

RAVENNA TOWNSHIP
DAKOTA COUNTY, MINNESOTA
Ordinance No. 01-2024

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

The Board of Supervisors of the Town of Ravenna ordains:

Article I. Schedule Adopted. The attached fee schedule is hereby adopted. The fees contained in the schedule replace any fee amounts previously adopted by the Town Board on the same item.

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 development code. The zoning fees the Town collects shall be used to offset the Town's costs related to the administration and enforcement of its development code 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. The Town may collect any fees or other amounts that are due and not paid as a service charge pursuant to Minnesota Statutes, section 366.012 by certifying the amount to the county auditor for collection together with the property taxes imposed on any property the person owns in the state.

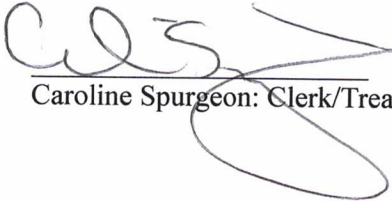
Article VI. Effect. The attached fee schedule replaces the Town's previous fee schedule, which is hereby repealed. Any other fees the Town established, but which are not reflected on the schedule, remain in full force and effect.

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 11th day of January 2024.

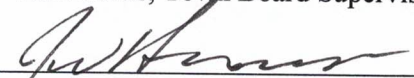
Attest:




Caroline Spurgeon: Clerk/Treasurer

Ravenna Township,
Dakota County, Minnesota

By: 
Paul Curtis, Town Board Supervisor

By: 
Jeff Human, Town Board Supervisor

By: 
Carl Reuter, Town Board Supervisor

**RAVENNA TOWNSHIP
FEE SCHEDULE
January 11, 2024**

LAND USE FEES:

Agricultural Preserve Use Permit	\$50.00
Amendment to Ordinances	\$1500.00 Escrow*
Conditional Use Permit Application	\$570.00
Conditional Use Annual Inspection Fee	\$25.00
Consulting Costs (Legal, Engineering, etc)	Actual Cost
County Filing Fees	Actual Cost
Home Occupation Application	\$20.00
Interim Use Permit Application	\$570.00
Land Split Application	\$20.00
MRCCA Permit	\$50.00
Preliminary Plat Application Materials Fee (includes copies of Zoning Ordinance & Comprehensive Plan)	\$100
Preliminary Plat Escrow	\$3000.00*
Preliminary Plat Planning Commission Review Meetings	\$525.00 each
Preliminary Plat Public Hearing	\$570.00
Variance Public Hearing	\$570.00

* Escrows are used for all administrative, legal and engineering fees incurred by the Town in reviewing the application. Escrow deposits must be made to the Town at the time of application. Any remaining funds will be returned by the Town to the applicant when the platting or amendment process has been completed. The applicant will be responsible for depositing additional funds with the Town in the event the initial deposit is depleted and additional costs will be incurred by the Town.

BUILDING PERMIT FEES:

See Attachment A. Fees are defined by contractual agreement with building inspector.

RIGHT OF WAY FEES:

Right of Way Excavation Permit Application	\$20.00*
Right of Way Obstruction Permit Application	\$20.00*

*The Town may require as a prerequisite or condition of granting the permit that the applicant agree to reimburse the Town for actual costs the Town incurs related to issuing the permit including, but not limited to, costs related to reviewing the request, conducting inspections, hiring professionals and other costs actually incurred that directly relate to the applicant's request. In the alternative, the applicant may be required to escrow cash with the Town to cover the anticipated actual costs. If the amount of the cash escrow is not sufficient to fully reimburse the Town for costs incurred, the applicant shall provide the Town with additional funds in the amount determined by the Town within 30 days of the Town's request for the additional amount. Any excess escrowed funds will be returned to the applicant within 30 days after the Town has fully reimbursed itself of its costs.

MISCELLANEOUS:

Comprehensive Plan	\$90.00
Fire Number Sign – replacement	\$50.00
Photo copies*	
8.5x11 BW	\$.25 per page
8.5x11 Color	\$.35 per page
Research/Compilation Fee	\$20.00 hour
Returned Check Fee	\$30.00
Zoning Ordinance	\$10.00

*Copies may be picked up in person or sent by mail. Payment for copies and postage must be prepaid.

Attachment A

Rum River Consultants Permit and Inspection Fees Recommendation

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

Subd. 2. Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.010, Subpart 8.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

Subd. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00
Water heater and water conditioning system units installed and inspected simultaneously	\$185.00

Subd. 10. Other Permits and Fees.

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (additional fees incurred exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00

Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table. 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New or Replacement	\$350.00
Septic System - Commercial New or Replacement	Refer to Subd. 1 table. 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175.00
Operating Permit	\$200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

Subd. 11. Rental Licensing.

Rental Housing Licensing (Annual Fee/Biennial Inspection)	Fee	Fee Notes
Single Family, Duplex, Triplex, Townhome, Condo	\$185	per unit
Multi-Family (4+ units)	\$175	per building
Multi-Family (4+ units)	\$25	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days late Fee for All Licenses	50%	of license fee
16+ Days late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	