

CLITHERALL TOWNSHIP
OTTER TAIL COUNTY, MINNESOTA
Ordinance No. 2021-04

**AN ORDINANCE ADOPTING A
FEE SCHEDULE FOR CLITHERALL TOWNSHIP**

The Board of Supervisors of the Town of Clitherall ordains:

Article I. Schedule Adopted. The attached fee schedule is hereby adopted. The fees contained in the schedule replace any fee amounts previously adopted by the Town Board on the same items.

Article II. Not Codified. This ordinance is transitory in nature and shall not be codified. The fee schedule established hereby shall be available to the public upon reasonable request and available for public inspection at the Township Office and on the Township Website.

Article III. Zoning Fees. The Town is authorized by Minnesota Statutes, section 462.353, subdivision 4 to impose fees to offset its costs to administer and enforce its zoning ordinance. The zoning fees the Town collects shall be used to offset the Town's costs related to the administration and enforcement of its zoning ordinance and will not be transferred or used for purposes unrelated to planning and zoning.

Article IV. Reasonableness. The Town Board determines the fees established on the attached fee schedule are fair, reasonable, proportionate, and have a nexus to the actual costs the Town incurs related to providing the services to which they relate.

Article V. Collection. The Town may refuse to process any request for failure to submit all required fees and any required escrow amounts. The Town may collect any fees or other amounts that are due and not paid as a service charge pursuant to Minnesota Statutes, section 366.012 by certifying the amount to the county auditor for collection together with the property taxes imposed on any property the person owns in the state.

Article VI. Effect. The fees set out in the attached fee schedule apply notwithstanding any other fees the Town has established which may be inconsistent. Any other fees imposed by the Township which do not appear on the attached fee schedule remain in full force and effect.

Article VII. Effective Date. This ordinance is effective upon the first day of publication and applies to any requests for a service included on the schedule made on or after its effective date.

Adopted this 10th day of November, 2021.

BY THE TOWN BOARD

Chairperson

Attest: _____
Clerk

CLITHERALL TOWNSHIP

FEE SCHEDULE

Adopted on November 10, 2021

Zoning Fees

All zoning requests are subject to the Clitherall Township Zoning Ordinance. All required zoning permits or permissions shall be obtained by the permittee or authorized agent before construction or a use may commence. In the event construction begins or a use commences before required permits or permissions have been obtained, an after-the-fact fee shall apply, which is double the typical zoning request fee. In addition to zoning related fees, an applicant may be required to place an amount in escrow with the Township that the Township will use to reimburse itself for any actual professional fees it incurs directly related to processing and acting on the applicant’s request. The escrow is used only to pay the Township’s actual costs and any remaining amount is refunded to the applicant. Applicants are responsible for fully reimbursing the Township for the costs it incurs and the Township may collect any unpaid amounts on the taxes of property the applicant owns in the Township as a service charge pursuant to Minnesota Statutes, section 366.012, or such other law as may apply.

ZONING REQUESTS	FEE*	ESCROW
Conditional Use Permit (Requires Public Hearing)	\$300.00	\$2,000.00
Interim Use Permit (Requires Public Hearing)	\$300.00	\$2,000.00
Land Use Permit (Requires Public Hearing)	\$300.00	\$2,000.00
Similar Use Permit (Requires Public Hearing)	\$300.00	\$2,000.00
After-the-Fact Fee	Twice the applicable fee	
County Recording Fee	Reimbursement of current Otter Tail County recording fee	

* Fees are not refundable, regardless of whether the zoning request is approved, denied, or withdrawn.

Administrative Fees

Photocopies	\$ 0.20 per page plus Clerk’s actual costs at \$ 20.00 per hour
Special Meeting	\$ 500.00
Building Permit (Under \$10,000)	\$100.00
Building Permit (Over \$10,000)	\$150.00