



SIBLEY COUNTY FEE SCHEDULE  
AMENDED: DECEMBER 26, 2017  
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS  
EFFECTIVE JANUARY 1, 2018

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 2 Sided		.25/copy .50/copy
	Size: 8 1/2 x 14 2 Sided		.25/copy .50/copy
	Size: Ledger 11 x 17 2 Sided		1.00/copy 2.00/copy
	County's Comprehensive Plan Report		35.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COUNTY WIDE <b>Data Practices</b> 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 Size: 8 1/2 x 11 2 Sided	13.03	.25/copy .50/copy
	Size: 8 1/2 x 14 2 Sided		.25/copy .50/copy
	Size: Ledger 11 x 17 2 Sided		1.00/page 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
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 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		Minimum of 200.00
	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 Hourly Rate		10.00 50.00/hr
	Election & Voter Registration Filing Fees County Offices SWCD List of Political Candidates Registered Voter Certificate Voter Registration Lists and Labels	204b.11     State of MN	50.00 20.00 No Charge No Charge 651-297-4848
	Financial Management Fees Audit Verifications Bond Reports Minimum		50.00/hr 50.00/hr 200.00
	Forfeit Administrative Fee		10.00
	Forfeit Property Listing		No Charge
	Delinquent & Forfeited Property Fees Certification of Delinquent Tax Confession of Judgement Publication Fee Satisfaction		10.00 100.00 30.00 No Charge

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
	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
<b>COURT ADMINISTRATION</b> (STATE OFFICE) <b>507-237-4051</b>	Certified Copies		16.00/doc.
	Uncertified Copies		10.00/doc.
	Civil		
	Plaintiff		297.00
	Defendant		297.00
	Jury Trial		102.00
	Fax Filing		\$25 for up to 50 pgs
	Dissolution		
	Petitioner		377.00
	Respondent		377.00
Child Support Motion Fee		102.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>COURT ADMINISTRATION</b> (STATE OFFICE) <b>507-237-4051</b>	Conciliation Court		
	Plaintiff		75.00
	Defendant Counterclaim		75.00
	Appeal (Court Trail)		297.00
	Appeal (Jury Trail)		399.00
	Order for Disclosure		5.00
	Transcript & Docketing		42.00
	Unlawful Detainer		297.00
	Probate		297.00
	Guardianship & Conservatorship		297.00
	Wills - Deposit		29.00
	Adoption		372.00
	Foreign Judgment/or Confession		
	Claim to \$7,500		75.00
	Claim above \$7,500		297.00
	Satisfaction or Assignment		5.00
	Writ of Execution or Writ		57.00
	Subpoena (Civil Action)		18.00
	Judgement Search (each name)		7.00
	Tax Court		
	Regular Division		297.00
	Small Claims Division		160.00

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

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

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>GIS</b> <b>507-237-4092</b>	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 minimum charge		60.00 30.00
	Custom Map per Hour minimum charge		60.00 30.00
	Online Access Sibley County Website Minnesota Geospatial Information Office Website		free
	Free to government entities	16E.30	
	Free to not-for-profit/education organizations		

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE	
<b>LICENSE</b> <b>CENTER</b> <b>507-237-4068</b>	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	
Driver's Manual			6.00	
Motorcycle Manual			6.00	
CDL Manual			10.00	

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

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>Property</b> <b>Assessing &amp;</b> <b>Zoning (Assessor)</b> <b>507-237-4078</b>	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
<b>PROPERTY,</b> <b>ASSESSING &amp;</b> <b>ZONING (ZONING)</b> <b>507-237-4091</b>	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

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PROPERTY, ASSESSING & ZONING (ZONING) 507-237-4091	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, VCR's		3.00/each	
1-Complete Computer Set: (Tower, Monitor, Mouse, & Keyboard)		7.00/each	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PROPERTY, ASSESSING & ZONING (ZONING) 507-237-4091	Aggregate Removal		300.00
	Land Use Permit		
	New Dwelling		
	New Site		546.00
	Existing Site		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
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
<b>PUBLIC HEALTH &amp; HUMAN SERVICES</b> 507-237-4000 Other Services	Health Screening		45.00 per screening
	Dental Varnish		\$14.00/application
	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		150.00
	Chemical Use Assessment (unless collected by the court)		10.00
	Child Protection Assessment Audio Tape/Disk		15.00
	Child Support Service Fees Non IV-D (per month)		
	Out-of-Home Placement - Sliding fee based on income		
	Child Care Licensing/Re-licensing Licensing Re-Licensing		50.00/year 100.00/year
	Background Checks		100.00
	Detox - Sliding fee based on income		

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>PUBLIC HEALTH &amp; HUMAN SERVICES</b> 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		45.00/hour
	For-Profit Requests		No Charge
	Head Lice Check		No Charge
	Health Fair - Setup & Distribution of Information Un-Staffed - all requests Staffed - for profit requests		No Charge 45.00/hour
	Health Education Program or Presentation		No Charge
	Worksite Health Screenings		45.00/hour

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>PUBLIC WORKS</b> 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) Mobilization Materials		200.00 330.00/site Actual Cost + Tax & 5%
	Installation of Culvert (Only for New Approach) Installation of Culvert Extension (Only for Existing Approach) Seed for Slopes		1,000 + materials 600 + materials 50.00
	Oversize/Overweight Permit Administrative Fee Overweight Fee		25.00 6.00/ESAL/ mile
	Equipment Rent (Government Agencies Only) Large Plan Copies		Annual Rate by Type 5.00/each

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>RECORDER</b> <b>Abstract Dept.</b> <b>507-237-4080</b> 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		4.00
	Exhibits		1.00/page
	Judgement Search	357.18	5.00/name
	Searches, Tax & Other Liens,	357.18	5.00/name
	Return Fee - if not picked up	357.18	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
	Plat Copies		9.50 + .50 Certification
	Fax & Email Fee		5.00 + 1.00/page
	Computer Print-outs Report		15.00 + 1.00/page

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>RECORDER</b> <b>Torrens Dept.</b> <b>507-237-4080</b> 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	508.82	20.00
	each new		20.00
	Certified Torrens Certificate	508.82	10.00
	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)		1.00/page	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>RECORDER</b> <b>Misc Fees</b> <b>507-237-4080</b>	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-	N/A	
	Adults (16 & Over)		135.00
	Children (under 16)		105.00
	Passcards		
	Adults (16 & Over)		55.00
	Children (under 16)		40.00
	Passport Photo		10.00
	LandShark		
	Setup Fee		50.00
	Monthly Fee		50.00
	Image		2.00/each
	Ordinations		20.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>RECORDER Vital Statistics Dept. 507-237-4080</b> All Fees Include State Charges	Birth Certificate Certified		26.00
	Additional - Certified	144.226	19.00/each
	Non-Certified		13.00
	Death Certificate Certified		13.00
	Additional - Certified	144.226	6.00/each
	Non-Certified		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
<b>SHERIFF 507-237-4330</b>	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
	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 County Commission	357.09	5% of Judgment
	Satisfied		50.00
	Unsatisfied		50.00
	Deposit		100.00
	Burning Permit - 1-year		10.00
	Impound Lot		10.00/day
	Certificate of Sale		40.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
<b>SHERIFF 507-237-4330</b>	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
<b>TREASURER 507-237-4084</b>	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



DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
TREASURER 507-237-4084	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 Veterans are free.		

**FEEES MAY BE SUBJECT TO  
STATUTORY OR COUNTY BOARD  
CHANGES**

SIBLEY COUNTY FEE SCHEDULE  
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BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS  
EFFECTIVE JANUARY 1, 2018