

**CITY OF SCANDIA
ORDINANCE NO.: 138**

**AN ORDINANCE ESTABLISHING FEES FOR PLANNING AND ZONING
APPLICATIONS TO THE CITY OF SCANDIA AND
REPEALING ORDINANCE NO. 123**

The City Council of the City of Scandia, Washington County, Minnesota hereby ordains:

Section 1. Planning and Zoning Application Fees.

(A) Applications for consideration of any planning, zoning and/or subdivision and zoning requests pursuant to the Development Code of the City of Scandia shall be accompanied by the fees as specified in this ordinance. No application shall be considered complete until the fees have been paid. Application fees are not refundable.

(B) In addition to the application fee, applicants shall be required to reimburse the city for all out-of-pocket costs that are incurred for processing, reviewing and hearing the application. These costs shall include, but are not limited to: parcel searches; publication and mailing of notices; review by the city's engineering, planning and other consultants; legal costs, and recording fees. A minimum escrow deposit to cover these costs shall be collected by the city at the time of application. The Zoning Administrator shall have discretion to increase the amount of the escrow for any application at any time if the city's costs are reasonably expected to exceed the minimum amount. The Zoning Administrator shall also have discretion to require an escrow deposit even where no minimum amount is specified by this ordinance, if authorized by the Development Code.

(C) Applications for projects requiring more than one type of review (for example, a Conditional Use Permit and a Preliminary Plat) shall include the cumulative total of all application fees specified for each type of review. The minimum escrow deposit shall be the cumulative total for each type of application required for the project, unless the Zoning Administrator determines that this amount would significantly exceed the city's reasonable expenses to review the applications, in which case the amount of the escrow deposit may be reduced.

(D) After review of the application has been completed and all costs have been paid, any costs exceeding the escrow balance shall be invoiced to the applicant. Any escrow balance remaining shall be refunded to the applicant. No interest shall be paid on escrow deposits.

(E) Amendments to previously approved applications shall require the payment of the same fees as for the initial permit application, except for Plan Modifications not requiring review by the Planning Commission and City Council or as otherwise provided by the Development Code.

(F) Fee Schedule:

<u>Application Type</u>	<u>Application Fee</u>	<u>Escrow Minimum</u>
Variance	\$150.00	\$325.00
• Variance Extension	\$50.00	
Conditional Use Permit (CUP)		
• Open Space Conservation Subdivision CUP	\$750.00	\$2,000.00
• Planned Unit Development CUP	\$500.00	\$550.00
• All other Conditional Use Permits	\$200.00	\$300.00
• CUP Extension	\$50.00	
Interim Use Permit	\$200.00	\$325.00
Administrative Permits		
• Driveway Access	\$25.00	\$500.00
• Grading/Land Alteration	\$125.00	\$250.00
• Land Clearing	\$75.00	
• All other Administrative Permits	\$50.00	
Site Plan Review		
• Pre-application sketch review, Open Space Conservation Subdivision	\$500.00	\$500.00
• Pre-application sketch review, Planned Unit Development	\$500.00	\$500.00
• Pre-application sketch review, all other	\$50.00	
• Site Plan Review, Minor Projects	\$100.00	\$250.00
• Site Plan Review, Major Projects	\$250.00	\$500.00
• Plan Modification	\$50.00	
• Site Plan Extension	\$50.00	
Amendment		
• Rezoning (Map Amendment)	\$500.00	\$575.00
• Amendment—Development Code Text	\$500.00	\$500.00
• Amendment—Comprehensive Plan Map	\$500.00	\$575.00
• Amendment—Comprehensive Plan Text	\$500.00	\$500.00
Sign (permanent)	\$25.00	
Environmental Review		
• EAW (Environmental Assessment Worksheet)	\$750.00	\$2,000.00
• EIS (Environmental Impact Statement)	\$750.00	\$10,000.00
Subdivision		
• Minor Subdivision	\$100.00	\$550.00
• Preliminary Plat/ Major Subdivision	\$250.00	\$1,000.00
• Final Plat	\$200.00	\$1,000.00
Wetland Review	\$100.00	\$500.00

Section 2. Repeal.

Ordinance No. 123, adopted on November 3, 2010, is hereby repealed.

Passed and adopted by the City Council of the City of Scandia this 15th day of January, 2013.

Randall Simonson, Mayor

ATTEST:

Kristina Handt, Clerk/Administrator