



City of Hanover

2016 Fee Schedule

CITY HALL RENTAL FEES:

Community Room: No Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 100.00	\$ 125.00

Community Room: With Alcohol

	<u>Under 100 People</u>	<u>Over 100 People</u>
Damage Deposit	\$ 200.00	\$ 200.00
Rental Fee	\$ 275.00	\$ 325.00
Set Up Fee	\$ 100.00	\$ 100.00
Deputy Fee	\$ 220.00	\$ 220.00

**required if liquor & dance: Deputy on duty (4 hrs)*

Conference Room: No Alcohol

Rental Fee	\$ 25.00
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Civic & Non-Profit Organizations

Meet Occasionally with kitchen	\$ 50.00 per meeting
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Benefits/Fundraisers

No Liquor	\$ 100.00
Liquor/Dance	\$ 125.00 + \$200 deputy fee
Kitchen only	\$ 35.00
Funeral Receptions	\$ 55.00
Conference Room Only	\$ 25.00

Organizations Exempt from Rental Fees

City of Hanover	Hanover Fire Department
Hanover Lions	Crow River Lions
Hanover Athletic Association	Hanover Golden Age Club
Hanover Harvest Festival	Hanover Historical Society
Hanover Youth Ball	

SETTLERS PARK SHELTER RENTAL FEES:

Damage Deposit	\$ 100.00
<i>If same group is also renting City Hall, damage deposit for shelter is waived</i>	
Rental Fee	\$ 133.59 Includes MN Sales Tax

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MISCELLANEOUS FEES:

Cemetery Lots

Resident	\$ 750.00
Non-Resident	\$ 1,000.00
Cremation Lot	\$ 650.00
Locating / Staking Fee	\$ 50.00 per trip

Other Administrative Fees

Copies of Public Information	\$ 0.25/0.50 (black & white/color)
Copies of Public Information (on CD)	\$ 5.00
Faxes	\$ 1.00 per page
Return/NSF Checks	\$ 30.00
Special Assessment Search	\$ 25.00 Per PID#

**Administrative Citation Fees are itemized in Resolution 04-12-04 and are incorporated herin.*

Staff Billing Rates

Clerical	\$ 50.00 per hour
Accounting	\$ 65.00 per hour
Public Works	\$ 65.00 per hour
City Administrator	\$ 80.00 per hour
City Planner	current rate schedule
City Engineer	current rate schedule
City Attorney	current rate schedule
Special City Council/Board/Commission meeting	\$ 250.00 plus staff/consultant costs

OTHER PERMITS/LICENSES:

Small Site Stormwater Permit	\$ 50.00
Large Site Stormwater Permit	\$ 200.00 Base + Erosion Control Escrow
Grading Permit (no building permit)	Will handle on case by case basis
Erosion Control Plan Security	Will handle on case by case basis
Utility Permit	\$ 100.00 Fee + \$75 per bore hole

Election Recount	\$ 1,000.00 escrow
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(Discretionary - candidate responsible for actual costs)

Rental Housing License (2 year)	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00 (one time)
Peddler, Solicitor, Transient Merchant License	\$ 50.00 per application
Tattooing/Body Piercing Permit	\$ 250.00 per year
Pawn Broker License	\$ 5,000.00 per year + Investigation fee (not to exceed \$5,000)
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee (not to exceed \$5,000)
Cat or Dog License - Lifetime	\$ 20.00
Cat or Dog License - Replacement Tag	\$ 10.00
Cat or Dog Impound Fees	As billed by Animal Shelter
Solid Waste Haulers License	\$ 250.00 (6 licenses available)
Recycling Haulers License	\$ - (1 license available)

2016 Fee Schedule

BUILDING PERMITS:

Building Permit Fees	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
"Master Plan" Review Fee		plus 25% of 1997 UBC Fee Schedule
ISTS Site Review Fee	\$ 100.00	
Septic Permit Fee	\$ 175.00	
Re-inspection Fee (2nd Inspect)	\$ 50.00	
Minor Residential Maintenance (door, same opening window replacement, siding, roof)	\$ 95.00	plus current State surcharge
Minor Inside Residential Maintenance (bath fans, other venting, gas fittings)	\$ 50.00	plus current State surcharge
Residential Fireplace Permits		
Solid Fuel Burning & Masonry	1997 UBC Fee Schedule	
Gas Fired Mechanical	\$ 85.00	plus current State surcharge
Residential Furnace/AC/Softner	\$ 50.00	per unit plus current State surcharge
Residential Water Heater	\$ 50.00	plus current State surcharge
Irrigation System Permit	\$ 50.00	plus current State surcharge
Plumbing Permit		
Residential	\$ 50.00	base fee plus \$9.00 per fixture
Commercial	1997 UBC Fee Schedule	
Mechanical Permit (Commercial)	1997 UBC Fee Schedule	
Fire Suppression System Permit	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
Fire Alarm System Permit	1997 UBC Fee Schedule	
Plan Review Fee		plus 65% of 1997 UBC Fee Schedule
Fire Department False Alarm Fee	\$150	third false alarm within 12 mos (Jan - Dec)
Additional False Alarms Add-On Fee	\$100	added to each fee after third during same 12 mos Ex: 3rd false alarm - \$150, 4th - \$250, 5th - \$350, etc.
Sign Permit		
Permanent Signs	1997 UBC Fee Schedule	
Moving Permit	\$ 50.00	plus \$5,000.00 escrow/letter of credit
Demolition Permit	\$ 100.00	residential
	\$ 200.00	commercial
Fence Permit		
Over 6'	1997 UBC Fee Schedule	
Under 6'	Administrative Permit	
Landscape Escrow	\$ 2,000.00	per unit
Erosion Control Escrow	\$ 2,000.00	per unit
Infrastructure Escrow:	\$ 1,000.00	per unit
Escrow Inspection Fee	\$ 50.00	per re-inspection required after initial request

**All full-size plan sheets submitted must be provided both in paper and electronically.*

Failure to provide an electronic version will result in a \$50 increase to the permit fee for scanning.

2016 Fee Schedule

DEVELOPMENT FEES AND CONNECTION CHARGES:

Sanitary Sewer Trunk Fee	\$	2,270.00	per unit
Water Trunk Fee	\$	903.00	per unit
Storm Sewer Trunk Fee	\$	0.08	per square foot
Park Dedication Fee	\$	2,786.00	per unit
Storm Warning Siren Fee	\$	68.63	per acre
Connection Permit Charges:			
Sewer Permit Fee	\$	125.00	
Sewer Connection Fee (SAC)	\$	5,212.00	per SAC unit
Water Permit Fee	\$	125.00	
Water Connection Fee (WAC)	\$	2,241.00	per WAC unit
Water Meter Fee	\$	400.00	
Utility Rates			
Water Distribution Rates (City Portion)	\$	1.35	base fee per month
	\$	0.97	Per 1,000 gallons
Sewer Rates	\$	29.66	minimum per month (up to 7,000 gallons)
	\$	5.89	per 1,000 gallons over 7,000 gallons
Storm Water Utility Rate	\$	102.00	per REF per year, capped at 2 acres

Examples of Storm Water Fee on Various Parcels:

Neighborhood Residential	\$	34.00	Per lot
Rural Residential	\$	34.00	Per lot
Commercial/Downtown commercial	\$	173.40	Per acre
Industrial	\$	193.80	Per acre
Public/Institutional	\$	102.00	Per acre
Parks/Open Space	\$	30.60	Per acre
Agricultural	\$	30.60	Per acre

Late Fee Per Joint Powers 2016 fee schedule
 Water Shut-off/Turn-on Fee \$35.00

2016 Fee Schedule

ECONOMIC DEVELOPMENT:

Tax Increment Financing Fee Schedule

Pre-Application	No fee
Final Application	\$12,000 with funds placed in an escrow and any portion remaining following payment for a fiscal advisor, legal and economic development consulting, remainder to be returned to applicant.
Annual Fee	Depending on size of the district, the City will generally retain up to 10% of the annual tax increment for administration of the TIF district. This includes annual reports to the county, school district, official newspaper and State Auditor's Office.

Note: TIF application fees generally range from \$5,000 to \$12,000 in cities. Fees cover the fiscal analysis, creation of the district, filing of the TIF plan with the State, and legal fees for preparation of the Development Agreement.

Tax Abatement Fee Schedule

Pre-Application	No fee
Final Application	\$6,500 with funds placed in an escrow and any portion remaining following payment for fiscal advisor, legal and economic development consulting; remainder to be returned to applicant.

Liquor Licenses

Intoxicating Liquor Off-Sale License	\$	100.00
Intoxicating Liquor On-Sale License	\$	3,100.00
Intoxicating Liquor Sunday License	\$	200.00
Intoxicating Liquor Temporary License	\$	50.00 plus any state fees
3.2% Malt Liquor Off-Sale License	\$	110.00
3.2% Malt Liquor On-Sale License	\$	35.00
3.2% Malt Liquor Temporary License	\$	25.00
Wine License On-Sale	\$	1,550.00
Investigation Fee	\$	300.00
Surety Bond	\$	3,000.00
Duplicate License	\$	10.00

2016 Fee Schedule

PLANNING AND ZONING:

2016 Fee Schedule	Base	Escrow
Annexation	\$ 300.00	\$ 3,000.00
Appeals	\$ 250.00	\$ 500.00
Comprehensive Plan Amendment	\$ 300.00	\$ 500.00
Flood Use Permit	\$ 300.00	\$ 500.00
Ordinance Amendment (text or map)	\$ 300.00	\$ 500.00
PUD Concept Plan	\$ 300.00	\$ 1,000.00
PUD General Plan	\$ 300.00	\$ 2,000.00
PUD Final Plan	\$ 300.00	\$ 1,000.00
Administrative Lot Split/Consolidation	\$ 300.00	\$ 500.00
<i>*Fee & escrow for administrative lot split/consolidation does not include park dedication fees or other development fees. See Subdivision Ordinance for more details.</i>		
Site Plan Review	\$ 300.00	\$ 750.00
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 1,000.00
Interim Use Permit	\$ 300.00	\$ 1,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
Preliminary Plat - Residential		
(up to 50 lots)	\$ 400.00	\$ 15,000.00
(51-100 lots)	\$ 400.00	\$ 15,000.00 plus \$250/lot > 50
(101-200 lots)	\$ 400.00	\$ 27,500.00 plus \$200/lot > 100
(over 200 lots)	\$ 400.00	\$ 47,500.00 plus \$150/lot > 200
Preliminary Plat - Commercial/Industrial		
(0-10 acres)	\$ 400.00	\$ 10,000.00
(11-20 acres)	\$ 400.00	\$ 15,000.00
(21-40 acres)	\$ 400.00	\$ 20,000.00
(40 + acres)	\$ 400.00	\$ 25,000.00
Final Plat	\$ 300.00	\$ 3,000.00
Vacation	\$ 300.00	\$ 500.00
Administrative Permit	\$ 50.00	\$ 100.00
Environmental Review	\$ 300.00	\$ 10,000.00 (EAW,EIS,AUAR)
Wetland Mitigation	\$ 300.00	\$ 2,000.00

A 10% Administration Fee will be charged at the time of development agreement for subdivisions.

- 1) Posted escrows shall be used to cover City expenses associated with the review of applications, including staff and consulting staff (Attorney, Engineer, Planner, and/or Others).
- 2) Actual costs not fully paid or reimbursed from the base fee shall be paid or reimbursed from the escrow deposit.
- 3) All escrows shown above represent funds sufficient for a typical review of an application. City staff, after reviewing the application, may require a higher escrow based on the complexity of an application. City staff will provide a justification for the higher escrow requirement to the applicant.
- 4) Failure to pay an outstanding escrow may result in the City certifying the outstanding escrow to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property.
- 5) It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.
- 6) Applicants for Special Meetings are responsible for consulting staff fees associated with meeting attendance.
- 7) All full-size sheets submitted must be provided both in paper and electronically. Failure to provide an electronic version will result in a \$50.00 charge to the escrow for scanning.