

**City of Canby**  
**Fee Schedule**

**Resolution 2020-03-04-03**

**Resolution Approving Specific Fees to be Charge by the City of Canby**

WHEREAS, several sections of the City of Canby ordinances permit the City Council to set rates by resolution for various permits, licenses, fees, etc. which will be effective in the City.

City of Canby  
Fee Schedule

<u>Fee Category</u>	<u>Amount</u>
<u>Administrative</u>	
Returned Check	\$30.00
Budget Reports	\$25
Audit Reports	\$25
Copies (External Copier)	\$0.25 per sheet
Copies (Internal Copier)	\$0.25 per sheet
<u>Public Safety</u>	
Illegal Placement of Substance Within Right of Way	\$25.00
Failure to remove snow from sidewalk	\$50.00
Grass and Weeds	\$50.00
Illegal Operation of a Snowmobile	\$50.00
Snowbird	\$50.00
Exhibition Driving	\$110.00
Improper Parking	\$25.00
Prohibited Parking	\$25.00
Double Parking	\$25.00
Blocking Driveway	\$25.00
No Parking Zone	\$25.00
Fire Hydrant	\$25.00
Blocking Alley	\$25.00
Parking in Alley	\$25.00
Improper Semi Parking	\$25.00
Recreational Vehicle Parking	\$50.00
Dog Running at Large	\$50.00
Noise Control	\$75.00
Junk Vehicle	\$50.00
Junk/Rubbish	\$50.00
Unsafe/Deteriorated Structure	\$100.00

Public Nuisances	\$50.00
Curfew	\$50.00
Underage Tobacco	\$50.00
Impound Fee	\$5.00 per day
ATV/Golf Cart License	\$15.00 for year 1 of 3; \$10.00 for
year 2 of 3; \$5.00 for year 3 of 3	
Kennel License	\$15.00

Fire Department

Fire Call	\$750.00
-----------	----------

Public Works

Water Disconnect Fee	\$25.00
Water Reconnect Fee	\$25.00
Water Connection Fee	\$450 plus cost
Sewer Connection Fee	\$450 plus cost

Recreation

Dance Permit for Outdoor Dances - Per Day	\$5.00
Picnic Tables	\$10.00 per table
Recreation Vehicle Parking Permit	\$10.00
Park Shelter Rental	No charge

Planning/Zoning

Variance	No charge
Zoning Permit	No charge
Special Use Permit	\$50.00 plus cost
Rezone	\$150.00 plus cost
Street & Alley Vacations	\$50.00 plus cost

Licenses and Permits

Tobacco	\$150.00
3.2 On-Sale "Beer"	\$100.00
3.2 Off-Sale "Beer"	\$25.00
On-Sale Intoxicating Liquor	\$1,050.00
Off-Sale Intoxicating Liquor	\$200.00
Sunday On-Sale Intoxicating Liquor	\$50.00
Combination On-Sale/Off-Sale Intoxicating Liquor	\$1,250.00

On-Sale Wine	\$250.00
Culinary Class Limited On-Sale Intoxicating Liquor	\$100.00
Brew Pub On-Sale Intoxicating or 3.2 On-Sale "Beer"	\$100.00
Brewer Off-Sale Intoxicating Liquor	\$100.00
Temporary 3.2 On-Sale "Beer"	\$20.00 per day
Temporary On-Sale Intoxicating Liquor	\$20.00 per day
One Day Consumption and Display	\$20.00 per day
Temporary Off-Sale Wine	\$20.00 per day
Temporary Brewer On-Sale Intoxicating Liquor	\$20.00 per day
Transient Merchant	\$150.00 per 30 days
Pet License	\$4.00

Community Center

Community Center Rental No charge, see rules

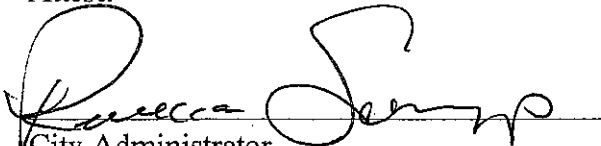
Cemetery

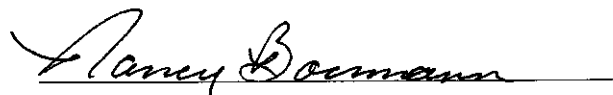
Grave Site \$300.00  
 Cremates \$50.00

NOW THEREFORE BE IT RESOLVED, that the following fee schedule is hereby approved for the designated services of the City of Canby.

Adopted by the City Council this 4<sup>th</sup> day of March, 2020 .

Attest:

  
 City Administrator

  
 Mayor

GUIDELINES REGULATING THE USE OF COMMUNITY BUILDING  
FOR MEETING PURPOSES

I. General.

The Canby Community Building was constructed to serve the general public by providing a facility conducive to the conduct of public business. Since public funds made these facilities possible, the general public is encouraged to use the Canby Community Building. The following guidelines are official City Policy designed to promote orderly and appropriate use of these public facilities.

Organizations desiring to use the Canby Community Building facilities must complete an application and submit it to the City Administrative Assistant. The application need be completed only once annually for organizations using the facilities periodically during the year. This application shall be submitted at least two weeks but not more than eight weeks prior to the date for which reservation is requested. The request will be reviewed in light of these guidelines and the availability of the facilities. The City Administrative Assistant will advise the requesting organization of the status of their request as soon as possible. Usage requests are not approved until the City Administrative Assistant has so advised the requesting organization.

II. Who May Use the Canby Community Building Facilities

Canby Community Building facilities will be available for public meeting purposes, civic purposes, to organizations whose membership substantially includes Canby residents or whose purpose is to provide services to substantially Canby residents. Canby Community Building facilities shall not be used for commercial enterprise, business seminars, private ceremonies, religious ceremonies, any profit making activity or any activity not consistent with the general business purpose of the building.

III. Availability

Canby Community Building facilities shall be available weekdays from 2:00 p.m. to 9:00 p.m. except those hours for which the facility has been scheduled for use, and Saturday and Sunday from 8:00 a.m. to 9:00 p.m. Permission may be granted by the City Administrative Assistant for variation from this schedule.

The City Council, official City boards and commissions or other organizations whose meetings are sponsored by the City shall have priority in the use of the Canby Community

Building facilities. Groups reserving these facilities must understand it may be necessary for them to relocate their meeting in the event the City Center facilities are needed for municipal government purposes.

#### IV. Procedure for Applying

- A. Use of the Canby Community Building facilities will be handled so far as possible on a first-come, first-serve basis.
- B. Application forms may be obtained from the City Administrative Assistant during normal office hours, or be mailed to the applicant.
- C. Application blanks shall be fully completed by requesting organizations and returned to the City Administrative Assistant at least two weeks but not more than eight weeks prior to the scheduled use. If an application is on file from a previous request, a request may be accepted by telephone. Reservations shall not be official until the City Administrative Assistant has signed the application and informed the applicant of its status.
- D. The applicant must contact the Canby Community Building receptionist by 2:00 p.m. on the day of the room reservation (or by 2:00 p.m. Friday if the use is on a Saturday or Sunday) to arrange entrance into the building.

#### V. Rules and Regulations

- A. The Canby Community Building entry corridor, restrooms, Council Chambers and Community Room may be available for use under this policy.
- B. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited in the Canby Community Building facilities.
- C. Pursuant to the Minnesota Clean Indoor Air Act, smoking is prohibited.
- D. Any group or organization using City facilities for the purpose of convening a public meeting must conform with "open meeting law" requirements pursuant to Minnesota Statutes.
- E. The City assumes no liability for loss, damage, injury or illness incurred by the users of the facility.
- F. The individual representing the organization using Canby Community Building facilities, i.e., person

signing the application, shall be responsible for:

1. Proper disposal of all coffee, cups, paper, etc.; rearrangement of furniture.
  2. Shutting off all lights and locking exterior entrance doors.
  3. Reporting, repairing or replacing any damage or loss of City facilities or equipment within 24 hours of meeting.
- G. Hours of use designated on the application form must be adhered to.
- H. Organizations cancelling reservations for use of the facilities more than twice in one year shall be given low priority for future requests.
- I. Failure to conform with these policies and rules may be cause for forfeiture of future use privileges.