

**CASTLE ROCK TOWNSHIP
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. 2018-01**

**AN ORDINANCE ADOPTING AN
UPDATED FEE SCHEDULE FOR THE TOWN**

The Board of Supervisors of the Town of Castle Rock ordains:

Article I. Schedule Adopted. The attached fee schedule, which is incorporated in and made part of this ordinance, is hereby adopted for Castle Rock Township ("Town"). The fees contained in the schedule replace any fee amounts previously adopted by the Town Board on the same items.

Article II. Not Codified. This ordinance is transitory in nature and shall not be codified. The fee schedule established hereby shall be placed on the Town's website and shall be available for inspection at the Town Hall during usual office hours.

Article III. Zoning Fees. The Town is authorized by Minnesota Statutes, section 462.353, subdivision 4 to impose fees to offset its costs to administer and enforce its zoning ordinance. The zoning fees the Town collects shall be used to offset the Town's costs related to the administration and enforcement of its zoning ordinance and will not be transferred or used for purposes unrelated to planning and zoning.

Article IV. Reasonableness. The Town Board determines the fees established on the attached fee schedule are fair, reasonable, proportionate, and have a nexus to the actual costs the Town incurs related to providing the services to which they relate.

Article V. Collection. The Town may refuse to process any request for failure to submit all required fees and any required escrow amounts. Once an application is accepted as complete, if an applicant fails to pay or reimburse the Town for any amount for which the applicant is responsible, any such unpaid amount, together with collection costs, shall constitute an unpaid service charge the Town may collect pursuant to Minnesota Statutes, section 366.012 or through any other means available to the Town under law.

Article VI. Effect. The attached fee schedule replaces the Town's previous fee schedule, which is hereby repealed. Any other fees the Town established, but which are not reflected on the schedule, remain in full force and effect.

Article VII. Effective Date. This ordinance is effective upon the first day of publication and applies to any requests for a service included on the schedule made on or after its effective date.

Adopted this 10th day of September, 2018.

BY THE TOWN BOARD



Sandy Weber, Chairperson

Attest: Barbara M. Lang
Barbara M. Lang, Clerk

2018 FEE SCHEDULE

FEES REGARDING BUILDING PERMITS, RELATED FEES, AND REFUNDS

Township Filing Fee	\$50.00 (fee added to all Building Permits except over-the-counter flat fee permits)
Residences, Residential Additions, decks, porches or remodeling	Fee based on value of project using square footage as allowed by MN Dept of Labor Fee Schedules, including plan review plus Filing Fee and State Surcharge
Residential Pole Barn / Garage	Fee based on value of project using square footage as allowed by MN Dept of Labor Fee Schedules, including plan review plus Filing Fee and State Surcharge
Agricultural Buildings (includes pole barns, additions to Ag buildings, grain bins, etc) Must meet state requirement to be considered for this Agricultural Zoning permit	See Zoning Fees
Commercial Buildings	Fee based on value of project using square footage as allowed by MN Dept of Labor Fee Schedules, including plan review plus Filing Fee and State Surcharge
House Moving Fee	Requires Interim Use Permit and appropriate Public Hearing fees, plus appropriate building permit fees based on the value of the work to be done and State Surcharge
House Removal Fee	\$10,000.00 escrow
Swimming Pools Includes all in-ground pools and any above-ground pool with minimum 5,500 gallon capacity and 48" depth	Fee based on value of project using square footage as allowed by MN Dept of Labor Fee Schedules, including plan review plus Filing Fee and State Surcharge
Demolition Permit – Residential Requires two inspections (progress & final)	\$200.00 fee
Demolition Permit – Commercial	Valuation based on the value of the work to be performed within a minimum fee of \$250.00.
Septic Permit (Does not include second soil verification) (Does not include County recording fee)	Residential - \$250.00 Commercial – based on valuation with a minimum of \$250.00
Sign, 20 to 80 square feet of area	\$50.00 / each (See Ordinance for requirements for Conditional Use Permits for new signs)
Plumbing Permit	\$75.00 fee + State Surcharge
Mechanical	\$75.00 fee + State Surcharge
Replacement: Siding Roofing Windows (same size as existing) Doors (same size as existing)	\$75.00 fee + State Surcharge \$75.00 fee + State Surcharge \$75.00 fee + State Surcharge \$75.00 fee + State Surcharge

REFUND POLICIES:

The Clerk may be authorized by the Board of Supervisors and/or the Building Official to refund any fee paid which was erroneously paid or collected.

The Clerk may be authorized by the Board of Supervisors and/or the Building Official to refund not more than 80 percent of a permit or other fee paid when no work for which the fee was collected has been done within 60 days of issuance of permit.

The Clerk may be authorized by the Board of Supervisors and/or the Building Official to give no refund to the applicant if work has already begun on the project.

The Clerk, upon consultation with the Building Official, may be authorized to refund not more than 80 percent of the plan review fee paid, when an application for permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done.

The Clerk shall not be authorized to refund any fee paid unless the original payee files a written request for refund not later than 60 days after the date of the fee payment.

ROAD FEES

Driveway Permit Culverts installed by residents must be 18" in diameter or equivalent (15x21 pipe), and 24' in length, minimum	\$50.00 fee	
Weight Restriction Fee	\$2,000 Escrow (discretionary), to cover costs to repair any damage done to the road up to the Township's specifications	
Closure of Public Road	\$250.00	

ZONING FEES

Agricultural Buildings (includes pole barns, additions to Ag buildings, grain bins, etc) Must meet state requirement to be considered for an Agricultural Zoning permit	\$100.00 plus Filing Fee	
Parcel Split (Recording Fee Required) (Escrow may be required if legal assistance is needed to research property involved)	\$250.00 + Recording Fee	
Building Rights Transfer Application Fee (Recording Fee Required) (Escrow may be required if legal assistance is needed to research property involved)	\$250.00 + Recording Fee	
Recording Fee	Reimbursement of current Dakota County Recording Fee	

ESCROW FEES

TYPE OF REQUEST	ESCROW FEE	
Variance / Appeal (Requires Public Hearing)	\$1,000.00 Also see Special Meeting Fees	
Conditional Use Permit (Requires Public Hearing)	\$1,000.00 Also see Special Meeting Fees	
Interim Use Permit (Requires Public Hearing)	\$1,000.00 Also see Special Meeting Fees	
Rezoning / Ordinance Amendment (Requires Public Hearing)	\$10,000.00 Also see Special Meeting Fees	
Comprehensive Plan Amendment (Requires Public Hearing)	\$10,000.00 Also see Special Meeting Fees	

SPECIAL MEETING FEES

Planning Commission - Special Meeting/Public Hearing	\$300.00 hearing fee plus reimbursement of actual costs for publishing required legal notices for meeting/hearing held on a night other than a regular meeting night	
Planning Commission - Special Meeting / Public Hearing held same night as Regular Planning Commission Meeting	Reimbursement of actual costs for publishing required legal notices for meeting/hearing	
Board of Supervisors Special Meeting / Public Hearing	\$450.00 hearing fee plus reimbursement of actual costs for publishing required legal notices for meeting/hearing held on a night other than a regular meeting night	
Board of Supervisors Special Meeting / Public Hearing held same night as Regular Board of Supervisors Meeting	Reimbursement of actual costs for publishing required legal notices for meeting/hearing	

LARGE ASSEMBLY AND LIQUOR PERMIT APPLICATIONS FEES

Large Assembly Permit Application Fee	\$50.00 per application	
Malt Liquor Permit Application Fee	\$50.00 per application	

RIGHT-OF-WAY FEES – LOCAL/LARGE UTILITY PROVIDERS

(Includes Electric, Telephone, Fiber Optic Cable and similar installations)

RIGHT OF WAY FEES	UNITS	FEE PER-UNIT
Yearly Registration Fee	Annual Fee	\$75.00
Excavation Permit Fees		
1. Repair and General Work	EA.	\$250.00
Includes Hole Excavation and Trench / Plow up to 1,300 LF Over 1,300 LF \$.15 per LF	Over 1,300 LF	\$.15/LF
Obstruction Permit	EA.	\$125.00
Unauthorized Work Double Permit Fee		Double Permit Fee
Closure of Public Road	EA.	\$250.00
Escrow/Bond Fee – Local Utility	EA.	\$1,500.00 (Discretionary)
Escrow/Bond Fee – Large Utility	EA.	\$500,000.00 (Discretionary)

MINERAL EXTRACTION PERMIT FEES

MINERAL EXTRACTION FACILITY	
Mineral extraction facility application fee	\$2,500.00
Application escrow fund	\$5,000.00
Environmental review escrow – requires development contract	Varies on case-by-case basis
Annual renewal fee – Due January 1 of each permit year	\$1,000.00
SEASONAL MINERAL EXTRACTION FACILITY	
Seasonal mineral extraction facility application fee	\$1,000.00
Application escrow fund	\$3,000.00
Environmental review escrow – Requires development contract	Varies on case-by-case basis
Annual renewal fee, if necessary – Due January 1 of subsequent permit year	\$1,000.00

PROFESSIONAL SERVICES FEES

Legal Fees:	
Kennedy & Graven, Chartered	\$170.00 per hour
Schmitz, Ophaug & Blumhoefer	Billed as needed
Township Planner Fees:	
RSC Development	\$140.00 per hour plus applicable retainer fees
Bolton & Menk	\$102.00 per hour
Engineering & Surveying Fees:	
(Jacobson Engineering & Surveying)	
Professional Engineer	\$12.000 per hour
Professional Surveyor	\$110.00 per hour
Survey Technician	\$85.00 per hour
Field Survey Crew	\$140.00 per hour
Support Staff	\$60.00 per hour

SEXUALLY ORIENTED BUSINESSES – See Section 7.18 of Castle Rock Zoning Ordinance
Fees assessed on a case-by-case basis.