

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: March 8, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

2012 Planning and Zoning fee Schedule

Requested Meeting Date: March 27, 2012 Estimated Presentation Time: 15 min

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Fee Schedules

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

Aitkin County Environmental Services Planning and Zoning


209 Second Street NW, Rm 100

Aitkin, MN 56431

Phone: 218-927-7342 Fax: 218-927-4372



MEMORANDUM

DATE: March 20, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: 2012 Proposed Fee Schedule

Enclosed is a copy of a proposed fee schedule for the Planning and Zoning Office, a copy of the 2011 Fee Schedule, Crow Wing County's 2012 Fee Schedule and Cass County's 2012 Fee Schedule. Proposed changes are in **bold** lettering and ~~striketrough~~ lettering. The last time the permit fees were increased was in 2008. At the March 27, 2012, Aitkin County Board of Commissioners meeting, I will be discussing the proposed fee schedule with possible adoption of the changes.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2012

2012 PROPOSED FEE SCHEDULE

TYPE OF PERMIT	FEE
Accessory Buildings/Sign <120 sq.ft. (no pre-onsite)	50.00
Accessory Buildings/Sign >121 sq.ft. to 239 sq.ft. (no pre-onsite).....	75.00
Accessory Buildings/Sign 240 sq.ft. to 1000 sq.ft. and/or WATER ORIENTED	175.00
Accessory Buildings >1000 sq.ft.	250.00
Accessory Structure –open on three sides or lean-to	75.00 100.00
Accessory Structures are buildings used for personal storage with no sleeping quarters and no toilet, bathtub or shower facilities. Any structure with sleeping quarters or these facilities is considered a residence	
Fence (8 feet or greater in height)	50.00 100.00
Commercial Buildings/Additions (footprint of structure)	
<500sq.ft.	200.00
501 – 1500 sq.ft.	300.00
1501 – 2500 sq.ft.	400.00
>2501 sq.ft.	500.00
Residence, new construction (footprint - including attached garage, deck, and/or porch)	
Additions (decks, porches and platforms are separate permit fees)	
<500 1000 SQ.FT.	200.00 250.00
501 – 1000 sq.ft.	250.00
1001 – 2000 sq.ft.	300.00 350.00
2001 – 3000 sq.ft.	350.00 450.00
>3001 sq.ft.	500.00 550.00
Deck/Platform <100 sq.ft	75.00
Deck/Platform >100 sq.ft.	125.00
(Platforms are larger than 32 sq.ft. Less than 30 inches above ground).....	
DECKS & PLATFORMS IN RV PARKS/MOBILE HOME PARKS	
<100	50.00
>100	75.00
Land Alterations.....	150.00
Vegetation Alteration	NO FEE
Planning Call/Site Review.....	100.00
Conditional Use Permit (does not include permit fee).....	600.00
Amendment to existing CUP	600.00
Variance (does not include permit fee)	600.00
Appeal to BOA	600.00
Republication of Variance or CUP	50.00
Rezoning	600.00
Ordinance Amendment	500.00
Tower / WECC Application	700.00
Preliminary Plats and Residential PUDs (1-5 lots/units)	600.00
(6 or more lots/units an additional \$50.00/lot/unit)	
Final Plats and Residential PUD'S	600.00
(6 or more lots/units an additional \$50.00/lot/unit)	
New road sign and post (each sign and post in new plat).....	175.00
Commercial PUD'S and Resort Expansions (6 or less lots –no CUP).....	300.00
Surveyor Review Fee (for plats and residential PUDs 1-5 lots).....	150.00
(6 or more lots/units an additional \$20.00 per lot/unit)	
Engineers Review Fee (for plats and residential PUDs	150.00
Replat of Existing Plat to County Board (does not include surveyor fee)	200.00
Administrative Subdivisions and Exemptions (review prior to approval) per lot.....	50.00-75.00
-If wetlands exist on parcels and/or if onsite inspection to verify submitted info	add'l 100.00
COMPLAINT ENFORCEMENT (after receipt of CTY/ATTNY (2ND) notice	
- addition to permit fee).....	200.00
Reinspection/Additional inspection fee on all	100.00
911 Addressing (includes sign and post).....	55.00
AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 3 X permit fee in non-Shoreland areas	
(includes variances and CUP's)	

A septic system must be installed when there is running water to or within a structure.

SEE REVERSE SIDE FOR WETLAND AND SEWER FEES

RESIDENTIAL SEWERS

FEES

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Bed	250.00
MoundAt-Grade	300.00
Other//Performance Systems	350.00
Tank Replacment/Outhouse/Privy	150.00
Holding Tank (requires onsite)	150.00
Operating Permits	100.00
Indemnification Form (homeowner installed systems) in addition to permit fee.....	100.00

COMMERCIAL and CLUSTER SEWERS

GALLONS/DAY

1-500	500.00
501-1,000	600.00
1,001-2,500	800.00 1000.00
2,501-5,000	900.00
5,001-10,000	1,200.00
2,501-10,000	1,200.00 plus any additional costs for design review & inspections (5)

WETLAND CONSERVATION ACT

FEES

Wetland Exemption Certificate	25.00
Wetland/Banking/Offsite-Mitigation Application	1,000.00
Wetland Replacement Plan	300.00
Wetland Site Review.....	100.00
Appeal of LGU Decision (\$50.00/ hour plus any additional costs to Aitkin County)	

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	10.00
Shoreland and General Zoning Ordinances.....	25.00
Comprehensive Land Use Plan	25.00
EAW Fees (\$50.00/hour plus any additional costs to Aitkin County)	
Administrative Fee (per hour plus mileage, minimum charge of 1/2 hour)	50.00
Copies	0.25/page
Color Copies	2.00/page
Copies of Meeting Recordings	25.00

2012 Fee Schedule Crow Wing County Environmental Services

LAND USE PERMITS

New Construction:

Residential up to 1000 s.f. Ground Cover	\$250
1001 s.f. to 2000 s.f. Ground Cover	\$500
2001 s.f. to 3000 s.f. Ground Cover	\$750
3001 s.f. to 4000 s.f. Ground Cover	\$1000
Each additional 1000 s.f. Ground Cover	\$250
Commercial (including plan review fee)	
Up to 1000 s.f. Ground Cover	\$400
1001 s.f. to 2000 s.f. Ground Cover	\$500
2001 s.f. to 5,000 s.f. Ground Cover	\$750
5001 to 10,000 s.f. Ground Cover	\$1000
10,001 s.f. and greater Ground Cover	\$1250
Commercial Storage Building (no Sewer or Water) per building	\$400

After the fact permits

(Paid at the time permit is issued as determined by the zoning administrator)

Triple Original Fee

Additions/Accessory Structures

Residential Accessory Structure or Addition

Less than 100 s.f. Ground Cover	\$25
100 s.f. - 200 s.f. Ground Cover	\$100
201s.f. -400 s.f. Ground Cover	\$125
401s.f. - 600 s.f. Ground Cover	\$175
601 s.f. to 1000 s.f. Ground Cover	\$250
1001 to 2000 s.f. Ground Cover	\$300
Greater than 2000 s.f. Ground Cover	\$500
Roof Reconstruction	\$75

Commercial Accessory Structure or Addition includes plan review fee

Up to 1000 s.f. Ground Cover	\$300
1001 to 2000 s.f. Ground Cover	\$400
2001 to 5,000 s.f. ground cover	\$500
5001 to 10,000 s.f. Ground Cover	\$750
10,001 s.f. and greater	\$1000
Commercial multi-storage buildings-no water or sewer-(Per Building)	\$400
Agricultural Accessory Structures	\$100
Travel Trailer Placement	\$100
Signs \$1.00 per s.f. up to 200 s.f.	\$200

After the fact permits

(Paid at the time permit is issued as determined by the zoning administrator)

Triple Original Fee

Sewage Treatment Systems: These Costs Are in Addition to Construction Permit Fees

Residential (Includes review, approval of design, and inspection)	\$150
Commercial (Prior Plan Approval Required)	
Small Flow Systems (Less than 1000 gal/day)	\$250
Large Flow Systems (1000 gal. /day or larger)	\$500
Includes review, approval of design, and inspection	
Re-inspection Fee	\$100

After the fact permits

(Paid at the time permit is issued as determined by the zoning administrator)

Triple Original Fee

Shoreland Alteration Permit	\$150
WCA* - Wetland Replacement Plan Application	\$300
WCA* - Exemption Application	\$50
WCA*- Certification Letter - No Wetland on Parcel	\$100
WCA* - Wetland Banking Application	\$300
WCA*- Wetland Sequencing Application	\$300
Lake Improvement District Application Fee	\$500
Lake Improvement District Yearly Renewal Fee	\$250

*Wetland Conservation Act

2012 Fee Schedule

Licenses/ Special Fees:

Manufactured Home Movers License	\$100
Gravel Pit Operation	\$500
Plus Re-inspection Fee	\$100
Plus Minimum \$5,000 Bond	
Junk/Salvage Yard - Annual	\$100
Land Use Ordinance	\$25
County Comprehensive Plan	\$15
Water Plan	\$15
Unorganized Territory Comprehensive Plan	\$10
Subdivision Ordinance	\$5
Other Ordinances	\$3
Misc. Copies	\$.25 per page
Land Use Map	\$20
E 911 Address Fee for Unincorporated Areas	\$55
ADMINISTRATIVE FEE	\$100 per hour plus mileage

Land Use Applications:

Variance	
Residential Uses	\$500
Commercial Uses	\$750
Plus Recording Fee	\$46
Conditional Use	
Residential Uses	\$500
Commercial Uses	\$750
Plus Recording Fee	\$46
Amendment to Existing Conditional Use Permit	\$750
Plus Recording fee	\$46
Land Use Map Amendment (Rezoning)	\$500
Plus Recording Fee	\$46
Appeal to Board of Adjustment	\$500
Plus Recording Fee	\$46
Land Use Ordinance Amendment	\$500+ Printing Costs
Plat or Planned Unit Development	
Initial Review by County Board	\$250
Preliminary Plat	\$500 + \$25.00 per parcel
Final Plat	\$500 + \$25.00 per parcel
	+Surveyors Fees

After the Fact Land Use Application Fees

(Paid at the time of filing as determined by the zoning administrator) Triple Original Fee

TOWERS (Commercial Use)

Tower Base	up to 1000 sq. ft.	\$400
Tower Base	1001 sq. ft. to 2000 sq. ft.	\$500
Antenna co-location		\$300 per antenna
Equipment structures	up to 1000 sq. ft.	\$300
	1001 to 2000 sq. ft.	\$400

The applicant shall reimburse the County for all related miscellaneous costs that exceed the amount of the original application fee.

Changes Approved by the Crow Wing County Commissioners on 12-27-2011

CASS COUNTY FEE SCHEDULE
Effective January 3, 2012

GENERAL FEES

Copies - letter or legal, 100 pages or less	\$ 0.25
- ledger size	\$ 1.00
Database print screen	\$ 1.00
(Database print screen – taxpayer courtesy, no charge)	
Fax – outgoing base charge (includes cover sheet & 1 page) \$5.00 plus \$.25 for each additional page	
Email – outgoing base charge for data requests	\$5.00 plus \$.25 per page
Research fee – variable Hourly Rate	
<u>ASSESSOR</u>	
Data query-plus media costs	\$ 75.00
Assessment field card	\$ 2.00
<u>AUDITOR-TREASURER</u>	
Administrative fee - over-remittance checks	\$ 3.00
Auctioneers license	\$ 20.00
Audit verification	\$ 25.00
Birth Certificates	
-Certified Copy	\$ 26.00
Additional Copy	\$ 19.00
-Non-Certified Copy	\$ 13.00
Bond issue information - Auditor's certificate	\$200.00 - \$350.00
Cigarette license	\$175.00
Confession of judgment	
-Set-up fee	\$ 50.00
-Annual fee	\$ 15.00
-Court fee	\$ 5.00
Death Certificates	
-Certified Copy	\$ 13.00
Additional Copy	\$ 6.00
-Non-Certified Copy	\$ 13.00
Delinquent tax publication cost	\$ 25.00
Ditch lien release	\$ 25.00
Duplicate tax statement - on demand	\$ 2.00
Duplicate tax statement - automatic, statutory request	\$ 15.00
Escrow tape fee	\$ 500.00
Escrow account maintenance – per parcel	\$ 3.00
Fireworks permit	\$ 50.00
Liquor, Beer and Miscellaneous License Fees	
-3.2 Beer On-Sale License	\$ 50.00
-3.2 Beer Off-Sale License	\$ 25.00
-3.2 Beer On & Off-Sale Combination License	\$ 75.00
-Temporary 3.2 On-Sale (maximum 3 days)	\$ 50.00
-Wine with Strong Beer License	\$300.00
-Set-Up (Bottle Club) License	\$100.00
(plus additional \$250 license fee to state)	
-Off-Sale Liquor License	\$500.00
-On-Sale Liquor License	\$1,500.00
-Temporary On-Sale Liquor License	\$150.00 (New Fee)
-On & Off Sale Liquor Combination License	\$2,000.00
-Late Fee for Liquor License Renewals	\$100.00
-Transient Merchant License	\$150.00
-Lawful Assembly Permit	\$500.00
Maps	
- Auditor's parcel map – B&W	\$ 3.00
- Color	\$5.00
- Parcel map with aerial photo – B&W	\$5.00
- Parcel map with aerial photo – Color	\$10.00
- Color infrared photo	\$ 10.00
Marriage	
-Certificate	\$ 9.00
Additional Copy	\$ 9.00
-Marriage License	\$ 115.00 (Cash)
-Marriage License – with Education Statement	\$ 40.00 (Cash)
Nonsufficient funds checks	\$ 30.00
Notary	
-Recording	\$ 20.00
-Change	\$ 20.00
Notice of expiration of redemption	\$ 50.00
Ownership requests – variable	Hourly Rate

Repurchase fee - plus additional costs	\$100.00
Precious Metal Dealer License	\$50.00/annual fee
Searches - current and delinquent taxes	
- With parcel identification number (PIN)	\$ 3.00
- Without PIN	\$ 6.00
Special assessment set-up – per parcel	\$ 10.00
Service fee	
-Courtesy split with survey	\$ 35.00
-Courtesy split without survey	\$ 60.00
Subdivision Fees	
-Per lot by certificate of survey -	\$ 75.00
-Per lot where certificate of survey not required	\$150.00
-First lot by minor subdivision plus \$20.00 per lot thereafter	\$100.00
-First lot by platted subdivision plus \$20.00 per lot thereafter	\$100.00
-Separating combined lots of record when permitted per lot	\$ 35.00
Tax estimates	\$ 10.00
Tax increment financing districts – setup	Up to \$500.00
- Annual	Min. \$125.00

DATA – COMPUTER OPERATIONS

Color plot	\$ 30.00
Data query - plus media costs	\$ 75.00
Name/address labels - \$20 minimum up to 575	\$0.0175
Name/address listing - \$20 minimum up to 575	\$0.0150
Tax books-minimum up to 575 records, list charge>	\$ 25.00 Digital GIS Data for Commercial Sale

Parcel Data: Setup: \$50
Unit Cost/parcel polygon = \$.02
Minimum charge = \$100.00 (setup + up to 2500 parcels)
Maximum charge= \$1000.00 (Setup + 47500+ parcels)
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Drivepoint Data: Setup: \$50
Unit Cost/parcel polygon = \$.01
Minimum charge = \$100.00 (setup + up to 5000 records)
Maximum charge= \$300.00 (Setup + 25000+ records)
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Road Data: Setup & Partial or Full data set: \$200
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Other Datasets: Setup & Partial or Full data set: \$100
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

(Data to collaborating agencies, units of governments, and for educational purposes at no or media/shipping cost. May have small charge if data manipulation is necessary.)

(Data requests from non-profits will be at a setup charge of \$25 and 20% of commercial costs or at the discretion of the Cass County MIS department.)

ENVIRONMENTAL SERVICES

Residential Structures

Including mobile homes, recreational vehicles, and also including attached garages

\$0.15 per square foot using the overall footprint of the structure, minimum is \$100

Addition to any Residential Structure (including attached garage)
\$0.35 per square foot using the overall footprint of the structure, minimum is

\$ 85.00

Accessory Structures or addition to Accessory Structures
\$0.20 per square foot using the overall footprint of the structure, minimum is

\$ 85.00

Enhanced 911 – address sign	\$ 55.00
Deck(s)	\$ 85.00
Boundary Fence(s)	\$ 55.00
Shoreland & or Land Alteration	\$140.00
Advertising Sign(s)	\$90.00

Residential Septic Systems

*Residential Sewage System + surcharge	\$250.00
*Drainfield + surcharge	\$150.00
*Tank only + surcharge	\$150.00
Privy (outhouse) + surcharge	\$ 50.00
Holding Tank (annual permit)	
*Community Sewage System + surcharge	\$ 50.00
Per Lot Fee	\$150.00
Flow <1000 GPD	\$365.00
1001 – 3999 GPD	\$530.00
4000 – 6999 GPD	\$680.00
7000 – 9999 GPD	\$840.00

*includes a \$50 surcharge to cover the costs of a final inspection.

Commercial Structure or Addition to structure's in a Resort	
\$0.20 per square foot.	
Minimum	\$ 150.00
Maximum	\$1,500.00

Commercial Sewage System + surcharge	
Alteration	\$250.00
Flow <1000 GPD	\$365.00
1001 – 3999 GPD	\$525.00
4000 – 6999 GPD	\$680.00
7000 – 9999 GPD	\$835.00

RV Site/Camping cabin - First Site	\$190.00
Additional Sites	\$ 80.00

Decks	
First Deck	\$ 80.00
Additional Decks	\$ 40.00

Variance	\$395.00
Land Reclassification	\$395.00
Conditional Use Permit (CUP)	\$395.00
Communication Towers (in addition to CUP)	\$630.00
Subdivided Lands: Fees assessed by ESD	
Plat and PUD's (per lot/unit)	\$385.00
Minor Subdivisions (per lot)	\$210.00
Wetland Conservation Act – Replacement Plan Review	\$385.00
Appeal of Decision	\$500 Bond
Administrative Fees (per hour, minimum 2 hours)	\$50.00

HIGHWAY DEPARTMENT

Culvert and delivery-minimum, more for larger sizes	\$300.00
Approved Mailbox Support	\$25.00
County-Installed Mailbox Support	\$60.00
County-Installed Mailbox Support and Removal of Old Support	\$70.00
<i>Due to liability concerns, the Cass County Highway Department will only install Mailbox Supports at locations along roadways under the County's jurisdiction (County State Aid Highways and County Roads)</i>	

LAND DEPARTMENT

Salvage firewood permit	\$ 25.00
Land Sale list – 5 years	\$10.00

HEALTH, HUMAN AND VETERANS SERVICE (HHVS)

Human Services Division	Complete fee schedule available upon request
Collection Fee	\$35.00 (New Fee)
Rule 25 Assessment	\$200.00
Detox Fee	Sliding fee
Parental Fees	Sliding fee
Background Check-Licensed Child Care	\$25.00