

**CITY OF MONTROSE  
COUNTY OF WRIGHT  
STATE OF MINNESOTA**

**ORDINANCE 2012-01**

**AN ORDINANCE SETTING VARIOUS DEVELOPMENT AND  
ADMINISTRATIVE FEES**

THE CITY COUNCIL OF THE CITY OF MONTROSE ORDAINS:

A. The following development and administrative related fees are hereby established in the City of Montrose, effective January 1, 2012:

**CITY OF MONTROSE  
2012 FEES, PERMITS & FINES  
Effective January 1, 2012**

**Administrative**

Animal License (bi-annual) .....	15.00
Neutered .....	12.00
Animal Fines ..... 1 <sup>st</sup> offense .....	30.00
Subsequent add .....	20.00
Boarding .....	20.00
Excavation Permit/Small Utility .....	150.00
Sign Permit .....	50.00
NSF Check Service Fee .....	30.00
Fax – per page .. U.S. only .....	1.00
Notary .....	1.00
Special Assessment Search .....	20.00
Copy of City Code .....	25.00
Copy of Zoning Ordinance .....	25.00
Copy of Subdivision Ordinance ...	15.00
Copy of Comprehensive Plan.....	25.00
Charitable Gambling Permit .....	100.00
Consultants not at City Request At their per hour rate.	
Special Council Meeting .....	600.00
City Personnel ..Public Works....	100.00/hour
Administrative ...	50.00/hour
Copies – Black & White .....	.25/copy
Copies – Color.....	2.00/copy
Copies – CD's.....	5.00
<b><u>Administrative Permits</u></b>	
General.....	50.00
Fireworks ...Inside Sales.....	50.00
Outside Sales.....	250.00
Amusement Centers & devices... ..	100.00
...over 4 machines add.....	5.00

**Utility**

Sewer Access Charge .....	4500.00
Water Access Charge .....	2000.00
Water Disconnect Charge .....	50.00
Water Reconnection Charge .....	50.00
Meter Testing Fee .....	50.00
Meter Repair Fine-if not fixed in 30 days plus \$1.00 per day .....	50.00
Water Meter Purchase .....	235.00
Water Rate .....\$5.00 base plus ...	5.00/1000 gallons
Non-Residential .....	10.00/1000 gallons
Bulk Water Users first 2000 gal.	22.00
Over 2000 gal. ....	10.00/1000 gallons
Sewer Rate .....\$3.85 base plus ...	4.60/1000 gallons
WW Plant Rate .. \$6.05base plus..	5.05/1000 gallons
Non Metered Sewer Service .....	
based on 12,000 gals at Rate plus base	
Storm Water Fee .....	3.00
Late Payment Penalty (utilities) ..	5% of balance
Meter back plate replacement	10.00

**Garbage**

30 gallon per month .....	12.00
60 gallon per month .....	16.00
90 gallon per month .....	20.00
Recycling per month .....	2.00
Recycling Bin to purchase .....	5.00
Garbage Stickers .....	3.00

**Planning & Zoning**

Special Meeting by Request .....	500.00
Rezoning & Zoning.....	300.00*
Conditional Use .....	500.00*
Zoning Ordinance Amendment....	300.00*
Comp. Plan Amendment.....	300.00*

Junkyard or junk business.....	1000.00
Pawnbroker.....	500.00
Secondhand Goods Dealer .....	500.00
Multiple (pawn & secondhand..	1000.00
Pawn/Secondhand Investigation..	750.00
Adult Use License.....	1600.00
Adult Use Investigation .....	1600.00
(See Ordinance)	

Subdivision minor.....	200.00*
Subdivision .. preliminary plat .....	300.00*
final plat .....	300.00
cost per lot .....	5.00
Site Plan Review (no written report)	200.00
Street/Alley vacation .....	500.00*
(plus legal fees)	
Park Dedication fee .....	
Residential -10% land and/or \$1600.00 per unit	
Commercial -10% land and/or \$3000.00 per acre	
Industrial - 10% land and/or \$2000.00 per acre	
TIF Plan Modification .....	All Costs*
Variance ... residential .....	300.00*
commercial & ind ...	300.00*
Appeals .....	100.00
Concept Plan Review.....	500.00
(does not include a written report)	
Planned Unit Development .....	300.00
Interim Use Permit .....	500.00*
City Code Amendment .....	500.00*

**Fire Department**

Emergency calls .....	300.00
Accident Reports .....	50.00
Major Incident Fee .....	
First 6 hours - \$300.00 per vehicle	
After 6 hours - \$7.00/hour per	
Firefighter on scene or on standby	
Fire Inspection Fees	
Under 2000 Sq Ft	100.00
2000 – 5000 Sq Ft	200.00
Over 5000 Sq Ft	300.00

**Trunk Area Charge**

Sewer ... per acre .....	2150.00
Water ... per acre .....	875.00
Storm Water ... per acre .....	750.00

**Community Center**

Friday & Saturday Rental .....	300.00
Sunday-Thursday Rental .....	125.00/5 hours
Over 5 hours .....	25.00/hour
Damage Deposit.....	
Cash or Money Order....	300.00
Montrose Churches .....	50.00

**Liquor Licenses**

On-Sale .....	3900.00
Off-Sale .....	100.00
Sunday .....	200.00
Club .....	100.00
Special 3 day On-Sale .....	25.00
Wine/Strong Beer .....	700.00
3.2 Liquor/Beer, On-Sale.....	100.00
Off-Sale.....	5.00
Temporary.....	5.00

**Development Fees**

Annexation .....	All Costs*
Administrative Fees .....	
1% of construction costs	
Legal Fees .....	1% of construction costs
AUAR Fee.....per acre.....	150.00

**Building Permits City Fees**

Landscape Escrow .....	1500.00
Erosion Control Fee .....	125.00
Assessor Fee .....	25.00
Grading Fee .....	50.00
Grading Escrow .....	1500.00
Driveway Escrow .....	2500.00
(Independent Contractors Only)	
Building Permit Fee Schedule ..	See Attached

**Fence Permit**

Fence Permit Fee .....	15.00
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\* Escrow deposit required

Set-Up License..... 300.00

**Liquor Violations**

1<sup>st</sup> Violation ..over 3 year period....200.00

training for liquor sales and proof of training

2<sup>nd</sup> Violation ..over 3 year period... 500.00

training for liquor sales and proof of training

3<sup>rd</sup> Violation ..over 3 year period...1000.00

training for liquor sales and proof of training

loss of license for one month

4<sup>th</sup> Violation ..over 3 year period.... Revocation

B. The following Building Permit Inspection and Fees schedule issued under the Minnesota State Building Code, based on valuation, as set out on Exhibit A to this ordinance, which is incorporated herein, are hereby established in the City of Montrose, effective January 1, 2006.

Montrose	Building Permit Fee Schedule	
	Total Valuation	Fees
	\$1.00 to \$2,000.00	\$20.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
	\$2,001.00 to \$25,000.00	\$50.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
	\$25,001.00 to \$50,000.00	\$252.00 for the first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
	\$50,001.00 to \$100,000.00	\$414.50 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
	\$100,001.00 to \$500,000.00	\$639.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
	\$500,001.00 to \$1,000,000.00	\$2,039.50 for the first \$500,000.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
	\$1,000,000.00 and up	

\$3,539.50 for the first  
 \$1,000,000.00 plus \$2.00  
 for each additional  
 \$1,000.00 or fraction  
 thereof

**Fixed Permit Fees**

- 1. Fireplace.....\$50.00
- 2. Re-siding.....\$50.00
- 3. Reroof.....\$50.00
- 4. Fence (Over 6' In Height).....\$50.00
- 5. Demolition.....\$50.00
- 6. Plumbing Fee Residential.....\$5.00 per fixture
- 7. Mechanical Fee Residential.....\$25.00 per unit
- 8. Window Replacement.....\$50.00
- 9. Mobile Home Install.....\$50.00
- 10. Water Softener Install.....\$15.00
- 11. Retaining Walls (Over 4' In Height).....\$50.00

**Other Fees**

- 1. Inspections outside normal business hours.....\$45.00 per hour  
 ( minimum charge - 2 hours)
- 2. Reinspection Fee.....\$45.00
- 3. Investigation fee shall be equal to building permit fee
- 4. Mechanical fee for commercial shall be base on valuation
- 5. Plumbing fee for commercial shall be based on valuation
- 6. Plan review fee shall be 65% of permit fee for both residential and commercial

**Fee Refunds**

Refund requests must be submitted in writing by permit applicant before any work has started.  
 Applicant shall be responsible for 100% of plan review fee, all other fees shall be refunded.



C. Should any section, subdivision, fee, clause or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid.

D. The fees set out in this ordinance shall be effective beginning January 1, 2012.

**PASSED, ADOPTED AND APPROVED** by the Montrose City Council, Wright County, Minnesota this 9<sup>th</sup> day of January 2012.

SIGNED \_\_\_\_\_

Andrew C. Kauffman, Mayor

ATTEST:

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Barbara C Thwing-Swanson  
Administrator/Clerk-Treasurer