



# CITY OF CREDIT RIVER - Development Application

Type of Request(s): SELECT ALL THAT APPLY

- Zoning District Amendment
- Conditional Use Permit
- Variance: Single Family Residential
- Variance: Other Residential/Commercial /Industrial
- Subdivision: Major
- Subdivision: Minor
- Comprehensive Plan Amendment
- Home Occupation
- Preliminary Plat
- Final Plat
- Site Plan/Design Guidelines Review
- PUD Amendment
- PUD Concept Plan Approval
- PUD General Plan Approval
- Street Vacation
- City Financial Assistance
- Other; \_\_\_\_\_

See Fee Schedule Enclosed:

Base Fee: \$ \_\_\_\_\_

Escrow Amount: \$ \_\_\_\_\_

\*\*\*FEES MUST BE PAID IN FULL PRIOR TO ANY APPLICATION REVIEW BEING COMMENCED\*\*\*

Street Location (Address) of Property: \_\_\_\_\_

This Property Is  Abstract  Torrens (Certificate #) \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

**SITE OWNER INFORMATION:**

Name/ FIRM: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

COMPLETE ALL SECTIONS  
Legibly, failure to complete  
all sections or if illegible will  
result in delays or possibly a  
rejection of the application.

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

**Owner & Applicant Initials** \_\_\_\_\_ / \_\_\_\_\_

**Description of Request(s):**

Provide short description or attach additional pages.

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**GENERAL CONDITIONS**

**Application Review:**

The undersigned acknowledges that before this request can be considered and/or approved, all required information and fees, including any deposits shall be paid to the City. An incomplete application will be returned to the applicant. The application approval process commences, and an application may be considered complete when all required information and fees have been submitted appropriately to the City.

**Professional Fee Responsibility:**

It is the understanding of the undersigned that all City incurred professional fees and expenses associated with the processing of this request(s) will be promptly paid upon receipt by the Applicant and/or Property Owner – these may exceed initial escrow amounts. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for any unpaid fee balances either by direct payment or a special assessment against the property. Applicants will be billed monthly for Planning, Engineering, Legal and Community Development fees as they are accrued. It is understood that interest will be charged on the account at the maximum rate allowed by the Fair Credit Act if it becomes thirty (30) days past due. Failure to pay administrative and processing fees or to reimburse escrows in a timely manner may result in denial of the application.

All fees must be paid at the time of the application and shall be paid prior to the issuance of a building permit. The undersigned applicant further acknowledges and consents that all unpaid fees owing the City shall be treated as unpaid utility fees and may be certified for collection as with delinquent utility billings and may be assessed against the subject real property if unpaid by October 31<sup>st</sup> of each year.

**Property Address of Site:** \_\_\_\_\_ **Property PIN#** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Owner Printed Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

COMPLETE ALL SECTIONS Legibly,  
failure to complete all sections or if  
illegible will result in delays or possibly  
a rejection of the application.



## **CITY OF CREDIT RIVER - Development Application Checklist**

All of the following items will be needed to be submitted as part of your application. Only the City Administrator may allow a deviation and deviation permission will only be provided in written form.

1. Completed and Signed Application & ESCROW form and payment for fees
2. Proof of ownership or authorization to proceed as applicant
3. A parcel search obtained from County Surveyor of all properties located within **500 feet** of the exterior boundaries of the property
4. Project Narrative
5. Schematic Drawing of Proposed Development
6. Staging/Phasing Plan
7. Property Survey/Lot Dimension Plan
8. Grading and Drainage Plan
9. Existing Site Conditions Plan
10. Site Development Plan
11. Landscape Plan
12. Traffic/Vehicular Management Plan
13. Signage Plan
14. Lighting Plan
15. Tree Protection and Replacement Plan
16. Building Plans with elevations.
17. Other Plans and/or information as required by Ordinance or required by City Staff

NOTE: PARK DEDICATION  
FEES MAY BE DUE.  
DISCUSS WITH STAFF

**All plans MUST be submitted in the following format:**

- 1 full scale sets of plans – (24"x36" minimum) (HARD COPY)
- 1 11" X 17" sets of plans (HARD COPY)
- Provide a Thumb drive OR EMAIL (not a link) of all plans and other submittal materials as listed.

***DUE TO SECURITY CONCERNS - CITY STAFF WILL NOT PERFORM A DOWNLOAD FROM OUTSIDE SOURCES.***

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***Applicants please note: All Plans and Submissions and related correspondence shall be directed to the City Administrator until you are advised otherwise:***

CITY ADMINISTRATOR, City of Credit River  
18985 Meadow View Blvd  
Prior Lake, MN 55372  
Questions: [cityadmin@creditrivers-mn.gov](mailto:cityadmin@creditrivers-mn.gov) // 612-357-4172



**CITY OF CREDIT RIVER – DEVELOPMENT PROJECTS – GENERAL FEE SCHEDULE**

**THIS IS MAY NOT A BE A COMPLETE LISTING – PLEASE COMMUNICATE WITH THE CITY ADMINISTRATOR TO VERIFY ALL EXPECTED FEES AND ESCROW. SEE ANNUAL ADOPTION ORDINANCE & PUBLICATION.**

**PLANNING AND ZONING/ENGINEERING**

<b>Application Type</b>	<b>Fee</b>
Administrative Subdivision	\$200 application fee plus escrow
Comprehensive Plan Amendment	\$300 application fee plus escrow
Concept Plan	\$200 application fee plus escrow
Conditional Use Permit	\$300 application fee plus escrow
Environmental Review	\$300 application fee plus escrow
Interim Use Permit	\$300 application fee plus escrow
Land Use Permit (Agriculture Building or other zoning permit review that does not require a building permit)	\$50
Planned Unit Development (or amendment to)	\$300 application fee plus escrow
Preliminary Plat	\$500 application fee plus escrow

Final Plat	\$500 application fee plus escrow
Rezone	\$300 application fee plus escrow
Site Plan Review	\$200 application fee plus escrow
Vacation of Right of Way or Easement	\$300 application fee plus escrow
Variance OR Appeal	\$300 application fee plus escrow
Zoning Certification Letter	\$50
Zoning Ordinance Text Amendment	\$300 application fee plus escrow
Third Party Consultants	Actual Costs
Change of Address and Address Marker	\$90 application fee plus \$161 for address marker (or actual cost)
Grading Permit	\$200 application fee plus escrow
Other Direct Costs (recording fees, publication)	Actual Costs

**Escrows**

Posted escrows shall be used as financial security to cover City expenses associated with the review of applications, including direct costs such as recording fees and third party consultants (Attorney, Engineer, Planner, or others). The escrow shall be replenished within 30 days of the date the City requests escrow replenishment for actual costs expended to date of request. The escrow amount shall be set by City Staff commensurate with their determination of the amount necessary given the type and number of applications to be submitted and complexities associated with the proposed development project. Failure to replenish an escrow may result in the City certifying the outstanding funds owed to the County Auditor for collection through the property tax or the City placing a lien in the amount of the outstanding escrow on the property. It shall be the responsibility of the applicant to contact the City, in writing, to request the return of any unused portion of the escrow deposit.

All applications shall be signed by the applicant(s) and all owners of the property to which the request applies. The applicant(s) and owner(s) shall be deemed jointly and severally liable for the payment of all fees and escrows required by this Ordinance. In the event that City's administrative expenses, operating expense, and out of pocket expenses incurred in processing the applicants' and owners' request exceed the escrow amount, the applicant(s) and property owner(s) shall remain liable for the amount of such costs incurred by the City regardless of whether the applicant's and/or property owners' request is granted or denied.

In the event the applicant or property owner does not reimburse the City within 30 days of billing for additional costs incurred in processing the applicant(s)/owner(s) request, the City shall be authorized to certify said unreimbursed costs to the County Auditor for payment with the owners' property taxes pursuant to Minn. Stat. Statute 366.012.



**CITY OF CREDIT RIVER - SUBMITTALS CALENDAR**

**AS FOLLOWS IS THE CITY’S 2024-25 DEVELOPMENT APPLICATION SCHEDULE -- OUTLINING SUBMITTAL DEADLINES & REGULAR PLANNING COMMISSION MEETING DATES.**

The Planning Commission’s regular meeting is typically the third Thursday of the month at 6:00 p.m. Meetings are held in the Government Center (18985 Meadow View Blvd). Subsequent Council Action is typically held the at their FIRST regularly scheduled City Council Meeting of Each Month.

Development Application Must Be Received No Later Than			For Planning Commission Public Hearing Scheduled For		
2023	December	NA	2024	January	NA
2024	January	NA		February	NA
	February	NA		March	NA
	March	NA		April	NA
	April	NA		May	NA
	May	NA		June	NA
	June	NA		July	NA
	July	NA		August	NA
	August	NA		September	NA
	September	13		October	17
	October	18		November	21
	November	15		December	19
2024	December	13	2025	January	16
2025	January	17		February	20
	February	14		March	20
	March	14		April	17
	April	11		May	15
	May	16		June	19
	June	13		July	17
	July	18		August	21
	August	15		September	18
	September	12		October	16
	October	17		November	20
	November	14		December	18
2025	December	12	2026	January	15

## Project Disturbing One Acre or More?



**Don't Forget**

**Get Your  
Construction Stormwater Permit  
From the MPCA  
Before Construction Begins**



<https://www.pca.state.mn.us/water/stormwater>  
Email: [info.pca@state.mn.us](mailto:info.pca@state.mn.us)  
Phone: 651-296-6300 or 800-657-3864

*Help Protect Minnesota's Water Resources*

# City of Credit River 2025 Fee Schedule



## BUILDING PERMITS

### Building Permit Fee:

New Home or Building	Valuation plus building plan review and state surcharge
Finished Basement/Remodel	Valuation plus building plan review and state surcharge
Deck/Porch/Addition/Garage	Valuation plus building plan review and state surcharge
Fire Suppression/Alarm	Valuation plus building plan review and state surcharge
Swimming Pool- Above Ground	\$75 plus state surcharge
Swimming Pool- Below Ground	Valuation plus building plan review and state surcharge
Window Permit Fee - Residential	\$105 plus state surcharge
Window Permit Fee - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Reroof - Residential	\$105 plus state surcharge
Reroof - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Residing - Residential	\$105 plus state surcharge
Residing - Commercial	2.5% of the contracted price plus State surcharge. Minimum fee: \$170 plus State surcharge
Manufactured Mobile Home Fee	\$150 plus foundation valuation plus State surcharge
Demolition Permit - Residential	\$75 plus State surcharge
Demolition Permit - Commercial	\$135 plus State surcharge

### Valuation Schedule:

Total Valuation	Fee
	Minimum Fees: Residential (\$75 plus State surcharge); Commercial/Industrial (\$170 plus State surcharge)
\$1.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

**Other Fees Related to Building Permits:**

Plan Review Fee	65% of the building permit fee
Building Permit State Surcharge, applied to permits as required by MN Stat. 326B.148	Applicable State surcharge as set by the State of Minnesota Statute 326B.148
Permit Reactivation Fee	\$250
Investigation Fee (for work commenced without a permit)	Whenever any work for which a permit is required by the code has been commenced without first obtaining a required permit, an investigation fee equal to the amount of the permit fee shall be charged, regardless if a permit is issued. Investigation fees are in addition to all other required fees.
Inspections outside of normal business hours	\$150 per hour (minimum charge - 1 hour)
Reinspection Fees	\$150 per hour (minimum charge - 1/2 hour)
Reinspection Fee - Temp Certificate of Occupancy	\$150 per hour (minimum charge - 1 hour)
Additional plan review required by changes, additions or revisions to plans, after a permit has been issued	\$75 per hour (minimum charge 1/2 hour)

**Plumbing Permit Fees:**

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Water Heater/Water Conditioning	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

**Mechanical Permit Fees:**

Residential Construction - New System	\$170 plus State surcharge
Residential Construction - Existing System Addition	\$150 plus State surcharge
Residential Construction - Minor Alteration or Repair	\$75 plus State surcharge
Residential Construction - Furnace, Fireplace, Wood Stove, Air Conditioner, Boiler	\$75 plus State surcharge
Commercial Construction	2.5% of the contracted price plus State surcharge. Minimum fee: \$170

Permit Refund Policy. All requests for refunds shall be made in writing to the City with justifiable cause demonstrated. Refunds shall be repaid only to the original permit applicant.

A) Cancelled before issue or expired application: Once a building permit application has been accepted by the City, the applicant shall be required to pay 100% of the plan review fee plus any applicable state surcharges as determined above for plan review services and/or processing services, whether or not the permit has been issued.

B) Canceled after issue - Staff may authorize refunding of not more than 80% of the issued permit fee when no work has been commenced under a permit issued in accordance with the Minnesota State Building Code. The amount of fees that are retained shall cover all expenses incurred for services that were actually provided at the expense of the City. Fees collected for plan review shall not be refunded.

C) Expired, revoked, suspended or invalid after issue: Fees shall not be refunded on permits that are expired, revoked, suspended or invalid as defined by Minnesota State Building Code.

D) Fraudulent applications: Fees shall not be refunded if it is found that an application was fraudulently filled out.

### **COSTS, FEES AND ESCROWS COLLECTED AT TIME OF BUILDING PERMIT**

#### **New Construction Fees**

Access Deposit	\$900
NPDES Review and Permit	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES Escrow	\$2,000
Park Dedication Fee (for lots platted prior to 2021)	\$500
Wetland Contribution Fee	\$25
Address Marker	\$161 (or actual cost if greater)
Access Inspection fee	\$100
CSTS Tank Inspection Fee (as applicable)	\$650

#### **Fees for other types of Building Permits**

NPDES Permit and inspection fee	\$45 Permit fee plus inspection costs per SCSWD approved fee schedule
NPDES escrow for in ground pool	\$1,500
NPDES escrow for above ground pool	\$500
NPDES escrow for shed or addition up to 1,000 square feet	\$1,000
NPDES escrow for shed or addition greater than 1,000 sq. feet	\$1,500
Encroachment Agreement	\$500

### **PLANNING AND ZONING/ENGINEERING**

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**COSTS AND FEES ASSOCIATED WITH LAND DEVELOPMENT**

Park Dedication Fee - Residential	\$2,500 per housing unit
Park Dedication fee - Commercial or Industrial	\$1,500 for each gross acre of land

Park fees shall apply to all new residential, commercial and industrial construction, and shall be paid at the time of platting. No park dedication fee shall apply when parkland dedication requirements have previously been fulfilled. In the case of a lot split, the park dedication fee shall be applied to the new lot and paid at time of administrative approval.

**WETLAND CONSERVATION ACT**

	Fee	Escrow
WCA Application (exemption, no loss)	\$450	\$0

Delineation Review (Lot size of 10 acres or less)	\$750	\$0
Delineation Review (Lot size of 10 acres or greater)	\$450	\$2,500
Replacement Plan Application (Lot size of 10 acres or less)	\$750	\$0
Replacement Plan Application (Lot size of 10 acres or more)	\$450	\$2,500
Banking Plan Application	\$450	\$2,500
After the Fact WCA Applications	Double the fee	
Wetland Appeal	\$500	\$0

Fees above are the minimum, non-refundable fee. Any escrow required is in addition to the minimum fee to cover additional review or administrative costs.

Additional escrow may be required for more complex projects, larger projects, or for projects that require more extensive monitoring. The balance of escrow accounts is refunded upon completion of a project. Applicant is responsible for providing sufficient copies of all applications, reports, supporting information, etc.

Surety for replacement plan applications will be determined on a site specific basis and will be relative to the estimated cost to purchase replacement credits. Surety will be released when the LGU has determined that the replacement wetland(s) meets all the requirements of the WCA.

**RIGHT OF WAY PERMITS**

(Driveway) Access Inspection Fee	\$100
(Driveway) Access Deposit	\$900
Excavation Permit (1000 feet or less)	\$200
Excavation Permit (each additional 1000 feet or part thereof)	\$60
Obstruction Permit	\$200
Registration Fee for a right of way permit and any extensions	\$400

**ADMINISTRATION AND MISCELLANEOUS**

NSF fee	\$30 per occurrence
Online bill/invoice pay (Xpress)	actual cost added to cost of invoice
Solicitors Permit	\$50
Special Use Vehicle Permit	\$30
Assessment Search	\$25
Copy charge per 8 1/2 x 11 page in accordance with MN Government Data Practices Act	\$.25 each
Charge for compiling data in accordance with MN Government Data Practices Act	If 100 or more pages the actual cost of searching for and retrieving government data will be charged.

**UTILITIES**

CSTS Fee - Territory	\$119.00 per month
CSTS fee -- Stonebridge	\$254.00 per month
CSTS fee -- MHSP - (PER MONTH)	\$217.70 Monterey Hts. / \$272.70 - South Passage

**LIQUOR LICENSING**

On-Sale Intoxicating	\$2,000
On-Sale Sunday Liquor License	\$200
On-Sale 3.2 Liquor License	\$200
On-Sale Club	\$300
Off-Sale Intoxicating Liquor License	\$250
Off-Sale 3.2 Liquor License	\$230
Wine	\$1,000
Temporary Liquor License	\$100 per event not to exceed 3 days
Brewer Taproom	\$600
Small Brewer Off-Sale (growler)	\$200
Investigation Fee On/Off Intoxicating	\$500 minimum/actual cost up to \$10,000 max; apply to all investigation fees not just intoxicating

**THC LICENSING**

Business Licensing	\$250
Investigation Fee	\$500 minimum/actual cost up to \$10,000 max