CITY OF NORTHERN

BELTRAMI COUNTY, MINNESOTA

ORDINANCE NO. 2026-01

AN ORDINANCE ESTABLISHING FEES AND CHARGES FOR THE CITY OF NORTHERN AND REPLACING THE 2026 NORTHERN TOWNSHIP FEE SCHEDULE

The City Council of the City of Northern ordains:

Section 1. PURPOSE AND AUTHORITY

This ordinance establishes the fees, charges and escrows of the City of Northern for land use and planning applications and permits, and reserves a section for liquor license fees. It is adopted under Minn. Stat. Ch. 412, Minn. Stat. § 462.353, subds. 4 and 4a, Minn. Stat. Ch. 340A, and other applicable law, as they may be amended from time to time. The fees are intended to be fair, reasonable and proportionate and to have a nexus to the actual cost of the service, as Minn. Stat. § 462.353, subd. 4, requires.

Section 2. LAND USE AND PLANNING FEES

(A) The following fees and escrows apply to applications and permits under the City's zoning, subdivision, shoreland and other land use controls.

Application or permit	Fee	Escrow
Environmental		
Shoreland Alteration	$150	$500 †
Plat (Subdivision) - Lot Change		
Division/Realignment	$100 + $25/Lot	
Plat Subdivision	$1,500 + $25/Lot	
Use Permits		

Application or permit	Fee	Escrow
CUP (Conditional Use Permit)	$500 *	$500 †
IUP (Interim Use Permit)	$500 *	$500 †
Variance	$500 *	$500 †
Zoning Amendment	$550	$500 †
PUD/CIC	$1,500 + $25/Lot or Unit	$2,500 †
Home Occupation	$125	
Short Term Rental - Initial Permit	$1,000	
Short Term Rental - Annual Renewal	$500	
Construction Use Permits		
Commercial Structure - Includes Site Inspection	$500 + $0.25 sq. ft.	
Residential Structure - Includes Site Inspection	$200 + $0.20 sq. ft.	
Temporary Movable Storage Container/Semi-Trailer	$150 per Container/Trailer	
Parking Lot/Redevelopment	$250	
Utility Permits		
Up to 1 mile	$100	As needed, in an amount set by the City
Each additional mile	$50 per additional mile	As needed, in an amount set by the City
Sign Permits		
Sign Permits	$150 Each	
Administrative		
Formal Appeal of Decision	$500 *	$500 †
After the Fact Applications **	$50 or Fees & Escrows × 3 ‡	
Special Meeting Planning Commission/City Council	$1,000	
Development Escrows		
Commercial/Multi-Family (Performance Standard)		$1,000 Each ***

(B) Notes to the fee table:

"Lot" refers to the creation of a new tax parcel.

* Includes Beltrami County Recording Fee.

** Applies to any permit or approval applied for or obtained after the work or use has been initiated. The fee is set as provided in note ‡.

*** Used to determine escrow amount for total project; entire escrow held until all items are complete.

† An escrow account shall be established, as indicated above, to reimburse the City for all costs incurred in connection with plan review. If the escrow balance is reduced to less than twenty-five percent (25%) of the original deposit, the applicant shall replenish the escrow in an amount sufficient to restore the balance to at least fifty percent (50%) of the original deposit, or to such greater amount as determined by the City. Upon a determination by the

City that the project has been completed or has expired, any remaining escrow funds shall be returned to the applicant.

‡ First occurrence: $50 administrative fee if the permit application is completed within five business days after notice; otherwise, fees and escrows are tripled. Any repeat occurrence: fees and escrows are tripled.

(C) **Applicant responsibility for professional services review costs.** Applicants shall reimburse the City for any out-of-pocket costs incurred for professional services related to review or processing of an application. This includes services such as engineering, legal, planning, environmental, or other consulting work for which the City receives a separate invoice. The City may require escrow or direct reimbursement of such costs. The City may withhold permits, approvals, or final action until all outstanding amounts are paid in full.

Section 3. LIQUOR LICENSE FEES

[Reserved.] Fees for licenses and permits issued under City of Northern Ordinance No. 2026-02, the City's liquor licensing ordinance, shall be set by amendment to this ordinance after the mailed notice and hearing required by Minn. Stat. § 340A.408, subd. 3a.

Section 4. AMENDMENT OF FEES; OTHER FEES SET BY RESOLUTION

(A) The fees in this ordinance may be amended only by ordinance. An amendment to a fee governed by Minn. Stat. § 462.353, including the fees and escrows in Section 2, requires notice published at least ten days before a public hearing, as Minn. Stat. § 462.353, subd. 4a, requires. An increase in a liquor license fee requires mailed notice of a hearing to all affected licensees at least 30 days before the hearing, as Minn. Stat. § 340A.408, subd. 3a, requires.

(B) The Council may set and amend by resolution fees for City services, records, permits and other matters that this ordinance does not set, including copies of records and data requests, notary services, special assessment searches, returned payments, and right-of-way and driveway permits, consistent with state law. A fee that Minn. Stat. § 462.353 requires to be set by ordinance may not be set by resolution.

(C) The City may require payment of a fee, or a deposit of the estimated cost, before it provides a service, issues a permit or license, or furnishes copies of data, to the extent state law allows.

Section 5. TOWNSHIP FEE SCHEDULE SUPERSEDED; TRANSITION

(A) The 2026 Northern Township Fee Schedule, adopted by the Northern Township Board of Supervisors by Resolution No. 2026-0204 on February 9, 2026, and amended by the Town Board on August 24, 2026, continues to apply in the City of Northern until this ordinance takes effect.

(B) When this ordinance takes effect, it supersedes and replaces, for the City of Northern, the fee schedule adopted by Resolution No. 2026-0204 and every other Northern Township fee schedule.

(C) An application for final approval submitted before this ordinance takes effect shall be charged the fees in effect when it was submitted. Escrows established before this ordinance takes effect continue under the terms in effect when they were established.

Section 6. REPEALER

Any provision of a prior Northern Township or City of Northern ordinance or resolution that conflicts with this ordinance is repealed and replaced by this ordinance.

Section 7. EFFECTIVE DATE

This ordinance takes effect upon its adoption and publication.

ADOPTED by the City Council of the City of Northern this _____ day of _____, 20____.

MOTION BY: _____
SECONDED BY: _____
IN FAVOR: _____
OPPOSED: _____

CITY OF NORTHERN

_____
_____, Mayor

ATTEST:

_____
_____, City Clerk

Published in the official newspaper on _____, 20____.