



**CITY OF GREENFIELD  
ORDINANCE NO. 2024-01**

**AN ORDINANCE OF THE CITY OF GREENFIELD, HENNEPIN COUNTY, MINNESOTA,  
AMENDING THE CITY CODE CHAPTER 34, FEE SCHEDULE FOR LICENSES, LAND USE, AND  
VARIOUS SERVICES**

**2024 Fee Schedule**

<u>Type of Fee</u>	<u>Amount of Fee</u>
<b><u>Administrative/Misc.</u></b>	
Fax, per page	\$1.00
Copies: Single Sided	\$.25
Double Sided	\$.50
Meeting audio duplicates on CD	\$5.00 (no charge for email or file transfer)
Maps	At cost
NSF Checks	\$30.00
Assessment Search	\$25.00
Assessment Certification Fee	\$25.00
Notary Fee (no charge to residents)	\$1.00
Staff time: Administrative staff	\$75.00/hr.
Public Works staff	\$100.00/hr.
Consultants	At cost
City Code Book	\$130.00
Land Usage Ordinance	\$50.00
Comprehensive Plan Book	\$130.00
Audit Book (if extras are available)	\$25.00
Special Council Meeting Fee	\$250.00
Special Planning Comm. Meeting Fee	\$250.00
City Park Shelter Rental (resident)	\$100 fee + \$300 refundable cleaning deposit
City Park Shelter Rental (non-resident)	\$250 fee + \$300 refundable cleaning deposit
Softball field bases/home plate rental	\$25/credit card/drivers' license refundable upon return
Reinstatement of building permit	Minimum of \$100 – dependent on % of completion
Administrative Penalty – City Code Violation	\$100 – First Violation
Administrative Penalty – City Code Violation	\$150 – Second Violation (Repeat Violation in same year)
Administrative Penalty – City Code Violation	\$200 – Three or more Repeat Violations within same year

<b><u>Lake Sarah Sewer Collection System</u></b>	
Sanitary Sewer Availability Charge (SAC)	for Lake Sarah Sewer Collection System only
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\$2,485 to MEC + \$1,200 to City	\$3,685
Wastewater Usage Rate for Lake Sarah	
Collection System	\$35.22/month
Permit for hook-up	\$100.00
Lake Sarah Sewer Late Fees	4.5% per quarter; minimum of \$15.00/quarter

<b><u>Municipal Sewer and Water</u></b>	
Sanitary Sewer Availability Charge (SAC)	\$3,105/unit
Trunk Sanitary Sewer Ware Charge	\$8,613/acre
Wastewater Usage Rate	
Commercial	\$42.35/month; and \$7.00/1000 gallons
Residential	\$20.21/month; and \$7.00/1000 gallons
Wastewater Late Fees	1.5% monthly, minimum \$5.00/month
Water Meters (residential)	Cost + <b><u>tax</u></b>

Water Meters (commercial)	Cost + 30%
Water Availability Charge (WAC)	\$4,445/unit
Water Trunk	\$12,331/acre
Water Usage Rate: Commercial	\$33.00/month; and \$4.50/1000 gallons
Residential	\$16.50/month; and \$4.50/1000 gallons
Water Late Fees	1.5% monthly; minimum \$5.00/month
Water Connection Fee	\$50.00
Water Disconnection Fee	\$50.00
Permit for hook-up	\$100.00
Door Tag Fee	\$25.00

<b><u>Storm Water</u></b>	
Storm Water Utility Fee	\$42.85/REF
<b><u>Recycling Fee</u></b>	<del>\$58.20</del> <b>\$66.00</b> annually
<b><u>Licenses</u></b>	
Liquor License: On sale	\$4,000/year plus \$300 annual investigation fee
Off sale (3.2 malt liquor)	\$100.00/year
Off-sale (intoxicating)	\$200/year + \$300 annual investigation fee
Sunday sale	\$200/year
Fireworks/license to sell consumer fireworks	\$100/year + \$35/inspection
<b><u>Short Term Rental License</u></b>	<b><u>Single family unit - \$150 per unit</u></b> <b><u>Multi-family unit - \$150 (first unit) \$50 (per each additional unit)</u></b>
<b><u>Short Term Rental License Renewal</u></b>	<b><u>\$50 per unit</u></b>
<b><u>Cannabis Based Business License</u></b>	<b><u>\$125 application fee</u></b> <b><u>\$125 initial license fee*</u></b> <b><u>\$125 license renewal fee</u></b>

\*The initial license fee shall include the fee for initial issuance of the license and the first annual renewal. The renewal fee shall be charged at the time of the second renewal and each subsequent annual renewal thereafter

<b><u>Utility and Other</u></b>	
Street light fee	\$345.00/year Gen. Business/Industrial
Dust Coating Services	Based on cost
Mowing Services	Based on cost
Sign Permit – temporary – per 10-day period	\$25.00 (Max of four 10-day periods/year)
Sign Permit – permanent	Based on Valuation

<b>Land Related</b>	
Ag Preserve & Expiration filing fee	\$50.00 plus County Fee
Park Dedication Fee – Residential	\$3,500.00/dwelling unit
Park Dedication Fee – Commercial	\$5,000 for first acre or portion plus \$1,000/ acre or portion thereafter
Grading & Utility Permits (Industrial/General Business)	\$500.00
Land Alteration Permit	\$500.00
Storm Warning Siren Fee (new development)	\$68.63/acre

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<b>Planning and Zoning Fees</b>			
	<b>Application Fee</b>		<b>Escrow</b>
Lot Consolidation	Done by County		
Lot Line Adjustment	Commercial Only	\$500	\$1,000
Administrative Lot Split	Ind. & Comm Only	\$500	TBD – actual consultant fees
Sketch Plan Review by Planner	Up to 2 ½ hrs.	\$100	\$500
Preliminary Plat	1-2 lots	\$500	\$3,000
	3-4 lots	\$1,000	\$6,000
	5-9 lots	\$1,000	\$12,000
	10-19 lots	\$1,000	\$15,000
	20 or more lots	\$1,000	\$18,000
Final Plat	1-4 lots	\$500	\$3,000
	5+ lots	\$800	\$6,000
Variance		\$800	\$5,000
General Business/Industrial		\$800	\$5,000
Residential		\$800	\$1,000
Rezoning & PUD		\$500	\$5,000
Conditional Use Permit			
General Business/Industrial		\$500	\$7,500
Residential		\$250	\$750
Final Site & Bldg Plan Review	Ind./Gen Business	\$500	\$7,500*
Comp Plan Amendment		\$1,000	\$5,000
Certificate of Survey Exemption	Application		\$500
Road/Easement Vacation		\$500	\$1,000
Grading Permit Escrow		\$100	\$1,000
	Over 5,000 cubic yards	\$500	\$1,000
Driveways/Road (New Construction & Accessory Buildings)		\$100	\$2,000

\*may be lowered pending 34.02 determination

**§ 34.02. Escrow.** Escrow will be in addition to the application fee and is due at the time of application submittal. “Escrow” is intended to cover costs incurred by the City relating to a specific project (i.e., Planner, Engineer, Attorney, Permits) Any unused escrow funds will be returned to the applicant at completion of the project. Application fees will not be returned.

In the event staff determines an application to be simpler in nature based on the size, magnitude and degree of improvements proposed on the site, the escrow may be reduced based on an estimate provided by staff.

Informal development review for proposed development/zoning matters in advance of formal application(s) may require an escrow. Terms: Net 30 days, 18% annual percentage rate on outstanding balance.

**§ 34.03. Administrative Permits.** Permit applications not listed below will be reviewed by the City’s building official, and other consulting staff, with subsequent permit fees based on valuation and any related costs, i.e., plan review, surcharge based on value. State surcharge subject to change as determined by the State of Minnesota, not the City of Greenfield.

<b>FIXED PERMIT FEES</b>			
<b>Description</b>	<b>Permit Fee</b>	<b>State Surcharge</b>	<b>Total</b>
Air Conditioners	\$100.00	\$1.00	\$101.00
Demolition (residential)	\$100.00	\$1.00	\$101.00
Demolition (commercial)	\$100.00	\$1.00	\$101.00
Driveway Permit	\$100.00		\$100.00
Fencing (residential)	\$100.00	\$1.00	\$101.00
NOTE: Fencing over 6' requires permit AND site plan			
Fireplace (gas)	\$100.00	\$1.00	\$101.00
Fireplace (wood) – permit/plan review/surcharge based on value			
Furnace	\$100.00	\$1.00	\$101.00
Lawn Sprinkler-residential	\$100.00	\$1.00	\$101.00
Reroof (residential)	\$100.00	\$1.00	\$101.00
Residing (residential)	\$100.00	\$1.00	\$101.00
Retaining Wall over 4 feet	\$100.00	\$1.00	\$101.00
Site Inspection	\$65.00/hr.	Includes drive time	
Windows (residential)	\$100.00	\$1.00	\$101.00
Plumbing (residential)	Base \$50.00 (add \$10/fixture after 5) +\$1 state surcharge (includes water heater/water softener)		
Re-inspection fee	\$63.25		\$63.25
Investigative fee (penalty)	Up to double permit fee		

**BUILDING PERMIT FEE** – Fee is 100% of the adopted fee schedule below, plus State surcharge and applicable reviews listed below.

**TOTAL VALUATIONS**  
(Residential & Commercial)

**BUILDING PERMIT FEE SCHEDULE**  
As required in section 326B.107 – 1997 UBC  
**1300.0160 of the Minnesota Administrative Rules**

\$1.00 to \$500	\$29.50
\$501.00 to \$2,000	\$28.00 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to include \$2,000;
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 to \$100,000	764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
\$100,001 to \$ 500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000;
\$1,000,001 and up	\$6,636.65 for first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
State Surcharge	As required by section <b><u>MN Statute</u></b> 326B.148
Plan Review	65% of the building permit fee per 326B.106
Engineer Review Fee & Escrow – Lot Survey and As-Built Survey/Grading Certificate – New Construction	\$500.00, Escrow \$2,000



Passed by the City Council of the City of Greenfield this 16th day of January 2024.

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Mayor Brad Johnson

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Attest: Margaret Webb, City Administrator-Clerk

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