

**Castle Rock Township  
Dakota County, Minnesota**

**FEE SCHEDULE ORDINANCE  
ORDINANCE NO. \_\_\_\_\_**

**FINDINGS**

The Town Board of Castle Rock hereby finds:

- ❖ The Town of Castle Rock (the “Town”) is authorized by Minn. Stat. § 462.353 to adopt a fee schedule by ordinance sufficient to defray the costs incurred in reviewing, investigating, and administering applications to amend official controls, permits, or other approvals as authorized by Minnesota law.
- ❖ That the fee schedule attached to this Ordinance as Exhibit A (the “Fee Schedule”) is fair, reasonable, proportionate, and has a nexus to the actual costs for the services for which the fees shall be imposed.
- ❖ That it is necessary to adopt this fee ordinance prior to January 1, 2026, to defray actual costs of the Town.

**ORDINANCE**

WHEREAS, Castle Rock Township (the “Town”) ordains:

- ❖ The Fee Schedule is hereby adopted. Its adoption shall be effective upon the conclusion of the publication ordered in connection with the passage of this Ordinance.

**EXHIBIT A – 2025 FEE SCHEDULE**  
**FEEES REGARDING BUILDING PERMITS, RELATED FEES, AND REFUNDS**

General Fees

Township Filing Fee	\$50.00 (fee added to all Building Permits except over-the-counter flat fee permits)
Residences, Residential Additions, Decks, Porches, or Remodeling	Fee based on value of project using square footage as allowed by Minnesota Department of Labor fee schedules, including plan review plus filing fee and state surcharge.
Commercial Buildings	Fee based on value of project using square footage as allowed by Minnesota Department of Labor fee schedules, including plan review plus filing fee and state surcharge.
House Moving Fee	Requires interim use permit; appropriate public hearing fees; appropriate building permit fees based on the value of the work to be done and state surcharge.
House Removal Fee	\$10,000.00 escrow
Swimming Pools <i>Including all in-ground pools and any above-ground pool with a minimum 5,500 gallon capacity and 48" depth</i>	Fee based on value of project using square footage as allowed by Minnesota Department of Labor fee schedules, including plan review plus filing fee and state surcharge.
Demolition Permit – Residential <i>Requires two inspections one for progress and one for final.</i>	\$200.00 fee (\$150 demo permit fee and \$50 township filing fee) plus state surcharge
Demolition Permit – Commercial	Fee based on value of the project to be performed with a minimum fee of \$250.00.
Septic Permit <i>Does not include second soil verification</i>	\$200 plus state surcharge <i>For soil verification – Contact building official</i>
Sign <i>20 to 80 square feet of area</i>	\$50 per sign <i>See Ordinance for requirements for Conditional Use Permits for new signs</i>
Plumbing Permit	\$125 fee plus state surcharge
Mechanical	\$125 fee plus state surcharge
Replacement of siding, roofing, windows (same size as existing), and doors (same size as existing)	\$125 fee plus state surcharge

Refund Policies

The Clerk may be authorized by the Board of Supervisors or the Building Official to refund any fee which was erroneously paid or collected.

The Clerk may be authorized by the Board of Supervisors or the Building Official to give no refund to the applicant if work has already begun on the project.

The Clerk shall not be authorized to refund any fee paid unless the original payee files a written request for a refund no later than 60 days after the date of the payment.

Road Fees

Driveway Permit <i>Culverts installed by residents must be 18" in diameter or equivalent (15x21 pipe), and 24' in length</i>	\$75.00
Weight Restriction Fee	Discretion of Town Board: sufficient sum to cover costs to repair any damage done to the road up to the Town's specifications \$2,000 or greater Escrow
Closure of Public Road	\$250.00 per day

Zoning Fees

Agricultural Buildings <i>Including pole barns, additions to agricultural buildings, grain bins, etc.</i>	\$100.00 plus Township filing fee
Parcel Split	\$250.00 plus recording fees and any other associated fees required by the County. If the township requires legal assistance, escrow of additional funds to cover costs may be required.
Building Rights Transfer Application Fee	\$250.00 plus recording fees and any other associated fees required by the County. If the township requires legal assistance, escrow of additional funds to cover costs may be required.

Escrow Fees

Any escrow funds spent during the application must be fully replenished before the permit is issued to the applicant. Additionally, any outstanding balance must be paid in full before approval is granted, and no authorized activities can begin until payment is received.

TYPE OF REQUEST	ESCROW FEE
Variance / Appeal <i>Requires public hearing</i>	\$1,000 plus Township filing fee and associated special meeting fee
Conditional Use Permit <i>Requires Public Hearing</i>	
Interim Use Permit <i>Requires Public Hearing</i>	
Rezoning / Ordinance Amendment <i>Requires Public Hearing</i>	\$10,000 plus Township filing fee and associated special meeting fee
Comprehensive Plan Amendment <i>Requires Public Hearing</i>	
Storm Water Management / Land Disturbance	\$5,000
Non-Residential CUP <i>Requires Public Hearing</i>	\$5,000 plus Township filing fee and associated special meeting fee
<b>Subdivision/Platting Fees</b>	<b>Minimum of \$10,000. based on project scope</b>

Special Meeting Fees

Planning Commission Special meetings or public hearings outside of a regular meeting	\$600 hearing fee plus reimbursement of actual costs for publishing required legal notices for meeting or hearing held on a night other than a regular meeting night and any legal fees.
Planning Commission Special meetings or public hearings during a regular meeting	Reimbursement of actual costs for publishing required legal notices for meeting or hearing and any legal fees.
Board of Supervisors Special meeting or public hearing outside of a regular meeting	\$600 hearing fee plus reimbursement of actual costs for publishing required legal notices for meeting or hearing held on a night other than a regular meeting night and any legal fees.
Board of Supervisors Special meeting or public hearing as part of a regular Board meeting	Reimbursement of actual costs for publishing required legal notices for meeting or hearing and any legal fees.

Large Assembly and Liquor Permit Application Fees

Large Assembly Permit Application Fee	\$50 per application
Malt Liquor Permit Application Fee	\$50 per application

Right of Way Fees - Local Utility Providers

Includes local electric, telephone, fiber optic cable, solar, garden, or similar installations.

Yearly Registration Fee <i>Annual</i>	\$75
Repair and General Work <i>Each Application</i>	\$250
Hole Excavation, Trench, Plow, or Boring up to 1,300 LF	No Fee
Hole Excavation, Trench, Plow, or Boring over 1,300 LF	\$0.15/LF
Obstruction Permit <i>Each Application</i>	\$125
Unauthorized work	Double Permit Fee
Closure of Public Road	\$250 / day
Escrow / Bond Fee <i>Each Application</i>	\$5,000.00

Right of Way Fees - Large Utility Providers

No over the counter permits shall be allowed for Large Utilities.

All Large utility permits must be approved by the Board of Supervisors prior to any work being done. (Includes CAP-X, Solar Farm, similar installations, among others)

Yearly Registration Fee <i>Annual</i>	\$75
Repair and General Work <i>Each Application</i>	\$250
Hole Excavation, Trench, Plow, or Boring up to 1,300 LF	No Fee
Hole Excavation, Trench, Plow, or Boring over to 1,300 LF	\$0.15/LF
Obstruction Permit <i>Each Application</i>	\$125
Unauthorized work	Double Permit Fee
Closure of Public Road	\$250 / day
Escrow / Bond Fee <i>Each Application</i>	\$5,000.00

**Commented [AT1]:** My one concern here is that I am not clear on how big a utility must be to trigger the "Large" designation.

Recommendation: base it on \$ value.

Any utility project with an overall value of \$ \_\_\_\_ or greater shall constitute a Large Utility for purposes of this Ordinance.

Land Disturbance Permit Fees

TOTAL AREA OF LAND DISTURBED	
Less than one acre	No permit or fee required
One to five acres	Permit required \$500 per acre including first acre
Greater than five acres	Permit required \$2,500 for first five acres plus \$250 per acre beyond five acres

Mineral Extraction Permit Fees

MINERAL EXTRACTION FACILITY	
Mineral extraction facility application fee	\$2,500
Application escrow fund	\$5,000
Environmental review escrow <i>Requires development contract</i>	Varies on a case-by-case basis
SEASONAL MINERAL EXTRACTION FACILITY	
Seasonal mineral extraction facility application fee	\$1,000
Application escrow fund	\$3,000.
Environmental review escrow	Varies on case-by-case basis
Annual renewal fee, if necessary – Due January 1 of subsequent permit year	\$1,000.

Ongoing Mineral Extraction Fees

TOTAL AREA OF LAND	
Less than or equal to 1,000 cubic yards	\$150 flat fee
More than \$1,000 cubic yards	\$1,000 per month (fee) and \$0.25 per cubic yard (escrow)

Professional Services Fees

Legal Fees – GDO Law	* Associate * Partner consultation * Law clerk or paralegal
Township Planner Fees - Bolton & Menk Engineering and Surveying	* Professional Engineer * Professional Surveyor * Field Survey Crew or survey technician * Administrative * Planner

\* Reimbursement for actual costs incurred.

For sexually oriented businesses – Case-by-case basis, see zoning ordinance.

**Commented [AT2]:** From draft, wasn't clear on final numbers

**FORMALITIES**

- a. The Clerk of the Township is instructed to publish the Ordinance title and summary in a qualified newspaper having general circulation in the town in a type size no smaller than brevier or 8-point type. Minn. Stat. § 365.125, subd. 2. For that purpose, the Town Board approves the following summary:

An ordinance adopting a fee schedule for fees imposed by the Township for amendments official controls, permits, or other approvals as authorized by Minnesota law. Fee and escrow procedures, among other things, are also addressed.

- b. The Clerk is instructed to record the Ordinance in the Town’s Ordinance book within twenty (20) days after publication of the title and summary. Proof of said publication shall be attached to the recorded Ordinance. Minn. Stat. § 365.125, subd. 5.
- c. The Clerk is instructed to file a copy of the full text of the Ordinance with the County Law Library or its designated depository, and to place a copy of the full text of the Ordinance in the location named in the summary above, as well as placing a copy on the community library, as applicable. Minn. Stat. § 415.021.

Ordinance enacted by the Town Board of Castle Rock on \_\_\_\_\_. Ordinance effective upon the completion of publication.

Date of public hearing: \_\_\_\_\_.

Abstentions:

\_\_\_\_\_  
Jerry Larson, Board Chair

The Ordinance

- Passes
- Fails

Signed & Attested by

\_\_\_\_\_  
Molly Weber, Town Clerk