SHAKOPEE

City of Shakopee 2024 Fee Schedule

Ordinance O2023-016

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Administration Fees

Outdoor Performance Center (City Code 115.01) $520

Show, Non-Transient Theme Parks, Amusement Parks, etc. (City Code 110.080)

- Annual license fee per ride $50/ride
- Show without rides $80
- Non-transient theme parks Per agreement

Cable Franchise Application (Resolution 6696) $350 + $7,500

Dog License
- Yearly (expires one year from date of approval) $25
- Lifetime $125

Jump Drive copy of Government- Requested Data Actual cost

Pawnshops and Secondhand Dealers (City Code 113.01)

- Annual license fee $2,500
- Initial license one-time investigation fee $345
- Investigation fee for each new employee $100
- Pawnshop billable transaction fee $1.50

THC License (City Code 110.200)

- Annual license fee $1,000
- Provisional License $5,000

Tobacco License (City Code 110.025)

- Annual license fee $200
- Initial license one-time investigation fee $150

Sale of Beer, Liquor, Wine, Setup, Club, Taproom, Small Brewer and Temporary Beer License (City Code 114.06)

Annual fee for On-Sale Beer	$312
Annual fee for Taproom & Small Brewer	$800
Annual fee for Off-Sale Beer	$100
Temporary Beer and Liquor	$35
Annual fee for Setup	$125
Annual fee for On-Sale Wine	½ of On-Sale Liquor or $2,000, whichever is greater
Annual fee for On-Sale Club	$300
Annual fee for Sunday Liquor	$200
Annual fee for Off-Sale Liquor	$150
Investigation fee for Off/On-Sale Liquor or Wine License:	
If investigation within Minnesota	$330
Outside Minnesota	City expenses up to $10,000 with $1,100 deposit

Investigation fee for Taproom/Small Brewer: If investigation within Minnesota Outside Minnesota	 $300 City expenses up to $10,000 with $1,100 deposit
Investigation fee for Off/On-Sale Beer	$150

Annual Fee for On-Sale Liquor: Customer-Used Floor Area

Outdoor seating: Additional fee shall be computed at one-third of whatever the fee would be for the additional square footage of customer-used floor area for the outdoor seating.

Under 1,000 sq. ft.	$3,705
1,000 – 1,999 sq. ft.	$4,390
2,000 – 2,999 sq. ft.	$5,080
3,000 – 3,999 sq. ft.	$5,765
4,000 – 4,999 sq. ft.	$6,445
5,000 – 5,999 sq. ft.	$7,140
6,000 – 6,999 sq. ft.	$7,820
7,000 – 7,999 sq. ft.	$8,510
8,000 – 8,999 sq. ft.	$9,195
9,000 – 9,999 sq. ft.	$9,875
Over 10,000 sq. ft.	$10,570

Massage License (City Code 116.01)

- Investigation fee $50
- Massage Therapist license fee $50
- Massage Therapy Business license fee $100
- Massage Therapy Business license renewal fee $20

Refuse Hauler Collection Annual Rates (City Code 51.01) $125

Pet Store Application (City Code 110.158)

- Investigation fee $50
- One-time license $100

Peddlers/Solicitors (City Code 112.01)

- Investigation fee $50
- Annual weekly license - Peddlers only $50
- Annual six-month license - Peddlers only $105
- Annual yearly license - Peddlers only $160

Transient Merchant (City Code 112.01)

- Investigation fee $50
- Annual weekly license $50
- Annual six-month license $105
- Annual yearly license $160

Mobile Food Unit (City Code 110.187) $50

Taxicabs and Drivers (City Code 110.031)

- Annual fee for Taxicab Business license $275
- Annual fee for Taxicab Drivers license $35
- Annual fee for each vehicle $16
- Initial license one-time investigation fee:
  - Taxicab Business License $150
  - Taxicab Driver's License $100

Currency Exchange License Review (State law required)	$50
Shakopee Brick (for renovation projects)	$1/brick

Office Charges

• Photocopy & duplication fees	$.25/side/page
• Service charge for each check returned (NSF) Upon receipt of an NSF check, no additional checks will be accepted from presenter	$30

Late Fees	1%/month after 90 days delinquency
Service Fee for Certification (assessing) Delinquent Accounts	$25/parcel

Economic Development Fees

Tax Increment Financing Application Fee	$12,000 escrow
Tax Abatement Application Fee	$12,000 escrow
Minnesota Investment Fund Application Fee	$6,000 escrow

Unused escrow funds will be returned and additional fees above these amounts will be the responsibility of the applicant.

Private Activity Revenue Bonds (Conduit Debt) (Resolution 7318)

Application fee	$1,000
Administration fee at closing	$10,000 or 0.5% of principal bond, whichever is greater with maximum of $100,000
Refund previous bond issue	$10,000 or 0.25% of principal refunding bond, whichever is greater with maximum of $50,000

All fees and expenses in relation to the issuance of the bonds, including the fees of the city's bond counsel, shall be the responsibility of the applicant regardless of whether the bonds are issued.

Public Works Fees

EQUIPMENT SERVICE CHARGES

All drivable equipment rates include an operator with a minimum rental time of two hours.

Front End Loader	$146/hour
Tractor	$118/hour
Elgin Street Sweepers	
• Regenerative Air	$148/hour
• Mechanical Broom	$128/hour
Single-Axle Dump Truck	$113/hour
• With Plow and Wing	$153/hour
Single-Person Aerial Bucket Truck	$101/hour
1- Ton Pickups	$78/hour
• With Plow	$89/hour
Water Tanker/Flusher	$113/hour
Trash Compactor	$89/hour
Mower Tractor	
• Turf Type	$89/hour
Weed Mowing (Rough)	$98/hour
Asphalt Roller 1-1 ½ Ton	$84/hour
Skid Steer	$101/hour
Small Grader	$101/hour
Woodchipper	$72/hour
Sewer Jet Cleaning	$136/hour
Vacuum Inductor	$131/hour
Labor Rate	$55/hour
Overtime Labor Rate	$81/hour
Paint Striper	$75/hour
8-inch Pump	$95/hour
Excavator	$124/hour
Pressure Washer	$75/hour
Bituminous Street Repair	Time and materials basis only

CAR/TRUCK WASH	$7/$9 per wash

Engineering Fees

PRIVATE DEVELOPMENT

Street, utility and water main fees for private developments apply in situations where developers decide to construct the public improvements themselves rather than have the City of Shakopee construct them via a public improvement project.

The fees and charges collected are intended to reimburse the city for all direct and indirect costs incurred by the Public Works Department to process the development application, process and administer the project, review and approve the plans for the project, inspect the construction of the project and inspect and maintain the project once complete.

The fees and charges below are collected prior to recording of the plat, unless otherwise noted.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

Street and Utility Fee

This fee is a lump sum of 7.5% of the construction costs for the following public improvements: streets, sidewalks, boulevard trees, sanitary sewer, storm sewer and other associated appurtenances. Adjustments to this fee must be approved by the City Engineer based on additional or reduced services, e.g., when the developer provides 100% construction inspection, the fee would be reduced to 5%.

Watermain Fee

This fee is a lump sum of 4% (this includes 1.5% for administration and 2.5% for plan review/coordination) of the construction costs for the following public improvements: watermain and other associated appurtenances.

Please note, Shakopee Public Utilities (SPU) requires separate fees/charges not listed in this document. Therefore, you will need to contact SPU at 952-445-1988 to obtain these amounts.

Wetland Conservation Act (WCA) Administration

Please note, if outside consultants are used, their total costs will be charged to the developer. If City of Shakopee employees are used, their hourly rates and a multiplier of 2.0 will be charged to the developer.

- WCA Application — $250/application + hourly rates

Storm Water Management Plan Review Fee

Please note, if outside consultants are used, their total costs will be charged to the developer.

- Single-Family Residential Property Stormwater Management Application — $250
- All Other Developments Stormwater Management Application (based on land disturbance)
  - Less than 5 acres — $750
  - 5 to 10 acres — $1,000
  - 10 acres to 50 acres — $1,500
  - 50 acres or larger — $3,000

Trunk Sanitary Sewer Charge

This charge is applicable per the City of Shakopee's Trunk Sanitary Sewer Charge Policy. The developable area is defined as the total area of the final plat, less areas of outlots set aside for future development, right-of-way, lakes, wetlands, easements encompassing the 100-year high water levels of storm water basins, conservation easements and parks.

- Trunk Sanitary Sewer Charge — $3,283/net developable acre

Lateral Sanitary Sewer Connection Charge

- County Road 83 Sanitary Sewer Lateral Connection Charge — $1,480/SAC unit

  This charge is applicable to all properties and developments connecting to the sanitary sewer extending from the south plat boundary of the Church Addition to the north plat boundary of the River Valley Estates 1st and 2nd Additions.

  The charge is due when a property connects to the lateral or prior to the recording of a final plat for a development connecting to the lateral.

- Jennifer Lane Sanitary Sewer Lateral Connection Charge $6,097.00/acre
  This charge applies to all properties and developments abutting Jennifer Lane and connecting to the Jennifer Lane Sanitary Sewer between Valley Creek Crossing 2nd Addition to Wood Duck Trail.
  The charge is to be collected at the time of connection to the public sanitary sewer or the recording of a final plat for a development utilizing the sanitary sewer, whichever is earlier.
- Whispering Oaks Sanitary Sewer Lateral Connection Charge $4,486/SAC unit
  This charge applies to all future properties and developments connecting to the sanitary sewer extending along Muhlenhardt Road between County Highway 16 and Horizon Drive and along Horizon Drive between Muhlenhardt Road and County Highway 18.
  The charge is to be collected at the earlier of the time of connection to the public sanitary sewer or the recording of a final plat for a future development utilizing the sanitary sewer.
  Sanitary Sewer Availability Charge (SAC) units are calculated using the most recent version of the Metropolitan Council SAC Procedures Manual.
- Maras Street and Hansen Avenue Area Sanitary Sewer Lateral Connection Charge $5,891.73/developable acre
  This charge applies to all properties and developments connecting to the sanitary sewer extending along Maras Street between 13th Avenue and Hansen Avenue, Hansen Avenue between Maras Street and Stagecoach Road, and 13th Avenue between Stagecoach Road and the City of Shakopee East boundary.
  The charge is to be collected at the time of connection to the public sanitary sewer, sale of property, or the recording of a final plat for a future development utilizing the sanitary sewer, whichever is earlier.
  The developable area is defined as the total area of the final plat or parcel, less areas of outlots set aside for future development, right-of-way, lakes, wetlands, easements encompassing the 100-year high water levels of stormwater basins, conservation easements and parks.
- Stagecoach Road Sanitary Sewer Lateral Connection Charge $5,634.26/developable acre
  This charge applies to all properties and developments connecting to the sanitary sewer extending along the east side of Stagecoach Road between 13th Avenue and Hansen Avenue.
  The charge is to be collected at the time of connection to the public sanitary sewer, sale of the property, or the recording of a final plat for a future development utilizing the sanitary sewer, whichever is earlier.
  The developable area is defined as the total area of the final plat or parcel, less areas of outlots set aside for future development, right-of-way, lakes, wetlands, easement encompassing the 100-year high water levels of stormwater basins, conservation easements and parks.
- Hansen Avenue Lift Station Sanitary Sewer Lateral Connection Charge $257.11/developable acre
  This charge applies to all properties and developments on Stagecoach Road between Hansen Avenue and Preserve Trail, Boiling Springs Lane between Stagecoach Road and Preserve Trail, Boiling Springs Circle, Preserve Court, Preserve Trail between Stagecoach Road and the City of Shakopee East Boundary, Creek Ridge Court, Kelly Circle, and County Road 18 between Eagle Creek Boulevard and McColl Drive.
  The charge is to be collected at the time of connection to the public sanitary sewer Lift Station or the recording of a final plat for a future development utilizing the sanitary sewer, whichever is earlier.
  The developable area is defined as the total area of the final plat or parcel, less areas of outlots set aside for future development, right-of-way, lakes, wetlands, easements encompassing the 00-year high water levels of stormwater basins, conservation easements and parks.

VIP and VIP II Connection Charges

The Valley Industrial Park (VIP) charges are applicable to properties and developments connecting to the VIP and VIP II sanitary sewers located in the Old Urban Shakopee.

The charge is due when a property connects to the lateral or prior to the recording of a final plat for a development connecting to the lateral.

- VIP Connection Charge $1,442/acre
- VIP II Connection Charge $551/acre

Trunk Storm Water Charge

This charge is applicable per the City of Shakopee's Trunk Storm Water Charge Justification Report. The developable square footage is calculated by taking the total area of the development minus the total areas for outlots set aside for future development, rights-of-way, lakes, wetlands, easements encompassing the 100-year high water levels of storm water basins, conservation easements and parks.

Please note, for commercial and industrial developments, this charge is due at the time of building permit issuance.

- Density of development (three or less lots/acres) $0.152/developable sq. ft.
- Density of development (more than three lots/acres) $0.200/developable sq. ft.
- Commercial/Industrial developments $0.250/developable sq. ft.

Trunk Storm Water Storage and Treatment Charge

This charge is applicable per the City of Shakopee's Trunk Storm Water Charge Justification Report and is charged to all developments utilizing regional storm ponding systems. The developable square footage is calculated by taking the total area of the development minus the total areas for outlots set aside for future development, rights-of-way, lakes, wetlands, easements encompassing the 100-year high water levels of storm water basins, conservation easements and parks.

Please note, for commercial and industrial developments, this charge is due at the time of building permit issuance.

- Density of development (three or less lots/acre) $0.529/developable sq. ft.
- Density of development (more than three lots/acre) $0.795/developable sq. ft.
- Commercial/Industrial developments $1.063/developable sq. ft.

Regional Infiltration Pond Charge

This charge is applicable to all developments utilizing regional infiltration pond systems.

- Regional Infiltration Pond Charge $47,645/new impervious acre

Water Connection Charge (WCC)

The Shakopee Public Utilities Commission's (SPU) WAC = Trunk Water Charge (TWC) + Water Connection Charge (WCC) as defined by SPUC.

The TWC is due at the time "water availability" is desired by the property owner, usually at time of platting. The TWC can sometimes be paid by city assessments but is usually paid in a lump sum directly to SPU by the property owner/developer. SPU defines property areas granted water availability by resolution. In some instances, water mains are adjacent to a given property, but the TWC has not yet been paid and consequently water is not yet available. In all cases, prior to water main construction plan approval for water mains to be installed within property the applicable TWC must be paid in advance of plan approval.

The WCC is due at the time a building permit is requested for new construction or building expansion. The WCC is paid directly to SPU and is usually based on the Metropolitan Council's SAC unit determination plus an additional per-square-foot charge for "industrial use" spaces. SPU's WCC policy provides for additional WCC fees based on actual water usage that is in excess of the assigned SAC unit values.

Please note Shakopee Public Utilities calculates and collects these charges. Therefore, you will need to contact them at 952-445-1988 to obtain these amounts.

Sign Installation Fee

- Street name sign furnished and installed — $339/sign pole
- Traffic control sign furnished and installed — $275/sign
- Conservation easement/wetland sign or post installation — $42/sign or post
- Temporary no-parking sign installation — $16/sign

Bituminous Sealcoat Fee

This fee is for costs associated with the first bituminous-paved streets in the development. The rate is based on the most recent contract unit price(s) the City of Shakopee receives plus inflation cost escalation factor for the following year's increases and administration costs.

- Bituminous sealcoat — $1.67/square yard of bituminous paved street

Grading Permit Fee

Please note, the cost associated with site grading is not based on the purchase price of any fill, but rather the cost to move/place/compact it once on the site.

This fee is due at the time of grading permit issuance.

Projects costing up to $200,000	5.5% of the cost associated with the site grading and all erosion control measures. The minimum fee is $50.
Projects costing more than $200,000	$11,000 + 3% of all costs associated with the site grading and all erosion control measures in excess of $200,000.
Unauthorized Work Fee	Up to double the permit fee
MS4 Administration Fee	1% of erosion control costs for projects disturbing more than 1 acre

National Pollutant Discharge Elimination System (NPDES) Permit Program Fee

The NPDES permit program is a mandate set forth by the Environmental Protection Agency's Clean Water Act and it is administered by the Minnesota Pollution Control Agency (MPCA). The goal of this permit, according to the MPCA, is to "reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable."

Please note, if outside consultants are used, their total costs will be charged to the developer.

- Erosion and Sediment Control Application — $58

GENERAL ENGINEERING

The general engineering fees collected are intended to reimburse the City of Shakopee for all direct and indirect costs incurred by the Public Works Department to process, prepare, review, and inspect the various projects and requests.

The percentages and rates are based on historical costs incurred by the city and are reviewed on an annual basis.

City Improvement Projects and Miscellaneous Work

A fee for administration of all City of Shakopee improvement projects is the actual total of costs associated with the project, including staff time.

Please note, if outside entities are used, their total costs will be added to the fee.

Grading Permit Fee

Please note, the cost associated with site grading is not based on the purchase price of any fill, but rather the cost to move/place/compact it once on the site.

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Please note, if outside consultants are used, their total costs will be charged to the property owner.

- Erosion and Sediment Control Application $58

Right-of-Way Permit Fee

Registration fee (based on certificate of insurance expiration date)	$60/registration
Excavation permit fee General Work and Commercial Services (drop) Emergency New/replacement service connection, (drop) Non-commercial	 $165/each or $160/drop $331/each $42/each or $42/drop
Trench and Directional Boring	$165 + $0.54/ft. If joint trench, $129 +$0.27/ft per each utility
Cable pull in duct (if separate from duct work installation)	$165 + $0.27/ft.
Obstruction Permit Fee	$165/each up to 3 days, $331/each more than 3 days
Delay Fee	$165 + $54/week
Small Wireless Facility Permit Fee	$165/each

Small Wireless Facility Annual Rent (collocation)	$175/annually
Small Wireless Facility Collocation Agreement	$2500
Permit extension	$32 + $32/week
Degradation fee	$331 + All costs incurred to repair the street to the appropriate street restoration detail plates if the permittee elects not to repair the street.
Unauthorized work	$331 + double the permit fee (maximum of $1,000)
Curb cut	$277/each
Encroachment Agreement Fee	$165/each agreement
Other work not specified above	Fee based on all costs incurred by staff (minimum of $80)

Miscellaneous

- Assessment search report (paper copy) — $25/each
  Note: Assessment searches can be performed online by customers free of charge.
- Complete or partial assessment rolls or reports (For shipping if applicable) — $25/roll or report +$5
- Splitting special assessments/parcels — $600/request
- Topographic/Infrastructure map (Hard copy and electronic) — $30 + $45/hour
- Computer/Plotter-generated map (Minimum of $15/each) — $60/hours
- City of Shakopee street index map (large) — $8/each
- City of Shakopee map (large) — $10/each
- Aerial map (small) — $15/each
- Aerial map (large) — $50/each
- City of Shakopee Standard Specifications and Detail Plates — $10/each
- City of Shakopee Design Criteria — $10/each

Storm Water Drainage Utility

This fee is charged per Residential Equivalent Factor (REF) * Acre/Billing Cycle (monthly). One REF is defined as the ratio of the average volume of runoff generated by one acre of a given land use to the average volume of runoff generated by one acre of typical residential land during a standard one-year rainfall event.

- Citywide fee — $8.52/REF*acre/billing cycle (monthly)

Sewer Service

Fixed fee	$3.50/billing cycle
For every 1,000 gallons or part thereof of metered flow or water usage: City rate Metropolitan Council Environmental Services rates	 $0.95/billing cycle $2.82/billing cycle
Unmetered residential water accounts	$27.50/billing cycle
Summer sewer cap (May through November)	115% of March usage (5k minimum cap)

City Sanitary Sewer Service Charge (SAC)

This charge is applicable to various residential, commercial, public and institutional facilities. The Metropolitan Council determines the total number of units for each facility by utilizing the most recent edition of the Metropolitan Council SAC Procedures Manual.

- City SAC $568/unit

Planning Fees

INFORMATION/DOCUMENT FEES

Long-Range Planning Documents

- Comprehensive Plan (paper copy) $175

Note: The city's 2040 Comprehensive Plan is available on the city website.

City Codes

- Chapter 151 – Zoning Ordinance $25
- Chapter 150 – Subdivision Regulations $20

Note: Shakopee City Code is available at www.ShakopeeMN.gov/citycode.

Services

- Zoning verification letter - Simple $100
- Zoning verification letter – Complex $250
- Flood plain verification letter $40
- Courier services Fee to be determined
  (If courier services are required or requested by the applicant, the city shall not be responsible for any charges associated with this service. The applicant must pay all associated costs within 10 days or at the time of release of any document or approval, whichever comes first.)

Recording Fees (established by Scott County)

- Abstract and Torrens documents, Plats/RLS/CIS Varies
  Fees vary per Scott County regulations and will be charged back to the applicant.

Sign Permit Fees

- Permanent – Wall sign $150
- Freestanding sign $250
- Change of sign face $75
- Temporary $75
- Retrieval of confiscated, illegal signs $45

Flexible Dumpsters

1. **First notice of violation no charge**
2. **Second notice of violation $50.00**
3. **Third notice is Removal of Flexible Dumpster $150.00**

LAND DIVISION ADMINISTRATION FEES

Concept Review by Planning Commission	$400
Application for Planned Unit Development	
• PUD concept review (including City Council)	$800
• Planned Unit Development	$3,500
• Amendment to Planned Unit Development	$3,500
Plat Fees	
• Preliminary Plat	$3,550
• Preliminary and Final Plat concurrently	$4,500
• Final Plat	$1,550
• Title review fee	Actual cost
Minor Subdivisions	
• Lot division/lot reassembly	$650
• Registered land surveys	$1,550

LAND USE ADMINISTRATION FEES

Vacations

• Vacations of public easements and right-of-way	$1,000

Park Dedication Fees (City Code 150.65)
These are set by City Council in consultation with Park and Recreation Advisory Board.

Cash in lieu of land dedication fees:

• Residential/Single-family/Duplex (per unit)	$5,340/unit
• Multifamily/Apartment (per unit) with less than 60 percent one-bedroom or studio	$4,450/unit
• Multifamily/Apartment (per unit) with more than 60 percent one-bedroom or studio	$2,225/unit
• Commercial/Industrial (per acre)	$9,500/acre
Application for Appeals	
• Appeal to Board of Adjustment and Appeals of staff decision	$500
• Appeal to City Council of BOAA decision (other than a single-family home)	$500
• Appeal to City Council of BOAA decision for single-family home	$100
• Determination by BOAA	$500
Application for Variances	
• Single-family residential	$250
• All others	$500

Application for Conditional Use Permit

- Home Occupations $250
- All Conditional Use Permits and amendments $500
- Mineral Extraction & Land Rehabilitation permit
  $2,500 + $2,500 cash deposit and an agreement to pay all administrative costs and consultant fees
- Temporary seasonal sales (including farm products) $50

Application for Environmental Review

The project proponent will be required to sign an agreement to reimburse the entire and actual cost of conducting a review.

- Environmental Assessment Worksheet $1,000 plus agreement
- Environmental Impact Statement $1,000 plus agreement
- Alternative Urban Area Wide Review $1,000 plus agreement
- AUAR West End Fee $1,000/acre

Maps and Text Amendments

- Zoning map amendments (rezoning less than an acre) $1,000
- Zoning map amendments (rezoning an acre or more) $3,000
- Text amendments $500
- Comprehensive Plan amendment (including extension of MUSA) $2,500
- Annexation application fee $500

Additional Notices (Applies to all types of applications)

Public Notice Sign Actual cost per contractor
Required for a Planning Commission or BOAA action. Typical cost is $475 and must be paid in advance.

Notes for the Planning Fees:

Administrative Costs – Actions requiring payment for administrative costs may be billed to the applicant. Administrative costs may include, but are not limited to, the following: staff time (including regular city employees and contracted employees), publishing costs, copying, printing and mailing. The actual hourly rates of the employees will be used plus a multiplier of 2.0 times for benefits. A deposit of $100 will be required to begin the work, any unused portion will be returned and invoices provided for work in excess of $100 before work proceeds. Administrative costs will accrue after the first meeting with the applicant.

Any escrows received by the city shall be monitored to ensure sufficient escrow funds are held by the city. When an escrow account reaches a balance of 10% of the original escrow amount, the city shall invoice the applicant for the submittal of additional escrow funds in an amount consistent with the original escrow submittal. This process shall continue until the city has completed all necessary reviews.

Escrows requested by city departments are detailed on billing generated by various city departments depending on the scope of the project.

Building Inspection Fees

Fees are calculated based on the most recent building valuation tables published by the International Code Council (ICC). The building valuation is based on the total value of all construction work, including plumbing, electrical, mechanical systems, finish work and labor, even if the owner is doing the work.

ELECTRONIC PROCESSING FEE FOR ALL PROJECTS, PERMITS AND LICENSES

- $10,000 valuation or less
- $10,001 valuation or more

ALL BUILDING PERMIT FEES FOR NEW CONSTRUCTION OR ADDITIONS/REMODELS

Building permit fees are determined using the building/project value and the table below. Permit fees apply to new construction and additions/remodels of structures.

Project/Building Value	Fees
Less than $1,000	$55
$1,001 to $5,000	$55 + .0085 x (valuation - $1,000)
$5,001 to $249,999	$105 + .0085 x (valuation - $5,000)
$250,000 to $1,999,999	$3,500 + .005 x (valuation - $249,999)
$2,000,000 or more	$15,000 + .005 x (valuation - $1,999,999)

Reroofing Permit

- Commercial — 2.5% of contract amount, with an $80 minimum (Plan review is 30% but requires special inspection per IBC 1704)
- Residential — 2.5% of contract amount, with an $75 minimum

Requires ice/weather/prep inspection. Prior building department approval is required to submit photos in lieu of inspection. When prep inspection does not occur, a $74.50 fine will be levied against the applicant.

Residing Permits — Based on valuation table

Deck Permits — Based on valuation table

Fence Permits — $50

Detached Accessory Building — Based on valuation table

All detached accessory building/structures more than 200 square feet shall require a building permit

Heating, Air Conditioning, Refrigeration and Ventilation Permits

- Heating, air conditioning, refrigeration, ventilation — $75 + $1 state surcharge
- Fireplace – includes Gas Permit (for additions only) — $75 + $1 state surcharge
- Commercial fee — 2.5% of contract amount + state surcharge with an $80 minimum fee

Gas Piping Permit

- Minimum fee — $75 + $1 state surcharge
- Residential fee — $75 + $1 state surcharge each fixture or appliance
- Commercial fee — 2.5% of contract amount + state surcharge

Change of Occupancy Fee

If you intend to change the tenant or use of a commercial property, you must notify the city to ensure that the new use complies with zoning regulations. This requirement applies whether the usage change applies to one tenant (i.e., office space to physician's practice) or the entire building (i.e., retail to restaurant).

- If no change to occupancy classification — $50

STATE SURCGARGE PERMITS

The Minnesota Statutes 326B.148 "SURCHARGE" has been changed effective July 1, 2015. The change only applies to the "Permits based on Fixed Fees, Part I" and "Permits based on Fixed Fees, Part 2" portions of the Minnesota Department of Labor and Industry surcharge reporting form. The minimum surcharge for a "fixed fee" permit is $5, beginning July 1, 2010. (These fees are forwarded to the State Treasurer)

Less than $1,000	$0.50
$1,000,000 or less	.0005 x valuation
$1,000,000 to $2,000,000	$500 + .0004 x (value - $1,000,000)
$2,000,000 to $3,000,000	$900 + .0003 x (value - $2,000,000)
$3,000,000 to $4,000,000	$1,200 +.0002 x (value - $3,000,000)
$4,000,000 to $5,000,000	$1,400 + .0001 x (value - $4,000,000)
Greater than $5,000,000	$1,500 + .00005 x (value - $5,000,000)

Plan Review Fees

Plan review fees shall be applied to all building permits. Per state statute, similar plan structures shall be charged 25% of the normal building permit fee. At the time of application for permits the applicant must note that the permits are for documents/plans for similar plan structures, or the standard fee shall apply.

- Residential — 65% of building permit fee
- Commercial — 65% of building permit fee
- Similar plan structures — 25% of building permit fee
- Electrical plan review — 20% of electrical permit fee
- Grading Review
  - Residential — $75
  - Commercial/Industrial — $74 + $20 x each Acre

Other Inspections and Fees

Unauthorized work or work without a permit — Double permit fee

For the items listed below the actual hourly rates of employees plus a multiplier of 2.0 for benefits and overhead will be used.

- Inspections outside of normal business hours (minimum charge – two hours)
- Re-inspection activities
- Inspections for which no fee is specifically indicated
- Additional plan review required by changes, additions or revisions to approved plans
- Use of outside consultants for plan checking, inspections or both. Actual costs will be paid by the developer.

ELECTRICAL PERMIT FEES

Residential New Construction Fee (One- or Two-Family)

- 3,000 square feet and below — $175
- 3,001 square feet and above — $225

Residential Existing Fees

- Garages/Basement Finishes/Additions/Solar $70
- Existing one- or two-family home renovation $175
- Reconnection to existing circuit or feeder $35
- Inspection of grounding electrode $35
- Radon system $35
- Furnace/air conditioner replacement $35
- Service panel $35
- Swimming pool $70
- Extra trip charge or failure $35
- State surcharge .0005 x total job valuation, or $1 minimum

Electrical Commercial Fees

Job Valuation	Fees
$1 to $1,300	$56
$1,301 to $5,000	$56 + .025 x (valuation - $1,300)
$5,001 to $10,000	$162 + .024 x (valuation - $5,000)
$10,001 to $25,000	$297.50 + .023 x (valuation - $10,000)
$25,001 to $50,000	$651 + .021 x (valuation - $25,000)
$50,001 and over	$1,186.50 + .02 x (valuation - $50,000)

- Manufactured home/RV supply $35/pedestal
- RV pedestals $10/circuit
- Street, parking lot, outdoor, traffic standards $5/standard
- Power supplies for signs and outline lighting $10/power supply
- Trip charge $56
- Commercial event $56 trip/ride
- Generators $56
- State surcharge .0005 x total job valuation, or $1 minimum

PLUMBING PERMIT FEES

Plumbing Permits (City Code 111.04)

New construction residential (Ordnance 659)	$175 + $1 state surcharge
Sewer and water connection – Single Residential Sewer connection Water connection Combination water and sewer connection Storm sewer connection	$80 + $1 state surcharge
Sewer and/or water connection – Multiple Residential	2.5% of contract price or $100 minimum + state surcharge
Sewer and/or water connection – Commercial/Industrial	2.5% of contract price or $100 minimum + state surcharge

Landscape sprinkler system	$75 + $1 state surcharge
Reduced Pressure Zone Value – Repair, rebuild, replace Change out required every five years. There is no permit or fee required for annual testing. There is an allowance of up to 6 RPZs/building/application.	$100 + $1 state surcharge
Lawn sprinkler systems – Residential	$75 + $1 state surcharge
Lawn sprinkler systems – Commercial This includes water connection from building piping to yard side of siphon breaker.	2.5% of contract price or $80 minimum + state surcharge
Commercial Plumbing Permits	2.5% of contract price or $100 minimum + state surcharge
Alter, replacement, repairs (Basement Finish)	Minimum fee $75 + $1 state surcharge
Residential Water Heater (installer must be licensed plumber)	$75 + $1 state surcharge
Sewer and/or water line repair only	$75 + $1 state surcharge
Water Softener (Installer must be licensed)	$75 + $1 state surcharge

Units on individual sewage treatment systems (ISTS) are subject to an additional review fee by Scott County.

Heating, Air Conditioning, Refrigeration, Gas Piping and Ventilation Permits

- Single-family residence, new — $125 + $1 state surcharge
- Replacement — $75 + $1 state surcharge
- Commercial Fee — 2.5% of contract amount + state surcharge ($80 minimum fee)
- Plan Review Fee — 10% of permit fee
- Fireplace – includes Gas Permit — $75 + $1 state surcharge

NEW CONSTRUCTION ESCROWS

The city will accept payment for the following escrows. The city will release escrows upon verification of completed required improvements. The city may only return escrows to the party from which they were received.

Certificate of Occupancy Escrow (Resolution 2604)

100% of the fee shall be refunded when a final certificate of occupancy is issued.

- Commercial/Industrial — .005 x value or $500, whichever is greater
- Residential — .005 x value, with a $2,500 maximum

Residential Landscaping Escrow — $5,000

100% of fee will be refunded in whole to the applicant when landscaping requirements have been completed.

Commercial Landscaping Escrow

A commercial landscaping escrow is determined based on City Code 151.112.

Erosion Control Escrow (City Code Chapter 54)

An escrow will be required to guarantee the installation and removal of all required erosion and sediment control measures. The city is authorized to draw against this escrow in the event the building permit applicant fails to comply. Inspection fee (per violation) is $500 for commercial and $200 for residential.

- Commercial — $1,500 + $1,000/acre
- Residential — $1,500

RENTAL HOUSING LICENSES AND INSPECTIONS

Single Family & Townhouses previously owner-occupied or not licensed properties	
Conversion fee	$500.00
Exception if a CO has been issued within 36 months for new construction	
Single Family & Townhouse	
Annual Fee	$250.00
First Reinspection	$50.00
Second Reinspection	$50.00
Third Reinspection	$100.00
Fourth Reinspection	$200.00
Apartments with 2 to 10 units	
Annual Fee	$500.00 + $40/unit per year
First Reinspection per unit	$50.00
Second Reinspection per unit	$50.00
Third Reinspection per unit	$100.00
Fourth Reinspection per unit	$200.00
Apartments with 11 to 100 units	
Annual Fee	$1000.00 + $40/unit per year
First Reinspection per unit	$50.00
Second Reinspection per unit	$50.00
Third Reinspection per unit	$100.00
Fourth Reinspection per unit	$200.00
Apartments with 101 or more units	
Annual Fee	$2500.00 + $40/unit per year
First Reinspection per unit	$50.00
Second Reinspection per unit	$50.00
Third Reinspection per unit	$100.00
Fourth Reinspection per unit	$200.00

Annual fees double for any building or units found not registered

Any developments with 30% of unit failures after one year of inspections **Reinspection Fees Double**

OTHER BUILDING INSPECTION FEES

Fast Tracking Issuance of Building Permits (Resolution 2604)	City expenses up to 100% of building permit fee with a 30% deposit
Structure Moving Permit	$100
Demolition Permit	$125 or 2.5% of contract price, whichever is greater
Work Commencing before Demolition Permit Issued	$300 or 3% of contract price, whichever is greater

Appeal Fee

Appeals can be made to the Building Code Board of Adjustment & Appeals established by the Department of Labor and Industry (DLI). Fees are as established by DLI.

Sanitary Sewer Service Availability Charge (SAC) and Water Availability Charge (WAC)

Sanitary Sewer Service Availability Charge (SAC) units for various residential, commercial, public and institutional facilities will be applied as specified in the latest Metropolitan Council SAC procedures manual.

The Metropolitan Council established SAC fees on an annual basis. These fees are collected by the city but are paid to the MET Council on behalf of the applicant. Current fees and how they are calculated is available here:

https://metrocouncil.org/wastewater-water/funding-finance/Rates-Charges/Sewer-Availability-Charge.aspx

The WAC charge is pad Shakopee Public Utilities (SPUC) for water service and is typically based on the number of SAC units. Contact SPUC for the current fees. Please note Shakopee Public Utilities calculates and collects these charges. Therefore, you will need to contact them at 952-445-1988 to obtain these amounts.

Changing Building Use

If you intend to change the tenant or use of a commercial property, you must notify the city to ensure that the new use complies with zoning regulations. This requirement applies whether the usage change applies to one tenant (i.e., office space to physician's practice) or the entire building (i.e., retail to restaurant.

- If no change to occupancy classification $50

Notes for the building fee schedule:

Administrative costs – Actions requiring payment for administrative costs may be billed to the applicant. Administrative costs may include but are not limited to the following: staff time (regular city employees and contracted employees), publishing costs, copying, printing and mailing. The actual hourly rates of the employees will be used plus a multiplier of 2.0 for benefits. A deposit of $100 will be required to begin the work. Any unused portion would be returned, and invoices provided for work in excess of $100 before work proceeds.

Natural Resources Fees and Securities

FEES

Soil Compaction Testing for Landscaped Areas

- City-hired consultant is used — Total cost of consultant

City-Required Replacement Trees Fee — $400/each tree

For replacement trees that cannot be placed on site.

Unauthorized Significant Tree Removal

$500/diameter inch removed or replacement of 2 diameter inches for every 1 diameter inch removed

Additional Requested Tree Inspection

Inspection will be charged on an hourly basis at actual hourly rates plus a multiplier of 2.0 for benefits. The city is authorized to draw against the Tree Management Regulations financial security for tree replacement requirements to pay for inspections.

FINANCIAL SECURITY

Financial Security for Required Replacement Trees — # replacement trees x $200 x 150%

In accordance with City Code 151.113, J 3 & 4, up to 75% of the financial security may be returned upon inspection and acceptance by the city of installed landscaping and upon the submittal of the city approved two-year warranty from the landscape contractor who installed the plants. This warranty must cover plant health issues relating to excess or insufficient water. The remaining financial security will be held by the city for two years.

Unauthorized Work Fee — Up to double the permit fee

Fire Department Fees

FIREWORKS

Consumer/Retail Fireworks Permit

- Mixed merchandise sales annual fee $100
- Consumer fireworks retail sales facility annual fee $350

Display Outdoor Fireworks Show Permit

- Permit valid for one day only $130
- Each additional day $35

Indoor or Special Effect Fireworks Show Permit

- Permit valid for one day only $175
- Each additional day $35

FIRE PROTECTION EQUIPMENT PERMIT

Fire sprinkler, fire alarm and special hazard systems.

Contract Amount Contract amounts round up to the next highest $1,000	**Permit Fee**
$1.00 to $ 4,000	$85 minimum
$4,001 to $25,000	$85 for the first $4,000 + $22 for each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$547 for the first $25,000 + $12 for each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$847 for the first $50,000 + $10for each additional $1,000 or fraction thereof, to and including $100,000
$100,001 to $500,000	$1,347 for the first $100,000 + $6.50 for each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$3,947 for the first $500,000 + $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,001 to $1,500,000	$6,697 for the first $1,000,000 + $4 for each additional $1,000 or fraction thereof, to and including $1,500,000
$1,500,001 to $2,00,000	$8,697 for the first $1,500,000 + $2 for each additional $1,000 or fraction thereof, to and including $2,000,000
$2,000,000 and up	$9,697for the first $2,000,000 + $1.50 for each additional $1,000 of fraction thereof

Fire protection equipment includes: wet and dry fire sprinkler systems, clean agent suppression systems, wet and dry chemical suppression systems, fire protection for commercial cooking operations and fire alarm systems.

State Surcharge Minnesota Statute 326B.148

Applies to fire sprinkler, fire alarm and special hazard systems.

Fire Protection Equipment Plan Review Fee

Applies to wet and dry fire sprinkler systems, clean agent suppression systems, wet and dry chemical suppression systems, fire protection for commercial cooking operations and fire alarm systems.

Contract Amount	Plan Review Fee
$1 to $40,000	$35 for the first $1,000 + $25 for each additional $1,000 or fraction thereof, to and including $40,000 (minimum $25)
$41,000 to $50,000	$1,010 for the first $40,000 + $8for each additional $1,000 or fraction thereof, to and including $50,000
$51,000 to $100,000	$1,090 for the first $50,000 + $5 for each additional $1,000 or fraction thereof, to including $100,000
$101,000 to $25,000	$1,340 for the first $100,000 + $2 for each additional $1,000 or fraction thereof, to and including $250,000
$251,001 and up	$1,640.00 for the first $250,000 + $1 for each additional $1,000 or fraction thereof

Flammable/Combustible Liquid Storage Tank Permit

Installation (includes installation of above ground and underground storage tanks)

- Temporary heat $80
- 0 to 150 gallons $0 (no permit needed)
- 151 to 500 gallons $75/tank
- 501 to 1,000 gallons $125/tank
- 1,001 to 5,000 gallons $150/tank
- 5,001 gallons or larger $200/tank

Removal (includes removal of above ground and underground storage tanks)

- 0 to 150 gallons $0 (no permit needed)
- 151 to 500 gallons $75/tank
- 501 to 1,000 gallons $100/tank
- 1,001 to 5,000 gallons $125/tank
- 5,001 gallons or larger $150/tank

Flammable/Combustible Liquid Storage Tank Plan Review $80/tank

Applies only to installation of new tanks

Tents and Temporary Membrane Structures (Commercial uses)

Tents greater than 400 sq. ft. (Total area of all tents does not exceed 15,000 sq. ft.) First tent Additional tents (up to a total of three)	 $50 $25/each
Four or more tents where the total area of all tents does not exceed 15,000 sq. ft.	$200
One tent exceeds 15,000 sq. ft. or total area of all tents exceeds 15,000 sq. ft.	$200 + .02/sq. ft. over 15,000

Electronic Processing Fee

- $10,000 or less — $15
- $10,001 and up — .0015 x valuation, maximum $35,000

Burning Permit — $40

Fire Incident Report — $20

Fire Department Keybox

- Surface Mount — $270.00
- Flush Mount — $328.00
    - If applicable sales tax is additional

Other Fees

Re-inspection fee	$85/hour or the hourly cost to the jurisdiction, whichever is greater. (This cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.)
Additional plan review required for changes, additions, revisions or re-submissions to original plans	$85/hour or the total hourly cost to the jurisdiction, whichever is greater. (This cost shall include supervision, overhead, hourly wages and fringe benefits of the employee involved.)
Outside consultants for plan review and/or inspections	Actual cost (including overhead and administrative costs)
Fire-False Alarms False fire alarms user fee in excess of two in a calendar year	$400/alarm
Supplies used for emergency responses	Administrative Costs-Actions requiring payment for administrative costs may be billed to the applicant. Administrative costs may include but are not limited to the following: staff time, publishing costs, copying costs, printing costs, mailing and consulting costs. The actual hourly rates of the employees will be used plus a multiplier of 2.0 for benefits, overhead, etc.
Hourly Response Rate Includes response to and standby at hazardous condition incidents	$400/hour per apparatus + $10 administration fee
Hourly rate for contracted services	$95/firefighter

Police Department Fees

• Report copies (pages 1-4)	No charge
• Report copies (pages 5-100)	$.25/side/page
• Report copies (100 pages and over)	Per request basis
• Audio recordings	$10
• Video recordings	$30
• Pawnshop billable transaction fee	$1.50
• Photographs	$1/photo
• Photo discs	$10
• Golf cart license	$20

Hourly Rate for Contracted Police Services (three-hour minimum)

• Hourly rate	$95
• Black Friday, Christmas Eve and July 4 hourly rate	$120

Storage of Forfeited Vehicles Towing and Impounding of Vehicles

Towing and impounding is done by a private contractor having appropriate impounding facilities.

• Storage of vehicles	$2/day ($550 maximum)
• Towing and impounding of vehicles	Set by private contractor

Dog Licenses, Impounding Fees, etc. (City Code 130.03)

• Dog licenses (Good for one year and includes access to dog park)	$25
• Lifetime dog license (Good for life of dog and includes dog park access. Vaccinations must remain current.)	$125
• Duplicate license	$5
• First impoundment	$30
• Second impoundment	$50
• Third and successive impoundment within 12-month period	$100
• Amount charged per day when confined to the pound	$15

In the case of an unlicensed dog or a dog for whom proof of a current rabies vaccination cannot be shown, there shall be an additional penalty of $10. Owner is responsible to furnish proof of license and/or rabies vaccination.

• Large animal impoundment	$100
• Large animal board per day	$25

Large animals are defined as animals other than household pets, e.g., horses, cows, sheep.

Police – False Alarms

• False alarm user fee in excess of two in a calendar year	$130/alarm

Parks and Recreation Fees

COMMUNITY CENTER FEES

Memberships (sales tax not included)

Membership fees will increase Feb. 1st

Include ice skating, gyms, fitness center, classes, indoor playground and open swim.

	Residents	Non-Residents
Family Membership (Immediate family residing at same address)	$595	800
Adult Membership (18 to 59)	378	533
Youth Membership (1 to 17)	276	369
Senior Membership (60 and over) & Military	376	369
Adult + 1	485	669
Family Monthly	63	81
Adult Monthly (18 to 59)	44	56
Youth Monthly (1 to 17) & Military	34	43
Senior Monthly (60 and over)	34	45
Adult + 1 Monthly	53	70
3 Months Adult (18 and over)	165	227

- Enrollment fee for monthly membership $30
- Early cancellation fee (if prior to year commitment) $50

Admissions (sales tax not included)

	Daily Admissions	Non-Resident
Adult (18 to 59)	$7.38	$12
Youth (1 to 17)	$5.54	10.15
Senior (60 and over) & Military	5.54	
Walking track	No charge	
Skate park daily admission	No charge	

Other

- Service charge for returned check (NSF) $30
  Upon receipt of an NSF check, no additional checks will be accepted by the presenter
- Cancellation fee $10

Room Rental (sales tax not I ncluded)

Rental fees for facilities are waived under terms of agreements with the Shakopee School District and city-affiliated sports associations. VCR/DVD player, coffee maker and overhead projector are available at no charge with rental at Community Center only.

City-recognized service groups (see attached list on page 34) receive a 50% discount on room rentals. Shakopee Youth Sports Association may hold one board meeting per month in a group room for no rental fee.

- Party room $35/hour
- Group room rentals (multipurpose room, rink meeting room) $45/ hour
- Gymnasium $55/side/hour
- Conference room $25/hour
- Community Room (two-hour minimum)
  - Sunday through Friday $85/hour
  - Saturday $110/hour
  - Damage deposit with alcohol $500
  - Damage deposit without alcohol $300
- Community Center birthday party package $150-215
  (up to 12 children and birthday child's parents) $10/additional child
-
- Microphone/Speakers $25
- Projector/Screen $25

ICE ARENA FEES

Ice Rental (sales tax not included)

Fall – Winter Prime (10/1 – 3/15) (2-11 p.m. Monday-Friday; 6 a.m.-11 p.m. Saturdays, Sundays, non-school days and holidays.)	$240/hour
Fall – Winter Non-Prime (10/1 – 3/15) (11 p.m.-2 p.m. Monday-Friday; 11 p.m.-6 a.m. Saturdays and Sundays.)	$180/hour
Spring/Summer (3/16 -9/30)	$185/hour

Skating Services & Admissions

*Included in Community Center membership/Shakopee Youth Hockey 50% off

• Open Skating Youth/Adult	$5.54
• Skate Rental	$5.54
• Youth open hockey (ages 4-11 and 12-17)	$5.54
• Developmental hockey	$10.15

RECREATION PROGRAM FEES

Recreation program participants are charged fees to cover costs associated with the program. These fees are designed to cover the direct cost of the program, including part-time salaries and supplies, as well as a portion of administrative overhead and direct supervisor costs. A small percentage is then added to the direct program costs to account for non-direct program costs. These fees vary depending on the program type, supplies costs, length of the program, etc. A $10 service fee will be charged for changes/class cancellations prior to the registration deadline. No refunds will be given after the registration deadline. Published fee does not included sales tax.

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PARK FACILITIES (sales tax not included)

Facility users pay staffing costs and special event/tournament fees as required to prepare facilities for weekend or holiday events or where overtime is required during the week to accommodate special facility preparation requests.

- $10 administration fee for cancellations
- Requests for multiple-day field use will be based on the single-day rate. Three field rental minimum for weekend dragging.
- Rental fees for some facilities are waived under terms of agreements with Shakopee School District and city-affiliated sports associations (based on availability). Staffing costs and special event/tournament fees are not waived. Additional charges may apply for additional facility requests beyond the facilities designated during the regular seasons.
- Staffing costs noted above are not waived.
- Regular park hours are 6 a.m. – 10 p.m.

General Fees

• Damage deposit (for enclosed shelter and equipment only)	$100 (due at reservation)

Huber Park and Huber Stage Rentals (shelter & amphitheater)

• All users (two-hour minimum)	$115/hour
• Day rentals (eight hours)	$500/day
• Chair rental (approximately 65 chairs available)	$75/day
• Audio system	$75/day
• Additional staff time	$30/hour

Open Picnic Shelters and Gazebos

Lions 1 & 2, Memorial 1 & 2	$95/day
Huber Park and Quarry Lake Park	$120/day

Enclosed Picnic Shelters Green Meadows, Hiawatha, Holmes, Scenic Heights, Westminster, Riverside Fields, Southbridge	$120/day
Outdoor Non-Turf Facilities without Lights tennis courts, hockey rinks	$65/facility/day Ball fields,
Outdoor Turf Facilities without Lights lacrosse, football	$100/facility/ day Soccer,
Outdoor Non-Turf Facilities with Lights	$100/facility/day
Outdoor Turf Facilities with Lights	$125/facility/day
For-Profit Outdoor Facility Rental without Lights	$175/facility/day
For-Profit Outdoor Facility Rental with Lights	$250/facility/day
Entire Park Closure (eight hours)	$500
Disc Golf Course (also requires rental of both Lions Park Shelters)	$250
Xcel Energy Mountain Bike Park	$250
Schleper Stadium	$1,000/day

One half of fee will go to local baseball organization that is required to work the rental.

Concession Stand (Tahpah only)	$65/day

Special Event/Tournament Fees All fees are per site

A special permit is required for these activities through the Parks and Department.

- Restroom cleaning $51/cleaning
- Restroom cleaning (contracted) $90/cleaning
- Empty garbage cans $90/hour + hourly overtime labor rate
- Manual garbage pickup $90 minimum
- A.M. field dragging (with four field minimum) $42/field/day
- Additional dragging of fields $28/field/day
- Overtime rate $76/hour
- Field or site setup $51/hour
- Picnic tables, cones, barricades, handicapped signage, extra garbage cans
  No charge with park/facility rental, but special permit fee may apply
- Tanker truck service (often needed for large events offering food) $113/hour
- Sweeper truck service (often needed for parades or larger events) $148/hour

Notes:

Tournament must be at least two days to require the above services.

If garbage was not picked up and put in containers, the city will bill a minimum of $85 plus the hourly time spent to clean the site.

Additional supplies needed will be charged based on their cost (paint, chalk, etc.).

Special Permit

Any event or occurrence requiring a special permit will also require proof of liability insurance.

No staff time needed or fees charged for event, etc. (Bounce houses, petting zoos, vendors promoting services, free race/5K, etc.)	$50
Staff coordination needed, equipment request, etc. (Free events requiring coordination use of park or facility, extra equipment needs, i.e., picnic tables, garbage containers, barricades, signage)	$100
Events or activity charging fee (Any event charging fees or selling items or services, i.e., vendor sales, food/drink sales, race/5K charging an entry fee, parades etc.)	$150

Entertainment Kits

- Horseshoe/volleyball kit $15 or no charge w/rental
- Frisbee golf kit $15 or no charge w/rental

Youth Building $300 key/damage deposit on all rentals

Rental hours are Fri, Sat, Sun from 8 a.m. – 10 p.m.

- Weekend/Full Day $400
- Weekday rentals (two-hour minimum) $50/hour
- Additional staff $30/hour

CITY OF SHAKOPEE-RECOGNIZED SERVICE GROUPS

For Community Center rooms and Youth Building rentals.

- 4-H
- Alcoholics Anonymous (current Tuesday and Wednesday groups ONLY)
- Diversity Alliance
- Lions Club
- Lioness Club
- Relay For Life
- Girl Scouts
- Rotary Club
- Boy Scouts
- Heritage Society
- Deer Hunters Association (River Valley Chapter)
- Jaycees
- VFW
- American Legion
- Scott County (excluding Community Room)
- Shakopee Area Catholic School
- AARP (tax preparation)
- American Red Cross (blood drive)
- FISH (Families and Individuals Sharing Hope)

Those organizations listed as recognized service groups on the City of Shakopee's published fee schedule (https://www.shakopemn.gov/government/mayor-city-council/fees), are permitted to conduct fund-raising activities on-site (outside – NOT within the facilities) with coordination/scheduling with the Recreation Facilities Manager (Troy Ciernia, tciernia@shakopeemn.gov, 952-233-9530)

Those organizations listed as recognized service groups on the City of Shakopee's published fee schedule (https://www.shakopeemn.gov/government/mayor-city-council/fees), will have City tournament fees waived for annual community tournaments with coordination/scheduling with the Parks and Services Manager (Sherry Dvorak, sdvorak@shakopeemn.gov, 952-233-9509)