



FEE SCHEDULE
Approved by the Board on 5/15/2018
Effective 5/15/2018

COMMON FEES (unless noted under individual department)

COPIES – Black and White

Letter and Legal size, each	\$ 0.10
Ledger size (11" x 17"), each	\$ 1
Plat size (22"x34"), each	\$ 5

COPIES – Color

Letter and Legal size, each	\$ 0.25
Ledger size (11" x 17"), each	\$ 2
Plat size (22"x34"), each	\$ 10

ELECTRONIC DATA TRANSMISSION or FAX Actual cost

NSF checks	\$ 30
------------	-------

NOTARY, per document	\$ 1
----------------------	------

PHOTO REPRINTS, each	\$ 3
----------------------	------

TAPES/CD, each

Audio	\$ 10
Video/CD	\$ 20

MAILING LABELS

Per Sheet Fee	\$ 0.50
*Plus applicable Created Document Fee	

ELECTRONIC PAYMENTS (Charged by vendor)

Credit Card	2.35%
Minimum	\$ 1.95
E-checks	\$ 1.50

ADMINISTRATIVE SERVICES

TECHNOLOGY SERVICE FEES, per hour	\$ 50
-----------------------------------	-------

ADMINISTRATIVE SERVICES (Vital Records)

Vital Records fees are determined by the State, and may change accordingly.

CERTIFIED CERTIFICATES

Birth – 1 st copy	\$ 26
Birth – add'l copies	\$ 19
Death – 1 st copy	\$ 13
Death – add'l copies	\$ 6
Marriage – copies	\$ 9
Amendment to Vital Records	\$ 40

NON-CERTIFIED CERTIFICATES

Birth – 1 st copy	\$ 13
Birth – add'l copies	\$ 9
Death – 1 st copy	\$ 13
Death – add'l copies	\$ 6
Birth verification	\$ 9

MARRIAGE LICENSE

Reduced Fee	\$ 40
Non-certified Copy	\$ 9
5-day Waiver Form	\$ 10
Consent for Minor to Marry	\$ 10
Duplicate Marriage License	\$ 25

NOTARY PUBLIC REGISTRATION	\$ 20
----------------------------	-------

ORDINATION FILING	\$ 20
-------------------	-------

ONLINE DOCUMENT ACCESS

Annual Registration	\$ 50
Monthly Access Charges:	
0-100 Pages	\$ 25
101-200 Pages	\$ 50
Unlimited	\$ 100

ASSESSOR

COMPUTER PRINTOUTS (plus per pg/copy fee)

Customized Document Process Fee	\$ 25
---------------------------------	-------

TAX SPLITS

With 3 days notice	\$ 25
Without 3 days notice	\$ 100

ATTORNEY

EMPLOYEE FEES, per hour

Attorneys	\$ 115
Legal Secretaries/Paralegals	\$ 55

PLAT CHECK FEES, per hour	\$ 115
---------------------------	--------

AUDITOR-TREASURER

APPLICATION FOR EASEMENT ACROSS TAX-FORFEITED PROPERTY

	\$ 300
--	--------

ASSESSMENT SEARCH	\$ 10
-------------------	-------

AUDITOR'S CERTIFICATE OF COMPLIANCE	\$ 25
-------------------------------------	-------

COMPUTER PRINTOUTS GOV'T AGENCIES

Process Fee (plus per/pg copy fee)	\$ 5
CREATED DOCUMENT (plus per/pg copy fee)	
Process Fee (plus per/pg copy fee)	\$ 10

CONFESSION OF JUDGMENT	\$ 25
------------------------	-------

COUNTY AUDITOR'S CERTIFICATE	\$ 150
------------------------------	--------

SPEC. ASSESS. Set up, per parcel (\$50 min.)	\$ 5
--	------

TIF DISTRICT set up, per parcel (\$100 min.)	\$ 10
--	-------

PUBLICATION FEES	\$ 15
------------------	-------

REPURCHASE	\$ 25
------------	-------

TAX SEARCH/CERTIFY	\$ 10
--------------------	-------

TAX SEARCH (per parcel/per year)	\$ 1
----------------------------------	------

TAX STATEMENT, duplicate	\$ 15
--------------------------	-------

PASSPORT Book

Adult	\$ 110
Child under 16	\$ 80

PASSPORT Card

Adult	\$ 30
Child under 16	\$ 15

PASSPORT EXECUTION FEE – per application	\$ 35
--	-------

PASSPORT PHOTOS	\$ 10
-----------------	-------

AUDITOR-TREASURER (Licenses)

AUCTIONEER	\$ 20
FIREWORKS PERMIT	\$ 2
PEDDLER'S PERMIT	\$ 150
PRECIOUS METAL LICENSE	\$ 150
TOBACCO RETAIL LICENSE FEE	\$ 100
3.2% MALT LIQUOR	\$ 70
3.2% MALT LIQUOR - TEMPORARY	\$ 35
INTOXICATING LIQUOR – OFF SALE	\$ 500
INTOXICATING LIQUOR – ON SALE	\$ 1,500

Postage expenses shall be borne by requestor.

INTOXICATING LIQUOR – ON/OFF SALE	\$ 2,000
SUNDAY LIQUOR	\$ 200
INTOXICATING LIQUOR – TEMPORARY	\$ 250
WINE	\$ 200
CONSUMPTION & DISPLAY (SET-UP)	\$ 200
LATE FEE FOR APPLICATION RENEWALS	\$ 100
CLUB LICENSE (Cost is dependent upon membership)	

Exemptions:	
Agricultural Activities	\$ 50
Drainage Activities	\$ 50
Utilities, Public Works	\$ 50
All Others	\$ 150
Local Permit (Road Projects)	\$ 50
No Loss Certificate	\$ 50
Delineation Review	\$ 150
Wetland Bank:	
Draft Prospectus (Scoping)	\$ 100
Prospectus (Concept Plan)	\$ 100
Full Application	\$ 100

Commented [J05]: Eliminating Fee

COMMUNITY & VETERANS SERVICES

Adoption fees, detox fees, and out-of-home placement costs are dependent on income.

CHEMICAL DEPENDENCY RULE 25	\$ 200
LICENSED CHILD CARE	\$ 50 annually
Relicensed Child Care	\$ 50 annually
Background Study Fee	\$ 100
Legal, non-licensed Child Care	\$ 100
Corporate foster care homes	\$ 500 annually

LAND SERVICES

CERTIFIED OF DOCUMENT	\$ 10
-----------------------	-------

LAND SERVICES (Building and Land Use Permits)

Commercial land use applications, plats, and planned unit development review costs – the applicant shall reimburse the County for all related miscellaneous costs that exceed the amount of the original permit fee.

GUARDIANSHIP

Attorneys	\$ 115
Guardian Services	\$ 55

911 ADDRESS	\$ 50
Replacement Sign	\$ 25
Replacement Post	\$ 25

Commented [J01]: Addition of Guardianship fee.

COMMUNITY & VETERANS SERVICES

(Community Health)

All listed services are available on a sliding fee scale. Fees shown are full cost.

DENTAL VARNISHING	\$ 15
PREGNANCY TESTING	\$ 15
RADON TEST KITS	\$ 5
WATER TEST KIT	\$ 35 32

BUILDING PERMITS – See attached Exhibit A to this Schedule.

LICENSES/SPECIAL FEES

Adult Use	\$ 2,200
Penalty	triple double permit fee
Zoning Ordinance	\$ 20 10
Comprehensive Plan	\$ 15 10
Kenel License Application	\$ 300
Renewal	\$ 75

Commented [J06]: Reduction in fees

Commented [J02]: There is a change in our water kits. They are no longer being mailed to St Cloud post office address. They now go directly to Elk River Water Laboratories out of Elk River. They will no longer have postage paid labels on them. New price reflects the reduction plus tax.

ECONOMIC DEVELOPMENT

TAX ABATEMENT APPLICATION	\$ 500
---------------------------	--------

EXEMPTION CERTIFICATE

(per lot, excluding residual lot, includes boundary line shifts)	\$ 300
--	--------

ENVIRONMENTAL RESOURCES

ENVIRONMENTAL REVIEW	
Env. Assessment Worksheet (EAW)	\$ 450
Env. Impact Statement (EIS)	\$ 1,000

PLANNING COMMISSION/BOARD OF ADJUSTMENT

Variance	\$ 300
Conditional Use Permit	\$ 350
Special Planning Commission Meeting	\$ 650
Special Board of Adjustment Meeting	\$ 650
Zoning Map Amendment	\$ 300
Reconsideration to Planning Commission	\$ 350
Zoning Ordinance Amendment	\$ 300 + printing

Commented [J03]: Clarification on fees

LICENSES

Solid Waste Hauler's Application & License	\$ 325
--	--------

SEWAGE TREATMENT SYSTEMS

Standard System [Type I or Type III]	\$ 250
Holding tanks only Tank Only	\$ 100
Holding Tank	\$ 150
Drainfield only	\$ 150
System Repairs	\$ 50
Septic Re-inspection	\$ 50
Type IV or Type V Family Residential	\$ 120/hr
\$1,200 collected at time of application	
Type IV or Type V Other Establishments	\$ 120/hr
\$1,500 collected at time of application	
Other Establishments 2,500 to 4,999 GPD	\$ 120/hr
\$1,750 collected at time of application	
MSTS 5,000 to 10,000 GPD	\$ 120/hr
\$2,000 collected at time of application	

PLAT

Initial Review by Zoning	\$ 200
Initial Review by Surveyor	\$ 75
Preliminary Plat	\$ 450
Surveyor Fee	\$ 200 + \$10/lot
Final or Simple Plat	\$ 450 + \$10/lot
Surveyor Fee (\$400 minimum)	\$ 300 + \$30/lot 400
Condominium Plat, Surveyor Review Only	\$ 250 + \$25/lot 300 (\$300 minimum)

Commented [J04]: New fee for Holding Tank

- Aitkin \$150
- Benton \$100 + \$50 every 3 years
- Crow Wing \$250
- Isanti \$150
- Milles Lacs \$100
- Morrison \$100
- Sherburne \$400 + \$300

Commented [J07]: Clarification of fees

SHORELAND

Land Alteration Permit	\$ 50
------------------------	-------

RESIDENTIAL PLANNED UNIT DEVELOPMENT

Initial Review	\$ 200
Preliminary Plat	\$ 450
Final Plat	\$ 450 + \$10/lot
Surveyor Fee	\$ 300 + \$30/lot

SOO LINE TRAIL PERMIT

Application Fee	\$ 75
Annual Crossing Fee	\$ 50
Annual Linear use by non-permitted vehicle	
GVW < 26,000	\$ 0.05/foot
Annual Linear use by non-permitted vehicle	
GVW > 26,000	\$ 0.10/foot

ONLINE DOCUMENT ACCESS

Annual Registration	\$ 50
Monthly Access Charges:	
0-100 Pages	\$ 25
101- 300 Pages	\$ 50
Unlimited	\$ 100

Commented [J08]: Moving from ASO to Land Service

WETLAND FEES

Site Visit (\$50 minimum)	\$ 50/hr
Replacement Plans	\$ 300

PROBATION

CORRECTIONAL FEE, Annual	\$ 250
(Applies to adult probationers only)	

Postage expenses shall be borne by requestor.

<u>Supervision by Probation Agent</u>	
<u>Pre-Sentence Investigation and Gross</u>	
<u>Misdemeanor Cases</u>	\$ 250
<u>Supervision by Probation Agent</u>	
<u>Misdemeanor Cases</u>	\$ 125

Commented [J09]: The Probation office has updated the fee schedule for probation fees. The fees are a one time fee based on the type of case and level of supervision. There is no fee for cases assigned to unsupervised/administrative probation.

PUBLIC WORKS - HIGHWAY

Contract work and equipment rental rates for cities/townships/other units of government follow the approved rates of County Board.

DRIVEWAY ENTRANCE (Permit fee includes \$200 deposit to be refunded subject to final acceptance.)

New Driveway Entrance	\$ 350
Extend Existing Driveway Culvert	\$ 275
Change of Use of Existing Field Driveway	\$ 350
Culverts	Actual Cost + 40% + Sales tax
Delivery Fee for Culvert	\$ 100 125

MAILBOX SUPPORT

Material (customer pick-up)	\$ 57 + sales tax
Installed	\$ 125

HOUSE MOVING PERMIT

Non-Factory Built	\$ 50
Bridge Analysis	Actual Cost

**OVER DIMENSION (WIDTH & LENGTH) AND WEIGHT LOADS
OVER DIMENSION NOT OVER WEIGHT LOAD PERMITS**

No charge for County projects

— unlimited trips per year	\$ 50
unlimited trips per year	

OVER WEIGHT (Includes houses, factory-built mobile homes, double wide, and office trailers)

\$ 50/trip up to 10 trips

After 10 trips, no charge

All over dimension and overweight loads require a permit for each trip, regardless of a fee being charged.

STREET CLOSING FOR EVENTS

Community Event – w/ insurance agreement	\$ 0
Private Event – with County Board approval	\$ 500

UTILITY PERMIT (public water and/or sewer)

No charge for County projects

Longitudinal Installation:

Permit and Review Application Fee	\$ 200
Construction Permit – in Roadway	\$ 500/mile + Bond (\$200 minimum)

Traverse Installation:

Permit and Review Application Fee	\$ 100
Construction Permit – in Roadway	
Open cut	\$ 150 + Bond
Trenchless	\$ 150

UTILITY PERMIT (electricity, communications, & gas)

Longitudinal Installation:

Line along road, per mile	\$ 100
Traverse Installation – Road Crossing:	
Underground Open Cut	\$ 150 + Bond
Aerial or Underground Trenchless	\$ 150 + Bond

WORK IN PUBLIC RIGHT-OF-WAY

No charge for boring for County projects

RIGHT-OF-WAY PERMIT, DITCH OR SLOPE \$ 200 + Bond

SHERIFF (Administrative)

ANIMAL CONTROL ADMIN. \$ 100

AUDIO TAPE COPIES, each

Interviews	\$ 10
All Others (Jail, 911, Etc.)	\$ 50

BOAT and WATER CALLS on Mille Lacs Lake (Non-emergency)

Boat use, per hour	\$ 50
Deputy, per hour	\$ 30
Mooring Buoy Permit	\$ 20
Raft Permit	\$ 20
Event Permit (w/inspection)	\$ 75
Event Permit (w/o inspection)	\$ 25

CONTRACT DEPUTY, per hour \$ 60

CIVIL PROCESS SERVICE FEES

Served/No Service/Not Found (Per Person)	\$ 40
Mileage per mile (round trip)	IRS RATE
Mileage Minimum	\$ 5
Posting (3 Postings) Per Posting	\$ 40
Mortgage Foreclosure Sale	\$ 60

PAWNBROKER LICENSE

Per transaction fee \$ 1.50

PREPARING MFS NOTICE & HDN

Affidavits of Vacancy	\$ 30
Affidavits of Posting	\$ 30
Affidavits of Service on Occupant (per person)	\$ 40
Redemption (documents related to each lien)	\$ 100
Certificate of Redemption	\$ 250

HANDGUN PERMIT TO CARRY

New, or more than 30 days after expiration	\$ 100
Renewal 0-90 days prior to expiration	\$ 75
Renewal 1-30 days after expiration date	\$ 85
Duplicate (change address, lost, etc.)	\$ 10

STORAGE FEES

Firearm (per day, per firearm)	\$ 1
Miscellaneous (per day)	\$ 5

VIDEO TAPE/CD/DVD/BLUE RAY DISC COPIES

Interviews	\$ 20
Squad cameras, body camera, jail, etc.	\$ 50

IMPOUND FEES (STORAGE inside/outside)

Car	\$ 20/\$15
SUV/Truck	\$ 25/\$20
Snowmobile/ATV/Motorcycle	\$ 15/\$10
Trailers	\$ 20/\$15
Fish House	\$ 20/\$15
Boat	\$ 25/\$20
Semi	\$ 40/\$30
RV	\$ 40/\$30

SHERIFF (Jail)

BOARDING OF PRISONERS, per day \$ 40-65

BOOKING FEE \$ 20

FINGERPRINTING \$ 10

HUBER FEES, per day \$ 20

JAIL NURSE

Co-Pay	\$ 5
Medication Co-Pay	\$ 5

PAY TO STAY, per day \$ 20

URINALYSIS

STS	\$ 10
Huber	\$ 25

Commented [JO10]: Increase fee due to cost to deliver. This is intended to be cost neutral. The average cost to deliver a culvert is \$135 and typically there are 5 to 6 deliveries a year.

Commented [JO11]: There is no charge for over dimension/overweight permits and utility permits for public works projects.

Commented [JO12]: Adding formats and body camera language