

CHAPTER 5: FEES, FINES & FRANCHISE GRANTS

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SECTION 500. FEES: GENERAL.

Section 500.00. Fees, Charges and Rates Authorized and Defined.

The fees, charges, and rates for the purposes set forth in this chapter 5 of this code for licenses, permits, and municipal services shall be in the amounts set forth in this chapter. Reference to the amounts set forth herein in other portions of this code or in other ordinances may be made in such terms as “required fee,” “established fee,” “required license fee,” “license fee,” and “license fee in the required amount,” without specific reference to this chapter, in which event the amounts herein set forth shall be applicable.

Section 500.05. Priority of Application.

If fees, charges, and rates are set forth specifically in parts of this code other than this chapter 5 or in other ordinances which are now in effect, but have not been set forth in this chapter 5, in that event, the fees, charges, and rates thereby specifically set forth shall be effective for all purposes. In the event that such amounts shall appear in other places in this code or in other ordinances or codes, but shall appear in this chapter 5, the amounts appearing in chapter 5 shall supersede the others.

Section 500.10. Collection, Late Payment Charge, Special Assessment.

Payment in accordance with billings shall be made no later than the billing date established for the account. In addition to the charges provided, there shall be a late charge for payments made after the 30th day after the billing date. When a charge is more than 30 days past due, it shall be considered delinquent. It shall be the duty of the clerk to endeavor to promptly collect delinquent accounts. All delinquent accounts shall be certified by the clerk who shall prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective properties served. The city council may set an additional assessment penalty fee for delinquent accounts that are certified to the county for collection. The assessment roll shall be delivered to the council for adoption on or before October 10 of each year. Such action may be optional or subsequent to taking legal action to collect delinquent accounts. The delinquent account fee and additional assessment penalty fee shall be determined by the council and set forth in the section 510 fee schedule of this chapter.

(SECTION 500.10 UPDATED DEC. 2012, ORD. 213)

SECTION 510. FEES: LICENSES, PERMITS AND SERVICES.

Section 510.00. Fees: Licenses, Permits and Services Established.

Subd.1. The following fees for licenses, permits and municipal services have been established by the city council. No person, partnership, corporation, or other association shall engage in the following types of activity without paying the fee listed.

Type of License, Permit, or Fee	Section	Fee	Conditions & Terms
Advertisement Tube License	490.00	\$25	Annual per tube
Animal: Dog License	445.10	\$25 (\$15 if purchased in year 2)	Good for up to 2 years
Animal: Potentially Dangerous Animal License	445.25	\$500	Plus proof of \$100,000 insurance
Animal: Private Kennel License	445.05	\$50	Annual
Animal: Wild Animal Permit	445.15	\$50	72-hour limit

Blasting Permit	910.20	\$500	Council approval required
Boat Launch Permit Sticker (for Meadville fire lane): Resident	425.45	First 2 stickers are free. Additional stickers \$10 each.	Annual. 2 free stickers per address. Additional stickers require proof of residency and vehicle information / license plate number.
Boat Launch Permit Sticker (for Meadville fire lane): Non-Resident	425.45	\$50	Annual per vehicle. Must provide vehicle information / license plate number.
Building: IPM Code Book	320.30	\$31	Per copy
Building: Excavation / Filling Permit	440.00	Per building code	Per instance
Building: Excavation / Building Permit, Floodplain	1174.07	Per building code	Per instance
Building: Moving Permit	300.20	Per building code	Required per structure
Building: Permit	300.10	Per building code	Required per structure
Building: Permit to Extend Completion of Exterior Work	300.30	\$200 for first 60-day extension (administrative) \$400 for an additional extension (council)	Required per structure
Burning Permit: Recreational	475.10	No permit required	
Burning Permit: Non-Recreational	475.10	\$50	Per instance
Code Book (binder with tabs and photocopies)		\$55	
Docks: Commercial Marina License, Base	430.10	\$110	Base per year
Docks: Commercial Marina License, Per Slip	430.10	\$5	Per slip, per year
Docks: Municipal St. Alban's Bay Dock Permit	425.30 (5)	\$1350	Per slip, per season
Docks: Municipal Sailboat Space Permit	425.30 (5)	\$300	Per slip, per season
Docks: Municipal Canoe / Kayak Permit	425.30 (5)	\$50	Per space, per season
Duplicate Permit / License	400.15	\$5	Per instance
Excavation Permit: Temporary	1140.50	The fee is the cost incurred by the city for the review of the excavation plan.	Council approval required plus proof of bonding to cover expense of development plan.
Excavation Permit: Street / Sewer	640.30 & 640.95	The fee is the cost incurred by the city for the review of the excavation plan.	Plus surety bond as determined by city engineer.
False Alarm Permit: Fire (after 2nd offense in 12 mo. period)	460.03	\$75	
False Alarm Permit: Police (after 3rd offense in 12 mo. period)	455.10	\$75	
Fire / Police Alarm Non-Compliance Fine	455.35 & 460.07	\$1,000	According to state statute
Fireworks Permit	900.55	\$50	Council approval required
Gambling License	915.15	\$100	Council approval required
Garage Sale Permit (more than 1 in 12-month period)	450.25	\$150 per event, plus proof of insurance: \$300,000 per person, \$500,000 per incident, \$50,000 property damage.	
Garbage / Refuse Collector License	475.20	\$200 per year, plus proof of insurance: \$100,000 per person, \$500,000 per incident, \$100,000 property damage	
Gasoline Station / Auto Repair License	420.15	\$0 per site plus \$0 per pump	Annual
Home Occupation License	480	\$50	Annual. City council approval required. The city council may impose conditions.
Liquor: Off-Sale Non-Intoxicating License	800.15 & 800.35	\$100 per year plus commercial general liability by an insurance company licensed to do business in the state of Minnesota with a limit of liability of not less than \$1,000,000 per occurrence for bodily and property damage and loss of means of support with the "City of Greenwood" named as an additional insured on the policy. The liability policy must provide that it may not be canceled for any cause either by the insured or the insurance company without first giving ten days notice to the city in writing of that intention. The policy also must provide that any amount paid by the insurance company as a result of a claim will not reduce the coverage available to pay subsequent claims. Businesses with projected liquor sales of less than \$50,000 per year are only required to comply with the minimum insurance requirements in Minnesota state statutes.	
Liquor: Off-Sale Non-Intoxicating, Investigation Fee	800.30	\$500 plus all costs and expenses associated with investigation outside of MN as allowable by state statute	
Liquor: On-Sale Non-Intoxicating Temporary License	800.15	\$100 plus the minimum insurance requirements in Minnesota state statutes. License good for no more than 3 consecutive days	

Liquor: On-Sale Intoxicating License	820.40 & 820.45	\$10,000 per year plus commercial general liability and dram shop insurance by an insurance company licensed to do business in the state of Minnesota with a limit of liability of not less than \$1,000,000 per occurrence for bodily and property damage and loss of means of support with the "City of Greenwood" named as an additional insured on the policy. The liability policy must provide that it may not be canceled for any cause either by the insured or the insurance company without first giving ten days notice to the city in writing of that intention. The policy also must provide that any amount paid by the insurance company as a result of a claim will not reduce the coverage available to pay subsequent claims.	
Liquor: On-Sale Intoxicating, Wine License	820.40	\$2,000	Annual
Liquor: On-Sale Intoxicating, Sunday License	820.40	\$200	Annual
Liquor: On-Sale Intoxicating, Delimited License	820.40	\$2,500	Annual
Liquor: On-Sale Intoxicating, Investigation Fee	820.35	\$500 plus all costs and expenses associated with investigation outside of MN as allowable by state statute	
Liquor: On-Sale Intoxicating, Investigation Fee for Renewal Applications or Change of Status	820.35	\$250 per person to be investigated (not to exceed \$500)	Annual
Liquor: On-Sale Surety Bond	820.45	\$1,000	In conjunction w/application
Load Limit Fee: Per Trip Special Operating Permit (Jan 1-Feb 29 and May 2-Dec 31)	730.00	\$50	Per round trip. Not required for building projects exceeding \$20,000 in value.
Load Limit Fee: Per Trip Special Operating Permit (Mar 1-May 1)	730.00	\$500 per round trip. Or \$450 per round trip with Blanket Special Operating Permit.	
Load Limit Fee: Blanket Special Operating Permit	730.00	20% of the Building Permit or Moving Fee	Required for building projects exceeding \$20,000 in value. Blanket special operating permit holders must pay the additional March 1-May 1 per round trip fee for operation of vehicles in excess of the stated March 1-May 1 weight restriction.
Misc. Petitions to the City for Legal Consent or Releases Application Fee		\$200 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Mobile Home Park Permit Fee	405.40	\$100	Annual
Mobile Home 15-Day License	405.40	\$50	Per instance
Mobile Home Temporary Residence License	405.40	\$100	Per instance
Parking Permit: Building Project	305.00	\$50	Per project
Parking Permit: Temporary	710.05	\$25	Charged on a per event basis. Fee will be refunded in cases where the permit is revoked due to inclement weather.
Peddler Permit	465.10	\$70	For 6 months
Photocopies	125.00	\$0.25 for black and white, \$1 for color	Per copy
Plumbing Permit	410.25	Per building code	Required per structure
Recycling: Collection Fee	475.30	\$14	Quarterly
Rental Property License	320.30	\$50 first unit, \$30 per additional unit	Annual
Right-Of-Way Encroachment Permit	630.05	Council approval required. Fee will be determined by the city council.	
Sanitary Sewer Non-Compliance Surcharge: Residential	310.30 5(f)	\$300	Quarterly
Sanitary Sewer Non-Compliance Surcharge: Commercial	310.30 5(f)	\$750	Quarterly
Security Deposit / Security Agreement for Landscaping	1140.60	The greater of \$1500 or 2% of the building value submitted on the building permit application. The fine is the greater of \$1000 or .4% of the building value submitted on the building permit application for each month (or part thereof) after 12 months the landscaping or conditions remain uncompleted.	
			See section 1140.60 for more information (including details about the security agreement option).

Security Deposit / Security Agreement for Performance of Conditions of a Variance or Conditional Use Permit Grant	1140.60 1150.20 1155.17	Security Deposits / Agreements must be approved by the city council. If approved, the city council shall set the fee amount.	See sections 1150.20 (conditional use permits) or 1155.17 (variances) for more information (including details about the security agreement option).
Sewer: Lateral Connection Fee		\$5,120	Per instance
Sewer: Sewer Access Charge (SAC)		As set by the Metropolitan Council	
Sewer: Cap Fee		\$75	Per instance
Sewer: Re-Connection Fee		\$75	Per instance
Sewer: Repair Permit Fee		\$75	Per instance
Sewer Rates: Residential	520.10	\$65 per residential sanitary service unit	Quarterly
Sewer Rates: Commercial	520.10	\$65 per commercial sanitary service unit	Quarterly
Sewer / Recycling / Stormwater Delinquent Accounts: <u>Late Fee</u>	520.15, 525.15 525.15 & 475.30	3% of the delinquent amount per quarter (12% annually).	Certified to county annually.
Sewer / Recycling / Stormwater Delinquent Accounts: <u>Assessment Amounts</u>	500.10	The total delinquent amount including late fees, plus 12% per year once certified to the county, in addition to any fees charged by the county.	Certified to county annually.
Showcase Event Permit	450.25	\$250 per event, plus proof of insurance: \$300,000 per person, \$500,000 per incident, \$50,000 property damage.	
Sign Permit: Temporary	1140.40	\$25	Valid for 30 days. Limit 6 per year.
Stormwater Management Utility Fee: Residential	525.00	\$19	Quarterly
Stormwater Management Utility Fee: Commercial	525.10(3)	3 x current residential rate	Quarterly
Street Excavation Permit	640.30	\$200	Per site
Tobacco License	415.04	\$50	Annual
Tree Contractor License	435.00 & 1140.80	\$50	Annual. Proof of insurance also required: workers compensation insurance and liability insurance in the amounts of \$500,000 for injury or death of any one person, \$500,000 for injury or death of more than one person in any one accident, and \$100,000 for damage to property.
Tree Removal Conditional Use Permit: Shore / Bluff Impact Zone	1140.80	\$100	Per application
Tree Removal Permit: Exceed Permitted Tree Harvest	1140.80	\$100	Maximum of 5 significant trees
Tree Removal Permit: Construction Related	1140.80	\$250	Home Addition: Remove up to 10% of trees. New Construction: Remove up to 20% of trees. Tree preservation plan required for both.
Zoning: Code Amendment Application Fee	1160.05	\$400 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Zoning: Conditional Use Permit Application Fee	1150.15	\$400 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Zoning: Misc. Administrative Review Fee	Chapter 11	\$200 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Zoning: Preliminary Administrative Plan Review Fee	1105.00	\$200	Per instance
Zoning: Preliminary Plat Application Fee	600.10	\$500 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per instance
Zoning: Shoreland Compliance Review Fee	1176.03	\$200	Per application. Paid only once if paid at variance or CUP application prior to building permit application. Signage CUP applications are exempt from paying the Shoreland Compliance Review Fee.
Zoning: Simple Subdivision Fee	600.07	\$150 plus publication cost and Park Fund contribution	
Zoning: Subdivision Park Fund Fee	600.35	10% of the fair market value of the buildable land to be subdivided	
Zoning: Variance Application Fee	1155.25	\$400 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Zoning: Variance Extension	1155.10(9)	1st 1-year extension: \$50 (approved by zoning administrator). Subsequent 1-year extensions: \$350 (approved by city council).	

(SECTION 510 TABLE LAST REVISED JAN 2016 ORD 249)

SECTION 515. CIVIL FINES AND FEES.

Section 515.00. Civil Fines and Fees Established.

To aid in the enforcement of the ordinance code, the following civil fines and fees authorized by chapter 12 of this code have been established by the city council:

Type of Violation	Section	Civil Fine	Notes
Animal Code Violation: Dog-At-Large 1st offense in 12-month period	445.15 445.30	\$50	In addition to impound fees
Animal Code Violation: Dog-At-Large 2nd offense in 12-month period	445.15 445.30	\$100	In addition to impound fees
Animal Code Violation: Dog-At-Large 3-plus offenses in 12-month period	445.15 445.30	\$150	In addition to impound fees
Animal Code Violation: Nuisance	445.15	\$300	
Building Code: Non Completion of Exterior	300.30	\$300	Each day a violation continues is subject to administrative civil citation
Liquor Code Violation: 60/40 Food/Liquor Sales 1st offense	820.70	\$2,000	1-year probation
Liquor Code Violation: 60/40 Food/Liquor Sales 2nd offense	820.70	\$4,000	7-day suspension of license and possible additional year probation
Liquor Code Violation: 60/40 Food/Liquor Sales 3rd offense in 10-year period	820.70	\$6,000	7-day suspension of license and possible revocation of license
Liquor Code Violation: Sale to Minor or Intoxicated Person, 1st offense in 24-month period	820.70	\$500	3-day suspension of license
Liquor Code Violation: Sale to Minor or Intoxicated Person, 2nd offense in 24-month period	820.70	\$1,000	3-day suspension of license. Proof of training completion.
Liquor Code Violation: Sale to Minor or Intoxicated Person, 3rd offense in 24-month period	820.70	\$1,500	3-day suspension of license. Proof of training completion. Possible revocation of license.
Liquor Code Violation: Sale to Minor or Intoxicated Person, 4th offense in 24-month period	820.70	\$2,000	3-day suspension of license. Proof of training completion. Possible revocation of license.
Tobacco Code Violation: 1st Offense in 24-Months	412.15	\$75	
Tobacco Code Violation: 2nd Offense in 24-Months	412.15	\$200	
Tobacco Code Violation: 3rd Offense in 24-Months	412.15	\$250	7-day suspension of license.
Tobacco Code Violation: Other	412.15	\$50	
Tree Harvest Without Permit	1140.80	\$1,000	Per tree
Penal Code Violation	900 et seq	\$300	Each day a violation continues is subject to administrative civil citation
Nuisance Code Violation	900 et seq	\$100	Each day a violation continues is subject to administrative civil citation
Zoning Code Violation	1100 et seq	\$300	Each day a violation continues is subject to administrative civil citation
City Code Violation Not Otherwise Designated		\$300	
Code Violation Fees	Section	Fee	Notes
Administrative Hearing Officer Fee	1210.25	\$100	Per instance
Late Fee	1210.50	10% of the fine amount. Applies for each 30-day period, or part thereof, that the fine is not paid.	

(SECTION 515 TABLE REVISED JULY 2015, ORD. 242)

SECTION 530. FRANCHISE GRANTS.

Section 530.00. General Provisions.

From time to time the city may be called upon to grant utility franchises. Such grants may be authorized by ordinance and recorded in the office of the city clerk.