



# City of Hanover

## 2020 Fee Schedule

### **CITY HALL RENTAL FEES: Complete payment is due 60 days prior to event.**

#### Community Room: No Alcohol

Damage Deposit	\$	200.00
Rental Fee	\$	300.00

#### Community Room: With Alcohol

Damage Deposit	\$	200.00
Rental Fee	\$	425.00
Set Up Fee	\$	100.00
*Deputy Fee		Current Rate

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

*\*Deputy fee is determined by the Wright County Sheriff's Department and may be subject to change without notice.*

#### Civic & Non-Profit Organizations

Meet Occasionally with kitchen	\$	50.00	per meeting
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#### Other Rental Options

Benefit/Fundraiser: No Liquor	\$	100.00
Benefit/Fundraiser: Liquor/Dance	\$	125.00 + deputy fee
Kitchen use only	\$	50.00
Funeral Receptions: No Alcohol	\$	100.00
Conference Room Only: No Alcohol	\$	25.00

#### Organizations Exempt from Rental Fees

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

*\*If the hall is rented the following day after an event, the organization is responsible for paying for a special cleaning and will be invoiced by the City.*

### **SETTLERS PARK SHELTER RENTAL FEES: Full payment is required at time of reservation.**

Damage Deposit	\$	100.00
Rental Fee	\$	135.00 Includes Tax

*\*If same group is also renting City Hall, damage deposit for shelter is waived.*

# 2020 Fee Schedule

## MISCELLANEOUS FEES:

### Cemetery Lots

Traditional Burial: Resident	\$	750.00
Traditional Burial: Non-Resident	\$	1,000.00
Cremation Lot	\$	650.00
Locating / Staking Fee for in-ground burials	\$	50.00 per trip
Columbarium Niche: Resident	\$	750.00
Columbarium Niche: Non-Resident	\$	900.00
Opening/Closing of Columbarium Niche:		
Monday through Friday during business hours	\$	50.00
Outside of business hours including weekends	\$	100.00

### 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
Compost Site Replacement Key Fob	\$	5.00	
Return/NSF Checks	\$	30.00	
ACH Return Fee	\$	10.00	
Stop Payment Fee	\$	25.00	
Special Assessment Search	\$	25.00	Per PID#
Administrative Citation of Code Offense	\$	100.00	First Occurance
Administrative Citation Appeal Hearing to Officer	\$	50.00	if violation is confirmed
Election Recount	\$	1,000.00	escrow

*(Discretionary - candidate responsible for actual costs)*

### 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

# 2020 Fee Schedule

## BUILDING PERMITS:

<b>Building Permit Fees</b>	<b>1997 UBC Fee Schedule</b>
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	\$ 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
<b>Residential Fireplace Permits</b>	
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
<b>Plumbing Permit</b>	
Residential	\$ 50.00 base fee plus \$9.00 per fixture plus State surcharge
Commercial	1997 UBC Fee Schedule
<b>Mechanical Permit (Commercial)</b>	1997 UBC Fee Schedule
<b>Fire Suppression System Permit</b>	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
<b>Fire Alarm System Permit</b>	1997 UBC Fee Schedule
Plan Review Fee	plus 65% of 1997 UBC Fee Schedule
<b>Sign Permit</b>	
Permanent Signs	1997 UBC Fee Schedule
<b>Demolition Permit</b>	\$ 100.00 residential
	\$ 200.00 commercial
<b>Fence Permit</b>	
Over 6'	1997 UBC Fee Schedule
Under 6'	Administrative Permit
Residential Landscape Escrow	\$ 2,000.00 per unit
Residential Erosion Control Escrow	\$ 2,000.00 per unit
Residential Infrastructure Escrow	\$ 1,000.00 per unit
Non-Residential Landscape Escrow	Will handle on case by case basis
Non-Residential Infrastructure Escrow	Will handle on case by case basis
Non-Residential Erosion Control Escrow	Will handle on case by case basis
Escrow Inspection Fee	\$ 50.00 per re-inspection required after initial request

*\*All full-size plan sheets submitted for new construction 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.*

# 2020 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	\$ 3,272.00	per unit
Storm Warning Siren Fee	\$ 68.63	per acre
<b>Connection Permit Charges:</b>		
Sewer Permit Fee	\$ 125.00	
Sewer Connection Fee (SAC)	\$ 5,636.00	per SAC unit
Water Permit Fee	\$ 125.00	
Water Connection Fee (WAC)	\$ 2,241.00	per WAC unit
Water Meter Fee: Residential	\$ 650.00	residential
Water Meter Fee: Non-Residential	Will handle on case by case basis	
<b>Utility Rates</b>		
Water Distribution Rates	\$ 1.49	City portion base fee per month
	\$ 1.07	City portion per 1,000 gallons
	Jt. Powers portion per Jt. Powers current fee schedule	
Sewer Rates (City Potion)	\$ 32.71	minimum per month (up to 7,000 gallons)
	\$ 6.50	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 Fee Schedule
Water Shut-off/Turn-on Fee	\$35.00

# 2020 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.

*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.

## FEES FOR EMERGENCY PROTECTION FIRE SERVICES:

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.
Engine	Up to 4 Personnel	\$ 275.00 per hour
Ladder/Aerial	Up to 4 Personnel	\$ 275.00 per hour
Water Tender	Up to 2 Personnel	\$ 200.00 per hour
Heavy Rescue/Rescue/Ambulance	Up to 2 Personnel	\$ 185.00 per hour
Command Vehicle/Utility Truck/Grass Truck	Up to 2 Personnel	\$ 85.00 per hour
ATV/UTV with Water Tank	Up to 2 Personnel	\$ 50.00 per hour
Extra Personnel		\$ 15.00 per hour
County Special Response Unit		\$ 500.00 per hour
County Fire Investigation Team		\$ 300.00 per hour

# 2020 Fee Schedule

## PLANNING AND ZONING:

	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 &amp; 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
Administrative Site Plan Amendment	\$ 100.00	\$ 200.00
Sketch Plan Review	\$ 250.00	\$ 500.00
Conditional Use Permit	\$ 300.00	\$ 2,000.00
Interim Use Permit	\$ 300.00	\$ 2,000.00
Variance	\$ 300.00	\$ 1,000.00
Concept Plan Review	\$ 300.00	\$ 1,500.00
<b>Preliminary Plat - Residential</b>		
(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
<b>Preliminary Plat - Commercial/Industrial</b>		
(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. 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.

# 2020 Fee Schedule

## OTHER PERMITS/LICENSES:

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)
Utility Permit	\$ 100.00 Fee + \$75 per bore hole
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
Street Sweeping	\$ 100.00 per hour
Rental Housing License (2 year) Multi-Unit	\$ 75.00 plus inspection fees
Charitable Gambling Premises Permit	\$ 100.00
Excluded or Exempt Gambling Permits	\$ 100.00
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
Adult Use/Sexually Oriented Business License	\$ 12,000.00 per year + investigation fee
<u>Liquor Licenses</u>	
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