

ORDINANCE NO. 2023-498

Motion By: Schultz
Seconded By: Nichols

AN ORDINANCE AMENDING 2023 FEE SCHEDULE

The Corcoran City Council ordains as follows:

Section 1. Purpose.

The Corcoran City Council has determined that the fees to be charged by the City for development, inspections, and other related services shall be adopted by ordinance.

Section 2. Amendment of the 2023 Fee Schedule.

The fees to be charged by the City of Corcoran for 2023 are listed on the attached Exhibit A, (copy is available at City Hall); that said fee schedule is hereby adopted.

Section 3. Continuation/Amendment.

Any amendment to the fee schedule shall be made annually, or more often if necessary, by ordinance; if there are no amendments to the fee schedule, the most recently adopted fee schedule ordinance shall remain in force and effect until amended.

Effective Date. This Ordinance shall be in full force and effect upon its publication and passage.

ADOPTED by the City Council on the 24th day of August 2023.

VOTING AYE

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean

VOTING NAY

- McKee, Tom
- Bottema, Jon
- Nichols, Jeremy
- Schultz, Alan
- Vehrenkamp, Dean



Tom McKee – Mayor

ATTEST:



Michelle Friedrich – City Clerk

City Seal

**CITY OF CORCORAN
2023 FEE SCHEDULE**

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Administrative Fees

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Code Books	Recycling Fee
Copies	City Park - Picnic Facility
Labor/Staff Research	Engraved Memorial Bricks
Late Fees / Penalties / Cancellation	Administrative Fees - Rentals

Licenses & Miscellaneous Permits

Liquor/Tobacco/Lawful Gambling	Grading & Land Reclamation Permit
Burning Permit	Overweight Vehicle Permit
Driveway Permit	Sign Permit
	Utility Permit

Public Safety

Police Reports	Rental Fee
Car Seat Checks	Vehicle Impound
Police Patch	Animal Impound
Finger Printing	Event Security Rates
False Alarm Fire Emergency	Emergency Communications Systems Fee
False Alarm Police	Fire Department Entry Key Lock Box
Firearm & Hunting Permits	

Public Works

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Public Works Labor	Street Department Fees
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Planning Development & Zoning Fees

Land Use Permit/Application Type

Utility Rates

Water Fees	Connection Fees
Sanitary Sewer Fees	Other Utility Fees

Building Permit and Related Fees

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Records & Service for City Document (Includes Tax)		
Assessment Search from County	25.00	
USB Flash Drive	10.00	
Interest charge on 30 day past due Escrow accounts	0.10	
Notary Fee - per document	1.00	
Candidate Filing Fee	10.00	
Code Books		
Code Book (Codes/Zoning/Subd) Binder	65.00	
Municipal Code Only	65.00	
Subdivision Code Only	35.00	
Zoning Code Only	35.00	
Comprehensive Plan Book Printed - special order	100.00	
Copies		
Copies black/white - up to 8 1/2x14 per page	0.25	
Copies black/white - 11 x 17 per page	0.55	
Copies Color up to 8 1/2x14 pp	1.00	
Copies Color 11x17	1.50	
Copies Oversize (Larger than 11X17) - Special Order	Varies	
Labor/Staff Research		
Data Request Retrieval Cost per hour		<i>Salary of the lowest-paid entity employee who can complete the task</i>
Normal Business Hrs (1 hr minimum) per hour	65.00	
After Hours (1 hr minimum) per hour	100.00	
Late Fees / Penalties / Cancellation		
Returned Check Fee	35.00	
ACH Return / NSF (non-sufficient fund) Chargeback	35.00	
Delinquent Fee	10.00	
Permit Cancellation Fee	25.00	
Processing Fees		
Recreation Credit Card Processing Fee - Transactions under \$100.00	N/C	
Recreation Credit Card Processing Fee - Transactions over \$100.00	4.19% less \$4.19	3.49% less \$3.49
InvoiceCloud Credit Card Processing Fee - Utility Bills (\$2.95 minimum)	1.25%	
InvoiceCloud Credit Card Processing Fee - Building Permits (\$2.95 minimum)	3.25%	
InvoiceCloud Credit Card Processing Fee - Miscellaneous	2.50	
InvoiceCloud Credit Card Processing Fee - Invoices (\$2.95 minimum)	3.25%	
Maps		
Color Maps - on cardstock	3.00	
Oversized or Laminated - special order	Varies	
Topos - special order	Varies	
Recycling Fee		
Recycling Fee - Annually	51.42	
Recycling Delinquent Fee	10.00	
Recycling Provider Late Fee	1.5% per month	
City Park - Picnic Facility		
Group 1 (Local Non-Profit Groups): NW Area Jaycees, Corcoran Lions, Pioneer Society, NW Trails, Corcoran Garden Club, Corcoran Bee Club, St. John's Lutheran School *Damage deposit required	N/C	
Group 2: Corcoran Residents *Damage deposit required	10% Discount	
Damage Deposit - Required for All Rentals / Amenities	350.00	
Pavilion Rental Fee	100.00	
Soccer/Football/Baseball - per field (per hour usage minimum 2 hours)	22.00	
Lights (Lions Field only) - Additional per game	30.00	
Scoreboard and PA System (Snyder Field only per game)	25.00	
Tennis Courts - All courts 2 hour usage	15.00	
Engraved Memorial Bricks (tax included)		
4 x 8 Engraved Brick	50.00	
12 x 12 Engraved Brick	100.00	
Engraved Stone (Large)	135.00	
Engraved Stone (X-Large)	175.00	
48" Maintenance Free Bench	Varies*	
Concrete Bench - 22 Characters	Varies*	
Granite Bench	Varies*	
*Product and prices subject to change with vendors		
City Facility Rentals		
Mutiple Date Change Fee (1 Date Change Per Year Free)	10.00	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
Licenses & Miscellaneous Permits		
Liquor/Tobacco/Cannabinoid/Lawful Gambling License/Permit		
Temporary 3.2 Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary Malt Liquor License - 1 - 4 Day Event	25.00	
Temporary 3.2 Malt Liquor License - Annual Max	100.00	
On Sale 3.2 Malt Liquor	100.00	
Off Sale 3.2 Malt Liquor	25.00	
Investigation (New/Transfer License)	100.00	
On Sale Intoxicating Liquor	4,000.00	
On Sale Wine	2,000.00	
Off Sale Intoxicating Liquor (Fee limited by State Law)	150.00	
Sunday Sale Intoxicating Liquor (Fee limited by State Law)	200.00	
Investigation Fee (New/Transfer License)	300.00	
2:00 am Closing	Paid to State	
Tobacco License	150.00	
Edible Cannabinoid Sale License	125.00	
Fireworks Permit-Per Event	50.00	
Hobby Kennel - Annual Fee	75.00	
Exempt Gambling Permit - Held at Non-Premise Permitted Site	N/C	
Exempt Gambling Permit - Held at a Premise Permitted Site (ie. Conducts Regular Charitable Gambling Activities)	50.00	
Solid Waste Hauler License Application	75.00	
Rental Dwelling Licenses		
Single-family homes, twin-homes, and townhomes		
License Fee (per unit)	100.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	100.00	
Apartments		
License Fee (per building plus \$15.00 per unit)	200.00	
Re-inspection Fee (per unit)	75.00	
Conversion Fee	N/C	
Penalty for renewal applications filed and fees paid after July 1st (renewal date) (for each 30 days after July 1, but no more than 60 days)		
	25.00	
Filing fee for appeal of compliance order	50.00	
Reinstatement Fee	75.00	
Illegal Rental Operation/Let of Property		
First Violation	100.00	
Second violation within 24-month	250.00	
Third and subsequent violation within 24-month	500.00	
Burning Permit		
Valid for 1 month	10.00	
Valid for 6 months	50.00	

Public Safety		
Police Reports		
Police Reports - Per Page	0.25	
Audio/Video on USB Flash Drive	10.00	
Normal Business Hrs (1 hr min.) per hour	<i>Salary of the lowest-paid entity employee who can complete the task</i>	
Car Seat Checks		
Resident	N/C	
Non-Resident - 1st Seat	25.00	
Non-Resident - Additional Seats	10.00	
Police Patch		
Police Patch - Available Only to Full-time Police Officers	5.00	
Finger Printing		
Resident	N/C	
Non-Resident	25.00	
Additional Cards - Resident	N/C	
Additional Cards - Non-Resident	5.00	
False Alarm Fire/Medical Emergency		
2-3 In any 12-month period (Each)	75.00	
4+ In any 12-month period (Each)	150.00	
False Alarm Police		
1-3 In any 12-month period	N/C	

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE		
4+ In any 12-month period	100.00	
Firearm & Hunting Permits		
Shooting Range Annual Review Fee	250.00	
Goose Lake Hunting Permit	10.00	
Permit to Purchase/Transfer	N/C	
Rental Fee		
Range contract per day (law enforcement agencies only)	100.00	
Command Post per day	250.00	
Vehicle Impound		
Vehicle Impound Release	10.00	
Storage Fee Daily	35.00	
Animal Impound		
1st Offense (Plus impound fees to shelter)	21.48	
2nd and Subsequent Offenses (Plus impound fees to shelter)	42.96	
No Kennel License	50.00	
Event Security Rates		
Officer - per hour	100.00	
Officer - per hour Holiday rate	125.00	
Reserve Officer - per hour	30.00	
Emergency Communications Systems Fee		
Per Single Residential Unit	100.00	
Up to 4 Units	200.00	
Up to 10 Units	500.00	
For Any Number of Units Above 10 Units	1,000.00	
Fire Department Entry Key Lock Box		
DAMA Box and/or Mounting Kits	Cost plus 10%	
Recreational Vehicle Permit		
Recreational Vehicle Permit <i>*Term depends on year issued</i>	\$10.00 per year	

CITY OF CORCORAN 2023 FEE SCHEDULE		2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE			
Public Works			
Equipment Usage Per Hour (Government Agency Assistance)			
Tractor/Backhoe	Per FEMA's Current Schedule of Equipment Rates		
Dump Truck			
Front End Wheel Loader			
Road Grader			
Skid Loader			
Wood Chipper			
Public Works Labor			
Per Hour		65.00	
Lawn Mowing - Property Cleanup			
Mowing 1 acre & under		315.00	
Mowing over 1 acre - \$315 + additional hourly rate		85.00	
Contract tree and weed removal		Cost + 65.00	
Contract rubbish removal		Cost + 65.00	
Swing Away Mail Box Arms (Sales Tax included)			
Post only (mailbox not included)		65.00	
Post and Installation (mailbox not included)		150.00	
Street Department Fees			
Street Sign Install Labor (Per hour)		75.00	
Bituminous Trail Reimbursement Cost (per lineal foot)		17.00	
Culvert priced per foot		Cost + 65.00	
Grading & Land Disturbance Permit			
Greater than 50 Cubic Yards (or less than 50 Cubic Yards non-exempt)		100.00*	
One Acre or greater of disturbance		300.00*	
Driveway Review (New or Altered Access)		100.00*	
Escrow Determined by City Engineer or City Representative*		Varies -1000.00 Minimum	
Engineering Review - per hour		Contract Rate	
Overweight Vehicle Permit			
Agriculture		N/C	
Commercial Tow Truck		750.00	
Daily Permit - Non Exempt Emergency		100.00	
Seasonal - Emergency (Septic, Liquid Propane & Similar)		N/C	
No Permit Penalty		Double Fee	
All Charges are Per Truck - Permits are Restricted			
Utility Permit		Moved to Public Works section	
Utility Work in the Right-of-Way - IE: Comcast, Century Link, CenterPoint Energy, Wright-Hennepin, etc			100.00

Local Government Unit Fees	Non-Refundable Application Fee	Escrow
Exemption Certificates	200.00	1,000.00
Determinations	200.00	1,000.00
Delineation Review	200.00	2,000.00
Pond Excavations	200.00	1,000.00
Wetland Replacement Plans <10,000 SF Impact on Single Basins or , 1/4 Acre Impact for Private Driveways	400.00	2,000.00
All Other Replacement Plans	400.00	2,500.00
Replacement Plan in Conjunction with Wetland Banking	400.00	3,500.00
All Other Wetland Banking Applications	400.00	3,500.00
Monitoring - Per Basin	400.00	6,000.00
<i>* Additional Wetland Replacement Plan and Banking Escrows and Sureties are determined on a site-specific basis.</i>		
Wetland Conservation Act Violations (Restoration Order)		
Any person or entity that fails to obtain a permit under City Ordinance prior to performing work shall pay a penalty of two times the original permit fee and shall be required to pay all costs associated with enforcement, including reasonable attorney's fees.		

CITY OF CORCORAN 2023 FEE SCHEDULE		2023 FEE	Notes
ADMINISTRATIVE FEE SCHEDULE			
Planning Development & Zoning Fees			
Land Use Permit/Application Type	Non-Refundable Application Fee	Escrow	
Agriculture Preserve Application - Placement (fee limited by state)	50.00	-	
Agriculture Preserve Application - Removal (fee limited by state)	50.00	-	
Administrative Permit	100.00	1,000.00	
Minor Subdivision, Lot Line Adjustment/Consolidation	100.00	1,500.00	
Certificate of Compliance	80.00	-	
Development Rights Appeal	100.00	500.00	
Comprehensive Plan Amendment	1,000.00	2,200.00	
Conditional Use Permit (CUP)	550.00	2,200.00	
Conditional Use Permit (CUP) Amendment	200.00	1,000.00	
Environmental Review	500.00	5,000.00	
Interim Use Permit	500.00	2,000.00	
Final Plat – Base Fee Regular / OSP	400.00	5,000.00	
Final Plat – Per Lot Regular /OSP	15.00	-	
Residential Park Dedication Fees (Subdivision Ordinance)	Section 955		
Single Family Per Unit	5,954.00	-	
Multi Family Per Unit	4,040.00	-	
Commerical and Industrial Per Acre	5,866.00	-	
Preliminary Plat – Base Regular / OSP	400.00	5,000.00	
Preliminary Plat – Per Lot Regular / OSP	15.00	-	
PUD -Preliminary Development Plan	575.00	5,000.00	
PUD - Final Development Plan	500.00	5,000.00	
PUD - Sketch Plat/Plan Review	450.00	2,000.00	
Rezoning	575.00	2,000.00	
Sign - Wetland Buffer Sign (per sign - requires site inspection)	20.00	-	
Sign - Development Notice Sign \$165.00 first sign/ \$50.00 each additional	165.00	-	
Site Plan	425.00	1,500.00	
Site Plan Amendment - Minor	200.00	1,000.00	
Sketch Plat/Plan Review - Regular / OSP	450.00	1,750.00	
Topography Exemption, Wetland Waiver, Electronic File Waiver	200.00	1,000.00	
Vacation	350.00	1,000.00	
Variance	550.00	2,000.00	
Zoning/Subdivision Code Amendment	700.00	2,000.00	
Infrastructure Feasibility Study / Review		5,000.00	
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Meeting with City Consultants and City Staff (first hour no charge)	Over 1 hour Contract fee	500.00	
Public Works Director Review - per hour	90.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
City Planner Review - per hour	65.00		
<i>Additional Escrow May Be Required on a Project by Project Basis</i>			
Fence Permit			
Any fence taller than 7' requires a building permit fee based on valuation + state surcharge			
Fence (residential within 6' of property line)	35.00		
<i>Zoning and Setback Review Only</i>			
Sign Permit			
No Planning Commission Review - Temporary	35.00		
No Planning Commission Review - Permanent	150.00		

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
WATER FEES	
Residential	
Water Base Fees - per month	21.63
Water Usage Rates - residential (monthly use) per 1,000 gallons	
Tier 1: 0 gallons to 4,999 gallons	2.31
Tier 2: 5,000 gallons to 8,999 gallons	2.78
Tier 3: 9,000 gallons to 19,999 gallons	3.48
Tier 4: 20,000 gallons and over	4.49
Multi-Residential (7+ units)	
Water Base Fees - per month	21.63
Water rates - Multi-residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
* REU = residential equivalent unit	
Non-Residential	
Water Base Fees - per month	
Non residential - Under 1" Meter	26.73
Non residential - 1" to 3" Meter	26.73
Non residential - Over 3" Meter	34.61
Water rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	2.78
SANITARY SEWER FEES	
Residential	
Sewer Base Fees - per month	30.45
Sewer rates - residential (monthly use) per 1,000 gallons	
Existing Customers - Based on Winter Water Usage (November-March)	3.02
New Customers - Based on 4,500 gallons per month	3.02
Multi-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Non-Residential	
Sewer Base Fees - per month	30.45
Sewer rates - non residential (monthly use) per 1,000 gallons	
Tier 1: 1,000 gallons +	3.02
Manufactured Homes Park	
Sewer rates - (monthly use) per 1,000 gallons	
Maple Hill Estates (804,000 gallons per month)	3.85

CITY OF CORCORAN 2023 FEE SCHEDULE	2023 FEE
UTILITY FEE SCHEDULE	
CONNECTION FEES	
Trunk Line Availability Charge (TLAC)	
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Southeast	9,197.81
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Southeast	12,433.97
Watermain & Raw Water - Trunk Line Availability Charge (TLAC) - per acre: Northeast	12,198.97
Treatment & Storage - Trunk Line Availability Charge (TLAC) - per acre: Northeast	24,922.12
Sewer Trunk Line Availability Charge (TLAC) - per acre	7,526.31
Connection Fees - City of Corcoran	
Water Connection Fee (per unit) - Single Family	1,294.00
Water Connection Fee (per unit) - Multi-Family	1,034.00
Water Connection Fee (per unit) - Non-Residential	1,294.00
Sewer Connection Fee (per unit) - Single Family	1,280.00
Sewer Connection Fee (per unit) - Multi-Family	1,024.00
Sewer Connection Fee (per unit) - Non-Residential	1,280.00
Connection Fees - City of Maple Grove (Per Maple Grove Fee Schedule)	
Water Connection Fee (per unit) - Residential/individual laundry facilities	2,999.00
Water Connection Fee (per unit) - Residential/ no individual laundry facilities	2,399.00
Water Connection Fee (per acre) - Commercial/Industrial/Mixed	11,996.00
Water Connection Fee (per acre) - All other Churches which do not house weekday school, preschool, and/or daycare activities	5,998.00
Parks, per acre (0.5 times low density residential rate)	1,500.00
Volumetric Charges - per 1,000 gallons	2.3600
Connection Fees - Metropolitan Council	
Sewer Access Charge (SAC)	2,485.00
Meter Fees	
Meter - standard	Cost plus 10%
Meter - larger than standard	Cost plus 10%
Meter Inspection	65.00
Meter - Temporary Installation	65.00
OTHER UTILITY FEES	
Miscellaneous Fees	
Maple Grove Serviced Properties	Cost plus 10%
Broken Water Meter Fee - payable by each user for each month (Based on 4,500 gallons of water used per month)	10.40
Late/Past Due Payments	
Delinquent Utility Fee	10.00
Late Payment Penalty	10% of unpaid bill
Water Disconnect	65.00
Water Reconnect	65.00
Bulk Water Sales	
Set Up/Administrative Fee	65.00
Water Meter Rental Deposit	1,000.00
Tier 1: 1,000 gallons +	2.78