



SIBLEY COUNTY FEE SCHEDULE
AMENDED: DECEMBER 13, 2016
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2017

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COUNTY WIDE	Faxed Non-Statutory Document		
	First Page (Sent)		5.00
	Each Additional Page (Sent)		1.00/page
	Mileage - Staff Vehicles		IRS Rate
	Issuance of a Worthless Check	604.113	30.00
	Notary Fee		No Charge
	Photocopies Non-Statutory		
	Size: 8 1/2 x 11		.25/copy
	2 Sided		.50/copy
	Size: 8 1/2 x 14		.25/copy
2 Sided		.50/copy	
Size: Ledger 11 x 17		1.00/copy	
2 Sided		2.00/copy	
County's Comprehensive Plan Report		35.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COUNTY WIDE Data Practices NOTE: All Data Practices Fees are subject to statutory fees. *Research fee may only be collected if copies have been requested. Research for data that will only be viewed or copied personally by the requester may not be charged.	Faxed Document		
	First Page (Sent)		5.00
	Each Additional Page (Sent)		1.00/page
	Photocopies Statutory/Printed Copies	13.03	
	Size: 8 1/2 x 11		.25/copy
	2 Sided		.50/copy
	Size: 8 1/2 x 14		.25/copy
	2 Sided		.50/copy
	Size: Ledger 11 x 17		1.00/page
	2 Sided		2.00/copy
Photographs		5.00	
Postage (First Class)		Prevailing Rate	
* Research (including computer time)		Rate Established by Department	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
ASSESSOR 507-237-4078	CER Parcel Info & Prodex Map		1.00
	Parcel Information		
	Residential - Emailed		5.00
	Commercial - Emailed		5.00
	CRV - emailed		1.00
	Parcel Permit Report to District (email)		Free
	Sales Reports Annual Subscription (copy or email)		
	Farms Sales		10.00
	Residential Sales		10.00
	Labels		
	Initial Set-up		25.00
	First 50 Labels		5.00
	Each Label After 50		.05/each
	Printouts		
	Initial Set-up		25.00
	First 100 Pages		.15/page
	Over 100 Pages		.10/page
Aerial Photos (Copy or E-mail)			
Black & White		1.00/page	
Color		4.00/page	
Electronic File of Property Tax Information:			
Minimum Charge		60.00	
Set Up Fee		25.00	
Fee Per Parcel		0.02	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
AUDITOR 507-237-4070	Assessment Maintenance		
	Administration/Collection of Specials (per track)		
	First Year (includes set-up)		1.50/parcel
	Subsequent Years		1.00/parcel
Assessment Search		10.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE	
AUDITOR 507-237-4070	County & Joint County Drainage Projects		Minimum of 200.00	
	New Construction & Improv. 1% charge on cost up to \$50,000			
	1/2% charge on cost from \$50,000 - \$200,000			
	1/2% charge on cost over \$200,000			
	Repair Liens, Maint. Levies or Re-Determination of Benefits		1.00/record	
	Financial Reports Per Trans.		5.00	
	Tax Searches		10.00	
	Drainage/Special Assessment Search		10.00	
	Hourly Rate		50.00/hr	
	Election & Voter Registration Filing Fees	204b.11		
	County Offices		50.00	
	SWCD		20.00	
List of Political Candidates		No Charge		
Registered Voter Certificate		No Charge		
Voter Registration Lists and Labels	State of MN	651-297-4848		
Financial Management Fees				
Audit Verifications			50.00/hr	
Bond Reports			50.00/hr	
Minimum			200.00	
Forfeit Administrative Fee			10.00	
Forfeit Property Listing			No Charge	
Delinquent & Forfeited Property Fees				
Certification of Delinquent Tax			10.00	
Confession of Judgement			100.00	
Publication Fee			30.00	
Satisfaction			No Charge	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
AUDITOR 507-237-4070	Licensing		
	Auctioneer		20.00
	Beer 3.2%		
	On Sale Temporary		10.00
	On Sale (1-Year)		50.00
	Off Sale (1-Year)		25.00
	Liquor		
	On Sale		1,500.00
	Sunday		200.00
	Wine		50.00
	Precious Metal Dealer		50.00
	Transient Merchant		150.00
	Tobacco		50.00
	Labels		
	Initial Set-up		25.00
	First 50 Labels		5.00
	Each Label after 50		.05 each
	Printouts		
Initial Set-up		25.00	
Up to 100 Pages		.15/page	
After 100 Pages		.10/page	
DVD or VHS Copy of Board Mtgs			10.00/each

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COURT ADMINISTRATION (STATE OFFICE) 507-237-4051	Certified Copies		16.00/doc.
	Uncertified Copies		10.00/doc.
	Civil		
	Plaintiff		322.00
	Defendant		322.00
	Jury Trial		102.00
	Fax Filing		\$25 for up to 50 pgs
	Dissolution		
	Petitioner		402.00
	Respondent		402.00
	Child Support Motion Fee		102.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COURT ADMINISTRATION (STATE OFFICE) 507-237-4051	Conciliation Court		
	Plaintiff		
	Claim to \$2,500		75.00
	Claim above \$2,500		81.00
	Defendant Counterclaim		
	Counterclaim to \$2,500		75.00
	Counterclaim above \$2,500		81.00
	Appeal (Court Trail)		322.00
	Appeal (Jury Trail)		424.00
	Order for Disclosure		5.00
	Transcript & Docketing		42.00
	Unlawful Detainer		322.00
	Probate		322.00
	Guardianship & Conservatorship		322.00
	Wills - Deposit		29.00
	Adoption		397.00
	Foreign Judgment/or Confession		
	Claim to \$7,500		75.00
	Claim above \$7,500		322.00
	Satisfaction or Assignment		5.00
	Writ of Execution or Writ		55.00
	Subpoena (Civil Action)		16.00
	Judgement Search (each name)		7.00
Tax Court			
Regular Division		322.00	
Small Claims Division		160.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
DEPARTMENT OF CORRECTIONS (Court Services) State Office 507-237-4097	Supervision Fees		
	Felony		300.00
	Gross Misdemeanor		200.00
	Misdemeanor		100.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
ENVIRONMENTAL SERVICES (Planning & Zoning) 507-237-4091	Platting Request		(Base Fee) plus 100.00 per lot
	Preliminary (Base Fee)		400.00
	Final (Base Fee)		400.00
	Rezone		600.00
	Filing Fee		46.00
	Sewer Permit		
	Type 1 (Mound, Trench, Upgraded Systems)		460.00
	Type 2 (Holding Tank w/ O/P)		435.00
	Type 3 (Disturbed Soil, etc. w/ O/P)		560.00
	Type 4 (requires an O/P)		660.00
	Type 5 (engineered System)		660.00 min
	Add fee for systems > 750 GPD		
	County supplied Serv Provider		200.00
	Owner install surcharge		300.00
	Setback Certificates (or \$1 per \$1,000 value after \$50,000)		50.00
	Sign Permit		100.00
	Variance		500.00
	Filing Fee		46.00
	Copies		
	Large Plan Copies		5.00/each
	Copies of Zoning Ordinance		35.00/each
	Subdivision Regulations		25.00
	Tire and Appliance Collection		
	Appliance		10.00/each
	Car Tires		2.00/each
	Car Tires w/ Rims		4.00/each
	Truck Tires		5.00/each
	Truck Tires w/ Rims		10.00/each
	Tractor Tires		10.00/each
	Tractor Tires w/ Rims		20.00/each
	Electronics		
	TV's 19" & Larger		10.00/each
TV's Smaller than 19"		5.00/each	
Computer Hard drives		4.00/each	
Keyboards, Mouse & Cell Phones		1.00/each	
Monitors, Printers, Stereos,			

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
ENVIRONMENTAL SERVICES (Planning & Zoning) 507-237-4091	VCR's		3.00/each
	1-Complete Computer Set: (Tower, Monitor, Mouse, & Keyboard)		7.00/each
	Aggregate Removal		300.00
	Land Use Permit		
	New Dwelling		500.00
	Additions to Homes		100.00
	Decks/Porches		50.00
	Handicap Ramp Only		No Charge
	Commercial		300.00
	Conditional Use Permit		600.00
Filing Fee		46.00	
Late Fee - If construction begins prior to Land Use Permit being granted.			
Cost of Improvement Less than \$20,000		500.00	
Cost of Improvement More than \$20,000		1,000.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
EXTENSION PUBLICATIONS (University of Minnesota Office) 507-237-4100	Fee Schedule		As Per Fee Schedule in Extension Office

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
GIS 507-237-4092	Section Corners		No Charge
	Simple Map Printout/E-Mail per page/map for property owner (one map)		5.00 free
	GIS Data Distribution per Hour		60.00
	minimum charge		30.00
	Custom Map per Hour		60.00
minimum charge		30.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
GIS 507-237-4092	Online Access		free
	Sibley County Website		
	Minnesota Geospatial Information Office Website		
	Free to government entities	16E.30	
	Free to not-for-profit/education organizations		

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
LICENSE CENTER 507-237-4068 (Located in the Auditor's Office)	All Duplicate Decals		6.00
	ATV, ORV, OHM, & (non-titled)		
	Watercraft		
	Registrations		6.00
	Transfers		8.50
	Titled Watercraft Applications, Transfers, Duplicates, Corrected		8.50
	Snowmobiles		
	Registrations		3.50
	Transfers		3.50
	Driver's License (Renewals, Duplicates & Identification Cards)	171.06	8.00
	Game & Fish		
	Fee Items		1.00
	No Fee Items		1.00
	Motor Vehicle	168.33	
	Duplicate Plates/Stickers	subd 7	10.00
	Lien Release/Grant		10.00
	Registrations		10.00
	Renewals		6.00
Title Transfers		10.00	
State Highway Maps		2.00	
Driver's Manual		6.00	
Motorcycle Manual		6.00	
CDL Manual		10.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PARKS	Camping - Must contact Sheriff's Office at 507-237-4330 to obtain permission to camp overnight.		Free

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000 Home Health Care	Home Health Aide		Sliding Fee Scale 0-42.00/hr
	Homemaker		Sliding Fee Scale 0-18.00/hr
	Registered Nurse		Sliding Fee Scale 0-110.00/visit
	Physical, Speech, Occupational Therapy		Sliding Fee Scale 0-120.00/visit

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000 Immunizations	Hepatitis B (series of three injections) Vaccine		38.00 per Injection
	Mantoux Test for Tuberculosis (includes reading results)		20.00
	Infant, Child, Adult Immunization Administration Charge		Based on Cost plus 20.00 Per Injection
	Adult Tetanus Vaccine		Based on Cost plus 20.00 Per Injection
	Adult Tdap		Based on Cost plus 20.00 Per Injection
	Flu Vaccine		Based on Cost plus 20.00 Per Injection

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000 Other Services	Health Screening		45.00 per screening
	Pregnancy Testing		No Charge
	Child Safety Seats - (Dependent on Insurance)		Sliding Fee Scale 0-38.00/seat 10.00/seat
	Booster Seat Distribution		15.00
	Lead Testing		45.00/participant
	CPR Class		45.00/participant

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000	Chemical Use Assessment (unless collected by the court)		150.00
	Child Protection Assessment Audio Tape/Disk		10.00
	Child Support Service Fees Non IV-D (per month)		15.00
	NPA Application Fee (per case) onetime fee		25.00
	Out-of-Home Placement - Sliding fee based on income		
	Child Care Licensing/Re-licensing Background Checks		50.00/year 100.00
	Detox - Sliding fee based on income		

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000 Disease Prevention & Control/Health Promotion	Blood Pressure - Individual In-Office Monitoring, Referral & Counseling		No Charge
	Blood Pressure - Community Clinics		No Charge
	Non-Profit Requests For-Profit Requests		45.00/hour
	Head Lice Check		No Charge
	Health Fair - Setup & Distribution of Information		No Charge
	Un-Staffed - all requests Staffed - for profit requests		45.00/hour
	Health Education Program or Presentation		No Charge
	Worksite Health Screenings		45.00/hour

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC WORKS 507-237-4092	County Maps		2.00
	E-911 Post Sign		15.00/each 25.00/each
	Plans & Specifications At Office or Mailed		Project Specific
	Utility Permit		125.00 + Registration Fee/Form 10.00
	Culvert Materials (Only Sold Public Agencies)		Actual Cost + Tax +5%
	Sign Materials (Only Sold Public Agencies)		Actual Cost + Tax +5%
	Excavating/Grading Permit		125.00
	Obstruction Permit		125.00
	Street/Commercial Access Permit		250.00
	Residential/Field Access Permit		125.00
	Culvert Deposit (Refunded upon County Approval)		200.00
	Mobilization Materials		330.00/site Actual Cost + Tax & 5%
	Installation of Culvert (Only for New Approach)		1,000 + materials
	Installation of Culvert Extension (Only for Existing Approach)		600 + materials
	Seed for Slopes		50.00
	Oversize/Overweight Permit Administrative Fee		25.00
Overweight Fee		6.00/ESAL/ mile	
Equipment Rent (Government Agencies Only)		Annual Rate by Type	
Large Plan Copies		5.00/each	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Abstract Dept. 507-237-4080 All Fees include the \$10.50 State Surcharge	Recording of Documents, Minim	357.18	46.00
	Recording of Documents with - Multiple Assignments & Releases with 4 Document Citations or Less Add \$10.00 for each additional document cited over first 4	357.18	46.00 minimum
	Plat Filing	505.08	56.00
	Condominium Filing	357.18	34.50
	Well Disclosure Certificate	1031.235	50.00
	Abstracting Fees		
	Continuation Certificate	357.18	40.00
	New Order Certificate	373.41	50.00
	Entry Exhibits		4.00 1.00/page
	Judgement Search	357.18	5.00/name
	Searches, Tax & Other Liens, Return Fee - if not picked up	357.18	5.00/name 5.00
	Current Tax Certificate		10.00/parcel
	Delinquent Tax Certificate		10.00/parcel
	Special Assessment Certificate		10.00/parcel
	Copies of Record		
	Uncertified Copies	357.18	1.00/page
	Certified Copy \$1.00/page	357.18	10.00 minim 9.50 + .50 Certification
	Plat Copies		
	Fax & Email Fee		5.00 + 1.00/page
	Computer Print-outs Report		15.00 + 1.00/page

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Torrens Dept. 507-237-4080 All Fees include the \$10.50 State Surcharge	Original Certificate of Title	508.82	46.00
	Transfer of Fee Simple Title (New Certificate)	508.82	46.00
	Entry as Memorial Multiple Assignment/Satisfaction	508.82	46.00
	Exchange Certificates each on canceled each new	508.82	20.00 20.00
	Certificate of Condition of Register (Searches same as abstract fee)	508.82	50.00
	Condominium Filing	508.82	56.00
	Plat Filing	508.82	56.00
	Registered Land Survey		56.00
	Residue Certificate	508.82	40.00
	Well Disclosure Certificate	1031.235	50.00
	Torrens Certificate (copy)		10.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Vital Statistics Dept. 507-237-4080 All Fees Include State Charges	Birth Certificate Certified		26.00
	Additional - Certified Non-Certified	144.226	19.00/each 13.00
	Death Certificate Certified		13.00
	Additional - Certified Non-Certified	144.226	6.00/each 13.00
	Marriage Application Without Counseling	517.08	115.00
	With Counseling	144.226	40.00
	Copy of Marriage Certificate	517.101	9.00
	Re-Issue Marriage Document (Applicant Error)		15.00
	Emergency Certified Copies (Issued non-work hours)		30.00 plus fee
	Verification of Information (Includes Genealogy Searches)	144.226	20.00/hour

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Misc Fees 507-237-4080	Listing of Documents of One Instrument Type by Grantor/Grantee per name Searched plus Copy Fee		15.00
	Tract Search or Abstract update by Phone		40.00
	Notary Filing	357.021	20.00
	Passport Books- Adults (16 & Over) Children (under 16)	N/A	135.00 105.00
	Passcards Adults (16 & Over) Children (under 16)		55.00 40.00
	Passport Photo		10.00
	LandShark Setup Fee Monthly Fee Image		50.00 50.00 2.00/each

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER UCC Dept 507-237-4080 S = Standard Format NS = Non-Standard Form Fee	UCC - Financing Statement	336.9 - 403	20.00
	UCC 3 Amendment		20.00
	Assignment Part Release Continuation & Termination	336.9 - 403	20.00/action 20.00/action
	UCC 11 - Information Request UCC 12 - Information Request		20.00/name 20.00/name

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
SHERIFF 507-237-4330	Mileage-per mile/round trip	357.09	Included in Fees
	Accident Report		5.00
	Sheriff's Sale	357.09	75.00
	Person - Not Found (Includes Mileage)	357.09	45.00
	Posting Sale Notices	357.09	50.00
	Summons or Process	357.09	50.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
SHERIFF 507-237-4330	Redemptions		200.00
	Deposit		100.00
	Deputy Stand-by Time Re: Unlawful Detainers, Etc.		45.00/hr
	All Other Process Service		50.00
	Writ of Execution	357.09	5% of Judgment
	County Commission		50.00
	Satisfied		45.00
	Unsatisfied		100.00
	Deposit		100.00
	Burning Permit - 1-year		10.00
	Impound Lot		10.00/day
	Certificate of Sale		40.00
	Copies		
	Minimum		15.00
	Additional over 15		.50/each
	Duplicate Return		No Charge
	Execution, Demand		50.00
	Criminal History Background Check		50.00
	Board of Prisoners		
	Out of County Federal Contract		55.00
	Fingerprints		20.00
	Inmate Booking Fees		10.00
	Inmate Pay to Stay		20.00/day
	Inmate Expenses		
	Commissary		
	Medical Co-Pay		10.00
	Medical Reimbursement for Work Release		
	Out-of-County		
Levy		50.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
TREASURER 507-237-4084	Tax Statement Copy		1.00/parcel
	Escrow Fees		5.00/parcel
	Certification on Tax Search		10.00/parcel
	Non-Certified Tax Search		5.00/parcel
	Research Records		25.00/hour
	County Road Maps (If mailed add \$1.00 postage)		2.00
	Plat Books		
	Farm & Home (if mailed add \$3.00 postage)		32.00
	Color (if mailed add \$3.00 postage)		16.03
	Large		87.86
	Labels		
	Initial Set-up		25.00
	First 50 Labels		5.00
	Each Label after 50		.05/each
	Printouts		
	Initial Set-up		25.00
	First 100 Pages		.15/page
	Over 100 Pages		.10/page
	County Revenue Recapture Fee		10.00
	Electronic File of Property Tax Information:		
Minimum Charge		60.00	
Initial Set-up		25.00	
Fee Per Parcel		0.02	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
VETERANS SERVICE 507-237-4090	All services provided to Verterans are free.		

FEES MAY BE SUBJECT TO STATUTORY OR COUNTY BOARD CHANGES

SIBLEY COUNTY FEE SCHEDULE
AMENDED DECEMBER 13, 2016
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2017