

## CHAPTER 5: FEES, FINES & FRANCHISE GRANTS

### SECTION 500. FEES: GENERAL.

### SECTION 510. FEES: LICENSES, PERMITS AND SERVICES.

### SECTION 515. CIVIL FINES AND FEES.

### SECTION 530. FRANCHISE GRANTS.

---

## SECTION 500. FEES: GENERAL.

### Section 500.00. Fees, Charges and Rates Authorized and Defined.

The fees, charges, and rates for the purposes set forth in this chapter 5 of this code for licenses, permits, and municipal services shall be in the amounts set forth in this chapter. Reference to the amounts set forth herein in other portions of this code or in other ordinances may be made in such terms as “required fee,” “established fee,” “required license fee,” “license fee,” and “license fee in the required amount,” without specific reference to this chapter, in which event the amounts herein set forth shall be applicable.

### Section 500.05. Priority of Application.

If fees, charges, and rates are set forth specifically in parts of this code other than this chapter 5 or in other ordinances which are now in effect, but have not been set forth in this chapter 5, in that event, the fees, charges, and rates thereby specifically set forth shall be effective for all purposes. In the event that such amounts shall appear in other places in this code or in other ordinances or codes, but shall appear in this chapter 5, the amounts appearing in chapter 5 shall supersede the others.

### Section 500.10. Collection, Late Payment Charge, Special Assessment.

Payment in accordance with billings shall be made no later than the billing date established for the account. The city of Greenwood does not prorate 30-day, monthly, quarterly, seasonal, and annual fees. Property sellers and buyers should coordinate any prorations between themselves and jointly ensure that all fees are properly paid. In addition to the charges provided, there shall be a late charge for payments made after the 30th day after the billing date. When a charge is more than 30 days past due, it shall be considered delinquent. It shall be the duty of the clerk to endeavor to promptly collect delinquent accounts. All delinquent accounts shall be certified by the clerk who shall prepare an assessment roll each year providing for assessment of the delinquent amounts against the respective properties served. The city council may set an additional assessment penalty fee for delinquent accounts that are certified to the county for collection. The assessment roll shall be delivered to the council for adoption on or before October 10 of each year. Such action may be optional or subsequent to taking legal action to collect delinquent accounts. The delinquent account fee and additional assessment penalty fee shall be determined by the council and set forth in the section 510 fee schedule of this chapter.

(SECTION 500.10 UPDATED DEC 2012 ORD 213, JAN 2021 ORD 301)

## SECTION 510. FEES: LICENSES, PERMITS, AND SERVICES.

### Section 510.00. Fees: Licenses, Permits and Services Established.

Subd.1. The following fees for licenses, permits and municipal services have been established by the city council. No person, partnership, corporation, or other association shall engage in the following types of activity without paying the fee listed.

Type of License, Permit, or Fee	Section	Fee	Conditions & Terms
Advertisement Tube License	490.00	\$25	Annual per tube
Alarm Fees:			
False Alarm Fee	455.10	\$150 for 3rd false alarm in a calendar year. \$150 for each additional false alarm in a calendar year.	One fee is paid per incident whether fire, police, or both respond to the false alarm.
Alarm Non-Compliance Fine	455.35	\$1,000	According to state statute
Animal Fees:			
Dangerous Animal Registration	445.65	Determined by police department.	Plus proof of \$100,000 insurance
Blasting Permit	910.20	\$1,000	Council approval required
Boat Launch Permit Sticker (for Meadville boat launch):			
Resident	425.45	Available by request. Contact City Administrator.	Proof of residency required.
Building-Related Fees:			
Building Permit	300.10 1140.17 subd 2	Per current Minnesota State Building Code, plus \$200 for projects that increase hardcover by 200 sq ft or more and for projects that received a hardcover variance.	
IPM Code Book	320.30	\$100	Per copy
Electrical Permit Fees	300.07	Per the city of Minnetonka's fee schedule.	
Excavation / Filling Permit	440.00	1.5% of the project cost.	
Excavation Permit: Temporary	1140.50	The fee is the cost incurred by the city for the review of the excavation plan.	Council approval required plus proof of bonding to cover expense of development plan.
Excavation Permit: Street / Sewer	640.30 & 640.95	The fee is the cost incurred by the city for the review of the excavation plan.	Plus surety bond as determined by city engineer.
Heating, Ventilating, AC, Refrigeration Permit Fees	300.07	Per the city of Minnetonka's fee schedule.	
Moving Permit	300.20	1.5% of the project cost.	
Parking Permit for Building Project (see parking permits)	305.00	\$500	Per project
Permit to Extend Completion of Exterior Work	300.30	\$400 for first 60-day extension (administrative) \$600 for an additional extension (council)	Required per structure
Plumbing Permit Fees	300.07	Per city of Minnetonka's fee schedule.	
Tree Removal / Construction-Related	1140.80	\$350	Per application
Burning Permit:			
Recreational	475.10	No permit required	
Non-Recreational	475.10	\$100	Per instance
City Code Book (binder with tabs and photocopies)		\$200	
Dock Fees:			
Municipal St. Alban's Bay Dock Permit	425.30 (5)	\$1725 slips 1A, 1B, 1C, 1-11. \$1850 slips 1D, 12-22.	Per slip, per season
Municipal Sailboat Space Permit	425.30 (5)	\$300	Per slip, per season
Municipal Canoe / Kayak Permit	425.30 (5)	\$50	Per space, per season
Duplicate Permit / License	400.15	\$50	Per instance
Excavation Permit: Temporary	1140.50	The fee is the cost incurred by the city for the review of the excavation plan.	Council approval required plus proof of bonding to cover expense of development plan.
Excavation Permit: Street / Sewer	640.30 & 640.95	The fee is the cost incurred by the city for the review of the excavation plan.	Plus surety bond as determined by city engineer.
Fireworks Permit	900.55	\$400	Council approval required
Gambling License	915.15	\$200	Council approval required
Garage Sale Permit (more than 1 in 12-month period)	450.25	\$150 per event, plus proof of insurance: \$300,000 per person, \$500,000 per incident, \$50,000 property damage.	

Garbage / Refuse Collector License	475.20	\$100 per year, plus proof of insurance: \$100,000 per person, \$500,000 per incident, \$100,000 property damage	
Gasoline Station / Auto Repair License	420.15	\$500 per site per year, plus proof of commercial general liability by an insurance company licensed to do business in the state of Minnesota with a limit of liability of not less than \$1,500,000 per occurrence for bodily and property damage and loss of means of support with the "City of Greenwood" named as an additional insured on the policy. The liability policy must provide that it may not be cancelled for any cause either by the insured or the insurance company without first giving 10 days notice to the city in writing of that intention. The policy also must provide that any amount paid by the insurance company as a result of a claim will not reduce the coverage available to pay subsequent claims.	
Home Occupation License	480	\$100	Annual. City council approval required. The city council may impose conditions.
Liquor Fees			
Off-Sale Non-Intoxicating License	800.15 & 800.35	\$100 per year plus commercial general liability by an insurance company licensed to do business in the state of Minnesota with a limit of liability of not less than \$1,000,000 per occurrence for bodily and property damage and loss of means of support with the "City of Greenwood" named as an additional insured on the policy. The liability policy must provide that it may not be canceled for any cause either by the insured or the insurance company without first giving ten days notice to the city in writing of that intention. The policy also must provide that any amount paid by the insurance company as a result of a claim will not reduce the coverage available to pay subsequent claims. Businesses with projected liquor sales of less than \$50,000 per year are only required to comply with the minimum insurance requirements in Minnesota state statutes.	
Off-Sale Non-Intoxicating, Investigation Fee	800.30	\$500 plus all costs and expenses associated with investigation outside of MN as allowable by state statute	
On-Sale Non-Intoxicating Temporary License	800.15	\$100 plus the minimum insurance requirements in Minnesota state statutes. License good for no more than 3 consecutive days	
On-Sale Intoxicating License	820.40 & 820.45	\$10,000 per year plus commercial general liability and dram shop insurance by an insurance company licensed to do business in the state of Minnesota with a limit of liability of not less than \$1,000,000 per occurrence for bodily and property damage and loss of means of support with the "City of Greenwood" named as an additional insured on the policy. The liability policy must provide that it may not be canceled for any cause either by the insured or the insurance company without first giving ten days notice to the city in writing of that intention. The policy also must provide that any amount paid by the insurance company as a result of a claim will not reduce the coverage available to pay subsequent claims.	
On-Sale Intoxicating, Wine License	820.40	\$2,000	Annual
On-Sale Intoxicating, Sunday License	820.40	\$200	Annual
On-Sale Intoxicating, Delimited License	820.40	\$2,500	Annual
On-Sale Intoxicating, Investigation Fee	820.35	\$500 plus all costs and expenses associated with investigation outside of MN as allowable by state statute	
On-Sale Intoxicating, Investigation Fee for Renewal Applications or Change of Status	820.35	\$250 per person to be investigated (not to exceed \$500)	Annual
Load Limit Fees			
Per Trip Special Operating Permit (not available when load limit signs are flagged for spring season load restrictions)	730.00	\$100	Per round trip. Not required for building projects exceeding \$20,000 in value.
Per Trip Emergency Load Limit Waiver (must be approved by the Administrative Committee)	730.00	\$500 + costs incurred by the city for any damage to city rights-of-way	Per round trip.
Blanket Special Operating Permit	730.00	20% of the Building Permit or Moving Fee	Required for building projects exceeding \$20,000 in value.
Mailing List of City Utility Billing Database		\$200	Per instance
Misc. Petitions to the City for Legal Consent or Releases Application Fee		\$200 plus consultant and contract service provider expenses incurred by the city as they exceed the base fee amount	Per application
Mobile Home Park Permit Fee	405.40	\$400	Annual
Mobile Home 15-Day License	405.40	\$200	Per instance

Mobile Home Temporary Residence License	405.40	\$200	Per instance
Parking Fees:			
Parking Permit for Building Project (see building-related fees)	305.00	\$500	Per project
Temporary Parking Permit	710.05	\$50	Charged on a per event basis. Fee will be refunded in cases where the permit is revoked due to inclement weather.
Peddler Permit	465.10	\$500	For 6 months
Photocopies	125.00	\$0.25 for black and white, \$1 for color	Per copy
Recycling Collection Fee	475.30	\$170	Annually
Rental Property License	320.30	\$50 per unit	Annual
Right-of-Way Fees:			
Delay Penalty	630.03	\$200 per day	
Encroachment Permit	630.21	Council approval required. Fee will be determined by the city council.	
Excavation, Obstruction, or Small Wireless Facility Permit	630.04 630.06 630.09	\$500, plus deposit for right-of-way restoration in addition to a certificate of insurance for at least \$2 million naming the city as an additional insured, verifying that the applicant is insured against claims for personal injury, death, or property damages associated with work in the right-of-way, and requiring 30-day notice to the city of cancellation or material modification of the policy. The actual restoration costs shall be determined and paid by the permittee or refunded on completion of the project. NOTE: FEES ARE ESTABLISHED IN ACCORDANCE WITH MN STATE STATUTES 237.162 & 237.163 OR ANY ORDINANCE ENACTED UNDER THOSE SECTIONS.	Paid with permit application.
Small Wireless Collocation Agreement Fees (for locations on city-owned poles or structures)	630.05	(a) Up to \$150 per year for rent to collocate on the city structure. (b) \$25 per year for maintenance associated with the collocation. (c) A monthly fee for electrical service as follows: \$73 per radio node less than or equal to 100 maximum watts; \$182 per radio node over 100 maximum watts; or the actual costs of electricity, if the actual cost exceed the foregoing. NOTE: FEES ARE ESTABLISHED IN ACCORDANCE WITH MN STATE STATUTES 237.162 & 237.163 OR ANY ORDINANCE ENACTED UNDER THOSE SECTIONS.	Paid with permit application.
Sanitary Sewer Non-Compliance Surcharge: Residential	310.30 5(f)	\$300	Quarterly
Sanitary Sewer Non-Compliance Surcharge: Commercial	310.30 5(f)	\$750	Quarterly
Security Deposit / Security Agreement for Landscaping	1140.60	The greater of \$1500 or 2% of the building value submitted on the building permit application. The fine is the greater of \$1000 or .4% of the building value submitted on the building permit application for each month (or part thereof) after 12 months the landscaping or conditions remain uncompleted.	See section 1140.60 for more information (including details about the security agreement option).
Security Deposit / Security Agreement for Performance of Conditions of a Variance or Conditional Use Permit Grant	1140.60 1150.20 1155.17	Security Deposits / Agreements must be approved by the city council. If approved, the city council shall set the fee amount.	See sections 1150.20 (conditional use permits) or 1155.17 (variances) for more information (including details about the security agreement option).
Sewer Fees:			
Lateral Connection Fee		\$2500	Per instance
Sewer Access Charge (SAC)		As set by the Metropolitan Council, plus \$1000	
Cap Fee		\$100	Per instance
Re-Connection Fee		\$100	Per instance
Repair Permit Fee		\$75	Per instance
Residential Rate	310.56	\$440 per residential sanitary service unit	Annually
Commercial Rate	310.56	\$440 per commercial sanitary service unit	Annually

Sewer / Recycling / Stormwater Delinquent Accounts:			
Late Fee	310.56, 311.00 & 475.30	1% of the delinquent amount per month (12% annually).	Certified to county annually.
Assessment Amounts	310.56, 311.00 & 475.30	The total delinquent amount including late fees, plus 12% per year once certified to the county, in addition to any fees charged by the county.	Certified to county annually.
Showcase Event Permit	450.25	\$400 per event, plus proof of insurance: \$300,000 per person, \$500,000 per incident, \$50,000 property damage.	
Sign Permit: Temporary	1140.40	\$50	Valid for 30 days. Limit 6 per year.
Stormwater Management Utility Fee:			
Residential	310.10	\$86	Annually
Commercial	310.10	3 x current residential rate	Annually
Street Excavation Permit	640.30	\$300	Per site
Subdivision-Related Fees:			
Simple Subdivision Fee	600.07	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city, and \$100 for city cost to record with the county if applicant does not record within 30 days of council approval. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to the mayor and clerk signing the resolution approving the subdivision.	
Preliminary Plat Application Fee	600.10	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to the mayor and clerk signing the resolution approving the preliminary plat.	
Final Plat Application Fee	600.15	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city, and \$100 for city cost to record with the county if applicant does not record within 30 days of council approval. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to the mayor and clerk signing the resolution approving the final plat.	
Park Dedication Fee	600.35	8% of the assessor's land valuation for the entire parcel prior to subdivision on January 2 of the year of the final plat application.	
Tobacco License	415.04	\$250	Annual
Tree Removal Fees:			
Tree Removal Conditional Use Permit Shore / Bluff Impact Zone	1140.80	\$100	Per application
Exceed Permitted Tree Harvest	1140.80	\$100	Per application
Tree Removal / Construction-Related (see building-related fees)	1140.80	\$350	Per application
Zoning-Related Fees:			
Appeals of Alleged Error in Administration of Zoning Ord	1155.05	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to the mayor and clerk signing the resolution.	Fee is per application. If the city council finds that an error was made, all fees paid shall be returned to the applicant.
Code Amendment Application Fee	1160.05	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to the mayor and clerk signing the resolution.	Per application
Conditional Use Permit Application Fee	1150.15	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city, and \$100 for city cost	Per application

		to record with the county if applicant does not record within 30 days of council approval. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to issuance of the building permit.	
Conditional Use Permit Extension	1150.21	1st 1-year extension: \$50 (approved by zoning administrator). Subsequent 1-year extensions: \$350 (approved by city council).	
Grading Permit for Stand-Alone project	1140.19	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city, and \$100 for city cost to record with the county if applicant does not record within 30 days of council approval. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to issuance of the grading permit.	.Per application
Grading Permit for project in conjunction with a building permit, variance application, or conditional use permit application	1140.19	No Additional Fee	
Misc. Administrative Review Fee	Chapter 11	\$200	Per application
Preliminary Administrative Plan Review Fee	1105.00	5 hours no charge, then zoning administrator's rate	Per year, per property
Shoreland Compliance Review Fee	1176.03	\$200	Per application. Paid only once if paid at variance or CUP application prior to building permit application. Signage CUP applications are exempt from paying the Shoreland Compliance Review Fee.
Variance Application Fee	1155.25	\$500 for administrative expenses plus \$1500 deposit towards consultant / contract service provider expenses incurred by the city, and \$200 for city cost to record with the county if applicant does not record within 30 days of council approval. If the consultant / contract service provider expenses are less than \$1500, the balance will be refunded to the applicant. If consultant / contract service provider expenses exceed \$1500, the applicant will be invoiced, and payment must be received prior to issuance of the building permit.	Per application
Variance Extension	1155.10(9)	1st 1-year extension: \$100 (approved by zoning administrator). Subsequent 1-year extensions: \$350 (approved by city council).	

(SECTION 510 TABLE REVISED NOV 2022 ORD 325, MAY 2023 ORD 331, JUNE 2023 ORD 332, DEC 2023 ORD 337, OCT 2024 ORD 342, FEB 2025 ORD 344)

## SECTION 515. CIVIL FINES AND FEES.

### Section 515.00. Civil Fines and Fees Established.

To aid in the enforcement of the ordinance code, the following civil fines and fees authorized by chapter 12 of this code have been established by the city council:

Type of Violation	Section	Civil Fine	Notes
Animal Code Violation: Dog-At-Large 1st offense in 12-month period	445.15 445.30	\$100	In addition to impound fees
Animal Code Violation: Dog-At-Large 2nd offense in 12-month period	445.15 445.30	\$200	In addition to impound fees
Animal Code Violation: Dog-At-Large 3-plus offenses in 12-month period	445.15 445.30	\$300	In addition to impound fees
Animal Code Violation: Nuisance	445.15	\$300	
Building Code: Non Completion of Exterior	300.30	\$300	Each day a violation continues is subject to administrative civil citation
Gasoline Service Stations & Auto Repair Shops Code Violation	420.00	\$100	Each day a violation continues is subject to administrative civil citation
Liquor Code Violation: 60/40 Food/Liquor Sales 1st offense	820.70	\$2,000	1-year probation
Liquor Code Violation: 60/40 Food/Liquor Sales 2nd offense	820.70	\$4,000	7-day suspension of license and possible additional year probation
Liquor Code Violation: 60/40 Food/Liquor Sales 3rd offense in 10-year period	820.70	\$6,000	7-day suspension of license and possible revocation of license
Liquor Code Violation: Sale to Minor or Intoxicated Person, 1st offense in 24-month period	820.70	\$500	3-day suspension of license
Liquor Code Violation: Sale to Minor or Intoxicated Person, 2nd offense in 24-month period	820.70	\$1,000	3-day suspension of license. Proof of training completion.
Liquor Code Violation: Sale to Minor or Intoxicated Person, 3rd offense in 24-month period	820.70	\$1,500	3-day suspension of license. Proof of training completion. Possible revocation of license.
Liquor Code Violation: Sale to Minor or Intoxicated Person, 4th offense in 24-month period	820.70	\$2,000	3-day suspension of license. Proof of training completion. Possible revocation of license.
Rental Violation: 30-Day Leasehold Term Minimum	1140.05	\$1,000	Fine is per incident for violation of 30-day leasehold term minimum.
Rental Violation: Tenant Groups	1140.05	\$1,000	Fine is per incident for violation of the maximum of no more than 2 tenant groups within a 4-month period.
Rental Violation: Advertising	1140.05	\$100	Fine is for advertising a leasehold for less than the 30-day term minimum. Each day a violation continues is subject to administrative civil citation.
Rental Violation: Operating Rental Property Without a License	320.30	\$100	Fine is per day of operating rental property without a license.
Tobacco Code Violation: 1st Offense in 24-Months	415	\$300	
Tobacco Code Violation: 2nd Offense in 24-Months	415	\$600	
Tobacco Code Violation: 3rd Offense in 24-Months	415	\$1000	7-day suspension of license.
Tobacco Code Violation: Other	415	\$50	
Tree Harvest Without Permit	1140.80	\$1,000	Per tree
Penal Code Violation	900 et seq	\$300	Each day a violation continues is subject to administrative civil citation
Nuisance Code Violation	900 et seq	\$100	Each day a violation continues is subject to administrative civil citation
Zoning Code Violation	1100 et seq	\$300	Each day a violation continues is subject to administrative civil citation
City Code Violation Not Otherwise Designated		\$300	
Code Violation Fees	Section	Fee	Notes
Administrative Hearing Officer Fee	1210.25	\$200	Per instance
Late Fee	1210.50	10% of the fine amount. Applies for each 30-day period, or part thereof, that the fine is not paid.	

(SECTION 515 TABLE REVISED NOV 2021 ORD. 320, DEC 2023 ORD. 337)

## **SECTION 530. FRANCHISE GRANTS.**

### **Section 530.00. General Provisions.**

From time to time the city may be called upon to grant utility franchises. Such grants may be authorized by ordinance and recorded in the office of the city clerk.