



## CITY OF OTSEGO- 2020 FEE SCHEDULE

Item	City Code Reference	Fee
<b>A. Licenses</b>		
<b>Liquor</b>	Sec. 4-1-8.A.3	
On-Sale 3.2 Liquor		\$100.00
Off-Sale 3.2 Liquor		\$100.00
Club		\$75.00
On-Sale Intoxicating Liquor		\$4,500.00
Off-Sale Intoxicating Liquor		\$150.00
Intoxicating Liquor (Sunday)		\$200.00
Investigation Fee (single or corporation)		\$500.00
Set-ups		No Cost
Wine		\$150.00
Temporary Liquor		\$200.00 per day
Premises Extension Permit (On-Sale)		\$75.00
Small-Brewer (Off-Sale)		\$150.00
Brewpub License		\$200.00
Taproom License		\$200.00
Garbage Hauler	Sec. 5-3-4.B	\$100.00
Dynamic Display Signs	Sec. 4-11-4.B	No cost
Peddlers, Solicitors, Transient Merchant License	Sec. 4-5-2.C	\$100.00/applicant
<b>Rental Housing License</b>	Title 4, Chapter 6	
License (initial/renewal)		\$100.00/du
1. Single Family, Two-Family, Townhouse, or Condominium Apartment		\$65.00, plus \$65.00/hr (minimum 1 hr) after 2 inspections for initial license or renewal
2. Multiple Family Building Under Single Ownership		\$65.00/hr (minimum 1 hr)
<b>Pawnbrokers, precious metals dealers and/or second hand good dealers</b>	Sec. 4-4-4	
Annual License		\$500.00
Investigation Fee		\$200.00 + cost incurred
Reportable Transaction Fee		\$50.00/transaction
Daily Reporting Penalty		\$50.00/day
<b>Massage Services</b>	Sec. 4-8-4.E	
Business License		\$500.00
Personal License		\$100.00



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Application Investigation Business License		\$100.00/operator
Application Investigation Personal License		\$100.00
<b>Compost Facility License</b>	Sec. 5-3-8.C	\$200.00
<b>B. Permits</b>		
<b>Building Permits</b>	Sec. 9-1-1.B	
Building Permit Fees		
Total Valuation		
\$1.00 to \$1,200.00		\$50.00
\$1,201.00 to \$2,000.00		\$50.00 for the first \$1,200.00 plus \$3.27 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00		\$76.18 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00		\$430.38 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00		\$708.13 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00		1,093.13 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00		\$3,557.13 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00



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\$1,000,001.00 and up		\$6,169.63 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00, or fraction thereof
Plan Review	Chapter 4, Section 1	A plan review fee shall be collected on all permits issued for work governed by Chapter 4, Section 1 of the City Code in accordance with Minnesota Statutes §326B.153. This fee is based on 65% of the building permit fee. Basement finish and deck permit plan review fees are 10% of the building permit fee.
State of Minnesota Surcharge	Chapter 4, Section 1	A surcharge fee shall be collected on all permits issued for work governed by Chapter 4, Section 1 of the City Code in accordance with Minnesota Statutes §16B.70.
Electrical Permits and Inspections	Chapter 4, Sec 6	The fee schedule set forth in Minnesota Statutes §326B.37 is adopted by reference and incorporated herein.
Special Investigation Fee		The fee for a special investigation shall be equal to (but in addition to) the building permit fee.
<b>Water Connection Charge</b>	Sec. 8-1-5.C	\$1,813.00/REC
<b>Sewer Connection Charge</b>	Sec. 8-1-6.C	\$7,792.00/REC
<b>Water Meter Assembly:</b>	Sec. 8-2-2.D	
1. 5/8"		\$354.00/ea
2. 1"		\$551.00/ea
3. 1 ½"		\$700.00/ea
4. 2"		\$915.00/ea
5. Over 2"		Quote



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<b>Ultrasonic Water Meter Assembly:</b>		Sec.8-2-2.D	
5/8"			\$372.25/ea
1"			\$497.50/ea
1 ½"			\$801.00/ea
2"			\$1,023.00/ea
<b>Other Permit Fees (Flat Fee)</b>			
Item	Fee	Surcharge	Total
Fireplace	\$50.00	\$1.00	\$51.00
Roof	\$150.00	\$1.00	\$151.00
Siding	\$150.00	\$1.00	\$151.00
Windows	\$50.00	\$1.00	\$51.00
Furnace	\$50.00	\$1.00	\$51.00
Air Conditioner	\$50.00	\$1.00	\$51.00
Furnace & Air Conditioner (same house)	\$75.00	\$1.00	\$76.00
Septic Install/Repair	\$150.00	\$0.00	\$150.00
Septic Tank (only) Replace	\$50.00	\$0.00	\$50.00
Water Softener	\$15.00	\$1.00	\$16.00
Water Heater	\$50.00	\$1.00	\$51.00
Door Replacement (same opening size)	\$50.00	\$1.00	\$51.00
Lawn Irrigation	\$50.00	\$1.00	\$51.00
<b>Construction Escrows</b>			
		Sec. 11-19-2.E	
1. Landscape/As-Built Grading			\$3,000/lot (minimum)
2. Driveway/Sidewalk			\$2,000/lot (minimum)
<b>Burning Permit</b>			
		Sec. 5-5-4	No cost
<b>Fence Permit</b>			
		Sec. 11-19-4.A	
Basic Permit			\$50.00
Easement Encroachment			\$100.00
<b>Home Occupation Permit</b>			
		Sec. 11-28-3.A	\$50.00
<b>Sign Permit</b>			
		Sec. 11-37-7.A.3	\$50.00
<b>Natural Landscaping Permit</b>			
		Sec 5-2-3.F.1	\$100.00
<b>Sewer and Water Hook-Up</b>			
Permit		Sec. 8-1-4.A	Included w/building permit
Inspection			\$50.00/hr
<b>New Construction Assessor's Valuation</b>			



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Estimated Construction Value<\$499,999		\$50.00
Estimated Construction Value>\$500,000		\$150.00
<b>Swimming Pool Administrative Permit</b>	Sec. 11-18-5.B	\$50.00
<b>Lawful Gambling Permits</b>	Sec. 4-7-6.D	\$100.00
State Permit		\$100.00
Local Permit		
<b>Archery Permit</b>	Sec. 6-3-3.1	No cost
<b>Play Field Use</b>	Res #2013-65	
City Sponsored Users		No charge
Recognized Youth Associations:		
Ballfield		\$150.00/seasonal field assignment
Soccer 4v4 Non-irrigated		\$75.00/seasonal field assignment
Soccer 4v4 Irrigated		\$105.00/seasonal field assignment
Soccer (Full size field)		\$200.00/seasonal field assignment
All Other Users:		
Baseball/Softball Tournaments		\$150.00 Per Tournament
Soccer Tournaments		\$150.00 Per Tournament
Day Camps		\$20.00 Per Day
Monday-Thursday; Baseball		\$50.00/field/day
Monday-Thursday; Field game		\$50.00/field/day
Saturday/Sunday; Baseball		\$100.00/field/day
Saturday/Sunday; Field game		\$100.00/field/day
Other Charges:		
Public Works Staff/Equipment		Per Sec 2-4-2.E.9
Portable Toilets/Trach Containers		Cost incurred
Clean up of Site and/or Equipment Replacement		A deposit may be required in an amount approved by the Parks and Recreation Commission.
<b>Park Living Memorials:</b>	Res #2012-08	Cost Incurred
<b>Prairie Park Veterans Memorial Paver:</b>	Res #2018-43	\$30.00
<b>Prairie Park Shelter:</b>	Res #2013-13	
Residents		\$10.00/per reservation



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Non-Residents		\$15.00/per reservation
<b>Prairie Center:</b>		
Assembly Room		
Entire Room Resident		\$35.00/hr + sales tax
Entire Room Non-Resident		\$50.00/hr + sales tax
Carpet Side Only		
Resident		\$20.00/hr + sales tax
Non-Resident		\$30.00/hr + sales tax
Tile Side Only		
Resident		\$20.00/hr + sales tax
Non-Resident		\$30.00/hr + sales tax
Conference Room 1 (Fireplace)		
Resident		\$20.00/hr + sales tax
Non-Resident		\$30.00/hr + sales tax
Conference Room 2 (Northeast)		
Resident		\$15.00/hr + sales tax
Non-Resident		\$20.00/hr + sales tax
Conference Room 3 (Small)		
Resident		\$10.00/hr + sales tax
Non-Resident		\$15.00/hr + sales tax
Conference Room 4 (Southwest)		
Resident		\$20.00/hr + sales tax
Non-Resident		\$30.00/hr + sales tax
Kitchen		
Resident		\$10.00/hr + sales tax
Non-Resident		\$15.00/hr + sales tax
There shall be a \$15.00/hour surcharge for room rentals after 5:00P Monday through Thursday, after 12:00 Noon on Friday or on Saturday or Sunday.		
The City may charge additional fees (and sales tax when required) for a security officer to be present or unusual or extra-ordinary services or facilities as determined by the Parks and Recreation Manager.		
Nonprofits serving the Otsego area will have the opportunity to rent space at Prairie Center once per month for a fee of 50% of the regular residential fee rate for that space.		
<b>Special Event Permit</b>	Sec. 4-2-4	Costs Incurred
<b>Outdoor Entertainment Permit</b>	Sec. 4-3-4	
Single Event		\$50.00
Reoccurring Event on the same day (s) of week each calendar year		\$50.00



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<b>C. Development Applications</b>		
<b>Comprehensive Plan Amendment</b>		
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>Zoning Amendment (map or text):</b>		
	Sec. 11-3-2.A.1	
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>Variance:</b>		
	Sec. 11-6-4.C.1	
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>Conditional Use Permit:</b>		
	Sec. 11-4-2.A.1	
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>Interim Use Permit:</b>		
	Sec. 11-5-2.A.1	
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>Administrative Permit:</b>		
	Sec. 11-8-2.A.1/ Sec. 11-7-3.D	
a. Base Fee		\$200.00
b. Escrow		\$400.00
c. Total		\$600.00
<b>Site Plan Review:</b>		
	Sec. 11-9-3.A.1	
a. Base Fee		\$200.00
b. Escrow		\$2,000.00
c. Total		\$2,200.00
<b>Concept Plan/PUD Concept Plan:</b>		
	Sec. 11-3-2.A.1	
a. Base Fee		\$500.00
b. Escrow		\$2,000.00
c. Total		\$2,500.00
<b>PUD Development Stage Plan:</b>		
	Sec.11-3-6.4.D	
a. Base Fee		\$500.00
b. Escrow		\$2,000.00



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c. Total		\$2,500.00
<b>CUP/IUP Approval Extension:</b>		
	Sec. 11-4-5.B.3/ Sec. 11-5-6.B.3	
a. Base Fee		\$200.00
b. Escrow		\$400.00
c. Total		\$600.00
<b>Sketch Plan/Preliminary Plat:</b>		
	Sec. 10-5-2.A.2	
a. Base Fee		\$500.00
b. Escrow		\$3,000.00
c. Total		\$3,500.00
<b>Preliminary Plat:</b>		
a. Base Fee		\$500.00
b. Escrow		\$3,000.00
c. Total		\$3,500.00
<b>Final Plat:</b>		
	Sec. 10-5-3.A.4	
a. Base Fee		\$500.00
b. Escrow		\$3,000.00
c. Total		\$3,500.00
<b>Administrative Subdivision:</b>		
	Sec. 10-4-2.C	
a. Base Fee		\$200.00
b. Escrow		\$800.00
c. Total		\$1,000.00
<b>Environmental Assessment Worksheet Review:</b>		
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>D. Development Fees</b>		
<b>Water Availability Charge</b>	Sec. 8-1-5.B	\$1,813.00/REC
<b>Sewer Availability Charge</b>	Sec. 8-2-5.B	\$2,597.00/REC
<b>Storm Water Impact:</b>		
	Sec. 8-4-1	
a. Lefebvre Creek		\$2,520.00/gross acre
b. Otsego Creek		\$3,588.00/net acre
c. North Mississippi Watershed		\$7,045.00/gross acre
<b>Park and Trail Fee in Lieu of Land Dedication:</b>		
	Sec. 10-8-15	
a. Residential Development		\$2,640.00/du
b. Commercial Development		\$7,000.00/gross acre



## CITY OF OTSEGO- 2020 FEE SCHEDULE

<b>CSAH 39/TH 101 AUAR</b>	NA	\$280.00/gross acre
<b>E. General Government Services</b>		
<b>General Labor (minimum 15 minutes)</b>	Chapter 2, Sec 4	\$30.00/hr
<b>Copies:</b>		
1. Letter, Legal, or Ledger (Per Copy-Black & White up to 100 pages-.50 Dbl Sided) *more than 100 pages-General Labor charges apply		\$0.25/per sheet
2. Letter, Legal, or Ledger (Per Copy-Color up to 100 pages- 1.00 Dbl Sided) *more than 100 pages-General Labor charges apply		\$0.50/per sheet
3. Larger Scale Prints		\$10.00/per sheet
<b>Zoning Confirmation Letter</b>		\$60.00/parcel
<b>Special Assessment Search</b>		\$35.00/parcel
<b>Returned Check Fee</b>		\$30.00
<b>Assessment Administration Fee</b>		\$100.00/parcel
<b>Assessment Roll Copy</b>		\$100.00
<b>Special Meeting</b>		\$500.00 plus cost incurred
<b>Inspection Fee</b>	Sec. 9-4-3	
Fire Sprinkler Inspections Residential (townhomes)		\$1.50/per square foot
Fire Sprinkler Inspections Commercial		Based on Valuation
Other (non-permit) Building Safety Inspections		\$150.00 + \$75.00 for each re-inspection
Biannual Fire Inspection (commercial, industrial, and institutional uses)		No charge for the first two inspections/costs incurred for any other inspection
<b>FOG Interceptor/Separator Inspection</b>	Sec. 8-3.11.E	No charge
<b>Public Works (not otherwise specified)</b>		
Labor per Employee		\$50.00/hour + overtime per City Policy



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Equipment:		
1. Tandem Axle Truck		\$30.00/hr
2. Single Axle Truck		\$25.00/hr
3. Loader		\$50.00/hr
4. Grader		\$50.00/hr
5. Cat 305 Excavator		\$30.00/hr
6. JD 320D Skid Loader		\$25.00/hr
7. Skid Loader with Attachment		\$30.00/hr
8. Tractor with 3-Point		\$20.00/hr
9. Tractor with Attachment		\$25.00/hr
10. Power Tools:		
a. Weed Whip		\$5.00/hr
b. Chain Saw		\$5.00/hr
c. Blower		\$5.00/hr
11. Jet-Vac		\$110.00/hr
12. Snowblower		\$25.00/hr
13. Street Sweeper		\$50.00/hr
Sandbags/Sand		\$10.00/bundle of 30 sandbags
Items Not Listed:		
City Equipment		FEMA schedule of equipment rates
Rental		Costs incurred
Minimum Charge		One (1) hour
Expenses, Services, Supplies		Actual cost + 15%
<b>D. Documents</b>		
<b>City Map</b>		\$5.00
<b>Zoning Map-Large Scale</b>		\$10.00
<b>Zoning Map-Small Scale</b>		\$5.00
<b>Floodplain Map</b>		No Cost
<b>Other Documents</b>		Costs incurred + 15%
<b>E. Animals</b>		
<b>Impound/Release Permit</b>	Sec. 6-2-11.C	All costs incurred
<b>Fowl Keeping License</b>	Sec. 11-26-4.G.9	\$20.00
<b>F. Public Safety</b>		
<b>Administrative Enforcement Civil Penalties</b>	Sec. 1-5-3.B	
a. Class A (animal violations)		\$50.00
b. Class B (zoning violations- except signs)		\$200.00
c. Class C (nuisance, sign ordinance, business license, and building regulation violations)		\$200.00
d. Nuisance Abatement Fee		\$200.00 + costs incurred



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<b>False Alarm Charge:</b>	Sec.3-2-4	
a. Fire		No charge for first three (3) alarms, \$200.00 for fourth (4) alarm, \$200.00 + \$50.00 for each successive alarm per calendar year
b. Other		No charge for first three(3) alarms, \$50.00 for fourth(4) alarm, \$100.00 for each successive alarm per calendar year
<b>Fire Services Charges</b>		
	Sec. 3-2-3	
<b>Mutual Aid:</b>		
1. Agriculture, Residential Building, Vacant Parcel		Cost incurred
2. Commercial, Industrial, Institutional Building		Cost incurred
<b>G. Engineering</b>		
<b>Mineral Extraction</b>	Sec. 4-9-10	\$0.10 per cubic yard mined per calendar year
<b>Wetland Delineation Review</b>	Sec. 11-16-5.B	\$2,000.00 escrow
<b>Water Tower/Antenna Review</b>		\$3,500.00 escrow
<b>Street Sign (sign + installation of new sign)</b>	Engineering Manual	\$250.00/sign
<b>Certification of Grading:</b>		
	Sec. 11-16-5.G	
a. Initial Survey Review		\$150.00/lot
b. Each Re-Inspection		\$125.00/lot
<b>Petition for R.O.W. or Easement Vacation:</b>		
	Sec. 8-6-19	
a. Base Fee		\$500.00
b. Escrow		\$1,000.00
c. Total		\$1,500.00
<b>R.O.W. Permit:</b>		
	Sec. 8-6-7.A	
a. Excavation Fee		\$200.00 + cost incurred
b. Obstruction Fee		\$2.50/linear Foot or \$2,000.00 whichever is less



## CITY OF OTSEGO- 2020 FEE SCHEDULE

c. Obstruction Escrow		\$5,000 or \$2.50 ft. whichever is greater
Small Wireless Facility:		
Management Fee		\$200.00
Annual Lease Fee for use of City Structure		\$150.00
Annual Collocation Maintenance Fee		\$25.00
Electrical Service Fee		Cost Incurred
<b>Site Development (Grading) Permit:</b>	Sec. 9-6-3.D	
a. Up to five (5) acres		\$500.00 escrow
b. More than five (5) acres		\$1,000.00 escrow
<b>GIS Data Entry:</b>	Engineering Manual	
a. Residential		\$100.00/acre
b. Commercial, Industrial, Other		\$250.00/lot
<b>H. Public Utilities</b>		
<b>Municipal Water and Sewage Usage Rate</b>	Sec. 8-1-5.B	Water and Sewer usage rates are established by the City Council with passage of a separate resolution on an annual basis. Any usage rate increases will be effective with the March billing
<b>Watering Ban Violation Fee</b>	Sec. 8-2-6.E	\$50.00
<b>Delinquent Account Administration Fee</b>	Sec. 8-1-9	\$100.00
<b>Water Disconnect/Reconnect At Service Valve Fees</b>	Sec. 8-1-4.A	A minimum of \$75.00 will be charged, which included one hour of labor. Additional labor will be charged in 15 minute increments at the Public Works labor rate. Equipment and material charges will apply as necessary



## CITY OF OTSEGO- 2020 FEE SCHEDULE

<b>Annual Storm water District Utility Fee for lots of final platted after November 15, 1990</b>	Sec. 8-4-2	
a. Agricultural Districts:		
1. A-2 District		\$35.71/parcel
b. Residential Districts:		
1. R-C, R-1, R-2, R-3 Districts		\$38.29/lot
2. R-4A, R-4 Districts		\$18.50/lot
3. R-5 Districts		\$14.66/unit
4. R-MH District		\$9.88/unit
5. R-6 District		
(a) Single Family lot		\$14.66/unit
(b) Other dwelling unit		\$7.65/unit
6. R-7 District		
(a) Single Family lot		\$14.66/unit
(b) Twin home or townhouse dwelling unit		\$7.65/unit
(c) Multiple family dwelling unit		\$3.51/unit
c. Business Districts		\$79.08/gross acre
d. Industrial Districts		\$79.08/gross acre
<b>Storm Sewer Surcharge (Sump Pump)</b>	Sec. 8-3-7.D.4.b	\$50.00/month
<b>Type 1 Street Light (new installation):</b>	Sec. 10-9-11	
City Installed		Costs incurred per installation
Developer Installed		\$500.00/light
<b>Type 2 Street Light (new installation):</b>		
City Installed		Costs incurred per installation
<b>I. Franchise Fees</b>		
Cable franchise application	Sec. 4-10-9	\$5,000.00