small Craft Removal Fee	617.215(3)	\$75.00	\$100.00
	Post-season Boat Storage Violation Fee	617.240	\$25.00	\$35.00 3/2018
<b>PLANNING AND ZONING FEES, ESCROWS AND DEPOSITS *subject to additional fees, in that section of the fee schedule. All planning and zoning permits require an additional refundable permit escrow when listed.</b>	Conditional Use Permit (CUP) Application or Refundable Conditional Use Permit or CUP Amendment Escrow for permitting costs incurred by city	306.010	\$460.00	\$1,000.00
	Interim Use Permit Application	305.020 305.040(6)	\$400.00	\$300.00
	Refundable Interim Use Permit Escrow for permitting costs incurred by city	302.050	\$3,000.00	8/2021
	Street Vacation Application		\$300.00	\$500.00 12/2022
	Refundable Street Vacation Escrow for permitting costs incurred by city	302.050	\$3,000.00	12/2022
	Variance Application	304.020	\$500.00	\$1,000.00 4/2021
	Refundable Variance Escrow for staff review time incurred by city	302.050	\$3,000.00	
	Subdivision: Lot Split Application	308.121	\$225.00	\$300.00
	Refundable Lot Split Escrow for permitting costs incurred by City	301.055(2)	\$1,000.00	12/2022
	Subdivision: Preliminary Plat Application	308.040(3)	\$1,000.00	8/2021

	Plat Application Escrow for permitting costs incurred by city	301.055(2)	\$10,000.00		8/2021
	Subdivision: Final Plat Application *	308.050	\$1,000.00		8/2021
	Subdivision: Refundable Final Plat Application Escrow for permitting costs incurred by city	301.055(2)	\$10,000.00		8/2021
	Zoning Permit *	307.010	\$50.00	\$50.00	
	Refundable Zoning Permit Escrow for permitting costs incurred by city	301.055(2)	\$3,000.00		11/2021
	Move a building from its present location in Birchwood to any other site, whether or not the new site is within the City. *		\$500.00		12/2022
	Refundable building move escrow for permitting costs incurred by city	301.055(2)	\$1,000.00		12/2022
	Certificate of occupancy		\$25.00	\$35.00	12/2022
	Public Property Access Limited License	607.235	\$50.00		1/2019
	Stormwater Management Maintenance Review	302.050(8)	\$100.00		9/2023
	Escrow for permit where city planner is consulted		\$200.00		
	Escrow for permit where city planner is consulted		\$500.00		
	<b>VALUATION OF STRUCTURE, ADDITION OR ALTERATION</b>	<b>CODE</b>	<b>FEE COMPUTATION</b>		<b>8/2021</b>
	\$1 to \$500 ** **	203.050, Minnesota Statute 326B.153	\$29.50		
	\$501 to \$2,000 ** **	203.050, Minnesota Statute 326B.153	\$23.50 for the first \$500 + \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000.00.		
	\$2,001 to \$25,000 ** **	203.050, Minnesota Statute 326B.153	\$69.25 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.		
	\$25,001 to \$50,000 ** **	203.050, Minnesota Statute 326B.153	\$391.25 for the first \$25,000 + \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000.		
	\$50,001 to \$100,000 ** **	203.050, Minnesota Statute 326B.153	\$643.75 for the first \$50,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.		
	\$100,001 to \$500,000 ** **	203.050, Minnesota Statute 326B.153	\$993.75 for the first \$100,000 + \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000.		
	\$500,001 to \$1,000,000 ** **	203.050, Minnesota Statute 326B.153	\$3,233.75 for the first \$500,000 + \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.		
	\$1,000,001 and up ** **	203.050, Minnesota Statute 326B.153	\$5,608.75 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof.		
	State Surcharge	Minnesota Statute 326B.148	Using calculator at: <a href="https://www.dli.mn.gov/about/department/permit-surcharge-report">https://www.dli.mn.gov/about/department/permit-surcharge-report</a>		
<b>DEMOLITION FEES</b>	Demolition Permit	203.050	\$100.00		12/2022
<b>UTILITY AVAILABILITY FEES</b>	Metropolitan Council Environmental Services Sewer Availability Charge (SAC)	202.070	The most recent fee published by MGES, \$2485.00 as of July, 2022		
	Water Connection Fee (WAC)	202.070	\$1960.00		6/2023
	Sewer Connection Fee	202.070	\$2,018.00		6/2023
<b>PLUMBING AND FIRE PERMIT FEES</b>	Plumbing Permit (piping inside the house) **	202.040	\$150 + \$100/hour after one hour		12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00		
	Fire Sprinkler Permit **	202.040	\$150 + \$100/hour after one hour		12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00		
<b>GAS, HEATING AND MECHANICAL PERMIT FEES</b>	Mechanical Permit **	202.040	\$150 + \$100/hour after one hour		12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00		
	Gas Piping Permit (that is not part of mechanical installation) **	202.040	\$150 + \$100/hour after one hour		12/2022

ROOFING, SIDING REPLACEMENT, WINDOW REPLACEMENT, AND BUILDING PERMIT FEES

	State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Air Conditioning Installation Permit **	203.050	\$150 + \$100/hour after one hour	12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Air Conditioning Permit (part of mechanical installation) **	203.050	\$150 + \$100/hour after one hour	12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00	
	Fireplace Permit (gas, wood or other type) **	203.050	\$150 + \$100/hour after one hour	12/2022
	State Surcharge	Minnesota Statute 326B.148	\$1.00	
<b>WATER AND SEWER FEES</b>	Residential and non-residential water use: Tier 1 - up to 6,000 gallons	201.090	\$0.00356 per gallon	1/2022
	Residential and non-residential water use: Tier 2 - after 6,000 gallons up to 9,000 gallons	201.090	\$0.00410 per gallon	1/2022
	Residential and non-residential water use: Tier 3 - after 9,000 gallons up to 15,000 gallons	201.090	\$0.00471 per gallon	1/2022
	Residential and non-residential water use: Tier 4 - after 15,000 gallons up to 44,883 gallons	201.090	\$0.00544 per gallon	1/2022
	Residential and non-residential water use: Tier 5 - after 44,883 gallons	201.090	\$0.00623 per gallon	1/2022
	Quarterly Safe Drinking Water Fee	Minnesota Statute 144.3831	The most recent fee assessed by the Minnesota commissioner of health, divided into quarters. \$2.43 as of July 2022	
	Sewer Fee (metered, quarterly)	202.110	\$36.00 + \$0.00451 per gallon based on first quarter water consumption	6/2019
	Sewer Fee (unmetered, quarterly)	202.110	\$80.00	6/2019
	Water Utility User Fee		\$35.00	12/2022
	Water Main Break Surcharge (as City exhausts budgeted funds for water main breaks)		As required (\$25.00 for June - December, 2022 as of June, 2022)	5/2022
	Street excavation permit *		\$50.00	\$60.00 12/2022
	Refundable Street Excavation Damage Deposit		\$3,000.00	12/2022
	Turning water service on or off at street, including seasonally	201.240	\$150.00	
	Water Meter Installation or Replacement 3/4" or smaller	201.080	\$500.00 + \$150.00/hour after one hour	12/2022
	Water Meter Installation or Replacement 1" or larger or other non-standard meter	201.080	Cost of meter + \$150.00/hour, with 1 hour minimum	12/2022
	Utility Bill Late Fee	201.100, 202.120	5% of the unpaid balance	
	Utility Bill Quarterly Automated Clearing House		\$3.00/submit	5/2022
	Non-electronic water meter fee	201.080	\$100.00/quarter	1/2023
	Non-submission of emailed photo of non-electronic water meter	201.080	\$100.00	1/2023
	Open water and sewer account		\$25.00	
Close water and sewer account		\$25.00		
Costs to City for damages and liabilities for irrigation system backflow into water system	202.095	actual costs	3/2022	
Water meter testing (refundable as described in City code)	201.170	\$300.00	12/2022	
<b>OTHER FEES:</b> All fees in this schedule are subject to the following changes which are directed by the City (See Appendix A regarding utility fees)	Investigation Fee: If work or activity for which a license or permit is required by the code has been commenced without first obtaining the permit or license	701.061	Up to the amount equal to this permit fee, in addition to the permit fee.	12/2022
	Additional Fee: An additional fee, not to exceed actual expenses or the original amount of the fee, whichever is less, shall be paid if the City Council determines that the applicant has changed the project after submission of the initial application, or if it is necessary to conduct an excessive number of re-inspections of the project in order to ensure compliance with the City Code or the terms of the permit or license.	701.062		
	Building Official: Inspections outside of normal business hours <del>DELETE</del>		\$126.50 + \$63.25/hour after two hours	6/2019
	Building Official: Re-inspection fee <del>DELETE</del>		\$63.25/hour	6/2019
	Building Official: Inspection for which no fee is specifically indicated <del>DELETE</del>		\$31.63 + \$63.25/hour after one hour	6/2019
	Building Official: Plan Review fee	Minnesota Statute 326B.153 Subd. 2	65% of permit fee	6/2019

	Building Official: Plan Review fee for exact same plans	Minnesota Statute 326B.153 Subd. 5	25% of permit fee		12/2022
	Building Official: Additional plan review for changes, additions or revisions to plans		\$31.63 + \$63.25/hour after one half hour		6/2019
	Planner: Consult or review land use plans		\$100.00/hour or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees.		12/2021
	Planner: Inspections or other services		\$100.00/hour or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees.		12/2021
	Engineer: Consult or review land use plans		\$149.00/hour or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees.		
	Engineer: Inspections or other services		\$149.00/hour or the total hourly cost to the city, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved, as well as any consulting fees.		
	Attorney: Consultations, reviews and analysis		actual costs, including administrative and overhead costs, and attorney review and analysis expenses		
	Other Professionals: Consultations, reviews and inspections		actual costs, including administrative and overhead costs, and consultant review and analysis expenses		
<b>VACANT BUILDING FEES</b>	Vacant building annual registration fee	407.03(k)	\$360.00 + City costs incurred for property maintenance	\$48.00 plus city costs	
<b>LAW ENFORCEMENT FEES</b>	Excessive Use of Law Enforcement - first incident	406.03(3)(b)	cost, with \$100.00 minimum		
	Excessive Use of Law Enforcement - second incident	406.03(3)(b)	cost, with \$200.00 minimum		
	Excessive Use of Law Enforcement - after second incident	406.03(3)(b)	cost, with \$300.00 minimum		
<b>TREE FEES AND DEPOSITS</b>	Diseased Tree Abatement fee	403.080(c)	\$50.00 + cost of abatement amount necessary to cover the cost of replacement trees		12/2022
	Significant Tree Removal Replacement deposit	302.055(2)(d)(3)			
<b>RIGHT OF WAY FEES</b>	Refundable ROW Excavation Permit Deposit	301.055(2)	\$3,000.00		6/2023
	Obstruction Permit	208B.060(2)	\$200.00		6/2023
	Excavation Permit	208B.060(1)	\$200.00		6/2023
	Small Wireless Facility Permit	208B.060(3)	\$500 up to 5 sites, \$100 for each additional		6/2023
	Delay Fee Minimum	208A.090(3)	\$60 plus \$20 per day each day late over 3 days		8/2023
	Delay Fee, One Lane Blocked to Motor Vehicle	208A.090(3)	\$80 per day		6/2023
	Delay Fee, Fully Blocked to Motor Vehicle Traffic	208A.090(3)	\$100 per day		6/2023
	Refundable Right of Way Non-Excavation Damage Deposit	208A.100(6)	\$3,000.00		6/2023
<b>REFUNDS</b>	Permit, license or fee refund, if the applicant requests a refund within 15 days after payment, and the City has incurred no expenses to process the application.		50% of the fee		4/2018
<b>ADDENDUM A: Notice to applicants applying for permits or using city consulting services</b>	Past due permit expenses. Residents that have past due permitting expenses may not apply for a new permit until prior permitting expenses are paid.	Resolution 2023-67			11/2023

	<p>Expenses incurred prior to permit application. City fees incurred due to necessary engineering, inspection, or administrative review prior to permit submittal are the resident's responsibility. This also applies to fees incurred for permits that are cancelled, withdrawn or rejected.</p>			
	<p>Permit expenses post permit approval. Occasionally permit expenses arise after permit issuance. These expenses are billed separately and are the resident's responsibility.</p>			
	<p>Disputing expenses appeals process. If you wish to appeal an expense presented, you may refer to Birchwood City Code, section number 300, code numbers 310.01 through 310.03 and follow the appeals process.</p>			
<p><b>FOOTNOTES</b></p>	<p>* Escrow for City Permitting costs is required. Unused portion is returned to applicant.  ** State Surcharge is required</p>			

Passed by the City Council of The City of Birchwood Village this 13th day of February, 2024.

*Margaret Ford*  
Margaret Ford, Mayor

Attested:  
*Rebecca Kellen*  
Rebecca Kellen  
City Clerk-Administrator

