

HAMPTON TOWNSHIP
DAKOTA COUNTY, MINNESOTA
Ordinance No. 2021- 01

**AN ORDINANCE ADOPTING AN UPDATED
ZONING FEE SCHEDULE FOR THE TOWN**

The Board of Supervisors of the Town of Hampton ordains:

Article I. Schedule Adopted. The attached zoning fee schedule is hereby adopted. The fees contained in the schedule replace any fee amounts previously adopted by the Town Board on the same item.

Article II. Not Codified. This ordinance is transitory in nature and shall not be codified. The zoning fee schedule established hereby shall be placed on the Town's website and shall be available for inspection at the Town Hall during usual office hours.

Article III. Zoning Fees. The Town is authorized by Minnesota Statutes, section 462.353, subdivision 4 to impose fees to offset its costs to administer and enforce its zoning ordinance. The zoning fees the Town collects shall be used to offset the Town's costs related to the administration and enforcement of its zoning ordinance and will not be transferred or used for purposes unrelated to planning and zoning.

Article IV. Reasonableness. The Town Board determines the fees established on the attached zoning fee schedule are fair, reasonable, proportionate, and have a nexus to the actual costs the Town incurs related to providing the services to which they relate.

Article V. Collection. The Town may refuse to process any request for failure to submit all required fees and any required escrow amounts. All fees established in the attached zoning fee schedule constitute services the Town may, if unpaid, collect pursuant to Minnesota Statutes, section 366.012 by certifying the amount to the county auditor for collection together with the property taxes imposed on any property the person owns in the state, or through any other method available to the Town under law.

Article VI. Effect. The attached zoning fee schedule replaces the Town's previous zoning fee schedule, which is hereby repealed. Any other fees the Town established, but which are not reflected on the schedule, remain in full force and effect.

Article VII. Effective Date. This ordinance is effective upon the first day of publication and applies to any applications submitted, or requests for a service made, on or after the effective date.

Adopted this 16TH day of FEBRUARY 2021.

BY THE TOWN BOARD



Chairperson

Attest: 
Clerk

**HAMPTON TOWNSHIP FEE SCHEDULE
ZONING ORDINANCE FEES**

| Request | Non-Refundable Fee | Escrow (1) |
|---------------------------------|---|-------------------|
| Driveway Access Permit | \$100 | \$2,000 |
| Land Disturbing Activity Permit | \$100 | \$2000 |
| Animal Feedlot Registration | \$100 | N/A |
| Mineral Extraction Permit | \$200 | \$10,000 (2) |
| Animal Release Permit | \$25 First Impoundment \$50 Second Impoundment \$75 Third Impoundment | N/A |
| Reclaim Animal from Pound | \$25 + Actual Maintenance Costs | N/A |
| Euthanized Animal | \$75 | N/A |
| Animal Clean Up | \$50 | N/A |
| Sewage Sludge Application | \$150 | N/A |
| ISTS/SSTS (Septic System) | \$350 | N/A |
| Zoning Amendment | \$100 | \$2000 |
| Conditional Use Permit | \$100 | \$2000 |
| Interim Use Permit | \$100 | \$2000 |
| Variance | \$100 | \$2000 |
| Ag Building Zoning Permit | \$140 | N/A |
| Building Permit | See attached list of permit fees | |

(1) **Escrow:** Applicants are required to escrow the indicated amount of cash with the Township and sign an escrow agreement. Applicants are responsible for fully reimbursing the Township for all professional costs it incurs related to the request. The Township uses the escrowed funds to reimburse itself for these costs and if the escrow is not sufficient to fully reimburse the Township the applicant will be billed or required to submit additional funds to be placed in escrow. Any unreimbursed amounts constitute a service charge the Township will certify to the County Auditor for collection on the applicant's property as provided in Minn. Stat. § 366.012.

(2) **Financial Guarantee:** The holder of an extraction permit is required to maintain a financial guarantee in a form acceptable to the Town Board of \$5,000 for every acre authorized in the permit. The financial guarantee shall be used to guarantee compliance with the Town's ordinance and development agreement.

BUILDING PERMIT FEE SCHEDULE

Valuation* Based Permit Fee Calculation Schedule

Total Valuation Permit Fee

| VALUATION | PERMIT FEE |
|--------------------------------|--|
| \$1.00 to \$500.00 | \$35.00 |
| \$501.00 to \$2,000.00 | \$35.00 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00 |
| \$2,001.00 to \$25,000.00 | \$81.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00 |
| \$25,001.00 to \$50,000.00 | \$403.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00 |
| \$50,001.00 to \$100,000.00 | \$655.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00 |
| \$100,001.00 to \$500,000.00 | \$1005.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00 |
| \$500,001.00 to \$1,000,000.00 | \$3245.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00 |
| \$1,000,001.00 and up | \$5620.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof |
| | |
| PLAN CHECK FEE | 65% of the Permit Fee for Residential and Commercial Projects |
| | |
| STATE SURCHARGE FEE | Schedule is based on the currently adopted State Surcharge Table |

- * Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

| OTHER INSPECTIONS AND FEES AS PER BUILDING INSPECTION CONTRACT | FEE |
|---|--|
| Inspections outside of normal business hours; minimum two hours | \$80.00 per hour |
| Inspections for which no fee is specifically indicated, minimum one half hour | \$80.00 per hour |
| Re-Inspection Fee: | |
| Residential | \$80.00 each |
| Ag Building | \$105.00 each |
| Commercial | \$125.00 each |
| Additional plan review required by changes, additions, or revisions to approved plans, minimum one half hour | \$60.00 per hour |
| Miscellaneous and special services | \$60.00 per hour |
| Special Investigation Fee (work started without obtaining a permit) – applied whether permit is issued or not | 100% of permit fee |
| Pre Move-in home: | \$175.00 |
| Pre Move-in accessory structure | \$125.00 |
| Move-in Home | \$275.00 |
| Move-in accessory structure | \$200.00 |
| Permit Cancellation Fee: | |
| If reviewed: | Plan review fee + 20% of permit fee |
| If issued: | Permit fee – Township costs |
| Permit Renewal within six months of expiration | 50% of permit fee (if no changes to the plans, code, structure) |
| Demolition permits are based on valuation and require plan review | \$80.00 minimum, plan review 65% of permit fee |
| Duplicate permit card | \$25.00 |
| Photocopy charges related to plan review of a permit | \$0.25 per side per 8x11 page |
| Manufactured Home Installation | \$275.00 |
| Contractor License look-up fee and lead certification look-up fee | \$5.00 each |
| Refunds | 75% of building permit fees on projects not yet started (within 60 days of permit issued by township). No refund on plan review fees or maintenance permits. |
| RESIDENTIAL PLUMBING PERMIT FEES: | |
| Plumbing Permits | \$80.00 plus state surcharge |

| OTHER INSPECTIONS AND FEES AS PER BUILDING INSPECTION CONTRACT | FEE |
|---|--|
| RESIDENTIAL HEATING, AIR CONDITIONING, HOT WATER HEATER & GAS PIPING PERMIT FEES: | |
| | |
| Mechanical Permits: | \$80.00 plus state surcharge |
| Gas Line Air Test | \$10.00 per line, \$20.00 minimum with permit |
| Gas Line only | \$80.00 plus state surcharge |
| Fire Place Insert | See above (mechanical permits) |
| Fire Place – Masonry | Based on valuation |
| | |
| RESIDENTIAL FIXTURE MAINTENANCE*: | |
| * Examples of Fixture Maintenance Permits: sink, faucet, water softener replacement | \$49.50 plus state surcharge (this permit is for replacing a previously existing fixture where only disconnecting and reconnecting of existing pipes or ducts is to be done). This fee includes one inspection trip. |
| | |
| RESIDENTIAL MAINTENANCE PERMIT FEES: | |
| Re-Roof | \$80.00 plus state surcharge |
| Re-Side | \$80.00 plus state surcharge |
| Re-Window – more than three (3) windows based on valuation | Minimum of \$80.00 plus state surcharge if replaced with same size. Any size change requires a regular building permit. |
| Re-door/garage door | \$80.00 plus state surcharge. Any size change requires a regular building permit. |
| | |
| NON-RESIDENTIAL (IBC) PROJECT FEES: | |
| Building permit fees are based on valuation, including re-roof, re-side, plumbing, mechanical and fire projects | Minimum of \$80.00 plus state surcharge |
| Demolition Projects, based on valuation and require a plan review (65% of permit fee) | Minimum of \$150.00 plus state surcharge |

All permits that are "Based on Valuation" will be reviewed by the Inspection Department. Permit Valuations will be based on the supplied construction value with a minimum of the calculated value from the approved building department valuation schedule.