

SHERBURNE COUNTY FEE SCHEDULE

Effective as of January 1, 2018

ADMINISTRATION

Item	Cost
Application for Tax Increment Financing	\$1,000 per application

SHERBURNE COUNTY FEE SCHEDULE

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ASSESSOR

Archival Search in Storage

Item	Cost
1 to 10 years	\$10.00 per process fee \$0.50 per item
Beyond 10 years	\$0.50 per item \$25.00 process fee

Electronic Query for Real Property

Item	Cost
Assessment Data	\$25.00 per jurisdiction
Sales Data	\$25.00 per jurisdiction

Online Access to County Land Records Fee for issue of a password to retrieve assessor's data from county web site land records

Item	Cost
Daily Subscription	\$10.00 for 24 hours
Yearly Subscription	\$300.00 per year

Request of Real Property Information

Item	Cost
Extensive	\$10.00 per estimate
Extensive with copies supplied	\$10.00 per estimate
Minimum	\$5.00 per estimate

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ATTORNEY

Discovery Duplication: Non-Negotiated and Felonies follow County Wide Schedule

Item	Cost
Discovery CD-ROM Discovery CD/DVD or Blu Ray	\$20 per request \$20 per disc
1 or 2 Discs for one request	\$20 per each additional disc
Thumb Drive (required for high definition squad video or body cameras)	\$25 per drive
Truancy Programs	\$15 per session

Costs for Employee Time

Employee	Cost
Assistant Attorneys	\$150 per hour
County Attorney Chief Deputy	\$150 per hour
Legal Secretary	\$30 per hour
Senior Legal Secretary	\$35 per hour

Discovery Duplication - Negotiated Flat Fee

Case Type	Fee
Gross Misdemeanor (excluding assault cases)	\$10 per case

Gross Misdemeanor Assault Cases

\$15 per case

Misdemeanor Assault Cases

\$10 per case

Petty Misdemeanor / Misdemeanors (excluding assault cases)

\$5 per case

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AUDITOR-TREASURER

Item	Cost
Archival Search in Storage 1-10 years	\$10.00/process fee \$0.50/item \$0.50/item
Archival Search in Storage beyond 10 years (offsite storage)	\$25.00/process fee
Auditor Certificates for Bonding - long form	\$150
Compliance of Tax Forfeited Land Affidavit	\$10.00/affadavit

Computer Printouts

Fees do not include reimbursement for cost of postage or cd.

Item	Cost
cities/townships/SD - printed	\$0.15/page or \$0.05/label \$25.00/process fee
electronic/CD	\$0.25/page or \$0.05/label \$25.00/process fee

Item	Cost
Confession Of Judgement Administration	\$10.00 initial fee
Court Fee-Entry of Judgment	\$10.00/year
Full/Partial Release of Judgment	\$5.00/judgement \$5.00/judgement

Delinquent Mobile Home Taxes

Item	Cost
Credit Check	\$5.00/check
Process Fee for Recapture	\$10

Item	Cost
Delinquent Tax Judgment Publication	\$35.00/description
Delinquent Tax Searches	\$5.00/parcel
Ditch Benefits <i>for use of County Ditch as an outlet</i>	\$6.00/acre
Ditch Inspection Public Hearing <i>Public Hearing for petition with request to be set off from a county ditch or for a partial or full abandonment</i>	Includes publication costs, postage, Ditch Inspector Fee and other costs for a public hearing
Ditch Inspector Fee <i>For inspection, review of Engineer's Report of Preliminary Plat and recommendation or report on properties benefited by county ditches.</i>	Current rate of pay plus benefits & mileage
Ditch Inspector Fee by Request <i>and any projects specific to a single property owner (other than routine maintenance and repair of a county ditch system or other activities as identified by Chapter 103E which cost must be borne by all benefiting property owners.)</i>	Cost of materials, current rate of pay plus benefits & mileage
Ditch Pre-Investigation Inspection <i>pre-investigation on request of property owner to be set off from a county ditch, or partial or full abandonment before the petition is filed.</i>	\$25
Election Recount	Bond, Cash, or Surety in the amount set by the Governing body of the County. MS 204C.36, subd.2
Fee For Repurchase Of Non-Conservation <i>Non-Homestead Tax Forfeited Property</i>	\$50
Fireworks Permit <i>Additional charges can be made for Sheriff's investigation</i>	\$50.00 Auditor's fee

Green Acres Payback Calculation \$20

Lease Tax Forfeited Land

Item	Cost
Damage/Security Deposit	1 month rent or \$250 whichever is more
Interest on late rent payment, each day from the 1st of month	10% per month

Levied Ditch Assessments

Item	Cost
Minimum fee	\$10.00/parcel

Liquor License – Beer

Item	Cost
Annual Background Check	\$100.00/name
Off-Sale	\$50.00/license
On & Off-Sale	\$150.00/license
On-Sale	\$100.00/license
Pro rata license fee	\$25.00/license

Liquor Licenses

Background check as required by Statute

Item	Cost
Annual Background Check	\$100.00/name
Additional Liquor License for same applicant – Contiguous Location	½ fee
Club, dependent on # of members	\$300.00/minimum
Off-Sale (maximum \$500)	\$500
On-Sale	\$2,200.00/license
Seasonal (Open for business 7 months or less)	½ fee
Set up sale: \$250 state + \$50 county	\$300.00/license
Sunday	\$200.00/license
Wine (max is ½ On-Sale fee)	\$200.00/license

Item	Cost
Mailing Copies	see County-Wide Fees for associated copy and mailing fees

Mortgage Companies

Item	Cost
Escrow Add Fee	\$5.00/parcel
Supply Tax Statement (Annual)	\$5.00/parcel
Item	Cost
Mortgage Reg Tax And State Tax Duplicate Documents	\$3
Online Access to Assessor's data from County Property Tax System <i>for collection and billing of vendors issuing a password to retrieve Assessor's data from County property</i>	\$25.00 process fee
Precious Metals License	\$50.00/license
Print Screens From Computer Terminal	\$0.25/page
Property Tax Abatements	\$ -
Property Tax Penalty Abatements	\$25.00 process fee

Publication Fee

(cost of publication)

Item	Cost
Cancellation of Confession of Judgement	\$150.00/publication
Cancellation of Contract for Deed	\$150.00/publication

Item	Cost
Refund Made/Transfer Payment <i>For incorrect parcel # / or an overpayment by Mortgage Company or Servicing Agent</i>	\$5.00/parcel

Sexually Oriented Business License

Item	Cost
Criminal Background Check per affiliated person	\$100.00/year \$25.00/one-time application fee
License	\$550.00/year

Item	Cost
Special Assessment Amortization Schedule	\$10.00/parcel
Special Assessment Book	\$50.00/book
Special Assessment Searches	\$5.00/parcel

Special Assessment Tax Certification	\$5.00/parcel/year
Tax Assessment And Tax File -full	\$2,500
Tax File Tape to Mortgage Servicing Companies - full	\$500.00/tape
	\$200.00/initial fee
Tax Increment Finance Districts - original certification	\$50.00/year
Tax Searches	\$5.00/parcel

Tax Statements

Item	Cost
Additional Statements	\$2.00/statement
At Counter, other than Property Owner	\$3.00/statement
Duplicating memo/dummy bills from Mortgage/escrow	\$5.00/statement
Mailed, other than Property Owner	\$5.00/statement
Reprint Statements for Large Developers	\$3.00/statement

Tobacco License

Item	Cost
Tobacco license	\$100/year
Annual Background Check	\$100/name

Item	Cost
Transient Merchant License	\$150.00/year
Voter Registration	\$5.00/Certified Copy
Wage Garnishment Notice	\$15.00 process fee
<i>MS 571.76</i>	

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COMMUNITY CORRECTIONS

MISC. FEES

Item	Fee
Copies (100 or Fewer Copies)	\$0.25 per page
Interpreters	If Community Corrections schedules an interpreter for a meeting, assessment, etc. and the defendant / offender cancels within 24 hours of the meeting and / or no shows, they will be charged for all costs associated with the interpreter for that visit.
Research / Data Request Copies *Based on current salary table	\$16.09/hour

ADULT ASSESSMENT FEES

Defendants / Offenders receive a 15% discount on adult assessment fees if paid within two weeks of when they are assessed.

Item	Cost
Chemical Use Assessment/RIASI	\$50
Felony Worksheet	\$50
If full Presentence Investigation (PSI) is ordered after Felony Worksheet, \$50 of PSI cost is waived.	
No Show Pre-Sentence Investigation	\$50
If full Presentence Investigation (PSI) is ordered after No Show PSI, \$50 of PSI cost is waived.	

Pre-Sentence Investigation - no LS/CMI	\$100
Pre-Sentence Investigation - M/GM with LS/CMI	\$125
Pre-Sentence Investigation - Felony	\$150
Restitution Study (No Assessment)	\$25

ADULT SUPERVISION

Supervision fees are assessed annually based on offender's level of supervision as determined by their program phase, and/or validated risk assessment.

Defendants/Offenders receive a 15% discount on supervision fees if paid within two weeks of when they are assessed.

Risk	Cost
Very High	\$250
High / Sex Offender (SO) Phase I and Phase II / ISP	\$200
Medium / SO Phase III	\$150
Probation Reporting Center (PRC) and SO Group	\$125
Administrative	\$50

ALCOHOL/DRUG & OTHER COLLECTION/TESTING

Item	Cost
Personal Breath Test (PBT)	\$5
Urine Test (5/12 Panel)	\$15
Confirmation - Initial Screen	\$25
Confirmation – Subsequent Screen	\$15
Ethyl Glucuronide (ETG) Confirmation	\$30
K2 (synthetic marijuana) / ETG Dip Stick Only	\$15
Sweat Patch - Standard Panel	\$30

ELECTRONIC MONITORING

Item	Cost
Non-Refundable Monitor Service Fee	\$50
Home Electronic Monitoring (HEM)	\$15
Home Electronic Monitoring (HEM) Cell	\$20
Alcohol Monitoring and Home Electronic Monitoring (HEM)	\$20 per day
Alcohol Monitoring and Home Electronic Monitoring (HEM) Cell	\$25 per day
Alcohol Monitoring	\$15 per day
Alcohol Monitoring Cell / Soberlink	\$20 per day
GPS	\$20 per day
Soberlink	\$20 per day

JUVENILE SUPERVISION

Supervision fees are assessed annually based on offender's level of supervision as determined by their program phase, and/or validated risk assessment.

Defendants/Offenders receive a 15% discount on supervision fees if paid within two weeks of when they are assessed.

Risk	Cost
Very High	\$125
High	\$100
Medium	\$75
Low	\$50
Administrative (Traffic and Petty Offenses)	\$25

PROGRAM FEES

Program	Fee
AA Orientation	\$25
Adult Cognitive Restructuring Program	\$250
Adult Diversion Education Program	\$75
Alive at 25	\$75
Driving With Care Level I	\$200
Driving With Care Level II	\$350
Drug Education Program	\$50
Juvenile Cognitive Restructuring Program	\$125

Juvenile Diversion

Theft Awareness

Thinking for a Change (T4C)

\$30
\$50
\$450

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COUNTY WIDE

Electronic File Copy

The following rates apply unless a different rate for employee time or searches is provided in the fee schedule for an individual department

Item	Cost
Search, Retrieval & Data Compiling	\$25.00/hr.
<i>No charge for separating public data from non-public data or for retrieving data when request is made by the data subject</i>	
CD	\$1.00/each
USB	\$8.00/stick

Fax

Item	Cost
First Page	\$2.50/first page \$0.50/add'l page

Item	Cost
Mailing Documents or Information	actual cost

Notary

Item	Cost
Court Documents	n/c
non Court Document	\$5.00/document

Item	Cost
NSF Check Charge	\$30.00/item

Photocopies - Black & White

Excluding Recorder's Department. Fees listed are for printed copy. 2-sided copies will be charged as 2 pages

Item	Cost
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Ledger Size	\$1.00/page
Legal Size	\$0.25/page
Letter Size	\$0.25/page

Photocopies - Color

Excluding Recorder's Department. Fees listed are for printed copy. 2-sided copies will be charged as 2 pages

Item	Cost
Ledger Size	\$1.14/page
Legal Size	\$0.39/page
Letter Size	\$0.39/page

Item	Cost
UPS Services for Employees	\$0.50/pick-up

Use of Facilities

NOTE: Any expert or professional fee incurred in the application process shall be borne by the applicant

Item	Cost
Meetings which go beyond 10 pm which are not staffed by a County employee but require Maintenance to supervise	\$35.00/Partial/Full Hr
Weddings, after hours	\$35.00/Partial/Full Hr

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HEALTH & HUMAN SERVICES

Item	Cost
Adoption Search Fee	\$83.00/hr
Adoptive Home Study	\$83.00
<i>Director may waive or reduce fee in hardship situations</i>	
Alcohol Server Training	\$20.00/person
<i>Or establishment fee of \$200 (max. of 50 participants)</i>	

Case Management Charges to Health Plans

Services will only be provided as available staff time permits.

Item	Cost
Nursing facility relocation professional services	\$15.53/¼ hr
Para-professional	\$9.39/¼ hr
Professional care coordination	\$25.46/¼ hr

Item	Cost
Child Care	Based on State median income. Up to 75% of state

Child Care Licensing

Item	Cost
Background Check	\$100.00/initial \$50.00/subsequent
Inspection	\$50.00/initial \$100.00/subsequent \$50/year

Child Passenger Safety

Item	Cost
Child Passenger Safety Education Charges to Health Plans	\$57.00/class session per household
Individual Education	\$80.00/household

Child Passenger Safety Seat	donation
Child Passenger Safety Training	
CARS Training (No fee for Sherburne County Licensed Foster Care Providers)	\$25.00/person

Item	Cost
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Collection Fee	\$85
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Consolidated CD Fund	\$100 flat fee or sliding scale fee
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Two-tier system based on public assistance. If you are on M/A, you qualify. Flat fee of \$100 per Rule #25 assessment for those who are of higher income and not eligible for the CD Consolidated fund

Corporate Foster Home (effective 1/1/09)	\$500
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Initial license, re-licensing and annual visits per occasion

Cost of Employee Time

Item	Cost
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Child Support Officer	\$55.00
Income Maintenance Eligibility Worker	\$42.00
Public Health Nurse/Health Promotion Staff	\$70.00/hr
Social Worker	\$83.00

Day Care Consultation

Item	Cost
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Additional Consultations	\$60.00/hr
Annual	\$120.00/visit
Monthly	\$60.00/visit

Item	Cost
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Detoxification Services	sliding fee
<i>Client pays percentage of cost based on income.</i>	

Disease Prevention & Control

charged to Health Plan

Item	Cost
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Case Management	\$27.50/¼ hr
Direct Observed Therapy	\$27.50/¼ hr

Item	Cost
Electronic Home Monitoring	actual cost of service
<i>All persons who are sentenced through Juvenile Court to Electronic Home Monitoring are charged the full cost of the service.</i>	
<i>The minors parents/guardians are responsible to pay for the service.</i>	
Electronic Transfer	\$1.00/CD
Processing Fee	
Mail	\$3.00
Immunizations	donation
Inpatient Hospitalization	sliding fee
<i>Client pays percentage of cost based on income.</i>	
Mental Health Center	sliding fee
<i>Fee is based on income.</i>	
Non-Sliding Fee Child Care	
<i>Fee based on state median income.</i>	
Out Of Home Placements - DD Or SED Children	sliding fee/actual costs
<i>Fee is based on State Statute and begins upon date of placement. (Parents are responsible for all clothing costs)</i>	
Out Of Home Placements - Non-Disabled Children	sliding fee/actual costs
<i>Fee is based on State Statute, and begins upon date of placement. Payment is based upon fee collection policy revision effective 4/1/2010. (Parents are responsible for all clothing costs)</i>	
PHN Clinic Visit	\$140.00/visit
Postpartum Depression Screening	\$14.60/screening
Pre-Adoptive Services	sliding fee
<i>Fee is based on state median income.</i>	

Preventative Medicine Services

Item	Cost
Blood Lead Screening	\$20.00/test
Dental Varnishing	\$20.00/visit
Item	Cost
Public Health Nuisance Investigation	
Radon Test Kit	\$5.00/test
<i>Short Term</i>	
Respite Care	sliding fee

Fee assessed according to internal agency policy.

Select Services to DD Clients

Fee is based on State Statute.

sliding fee

Step Parent Adoption

(Director may waive or reduce fee in hardship situations.)

\$83.00 \$90/Social Worker hour

Urinalysis Testing

Actual cost per existing policy

actual costs

Vaccine Administration

\$21.22/immunization

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PUBLIC WORKS

HIGHWAY FEES

Highway maps are free.

Access Permit Bond Fee

Item	Fee
Commercial / Industrial / Plat Drawing	\$1,000.00 per permit
Public Road	\$1,000.00 per permit
Residential Agricultural	\$250.00 per permit

Access To County Highway Permit

Item	Fee
Commercial / Industrial / Plat Drawing	\$500.00 per permit
Public Road	\$500.00 per permit
Residential Agricultural	\$100.00 per permit

General Public Works Fees

Cost of Employee Time (For Legal Proceedings Only)	Fee
Public Works Director / County Engineer	\$79.27
Asst Public Works Director / County Engineer	\$60.38
County Surveyor	\$45.57
Asst County Surveyor	\$42.30
Highway Maintenance	\$35.17
Mechanic	\$38.17

Moving Permits

Item	Fee
Moving Permits	\$50.00 per trip

Unlimited Trips	\$200.00 per year
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Private Mailbox Setting

Item	Fee
County Roads (includes Swing away Mailbox Post materials and installation)	\$175.00 per mailbox
Non-County Roads (includes base post / no installation)	\$75.00 per mailbox
Replacement Swing away Mailbox Post materials (no base post or installation)	\$60.00 per mailbox
\$60.00 per mailbox)	

Right-of-Way Work / Utility Permit

Item	Fee
Right-of-Way Work / Utility Permit	\$100.00 per permit
Letter of Credit	\$500.00 per permit
Letter of Credit (unlimited)	\$5,000.00 for unlimited permits

Signs

Item	Fee
Adopt-a-Highway	\$285.00 per sign
Specific Service Sign	\$300.00 per sign
Additional Specific Service Sign on existing post	\$235.00 per sign
Traffic Signs: Less than 36 inches Wide (includes posts and installation)	\$7.46 per square foot for sign plus \$150.00
Traffic Signs: 36 inches Wide or Larger (includes posts and installation)	\$7.46 per square foot for sign plus \$185.00

GIS FEES

Public GIS Data is free.

GIS Custom Mapping Fee

Item	Fee
GIS Custom Mapping Fee Minimum	\$45.00 Minimum
GIS Custom Mapping Fee Per Hour	\$45.00 Per Hour
PDF Creation and Email Fee	\$5.00
Parcel and Aerial Map (8.5 by 11 Inches) Semi-Custom, Includes Printing	\$10.00

GIS Data Processing Fee

Item	Fee
GIS Data Processing Fee Minimum	\$45.00 Minimum
GIS Data Processing Fee Per Hour	\$45.00 Per Hour

Mailing Label Production

Item	Fee
GIS Data Processing	\$45.00
Labels	\$0.50 Per Sheet

Printing Fees

Item	Fee
Color Page 11 by 17 Inches (Ledger Size)	\$5.00 Per Page
Color Page 8.5 by 11 Inches (Letter Size)	\$2.50 Per Page
Plotter Large Print Fee	\$4.00 Per Square Foot

PLAT REVIEW FEES

Auditor's Plat

An Auditor's Plat includes a computer, plotter and software usage fee, GPS and other survey equipment; however, truck and ATV usage fees and supplies are needed as required

Item	Fee
County Surveyor	\$110.00
Assistant County Surveyor	\$90.00
Survey Project Coordinator	\$90.00
Mapping Technician	\$63.00

2-Person Field Crew	\$240.00
Accountant for Billing	\$72.00

Common Interest Communities (CIC) Plat Checks

Item	Fee
Minimum Fee	\$200.00
Per Unit	\$15.00 Plus
Per Plat	\$150.00

Preliminary Plat Check Fee

Item	Fee
Per Lot	\$14.00 Plus
Per Plat	\$200.00

Registered Land Survey & Final Plat Check Fee

Item	Fee
Minimum Fee	\$300.00
Per Lot	\$20.00 Plus
Per Plat	\$200.00

SHERBURNE COUNTY FEE SCHEDULE

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RECORDER

COPY & USE FEES

Bulk Image Sales

Item	Fee
Initial start-up cost	\$5,000.00
Cost per image	\$0.12 per image

Computer Generated Reports

Item	Fee
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First report (includes up to 500 records)	\$50.00 per report
Each additional report	\$0.50 per additional record

Mailing Copies or Passport Photos

Item	Fee
First page of mailing copy	\$2.00
Additional pages of mailing copy	\$0.50 per additional page
Passport photo	\$15.00 per photo

Photocopies

Item	Fee
Ledger size	\$1.00 per page
Legal size	\$0.75 per page
Letter size	\$0.50 per page

RecordEASE Web Fee Schedule

Please note the monthly subscription fee is charged whether or not the system is accessed during the month.

Item / Use	Fee
Monthly subscription fee	\$30.00 per individual user
Self-replenish escrow account using a credit card	\$3.00 convenience fee
Search fee	\$0.50 per search
View recorded documents	\$1.50 per document
View certificates of title (torrens)	\$2.50 per certificate
View tract page	\$2.50 per tract
View tract card	\$2.50 per tract

RecordEASE Web Occasional User

Item / Use	Fee
Convenience fee	\$3.00 per session
Search fee	\$0.50 per search
View recorded documents	\$1.50 per document
View certificates of title (torrens)	\$2.50 per certificate
View tract page	\$2.50 per tract
View tract card	\$2.50 per tract

Fee for marriage application (non-refundable)

Item	Fee
Marriage Application Fee	\$115
Reduced Marriage Application Fee	\$40
Return Check Charge	\$30

Returned / Bounced Checks

All returned checks are subject to a \$30 charge.

Passport Fees Processing

Please note that you need to allow 4 to 6 weeks for processing. Application fee and Execution fee must be paid separately.

Passport Fees Effective as of April 2nd, 2018

Item (What You Are Applying For)	Application Fee	Execution Fee	Total Fee Without Photo	Total Fee With Photo
Passport Book age 16 and over	\$110	\$35	\$145	\$160
Passport Book under age 16	\$80	\$35	\$115	\$130

Passport Card age 16 and over	\$30	\$35	\$65	\$80
Passport Card under age 16	\$15	\$35	\$50	\$65
Passport Photo only	N/A	N/A	N/A	\$15

Expedited Service Fees Processing

*Please note that you need to allow 2 to 3 weeks for processing.
Application fee and Execution fee must be paid separately.*

Expedited Service Fees Effective as of April 2nd, 2018

Item (What You Are Applying For)	Application Fee	Execution Fee	Total Fee Without Photo	Total Fee With Photo
Passport Book age 16 and over	\$185.89	\$59.70	\$245.59	\$260.59
Passport Book under age 16	\$155.89	\$59.70	\$215.59	\$230.59
Passport Card age 16 and over	\$90.00	\$59.70	\$149.70	\$164.70
Passport Card under age 16	\$75.00	\$59.70	\$134.70	\$149.70

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SHERIFF

Adult Work Crew / Community Work Service

Item / Service	Fee
8 hours to 40 hours (1 to 5 days)	\$50
41 hours to 80 hours (6 to 10 days)	\$75
81 hours to 120 hours (11 to 15 days)	\$100
121 plus hours (16 or more days)	\$150

Audio & Video Recordings

Item	Fee
911 Recordings	\$20 per recording

Carry Permit For Handgun

Item	Fee
Application Fee - Individual	\$80 application
Active and retired service member (must provide a copy of DD Form 214) or active and retired law enforcement	\$65 application
Renewal Fee (more than 30 days after expiration)	\$80 renewal
Renewal Fee (no more than 90 days prior to expiration and no more than 30 days after expiration)	\$60 renewal
Replacement Card (examples: lost card, name change, address change, etc.)	\$10 request

Certificate of Sale of Real Estate

Item	Fee
Certificate	\$20 per certificate

Court Ordered Surrendering and Transfer of Firearms

Relating to Minnesota Statutes §§260C.201: subdivision 3; 518B.01, subdivision 6; 609.2242, subdivision 3; 609.749, subdivision 8; 624.713, subdivision 1; 624.713, subdivision 1.

If the firearm(s) is stored in the custody of the Sherburne County Sheriff's Office longer than 3 days, a storage and processing fee of \$1 per day per firearm will commence on the 4th day, retroactive to the initial day the firearm(s) was received.

Credit Card Disclaimer

The Sheriff's Office will accept credit card payment for most fees over \$5. Exceptions include, but are not limited to, the following:

- Civil Process Originating Outside the State of Minnesota
- Lien Sales
- Vehicle Seizures
- Writ of Execution
- Writ of Recovery

The Sheriff's Office reserves the right to deny payment with a credit card for any of the other fees listed.

Dangerous Dog Ordinance

Item	Fee
Annual Fee	\$100 per year
Call Outs	\$30 per call out
Hearing Fee	\$200
Warning Sign	\$10 per sign

Digital Services

These fees are about requests for data retrieval, contraband removal and other digital services (computer forensics).

Item	Fee
CD / DVD	\$5 each
Data Retrieval	\$40 per hour
Typical Drive Sterilization	\$280 per hour
Other Work	\$40 per drive

Item	Fee
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Employee Clerical Time (Calculated to the nearest half hour)	\$25.00 per hour
Execution Commission	5% of total amount collected
Filing Intent to Redeem Notice	\$100.00 per notice
Filing Intent to Redeem Additional Document	\$20.00 per additional document
Fingerprints	\$15.00 per set
Huber Fee	\$20.00 per day
Impound Vehicle Storage (\$300 maximum)	\$10.00 per day
Investigator's Time (calculated to the nearest 1 hour)	\$50.00 per hour per investigator
Legal "Not Finds"	\$40.00
Mileage (computed on a round trip basis)	\$0.55 per mile
Pawn Shop Applicant Background Investigation (Individual)	\$25.00 per hour
Pawn Shop Fee (electronic billable fee)	\$1.50 per transaction
Pay for Stay (Jail)	\$35.0 per day
Photo Reprints	\$3.00 per reprint

Redemption Of Real Property (Mortgager or Creditor)

Item	Fee
Redemption Certificate	\$200.00 per certificate
Redemption Request - non-refundable advance required	\$50.00 per request

Reports

Item	Fee
Accident Reports (Traffic)	No Charge
All Other Reports	\$0.25 per page

Return Of Process When No Service Is Made

Item	Fee
Return Of Process When No Service Is Made	\$40.00

Sale Notice (to post 3 copies)

Item	Fee
Sale Notice (to post 3 copies)	\$40.00 per notice

Service of Process

Item	Fee
Service of Process	\$40.00 per individual served

Sheriff's Sale & Lien Sales

Item	Fee
Sheriff's Sale and Lien Sales	\$60.00
Writ of Execution (Levy, copies and inventory)	\$10.00

Tower Lease

There is an adjusted increase of 3% on Each Commencement Anniversary Date.

Item	Fee
Single PCS, cellular, panel antenna or whip antenna and a single coaxial cable or CAT5 line / Rate per antenna, per foot of evaluation above ground on tower, per coaxial cable or CAT5 line	\$13.00 per year
Diversity or multiple PCS or cellular panel antennas or multiple whip antennas i.e. dual, triple or quad feed multi antennas contained in a single radome or stacked on a single mast including the first coaxial cable or CAT5 line / Rate per multi-antenna, per foot of evaluation above ground on tower, per first coaxial cable or CAT5 line	\$13.00 per year
Each additional coaxial cable connection	\$4.00 per foot
Each additional CAT5 line connection	\$2.00 per foot
Microwave dish antennas up to 3 foot in diameter maximum and a singular coaxial line or CAT5 line / Rate per dish, per foot of evaluation above ground on tower, per coaxial cable or CAT5 line	\$17.00 per year
Microwave dish antennas up to 3 foot in diameter maximum and a singular coaxial line or CAT5 line / Rate per dish, per foot of evaluation above ground on tower, per coaxial cable or CAT5 line	\$4.00 per foot for additional dish (for dishes over 3 feet)
Platform or slab mounted equipment; electric not included / Rate per square foot , occupied ground	\$7.00 per year
Small pole mounted electronics; no electric	\$450.00 per year

SHERBURNE COUNTY FEE SCHEDULE

Effective as of January 1, 2018

PLANNING & ZONING

BUILDING PERMITS

Item	Cost
Ag Building Land Use	\$100
Building Code Appeal	\$300 per appeal
Building Contractor License Verification	\$5 per license
Building Permit Investigation Fee for projects started without a permit	

Building Permits - Commercial and Residential

Follows the 1997 Uniform Building Code Permit Fee Table 1-A - Building valuation is based on the most current building valuation data from the State of Minnesota may include a State surcharge of 0.005 times the building valuations.

Item	Cost
\$1 to \$500	\$23.00
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$69.25 for the first \$2,000 plus \$14 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000

\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof

Other Inspections and Fees

Charged at the following hourly rates or at the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Item	Cost
Inspections outside of business hours (2 hour minimum charge)	\$47 per hour
Re-inspection fees assessed under provision of Section 108.8	\$47 per hour
Inspections for which no fee is specifically indicated (1/2 hour minimum charge)	\$47 per hour
Additional plan review required by changes, additions or revisions to plans	\$47 per hour
Use of outside consultants for plan checking, inspections, or both (Actual costs include administrative and overhead costs)	Actual Costs
Plumbing permit (New home)	\$45 plus \$9 per fixture
Plan review fee (May include a State surcharge of 0.0005 times the building valuations)	65% of permit fee

Fixed Fees

Item	Cost
Demolition Permit	\$100 per permit
Erosion Control Permit	\$50 per permit
Erosion Control Inspections	\$50 per inspection
Fireplace	\$83.25 plus \$1 State surcharge
Gas Mechanical	\$38.50 plus \$1 State surcharge
Installation of a Pre-Fabricated Building	\$150 minimum
Overhead Garage Door	\$38.50 plus \$1 State surcharge
Plumbing Permit / Changing Existing Plumbing Location	\$75 plus \$1 State surcharge
Re-Inspection Fee	\$47 per hour
Re-Roof	\$75 plus \$1 State surcharge
Re-Siding Inspection	\$75 plus \$1 State surcharge
Replacement Windows	\$75 plus \$1 State surcharge
Retaining Wall (over 4 feet in height)	\$75 plus \$1 State surcharge
Swimming Pool Above Ground (permanent)	\$95 plus \$1 State surcharge
Swimming Pool In-Ground	\$120 plus \$1 State surcharge

Septic Systems

Residential and Commercial Permit Fee includes plan review and two (2) inspections for a new system installation, alteration or repair.

Item	Cost
Additional Septic Inspections or Site Visits	\$45 per inspection or visit
Collector Sewage Treatment System	\$1,000 per permit
Holding Tank Permit and Monitoring Agreement	\$300 per permit
Septic Tank Replacement Permit and Tank Inspection:	
SSTS Type I and II Permit	\$400 per permit
SSTS Type III Permit	\$525 per permit
SSTS Type IV and V Administrative Processing Fee	\$200 per permit
SSTS Type IV and V Systems Septic Escrow (Fee will cover contractor's hourly rate plus mileage for design review, soil verification and required inspections. Any additional costs beyond the escrow will be billed to the applicant)	\$2,500 per escrow
SSTS Operating Permit Type IV and V	\$350 for first 5 years

SSTS Operating Renewal Permit Type IV and V	\$50 per year
Sewer Line Hook-Up Inspection	\$45 per hook-up
MSTS Sewer Systems (Fee will cover contractor's hourly rate plus mileage for design review, soil verification and required inspections. Any additional costs beyond the escrow will be billed to the applicant)	\$3,000 per escrow
MSTS Operating Permit	\$350 per permit
MSTS Operating Permit Yearly Renewal	\$50 per permit
After-the-Fact-Permit	Double the regular Permit Fee
AgBMP Loan Origination Fee (Does not include recording fees)	\$100

ENVIRONMENT

Shoreland Filling and Grading and / or Alteration (After-the-Fact Permit fees may require Mitigation Escrow and do not include staff time)

Item	Cost
After-the-Fact Major Violation Permit	\$1,000 per violation
After-the-Fact Minor Violation Permit	\$400 per violation
Major Alteration Permit	\$250 per permit
Major Shoreland Mitigation Escrow	\$5,000
Minor Alteration Permit	\$100 per permit
Minor Shoreland Mitigation Escrow	\$1,000

Item	Cost
Water Testing Kit	\$20 per kit
Wetland Alteration Permit (After-the-Fact)	\$400 plus staff time
Wetland Banking Application	\$300 first 5 hours and \$30 per additional hour
Wetland Delineation Verification	\$150
Escrow (On large projects where the project review may exceed 4 hours of staff time)	\$1,000 permit
Wetland Exemption / No-Loss Certificate	\$75 per certificate
Wetland Replacement Annual Monitoring	\$30 per hour plus mileage
Wetland Replacement Escrow	\$1.50 per square foot of required replacement (Held up to 5 years)

Wetland Replacement Plan Application

Item	Cost
Additional activities	\$36 per hour
Greater than 1/2 acre	\$500 per application
Up to 1/2 acre	\$300 per application

SOLID WASTE

Facility Licensing

Item	Cost
Demolition Debris Landfill	\$3,000 to apply and \$12,000 per year
Energy Recovery Ash Landfill	\$2,500 to apply and \$8,000 per year
Energy Recovery Facility	\$2,000 to apply and \$4,000 per year
Incinerator Facility	\$2,500 to apply and \$8,000 per year
Industrial Waste Landfill	\$4,000 to apply and \$15,000 per year
Infectious / Medical Waste Facility	\$1,500 to apply and \$4,000 per year
Organics Compost Facility	\$2,000 to apply and \$4,000 per year
RDF Processing Facility	\$2,000 to apply and \$4,000 per year
Sanitary Landfill Facility	\$4,000 to apply and \$20,000 per year
Solid Waste Compost Facility	\$1,500 to apply and \$8,000 per year
Solid Waste Processing (Facilities that accept 0 to 10,000 tons of solid waste per year)	\$250 to apply and \$500 per year
Solid Waste Processing (Facilities that accept more than 10,000 to 50,000 tons of solid waste per year)	\$750 to apply and \$1,000 per year
Solid Waste Processing (Facilities that accept more than 50,000 tons of solid waste per year)	\$2,000 to apply and \$4,000 per year
Transfer Station Facility	\$1,500 to apply and \$4,000 per year

Facility Licensing *(Privately owned and operated)*

Item	Cost
HHW Facility	\$500 to apply and \$2,000 per year
Yard Waste Compost Facility	\$500 to apply and \$2,000 per year

Industrial Solid Waste Management *(Rush fees apply if requested and processed within 24 hours)*

Item	Cost
Amendment Request	\$50 per review
Approval Request	\$140 per review
ISW Management Plan	\$500 per review
Renewal Request	\$80 per review
RUSH Renewal Request	\$150 per review
RUSH Amendment Request	\$90 per review
RUSH Approval Request	\$250 per review

Item	Cost
Land Application of Septage	\$300 site and \$50 renewal fee
Land Application of Septage Appeal	\$450 per appeal (Does not include recording fee)
Land Application of Solid Waste Permit	\$500 site and \$50 renewal fee

Solid Waste Hauler *(Late application fee is double the base fee)*

Item	Cost
Base Fee	\$200 per year and \$25 per vehicle
Hauler bond	\$10,000

PLANNING & ZONING

Item	Cost
Appeal (ADD)	\$450 per appeal (Fee does not include recording costs)

Dog Kennel License *(License renewal with no change to initial application)*

Item	Cost
Commercial	\$150 per application fee or \$120 per year
Private	\$50 per application fee or \$20 per year

Item	Cost
EAW Preparation Fee - <i>Plus mileage incurred and costs associated with any expert or professional fee incurred in any application preparation or review through a consultant contract approved by the County.</i>	\$525 and \$40 per hour per staff
Grading, Filling or Excavation Permit	\$500 per permit (Temporary)
Gravel Mining Permit Monitoring Fee <i>Annual based on acreage</i>	\$15 per acre
Land Use Text Permit <i>Feedlots and for Structures in Shoreland, Wetland, Floodplain, or Mississippi and Rum Scenic and Recreational Districts</i>	\$100 per permit
Mobile Home Monitoring Fee	\$15 per year
Ordinance or Comprehensive Plan Text Amendment <i>Includes up to 5 hours staff time. Staff time exceeding 5 hours on one application will be charged at the Cost for Employee Time rates. Fee does not include recording costs.</i>	\$450 per amendment
Park Dedication Fee (New Residential Lot)	\$800 per lot or 10% land area

Public Hearings *(meeting fee does not include application fees)*

Item	Cost
Special Board of Adjustment Meeting	\$750 per meeting
Special Planning Commission Meeting	\$1,000 per meeting

Item	Cost
Reclamation Bond Gravel Mine	\$2,500 per acre
Reclamation Bond Hot Mix	\$5,000
Rezone Application	\$450 per application (Fee does not include recording costs)

Sign Permits

Item	Cost
Off-Premise	\$250 per permit
On-Premise	\$100 per permit

Stormwater and Erosion Control Permit

Item	Cost
Stormwater and Erosion Control Permit	\$200 per permit (For projects exceeding one acre)
Escrow (To be used for any staff hours and mileage beyond two site inspections and 3 hours of staff time)	\$1,000 permit

Subdivision Planned Unit Development

Item	Cost
Concept plan meeting fee	\$200
Erosion Control Inspection Permit	\$200 per inspection fee
Final plat application	\$400 per application fee and \$50 per lot
Preliminary plat application	\$1,500 per application fee and \$75 per lot

Item	Cost
Subdivision Preliminary Plat Extension	\$200 per application

Subdivision Registered Land Survey

Item	Cost
Simple (up to 3 lots)	\$300 per application
Over 3 lots	\$750 per application

Item	Cost
Subdivision Simple Plat	\$400 per application

Subdivision Standard Plat

Item	Cost
Stormwater Erosion Control Permit	\$200 per permit and \$20 per lot
Final plat application	\$200 per application fee and \$25 per lot

Preliminary plat application

\$700 per application fee and \$50 per lot

Use Permits

Includes up to 5 hours staff time. Staff time exceeding 5 hours on one application will be charged at the Cost for Employee Time rates. Fee does not include recording costs.

Minor CUPs and IUPs are: Home businesses in accessory buildings, day cares, farm related businesses, nurseries, personal storage structures and similar uses.

Major CUPs or IUPs are: Solar farms, communication towers, gravel pits, waste facilities, salvage yards, power generation plants and similar industrial use businesses.

Item	Cost
CUP/IUP Amendment	\$350 per application
CUP/IUP Inspections	\$35 per hour plus mileage
Conditional Use Permit (Minor)	\$450 per application
Interim Use Permit (Minor)	\$450 per application
Conditional Use Permit (Major)	\$700 per application
Interim Use Permit (Major)	\$700 per application
Escrow for Major CUP or IUP (For any staff hours incurred over 5 hour)	\$3,000
After-the-Fact Permit	Double the Permit Fee

Variances

Includes up to 5 hours staff time. Staff time exceeding 5 hours on one application will be charged at the Cost for Employee Time rates. Fee does not include recording costs.

Item	Cost
Subsequent variances for the same specific request	\$100 per application
Variance	\$400 per application
After-the-Fact Permit	Double the Permit Fee