



FEE SCHEDULE

Pope County Land Use Controls Ordinance Section 11.3 requires the use of a fee schedule as approved by the County Board of Commissioners.

Permit Type	Permit Sub-Type	Fee	Fee Notes
Individual Subsurface Sewage Treatment System (ISTS) Permit	Type I, II or III (≤ 2500 gal/day)	\$275.00	None
	Type I, II or III (> 2500 gal/day)	\$350.00	None
	Type IV, V, MSTS	\$350.00	None
	Holding Tank / Component / Partial System	\$150.00	None
SSTS Operating Permit	*Type IV, V, MSTS, Vacation Home Rentals	\$150.00	None
	RENEWAL - Type IV, V, MSTS, Vacation Home Rentals	\$30.00	None
Land Use Permit	1.) Commercial Structure <i>(includes new communication towers and community solar gardens / facilities)</i>	\$250.00	None
	2.) Commercial Addition/Expansion	\$125.00	None
	3.) Modification of Communication Tower	\$125.00	None
	4.) Residential Structure <i>(includes Guest Homes, Cottages and Detached Garage with living space above)</i>	\$225.00	None
	5.) Residential Addition (up to 600 sq ft)	\$125.00	None
	6.) Accessory Structure** (including W.O.A.S.)	\$100.00	None
	7.) Minimum Land Use Permit Fee	\$75.00	None
	8.) Floodplain Permit	\$75.00	None
	9.) Vacation Home Rentals	\$125.00	3 year permit
	10.) Vacation Home Rental Renewal	\$75.00	Renewal after 3 years
	11.) Extractive Use Registration Fee	\$75.00	Annual fee for extractive use operations existing prior to July 2020 which do not have a current Conditional or Interim Use Permit.
Conditional / Interim Use Permit		\$315.00 + \$46 Recording fee	None



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Permit Type	Permit Sub-Type	Fee	Fee Notes
Variance Permit		\$315.00 + \$46 Recording fee	None
Shoreland Alteration Permit		\$100.00	None
Re-inspection Fee		\$50.00	None
After-the Fact Application Fee <i>(Applying for a permit from the Land & Resource Management Department after work has started on a project.)</i>		150% of Application Fee + Application Fee	<p>150% of the application fee plus any real costs incurred by the department to achieve compliance. <u>Note: this is in addition to the application fee</u></p> <p>If a permit is not applied for prior to construction, the <u>property owner is responsible for the payment of this fee.</u></p> <p>Please note, the permit application is not automatically approved with the payment of this fee, it must still go through the required approval process.</p>
Working without a Permit Penalty Fee <i>(Contractors conducting work prior to the application and issuance of a permit from the Land & Resource Management Department will incur this penalty fee.)</i>		\$250	Penalties are to be paid for by the <u>Contractor</u> of the project. If the property owner is the Contractor, then the property owner is liable for payment.
Rezoning or Amendment		\$315.00	None
EAW		\$525.00	Includes the review and processing of the EAW by the Planning Commission and the Board of County Commissioners
Minor Subdivision	1.) Plat	\$260.00	Does not include Recording fee
	2.) Certificate of Survey or PLSS Description	\$150.00	



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Permit Type	Permit Sub-Type	Fee	Fee Notes
Preliminary Plat Application (Standard Subdivision)		\$260.00 + \$160.00 / Lot	None
Final Plat Review		\$210.00	Does not include Recording fee
Request for Special Meeting of Planning Commission or Board of Adjustment		\$315.00	None
Solid Waste Collection & Transportation License		\$55.00 / year	None
Solid Waste Disposal Operation License	1.) Demolition Landfill	\$300.00	None
	2.) Sanitary Landfill	\$300.00	None
Solid Waste Processing or Transfer Station License	1.) Recycling	\$200.00	None
	2.) Transfer Facility	\$200.00	None
	3.) Composting, Refuse Derived Fuel, Incinerator	\$200.00	None
	4.) Other processing facility	\$200.00	None
Hourly Fee for Service		\$100.00	None

The Department may utilize consultants or private contractors to complete various tasks as required by County ordinances. Examples of these include review and responding to Environmental Assessment Worksheets/Environmental Impact Statements, wetland delineations, stormwater and erosion control plans or other specialized documents. The costs to complete these activities will be paid by the project applicant to Pope County prior to issuance of any permits. In the event that Pope County has to employ contractors for the purpose of abating illegal/nonconforming structures or uses or for the restoration of an altered shoreland, such cost will be borne by the property owner and may be assessed against the parcel in question.

***Fees do not apply to subordinate service district, i.e. Clearwater Bay.**

****Accessory Structures for permitting purposes includes: new attached garages to existing residential structures, detached garages, sheds, pole buildings, grain bins, decks, patios, etc.**

Note: Portable unattached structures of less than 144 square feet with no sleeping or residential quarters do not require a permit. They are however required to comply with all impervious surface and setback standards.

Special Circumstances: When a property owner or applicant has multiple requests for decisions (variance or conditional use) which are scheduled to be reviewed simultaneously, the subsequent (beyond the first) application(s) will be at a 50% reduced rate to take into account the combined public hearing process.