



City of  
Shorewood

# MASTER FEE SCHEDULE

---

## 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 [cityofshorewood@gmail.com](mailto:cityofshorewood@gmail.com).

---

**TABLE OF CONTENTS**

SECTION I: License and Permit Service Fees	4-6
SECTION II: Liquor License Fees and Charges	7
SECTION III: Utility Rates; Sewer, Water, Stormwater, Recycling	8-9
SECTION IV: Miscellaneous Fees and Charges	10-11
SECTION V: Park and Recreation Fees	12
SECTION VI: Building and Right of Way Fees	13-14
SECTION VII: Zoning and Land Use Fees (Ordinance)	15-16
SECTION VIII: Shorewood Community and Event Center	17-18

<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	<p>Class A Offenses: \$300 Violations of Public Health Regulations (Chapters 501-503, except those violations which are also Zoning Code Violations)</p> <p>Class B Offenses: \$300 Violations of Rental Housing Regulations (Chapter 1004) Subsequent Class B Violations \$1,000</p> <p>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)</p> <p><u>Subsequent Class A &amp; C Violations:</u> 2nd citation within 24 months: 25% increase over scheduled civil penalty</p> <p>3rd citation within 24 months: 50% increase over scheduled civil penalty</p> <p>4th citation within 24 months: 100% increase over scheduled civil penalty</p>
Administrative Enforcement Appeal	104.03	\$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</b>		
Adult use license Investigative fee Adult use facility license	309	\$500 \$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	\$30
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
Dog licenses, per animal	701.03.2	\$10/\$5 license late fee
Domestic partnership registry Registration Amendment Termination certificate, certified	110.06	\$25 \$25 \$25 \$2
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
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

System contractor license		\$1,000 bond
Therapeutic massage annual business license		\$100
Tobacco retailer license	302	\$250/premise
Tobacco administrative fines:		
Tobacco licensees in violation		\$75/first offense \$200/second offense in 24-month period \$250/thereafter within 24-month period
Individuals in tobacco violation		\$50 per offense

<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 licensees' 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>Sewer</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Sewer connection permit	904.07.1	\$150
Sanitary Sewer Service <b>Residential:</b> Sewer Only per quarter Low Income Sewer per quarter <b>Commercial:</b> Base Charge 1-28,500 gallons per quarter 1,000 gallons in excess of 28,500 gallons per quarter	904.15.1a Ord. 583  Ord. 583	  \$103.08 \$68.72  \$11.65 \$103.08 \$2.68
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  Outside	903.03.1a	  \$50  \$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  5/8"x3/4"meter w/swivels  5/8" x 3/4" copperhorn  1" meter includes swivel  1" copperhorn  1" pressure-reducing valve	903.04.1	  Cost plus 10%  Cost plus 10%  Cost plus 10%  Cost plus 10%  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
Water service	903.09.1a	
1 <sup>st</sup> 5,000 gallons	Ord. 583	\$24.42
Per 1,000 gallons in excess of 5,000 and up to 50,000 gallons		\$4.13
Per 1,000 gallons in excess of 50,000 gallons per quarter		\$5.93
Water service - low income per quarter	903.09.1a (1) Ord. 583	\$20.96 minimum
Water turn-on and shut-off fee	903.04	\$50
Water connection fee	903.03.3	\$10,000
Single-family residential		See chart/formula in 903.04subd 3a
Multi-family residential, Commercial		See chart/formula in 903.04subd 3a
Schools, churches, government and other non-residential		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	
Basic System Rate	Ord. 583	\$34.53
Lots less than 10,000 s/f per quarter		\$24.18
Lots 10,000-50,000 s/f per quarter		\$34.53
Lots 50,000 plus s/f per quarter		\$44.94
<b>Recycling</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Residential recycling fee		\$14/quarter/household

<b>IV. Miscellaneous Fees and Charges</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Special assessment search		\$25
Mailed minutes (nonresident)		\$75.00 annual \$.25/page/individual
Mailed agendas		\$35 annual \$.25/page/individual
Copies (B&W)		\$.25/page/single side 8.5 x 11@ \$.50/page/single side > 8.5x11 \$3/page/single side > 11x17
Color copies		\$1/page/single side \$2/page/single side > 8.5x11 \$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:		\$75
CD Rom		\$25
Updates		\$25/year
City Zoning Code		\$.25 per page plus binding costs
Assessment Certification Fee	903.10.3(e)	\$50
Comprehensive Plan (softbound color copy)		Cost of production
City Subdivision Ordinance (softbound copy)		\$.25 per page plus binding costs
Election Candidate filing fee		\$2
Transient business, peddling/soliciting	308.08	\$50/applicant
Sand barrel/sand charge		\$40 barrel and sand/\$30 sand only
*Rental Housing Licenses (3-year period) Appeal filing fee		\$100
*License application fee, per rental dwelling in building with one to five units (includes two inspections per unit)	1004.06.6	\$75
	1004.03(3)	\$400 plus \$10 per rental unit up to \$750 maximum



<b>V. Park and Recreation</b>		
<b><i>Type of Charge/Fee</i></b>	<b><i>City Code Reference</i></b>	<b><i>Charge/Fee</i></b>
Park and recreation use fees  Organized sports participant Skating rinks (per rink)  Lights  Tournaments, per rink  Special Event Registration and Permit	902.06.3      505.02.4	\$10/per participant, per sport, per season  \$15/hour  \$30/day plus attendant salary  \$50/day for events on public property with 75 or more attendees/participants.
Community Gardens		Resident & Non-Resident Fees \$30/Resident \$45/Non-Resident
Soccer/Football/Baseball/Softball Fields (per field)  Damage deposit, all fields  Football Field, unlighted  Lights  Diamond field (baseball)  Entire soccer area, unlighted  Tennis Courts		\$125/flat fee  \$50/hour or \$210/day  \$30/hour  \$50/day  \$150/day  \$5/court/hour
Picnic Pavilions  Manor/Freeman/Silverwood  Eddy Station/Badger Park		Resident & Non-Resident Fees  \$25 + tax /Resident \$50 + tax/Non-Resident  \$50 + tax /Resident \$75 + tax/Non-Resident

**VI. Building and Right of Way Fees**

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.

Building permit	1001.03	1997 U.B.C. SECTION 107 1997 U.B.C. TABLE 1-A AND STATE RULE 1300.0160
Reinspection fee	(Res. 20-022)	\$75
Residential		
Roofing permit		\$125
Siding permit	S.B.C.	\$125
Window permit	S.B.C.	\$125
Mechanical permit		State Statute or 2.5% of value, \$35 minimum
Plumbing permit	S.B.C.	State Statute or \$15/fixture, \$35 minimum
Removal or abandonment, underground tanks	U.F.C.	\$35 first tank plus \$20 each additional
Demolition permit	S.B.C.	\$50 (Fee waived when done in conjunction with a building permit or burned by the fire department)
Sign permit application fee	1201.03.11f	\$20 (Temporary) Per 1997 U.B.C. Table 1-A for permanent
Fence permit	1201.03.2f	\$20
Grading/filling permit	S.B.C.	Per 1997 U.B.C. Table A-33-A and A-33-B

R.O.W Administrative Charge	901.11 Subd. 5	\$200 (in addition to actual costs)
R.O.W. Annual Registration Fee	901.06 Subd.1	\$400
R.O.W. Encroachment Permit	901.01.2a	\$40
R.O.W. 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	\$20
Unlawful Encroachment into Right-of-Way	901.03 Subd. 4	\$200/minimum fee And up to the actual cost of removal

<b>VII. Zoning and Land Use Fees</b>		
<b>LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES</b>		
<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
Comprehensive plan amendment Pre-application Formal Application		\$200 \$800 plus \$1,000 escrow
Conditional use permit  Residential Non-residential	1201.04	\$400 \$500 plus \$1,000 escrow
Fence permit	1201.03	\$20
Interim use permit  Residential Non-residential	1201.04	\$400 \$500 plus \$1,000 escrow
Planned unit development  Concept Stage	1201.25	\$500 plus \$1,000 escrow
Development Stage	1201.25	\$700 plus \$1,000 escrow
Final Stage	1201.25	\$500 plus \$1,000 escrow
By Conditional Use Permit	1201.06	\$500 plus \$1,000 escrow
Sign permits  Temporary Permanent	1201.03.11f	\$20 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 \$1000 escrow
Subdivision (preliminary plat)  5 or fewer lots Over 5 lots	1202.03	\$600 plus \$25/lot plus an escrow deposit, as follows: \$1,000 \$3,000
Subdivision (final plat)	1202.03	\$500 plus \$25/lot plus an escrow deposit, as follows:

**VII. Zoning and Land Use Fees**

**LICENSE, PERMIT, SERVICE CHARGES AND MISCELLANEOUS FEES**

<b>Type of Charge/Fee</b>	<b>City Code Reference</b>	<b>Charge/Fee</b>
5 or fewer lots		\$1,000
Over 5 lots		\$2,000
Traffic Studies when required as part of another application	Multiple	Escrow for estimated cost of study to be completed by the City's consulting engineers plus \$500.
Vacation or Easement		\$400
Variances Residential	1201.05 and 1202.09	\$400
Non-residential		\$500
Zoning Amendment (Text or Map)	1201.04	\$600 plus \$1,000 escrow
Zoning Permits	1201.07	\$20
Zoning Verification Letter	1200	\$50
Park dedication (cash in lieu of land)	1202.07	\$6,500/dwelling unit or 8% of raw land value
Extension of deadline for recording resolutions	1202.03	\$200
Extension of plat approval	1202.03	\$200

\*Note: Base fees are non-refundable. Escrow deposits are to cover consulting engineer, attorney, and other consultant 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 account shall be required to submit the escrow based on the highest required escrow amount.

## SHOREWOOD COMMUNITY AND EVENT CENTER

- Local Non-Profits will be charged 50 percent of the Resident Rates
- All Rates: Based on a 2 (two) hour Minimum rental. Over four-hour rental subject to the daily block rate. *All Room and Kitchen rentals are subject to availability. Rate schedule subject to change.*

<b>BANQUET ROOM CAPACITY: 175 - ROUND TABLES 200 - THEATRE STYLE</b>			<b>Regular Rates Non- Resident</b>	<b>Shorewood Resident Rates (reflects 20% discount)</b>
<b>Day of Week</b>	<b>Time of Day</b>	<b>Hours</b>		
Friday or Saturday Evening	4:00 PM to 12:00 Midnight	8.0	\$590	\$472
Saturday Daytime per hour	9:00 AM to 4:00 PM	7.0	\$55/hour	\$44hour
Saturday > 4-hour day block			\$328	\$262
Sunday per hour	9:00 AM to 11:00 PM	9.0	\$50/hour	\$40/hour
Sunday > 4-hour daily block			\$425	\$340
Monday-Friday Day per hour	9:00 AM to 4:00 PM	7.0	\$40/hour	\$32/hour
Mon-Fri > 4-hour daily block			\$275	\$220
Mon-Thurs Eve per hour	4:00 PM to 12:00 Midnight	8.0	\$45/hour	\$36/hour
Mon-Thurs > 4-hour block			\$280	\$224
Damage Deposit			\$200	\$200
Custodial Fee/ Events > 50			\$100	\$100
51 to 200 People			\$200	\$200
<b>ACTIVITY ROOM CAPACITY: 60 Day of Week</b>	<b>Time of Day</b>	<b>Hours</b>	<b>Non- Resident Rates</b>	<b>Resident Rates (reflects 20% discount)</b>
Friday or Saturday Evening	4:00 PM to 12:00 Midnight	8.0	\$42/hour	\$34/hour
Fri/Sat Eve >4-hour block			\$245	\$196
Saturday Daytime per hour	9:00 AM to 4:00 PM	7.0	\$35/hour	\$28/hour
Saturday > 4-hour block			\$160	\$128
Sunday per hour	9:00 AM to 11:00 PM	9.0	\$36/hour	\$28/hour
Sunday > 4-hour block			\$216	\$173
Monday-Friday Day per hour	9:00 AM to 4:00 PM	7.0	\$36/hour	\$28/hour
Mon-Fri > 4-hour daily block			\$160	\$128
Mon-Thurs Eve. per hour	4:00 PM to 12:00 Midnight	8.0	\$36hour	\$28/hour
Mon-Thurs > 4-hour block			\$150	\$120
Custodial Fee			\$50	\$50
<b>CONFERENCE ROOM CAPACITY: 25 Day of Week</b>	<b>Time of Day</b>	<b>Hours</b>	<b>Non- Resident Rates</b>	<b>Resident Rates (reflects 20% discount)</b>
Daily Block >4 up to 7 hours	9:00 Am to 4:00 PM	7.0	\$150	\$120
Monday-Friday	All hourly slots	2-hr/min	\$30/hour	\$24/hour
Custodial Fee			\$20	\$20

<b>COMMERCIAL KITCHEN Day of Week</b>	<b>Rental Fee</b>		<b>Storage Fee</b>	<b>Security Deposit</b>
Daily	\$30/hour up to 4 hours \$175 for 4 to 8 hours Over 8 hours add \$30/hour		\$50 Month for one rental area/\$25 per add'l space	\$200

## **SHOREWOOD COMMUNITY AND EVENT CENTER EXTRAS**

**Linens, Dinnerware, Flatware, Glassware Available as follows:**

**Linens (specify long or medium length):**

Rounds @ 8.00 ea.

Rectangles @ 8.00 ea.

**Dinnerware place settings (4 pc): (dinner plate, dessert/salad plates, cup/saucer)**

\$2.00 per place setting

\$0.45 per additional piece

**Flatware place settings (4 pc): dinner knife, dinner fork, salad fork, teaspoon**

\$1.50 per place setting

\$0.35 per additional piece

**Glassware (1 pc) settings: (water glass, wine glass)**

\$0.50 ea.

Compostable Dinnerware is available – Please contact event center staff on for pricing

**Coffee Pots:**

36 cup @ \$10.00

32 oz. Thermos Carafe @ \$2.00 ea.

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