

## Section 22. Administration Fees

Subd. 1. To defray administrative costs of processing of requests for conditional uses, amendments, variances, or appeals a base fee as set by resolution the City Council per application shall be paid by all applicants.

Subd. 2. In order to defray the additional cost of processing applications (amendments, conditional uses, variance, appeal) for developments, the City shall have the option of assessing all applicants the total cost of staff and/or consulting time spent exclusively in producing materials for the applicant's request, and all materials for said request.

A. "Materials" shall include, but not be limited to, maps, graphs, charts, drawings, etc. and all printing or reproduction of same.

B. "Staff and/or consulting time" shall include any time spent in either researching for or actual production of materials.

C. The hourly rate for "staff and/or consulting time" shall be established and made available to the applicant by the zoning administrator prior to production of any materials and the applicant shall be given a reasonable estimate of project time and/or material costs.

Subd. 3. Fees shall be payable at the time applications are filed with the zoning administrator and are not refundable unless application is withdrawn prior to referral to the Planning Commission. A deposit to cover staff or consulting time and special materials will be established and required by the zoning administrator at the time the base fee is paid.

(Pages 457-466 Reserved for Changes)