



## MASTER FEE SCHEDULE

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## Introduction

In May of 2017, the Shorewood City Council approved an amendment to Chapter 1300: Municipal Fees of the Shorewood City Code, removing the actual fees from the Code, with the exception of Land Use Fees, and replacing it with referencing the Master Fee Schedule which will establish fees by Council resolution. Land Use Fees are required pursuant to MN State statutes to be amended and established by ordinance in communities that collect in excess of \$5,000 in said fees on an annual basis.

Previous and future resolutions and ordinances amending or establishing new fees will be collated into the Master Fee Schedule as necessary and prudent. These updates are set forth by Council resolution (and ordinance in the case of Land Use Fees) and incorporated into the Master Fee Schedule upon adoption of the proposed established fees. This provides a cost-effective and expedient process for reviewing fees for relevance and providing annual updates to the schedule of city fees and a user-friendly document for public use.

A copy of the Master Fee Schedule is available on the city website at [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us) or at city offices located at 5755 Country Club Road in Shorewood, MN 55331. To obtain an electronic copy please email [cityhall@shorewoodmn.gov](mailto:cityhall@shorewoodmn.gov).

<b>LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
<b>I. License and Permit Service Fees</b>		
Administrative Enforcement	104.03	Class A Offenses: \$300 Violations of Public Health Regulations (Chapters 501-503, except those violations which are also Zoning Code Violations)  Class B Offenses: \$300 Violations of Rental Housing Regulations (Chapter 1004) Subsequent Class B Violations \$1,000  Class C Offenses: \$300 Violations of Building Regulations (Chapters 1001-1003 and 1005) Violations of Wetland Regulations (Chapter 1102) Violations of Tree Preservation Regulations (Chapter 1103) Violations of Zoning Regulations (Chapter 1201)  <u>Subsequent Class A &amp; C Violations:</u> 2nd citation within 24 months: 25% increase over scheduled civil penalty  3rd citation within 24 months: 50% increase over scheduled civil penalty  4th citation within 24 months: 100% increase over scheduled civil penalty
Administrative Enforcement Appeal	104.03 Subd. 5	\$200
Administrative Non-Payment Fee	104.03 Subd. 5	\$100

<b>LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
<b>I. License and Permit Service Fees (continued)</b>		
Adult use license Investigative fee	309	\$500
Adult use facility license		\$1,675 + \$50/video booth or stall
Animal impound fees Daily boarding fee Additional services when required	701.08.4	\$25 first offense of year, \$50 thereafter \$25 \$95 inoculation \$35 bath
Commercial lawn fertilizer application license (annual)	310.03.2d	\$50
Dock - Boat docks and boat storage facility license	304.05	\$35
Dock - Multiple dock facility license	1201.24, Subd.10	\$2 per slip/per year or \$200 whichever is greater
Dog licenses, per animal	701.03.2	\$10/\$5 license late fee
Farm and other animals	704.09	\$50
Fire alarm permits	601.06.1	\$200 2nd false alarm and thereafter
Fire (recreational fire permit)	501.03	No charge-obtained at Excelsior Fire District
Fireworks dealer license/permit		\$100 per site/per year
Gambling permit - exempt	301.09.3	\$25
Gambling premises permit - new investigation fee	301.08.4	\$100
Horse permit	702.04	\$25
Kennel license	701.04.2	\$25/initial license \$10/renewal license
Police alarm permits	601.06.1	\$100 3rd false alarm and thereafter
Solicitor permit (annual)	308.08	\$75

<b>LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
<b>I. License and Permit Service Fees (continued)</b>		
System contractor license		\$1,000 bond
Therapeutic Massage Massage Business License Massage Therapist License Massage Business License Investigation Fee Massage Therapist License Investigation Fee	Ord. 600	\$300 \$150 \$300 \$150
Tobacco Tobacco Retailer License  Tobacco administrative fines: Tobacco licensees in violation  Individuals in tobacco violation	302	\$250/premise  \$75 first offense \$200 second offense within 24-month period \$250 thereafter within 24-month period  \$50/offense
Tree Trimmer License	305	\$50

<b>II. Liquor License Fees and Liquor Violation Fines</b>		
<b><i>Type of Charge/Fee</i></b>	<b><i>City Code Reference</i></b>	<b><i>Charge/Fee</i></b>
Intoxicating liquor license - on-sale	401.06.1	\$7,500
Wine license - on-sale	401.06.1	\$1,000
Intoxicating liquor - off-sale	401.06.1	\$310
Liquor special club license	401.06.1	\$250
Special Sunday license	401.06.1	\$200
3.2% malt/liquor license - on-sale	401.06.2	\$300
3.2% malt liquor license - off-sale	401.06.2	\$50
3.2% malt liquor or intoxicating liquor Temporary license	401.06.2	\$25
Extended Sales (2:00 a.m.) liquor license (in addition to State required fee) for On- Sale Intoxicating and Malt Liquor Establishments	401.05	\$100
Liquor license investigation fee new license	401.06.1	\$500
Liquor license investigation fee - Renewal with change in managers/owners/like	401.06.1	\$250
Liquor licensee in violation	40121	\$500/first offense \$1,000 second offense in 24 months \$1,500 third offense in 24 months \$2,000 fourth offense in 24 months

<b>III. Utility Rates</b>		
<b>Sanitary Sewer</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Sewer connection permit	904.07.1	\$150
<u>Sanitary Sewer Service</u>	904.15.1a	
<b>Residential:</b>	Ord. 611	
Sewer Only per quarter		\$142.25
Low Income Sewer per quarter		\$94.83
<b>Commercial:</b>	Ord.611	
Base Charge		\$16.08
1-28,500 gallons per quarter		\$142.25
1,000 gallons in excess of 28,500 gallons per quarter		\$3.69
Sanitary sewer surcharge	904.09.5	\$100/month
Local sewer availability charge	904.18.3	\$1,200
<b>Water</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Water connection permit		
Inside	903.03.1a	\$60
Outside		\$60
Watering restriction violation	903.12	\$50 first violation \$25 increase each succeeding violation (e.g. 2nd violation \$75, 3rd violation \$100, and the like)
Water meter	903.04.1	
5/8" x 3/4" meter w/swivels		Cost plus 10%
5/8" x 3/4" copperhorn		Cost plus 10%
1" meter includes swivel		Cost plus 10%
1" copperhorn		Cost plus 10%
1" pressure-reducing valve		Cost plus 10%
1 1/2" meter (with flanges)		Cost plus 10%
2" meter (with flanges)		Cost plus 10%
1 1/2" pressure-reducing valve		Cost plus 10%
2" pressure-reducing valve		Cost plus 10%
Meter Test	903.08.4	\$80

<b>III. Utility Rates (continued)</b>		
<b>Water (continued)</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Water service 1 <sup>st</sup> 5,000 gallons	903.09.1a Ord. 611	\$32.51
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$5.49
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$7.89
Water service - low income per quarter	903.09.1a Ord.611	\$27.91 minimum
Water turn-on and shut-off fee	903.04	\$50
Water connection fee Single-family residential Multi-family residential, Commercial Schools, churches, government and other non-residential	903.04	\$10,000 See chart/formula in 903.04subd 3a See chart/formula in 903.04subd 3a
<b>Stormwater Management</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Stormwater Management Utility	905.03 Ord.611	
<u>Basic System Rate</u>		\$43.49
Lots less than 10,000 s/f per quarter		\$30.46
Lots 10,000-50,000 s/f per quarter		\$43.49
Lots 50,000 plus s/f per quarter		\$56.61
MS4 Illicit Discharge Appeal	907.11	\$200.00
<b>Recycling</b>		
<b>Type of Charge/Fee</b>	<b>City Code</b>	<b>Charge/Fee</b>
Residential recycling fee	Ord. 611	\$18/quarter/household

<b>IV. Miscellaneous Fees and Charges</b>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Special assessment search		\$25
Mailed minutes (non-resident)		\$75 annual \$.25/page/individual
Mailed agendas		\$35 annual \$.25/page/individual
Copies (B&W)		\$.25/page/single side 8.5x11 \$.50/page/single side > 8.5x14 \$3/page/single side > 11x17
Color copies		\$1/page/single side \$2/page/single side > 8.5x14 \$4/page/single side > 11x17
Mailing labels (All city residents)		\$65 all residents on mailing labels
Aerial topography: Mylar copy Electronic		\$16/acre plus \$5/mylar \$50/megabyte of data
City code book CD rom Updates		\$75 \$25 \$25/year
City zoning code		\$.25 per page
Assessment certification fee	903.10.3(e)	\$50
Comprehensive plan (softbound color copy)		\$1.00 per page
City subdivision ordinance (softbound copy)		\$.25 per page
Election candidate filing fee		\$2
Sand/salt barrel charge		\$40 barrel + sand/salt, \$30 refill only
License application fee, per rental dwelling in building with one to five units (includes two inspections per unit) Rental housing licenses (3-year period) Appeal filing fee	1004.06.6	\$150 \$100

<b>IV. Miscellaneous Fees and Charges (continued)</b>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
License application fee, per rental dwelling in building with six or more rental units (includes up to two inspections per unit)	1004.03(3) (Res.17-089)	\$400 plus \$10 per rental unit up to \$750 maximum
Additional inspections as necessary	1004.03(3) (Res.17-089)	\$75/inspection
Rental license application fee for buildings with six (6) or more units constructed within one year from date of application shall be base license fee excluding \$10 per rental unit fee.	1004.03(3) (Res.20-022)	
	1004.03(3) (Res.17-089)	
Tree preservation - providing funds for planting trees on city property	1103	\$400 per tree
Wetland buffer monuments	1102.06 Subd.2	\$44 per marker + tax
Return check fee		\$25
Plans and specifications, paper copy		\$35
Plans and specifications, CD copy		\$25
Franchise Fees: These monthly fees are collected by the respective utilities and remitted to the City on a quarterly basis.	Ordinance 559 and 560 Adopted 6/25/2018	
Natural Gas Franchise Fee:		
Residential		\$4.00
Com-A		\$4.00
SVDF-A		\$4.00
SVDF-B		\$4.00
LG (Dual Fuel or Firm)		\$4.00
Com/Ind-B		\$10.00
Com/Ind-C		\$25.00
Electric Franchise Fee:		
Residential		\$4.00
Small C & I Non-Demand		\$8.00
Small C & I Demand		\$10.00
Large C & I		\$25.00

<b>V. Park and Recreation</b>		
<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
Park and recreation use fees Organized sports participant skating rinks (per rink) Lights Tournament, per rink Tournament, city services Tournament, parking overflow Tournament, refundable deposit  Special Event Registration and Permit	902.06.3         505.02.4	\$12 per participant, per sport, per season \$30/hour \$30/day plus attendant \$400 \$500 \$500  \$50/day for events on public property with 75 or more attendees/participants
Community gardens		Resident & Non-Resident Fees \$35/resident \$50/non-resident
Soccer/Football/Baseball/Softball Fields (per field) Damage deposit, all fields Football field, unlighted Lights Diamond field (baseball)  Freeman Park Manor Park Tennis Courts		\$200 flat fee \$75/hour or \$550/day \$30/hour \$50 for 4 hours  \$260/day \$160/day \$10/court/hour
Picnic Pavilions  Manor/Freeman/Silverwood  Eddy Station/Badger Park		Resident & Non-Resident Fees  \$45 + tax resident \$70 + tax non-resident  \$75 + tax resident \$100 + tax non-resident

<b>VI. Building and Right of Way Fees</b>		
<p>Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.</p>		
<i><b>Type of Charge/Fee</b></i>	<i><b>City Code Reference</b></i>	<i><b>Charge/Fee</b></i>
Building permit	1001.05	1997 UBC Sec. 107, Table 1A State Rule 1300.0160
Building permit plan review fee	1001.05	32.5% of permit fee (up to \$3,000) 65% of permit fee (over \$3,000)
Reinspection fee		\$75
Residential		
Roofing permit		\$150
Siding permit		\$150
Window permit	S.B.C.	\$150
Mechanical permit	S.B.C.	State Statute/2.5% of value
Plumbing permit	S.B.C.	\$80 minimum
Water heater, softener, purification system	S.B.C.	\$15/fixture with a \$80 minimum \$80 each or 2 for \$100
Removal or abandonment, underground tanks	U.F.C.	1997 UBC Section 107
Demolition permit	S.B.C.	\$150 principal structure \$75 accessory structure
Sign permit application fee	1201.03.11f	See Zoning Permit (Temporary) Per 1997 U.B.C. Table 1-A (Permanent)
After-the-fact permit applications	S.B.C.	Double permit fees
Grading/filling permit	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B
Grading/filling permit plan review fee		65% of permit fee

**VI. Building and Right of Way Fees (continued)**

Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.

<i>Type of Charge/Fee</i>	<i>City Code Reference</i>	<i>Charge/Fee</i>
ROW administrative charge	901.03 Subd. 3	\$200 (in addition to actual costs)
ROW annual registration fee	901.06 Subd.1	\$400
ROW/easement encroachment ROW/encroachment permit	901 901.01.2	\$300 plus \$1,000 escrow \$40
ROW or public ground excavation permit	901.08 Subd. 2	\$200
Directional drilling or boring	901.08 Subd. 2	\$45 per 100 L. Ft. (in addition to permit fee)
Open trenching	901.08 Subd. 2	\$60 per 100 L. Ft. (in addition to permit fee)
Obstruction permit	901.08 Subd. 2	\$20
Small wireless facility (per site)	901.08 Subd. 2	\$150 (in addition to actual costs)
Security/damage deposit (non-utility)	901.08 Subd. 6	Varies
Pole/pole attachment	901.08 Subd. 2	\$20
Underground sprinkler/irrigation system permit	901.01.2d	Included in encroachment permit

<b>VII. Zoning and Land Use Fees</b>		
<p>Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.</p>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Comprehensive plan amendment		
Pre-application		\$200
Formal Application		\$800 plus \$3,000 escrow
Conditional use permit	1201.04	
Residential		\$500 plus \$500 escrow
Non-residential		\$600 plus \$1,000 escrow
Interim use permit	1201.04	
Residential		\$500 plus \$500 escrow
Non-residential		\$600 plus \$1,000 escrow
Planned unit development		
Concept Stage	1201.25	\$500 plus \$2,000 escrow
Development Stage	1201.25	\$700 plus \$2,000 escrow
Final Stage	1201.25	\$500 plus \$1,000 escrow
By Conditional Use Permit	1201.06	\$500 plus \$1,000 escrow
Sign permits	1201.03 Subd.11	
Temporary		See Zoning Permit
Permanent		Per 1997 U.B.C. Table 1-A
Site plan review	1201.03	\$200 plus \$1,000 escrow
Subdivision sketch plan review	1202.03	\$200
Subdivision (minor subdivision)	1202.03 (Ord. 576)	\$500 plus \$2,000 escrow
Subdivision (preliminary plat)	1202.03	\$600 plus \$25/lot plus escrow as follows:
5 or fewer lots		\$2,000
Over 5 lots		\$3,000

<b>VII. Zoning and Land Use Fees</b>		
<p>Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer and attorney expenses. Applicants are informed that any city expenses not covered by these fees will be billed to them. Unused escrow fees will be returned to applicant upon written request. Applications with more than one required escrow deposit shall be required to submit the combined total of all escrow amounts.</p>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Subdivision (final plat)  <div style="text-align: center;">                         5 or fewer lots                          Over 5 lots                     </div>	1202.03	\$500 plus \$25/lot plus escrow as follows: \$2,000 \$4,000
Traffic studies when required as part of another application	Multiple	Escrow for estimated cost of study to be reviewed by the City's consulting engineers plus \$500.
Vacation of Easement or Right-of-Way	901	\$500 plus \$1,000 escrow
Variances  <div style="text-align: center;">                         Residential                          Non-residential                     </div>	1201.05/1202.09	\$500 plus \$500 escrow \$600 plus \$500 escrow
Zoning amendment (text or map)	1201.04	\$600 plus \$1,000 escrow
Zoning permits	1201.07	\$25
Zoning verification letter		\$50
Park dedication (cash in lieu of land)	1202.07	\$7,500 dwelling unit/Resd'l 8% of raw land value/Comm'l
Extension of plat approval or amendment of development agreement	1202.03	\$200 plus \$1,000 escrow for amendments

**SHOREWOOD COMMUNITY AND EVENT CENTER**

All room and kitchen rentals are subject to availability. Rates schedule subject to change.

<b>BANQUET ROOM</b>				
CAPACITY: 160 - ROUND TABLES, 180 - THEATRE STYLE				
DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	8:00 AM to 12:00 Midnight	6	\$72/hour	\$58/hour
Sunday	8:00 AM to 11:00 PM	4	\$58/hour	\$46/hour
Monday - Friday	9:00 AM to 12:00 Midnight	2	\$52/hour	\$42/hour
Damage Deposit			\$200	\$200
Custodial Fee			\$175	\$175
<b>ACTIVITY ROOM</b>				
CAPACITY: 40 - BANQUET TABLES, 60 - THEATRE STYLE				
DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	2	\$48/hour	\$38/hour
Sunday - Friday	9:00 AM to 11:00 PM	2	\$42/hour	\$34/hour
Custodial Fee			\$75	\$75
<b>CONFERENCE ROOM</b>				
CAPACITY: 20				
DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	4	\$37/hour	\$30/hour
Sunday - Friday	9:00 AM to 11:00 PM	2	\$35/hour	\$28/hour
Custodial Fee			\$40	\$40
<b>ALL RENTAL ROOMS &amp; LOBBY</b>				
CAPACITY: 300				
DAY OF WEEK	TIME OF DAY	MIN. HOURS	NON-RESIDENT	RESIDENT
Saturday	9:00 AM to 12:00 Midnight	6	\$140/hour	\$110/hour
Sunday - Friday	9:00 AM to 11:00 PM	4	\$105/hour	\$82/hour
Damage Deposit			\$400	\$400
Custodial Fee			\$300	\$300
<b>COMMERCIAL KITCHEN</b>				
DAY OF WEEK	RENTAL FEE	STORAGE FEE	SECURITY DEPOSIT	
Monday-Friday	\$30/hour one time use	\$50/month for one rental area/\$25 additional space	\$200	
Tier 1	\$350/month 0-16 hours			
Tier 2	\$600/month 17-49 hours			
Tier 3	\$950/month unlimited			
Non-Profit groups will receive a 25% discount on the hourly rental rate based on their business residency. Prior to receiving the discount, the group must submit documented proof of their non-profit status. Local non-profit groups are defined as having residency within the cities of Shorewood, Tonka Bay, Deephaven, Excelsior, and Greenwood. The discount is not applied to the custodial fee or damage deposit.				

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**SHOREWOOD COMMUNITY AND EVENT CENTER  
RENTAL ITEMS**

**Linens:**

Rounds @ 12.00 ea.

Rectangles @ 12.00 ea.

**All-inclusive dish rental:**

\$2.50 per person

**Water glass or coffee cup:**

\$0.50 ea.

**Coffee: \$10/pot**

Additional fees and/or damage deposits may be required for unique set-up or decoration requests.