

## MUNICIPAL CONSTRUCTION and DEVELOPMENT FEE REVENUE and EXPENSES ANNUAL REPORT

Reporting Period Ending December 31, \_\_\_\_\_, as required by Minnesota Statute 326B.145

### I. Municipality

Municipality	County	Telephone No. (include area code)
Address	City, State, ZIP	

### II. Building Inspection Permits

	TYPE OF PERMIT	Number of Permits	Number of Units	Valuation
1.	New Single-Family Dwelling	0	0	\$0
2.	New Multi-Family Dwelling	0	0	\$0
3.	New Commercial / Industrial / Institutional	0	N/A	\$0
4.	Addition / Alteration	0	N/A	\$0
5.	Other	0	N/A	\$0

### III. Fee Revenue And Expenses Associated With Building Permits And Inspections

FEE REVENUE			EXPENSES		
6.	Permit Fees	\$0	10.	<b>Building Inspection Expenses</b>	<b>\$0</b>
7.	Plan Review Fees	\$0			
8.	Other Fees	\$0			
9.	<b>TOTAL FEE REVENUE</b>	<b>\$ 0</b>			

### IV. Fee Revenue And Expenses Associated With Development

FEE REVENUE			EXPENSES		
11.	Administrative Fees	\$0	16.	Administrative Expenses	\$0
12.	Engineering Fees	\$0	17.	Engineering Expenses	\$0
13.	Planning and Zoning Fees	\$0	18.	Planning and Zoning Expenses	\$0
14.	Other Fees	\$0	19.	Other Expenses	\$0
15.	<b>TOTAL FEE REVENUE</b>	<b>\$ 0</b>	20.	<b>TOTAL EXPENSES</b>	<b>\$ 0</b>

### V. Fee Revenue And Capital Expenditures Associated With Development-Related Infrastructure

FEE REVENUE				CAPITAL EXPENDITURES		
21.	Infrastructure Fees	\$0		25.	Infrastructure Expenditures	\$0
		Cash	Land			
22.	Park Dedication Fees	\$0	\$0	26.	Park Expenditures	\$0
23.	Other Fees	\$0		27.	Other Expenditures	\$0
24.	<b>TOTAL FEE REVENUE</b>	<b>\$ 0</b>		28.	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 0</b>

**CERTIFICATION:** I hereby certify the information contained herein to be an accurate representation of fees collected and expenses incurred.

Name/Title of Official Completing Form	Telephone No. (include area code)	Date:
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## Detailed Line Item Instructions

Begin by entering the year that is covered by the report (for example, 2004). Complete the report by tabbing through the report, field by field, and entering the requested data as described in the following paragraphs.

### **I. Municipality**

Enter all information requested about your municipality.

### **II. Building Inspection Permits**

*Lines 1 – 2:* Record the total number of permits, the total number of units represented by those permits, and the total valuation for new single-family dwellings and new multi-family dwellings.

*Lines 3:* Record the total number of permits and the total valuation for new commercial, industrial, and/or new institutional construction.

*Lines 4:* Record the total number of permits and the total valuation for construction of additions and/or alterations.

*Line 5:* Record permits and valuation for all construction not included on Lines 1 through 4, including plumbing, mechanical, electrical, fire sprinkler, building sewer and water lines, related inspection permits, and other miscellaneous permits. This line includes only those permits issued for work regulated by the State Building Code *and* subject to the state surcharge fee.

### **III. Fee Revenue and Expenses Associated with BUILDING PERMITS and INSPECTIONS**

*Line 6:* Record all building permit fees collected. The permit fee is the fee intended to pay for building inspection services. Do not include other fees collected when the building permit is issued.

*Line 7:* Record all fees for plan reviews.

*Line 8:* Record all other permit fees, including fees for plumbing, mechanical, electrical, fire sprinkler, sewer and water, and related inspection permits. DO NOT include pass-through fees such as MWCC SAC fees, or state surcharges. Report municipal fees for sewer, water, roads, parks, and utilities under “*Other Fees*” (Line 23).

*Line 9:* No entry is required. The sum of lines 6, 7, and 8 is calculated and displayed.

*Line 10:* Record all building inspection expenditures, including salaries, benefits, transportation, office, and other operating expenses, as well as such external costs as service expenses from other departments for building, utilities, finance, personnel, MIS, planning, and engineering.

### **IV. Fee Revenue and Expenses Associated with DEVELOPMENT**

*Line 11:* Record all administrative fees collected in the context of a developer’s agreement on either a fixed percentage basis or an actual incurred basis.

*Line 12:* Record all engineering fees collected and deposited in an escrow account under the context of a developer’s agreement or on a non-refundable percentage basis.

*Line 13:* Record all planning and zoning fees, including development-related application fees charged for preliminary and final plats, P.U.D.s, subdivisions, rezoning, variances, vacations, comprehensive plan and zoning code amendments, and conditional-use permits.

*Line 14:* Record all fees not included on Lines 11 through 13.

*Line 15:* No entry is required. The sum of lines 11 through 14 is calculated and displayed.

*Line 16:* Record all administrative expenses, including those for planning consultations, plan layout reviews, engineering oversight of developer-installed utilities, and special assessment administration. Such expenses are generally associated with municipal staff personnel.

*Line 17:* Record all engineering expenses, including professional services such as soil tests, traffic reports, consulting engineering fees for design, and inspection. Such costs are typically drawn from an escrow account where any remaining balance is returned to the developer.

*Line 18:* Record all planning and zoning expenses, including planning department expenditures and such external costs as service expenses from other departments for building, utilities, finance, personnel, MIS, and engineering.

*Line 19:* Record all expenses not included on Lines 16 through 18.

*Line 20:* No entry is required. The sum of lines 16 through 18 is calculated and displayed.

#### **V. Fee Revenue and Capital Expenditures Associated with DEVELOPMENT-RELATED INFRASTRUCTURE**

*Line 21:* Record all infrastructure fees collected, including contract fees collected under the context of a developer's agreement that may include trunk water and sewer charges, trunk storm water charges, and negotiated collector street charges.

*Line 22:* Record all collected park dedication fees in the *Cash* column, including contract fees collected as a condition to new development and park-related fees collected on the building permit. Record the estimated market value in the *Land* column.

*Line 23:* Record all fees not included on Lines 21 and 22, including city sewer and water connection fees, water tower fees, fees other than special assessment, and other infrastructure-related fees collected on the building permit.

*Line 24:* No entry is required. The sum of lines 21 through 23 is calculated and displayed.

*Line 25:* Record all development-related infrastructure expenditures, including contract expenditures for system oversizing of water and sewer mains, force mains, lift stations, wells, water towers, ground reservoirs, regional stormwater ponds, sidewalks and trails, and development-related park improvements.

*Line 26:* Record all park-related capital expenditures, including playground equipment, ball fields, active play areas, land acquisition costs, and parks-department-incurred expenses for city-installed improvements, including indirect overhead.

*Line 27:* Record all other infrastructure-related expenses, including debt-service expenditures for infrastructure projects that are paid from development-related revenue sources and public works-department-incurred expenses for municipal-installed improvements, including indirect overhead.

*Line 28:* No entry is required. The sum of lines 25 through 27 is calculated and displayed.

**NOTE:** Section V information is long-term in nature and may fluctuate greatly from year to year due to lag time generally associated with installation of capital improvements and market conditions related to the time a development reaches complete build-out. Therefore, such revenues attributed to development are typically reserved in specified capital project funds until the infrastructure improvements are required.

#### **Certification**

Enter the name and phone number of the person completing the form along with the date the report is submitted.