



SIBLEY COUNTY FEE SCHEDULE
AMENDED: DECEMBER 27, 2011
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2012

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
	Non-Sufficient Funds	604.11	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	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	
Printed Copies		1.00/page	
* Research (including computer time)		Rate Established by Department	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
ASSESSOR 507-237-4078	CER Parcel Info & Prodex Map		5.00
	Parcel Information		
	Residential - Faxed		5.00
	Commercial - Faxed		5.00
	Sales Reports (Copy or Email)		
	Farms Sales		10.00
	Residential Sales		10.00
	Labels		
	Initial Set-up		10.00
	First 50 Labels		5.00
	Each Label After 50		.05/each
	Printouts		
	Initial Set-up		10.00
	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		40.00	
Set Up Fee		10.00	
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)		.50/parcel
	Subsequent Years		.25/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		.25/record
	Financial Reports Per Trans.		5.00
	Tax Searches		10.00
	Drainage/Special Assessment Search		10.00
	Hourly Rate		40.00/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	651-284-4087 or 651-215-1442	
Financial Management Fees			
Audit Verifications		40.00/hr	
Bond Reports		40.00/hr	
Minimum		120.00	
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		10.00
	First 50 Labels		5.00
	Each Label after 50		.05 each
	Printouts		
Initial Set-up		10.00	
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		14.00/doc.
	Uncertified Copies		8.00/doc.
	Civil		
	Plaintiff		320.00
	Defendant		320.00
	Jury Trial		100.00
	Fax Filing		\$25 for up to 50 pgs
	Dissolution		
	Petitioner		400.00
	Respondent		400.00
	Child Support Motion Fee		55.00

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		80.00
	Defendant Counterclaim		
	Counterclaim to \$2,500		75.00
	Counterclaim above \$2,500		80.00
	Appeal (Court Trail)		320.00
	Appeal (Jury Trail)		420.00
	Order for Disclosure		5.00
	Transcript & Docketing		40.00
	Unlawful Detainer		320.00
	Probate		320.00
	Guardianship & Conservatorship		320.00
	Wills - Deposit		27.00
	Adoption		395.00
	Foreign Judgment/or Confession		
	Claim to \$7,500		75.00
	Claim above \$7,500		320.00
	Satisfaction or Assignment		5.00
Writ of Execution or Writ		55.00	
Subpoena (Civil Action)		16.00	
Judgement Search (each name)		5.00	
Tax Court			
Regular Division		320.00	
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 (includes \$5 book & \$100 Soil Verification)		
	Mound		400.00
	Trench System		325.00
	Upgraded System		275.00
	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		8.00/each
	Car Tires		1.00/each
	Truck Tires		5.00/each
	Tractor Tires		10.00/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
LICENSE CENTER 507-237-4068 (Located in the Auditor's Office)	All Duplicate Decals		4.50
	ATV, ORV, OHM, & (non-titled)		
	Watercraft		
	Registrations		4.50
	Transfers		7.00
	Titled Watercraft Applications, Transfers, Duplicates, Corrected		7.00
	Snowmobiles		
	Registrations		2.00
	Transfers		2.00
	Driver's License (Renewals, Duplicates & Identification Cards)	171.06	
Game & Fish			
Fee Items			1.00
No Fee Items			0.50

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
LICENSE CENTER 507-237-4068 (Located in the Auditor's Office)	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

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	Chemical Use Assessment (unless collected by the court)		100.00
	Child Support Service Fees		
	Non IV-D (per month)		15.00
	NPA Application Fee (per case) onetime fee		25.00
	Copies		
	Public Data	13.03	.25/page
	Private Data	13.04	1.00/page
	Out-of-Home Placement - Sliding fee based on income		
	Child Care Licensing/Re-licensing		50.00/year
	Background Checks		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		
	Disease Clinics		
	Non-Profit Requests		No Charge
	For-Profit Requests		35.00/hour
	Head Lice Check		No Charge
	Health Fair - Setup & Distribution of Information		
	Un-Staffed - all requests		No Charge
	Staffed - for profit requests		35.00/hour
	Health Education Program or Presentation		No Charge
	Worksite Health Screenings		35.00/hour

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)		No Charge
	Infant, Child, Adult Immunization Administration Charge		8.00 Per Injection
	Adult Tetanus Vaccine		25.00 per Injection
	Adult Tdap		45.00 per Injection
	Flu Vaccine		Based on Cost

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC HEALTH & HUMAN SERVICES 507-237-4000 Other Services	Health Screening		35.00 per screening
	Pregnancy Testing		No Charge
	Child Safety Seats - (Dependent on Insurance)		Sliding Fee Scale 0-38.00/seat
	Booster Seat Distribution		10.00/seat
	Dental Varnish Application		5.00
	Lead Testing		15.00
	CPR Class		35.00/participant
	Case Management 507-237-4035	Case Management - For Clients ineligible for any Public Programs	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PUBLIC WORKS 507-237-4092	County Maps		2.00
	E-911 Post Sign		10.00/each 20.00/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)		1.83/foot
	Installation of Culvert Extension (Only for Existing Approach)		25.00/side + 1.83/foot of pipe
	Seed for Slopes		10.00
	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		4.00
	Exhibits		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
	Current Tax Certificate		10.00/parcel
	Delinquent Tax Certificate		10.00/parcel
	Special Assessment Certificate		10.00/parcel

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-	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

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Misc. Fees 507-237-4080	Copies of Record		
	Uncertified Copies	357.18	1.00/page
	Certified Copy \$1.00/page	357.18	10.00 minim
	Records Prior to Aug 1, 1994		3.00/page
	Plat Copies		9.50 + .50 Certification
	Fax 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	508.82	
	each on canceled		20.00
	each new		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		26.00
	Certified		19.00/each
	Additional - Certified	144.226	13.00
	Non-Certified		
	Death Certificate		13.00
	Certified		6.00/each
	Additional - Certified	144.226	13.00
	Non-Certified		
	Marriage Application	517.08	115.00
	Without Counseling		40.00
With Counseling	144.226		
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 UCC Dept 507-237-4080 S = Standard Format	UCC - Financing Statement	336.9 - 403	20.00
	UCC 3		20.00
	Amendment		20.00/action
	Assignment Part Release	336.9 - 403	20.00/action
	Continuation & Termination		20.00/action
NS = Non-Standard Form Fee	UCC 11 - Information Request		20.00/name
	UCC 12 - Information Request		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		
	Burning Permit - 1-year		10.00
	Impound Lot		10.00/day
	Certificate of Sale		40.00
	Copies		15.00
	Minimum		.50/each
	Additional over 15		
	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		10.00
	Medical Co-Pay		
	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		
	Small (if mailed add \$2.50 postage)		28.76
	Large		87.86
	Labels		
	Initial Set-up		10.00
	First 50 Labels		5.00
	Each Label after 50		.05/each
	Printouts		
	Initial Set-up		10.00
	First 100 Pages		.15/page
	Over 100 Pages		.10/page
County Revenue Recapture Fee		10.00	
Electronic File of Property Tax Information:			
Minimum Charge		40.00	
Initial Set-up		10.00	
Fee Per Parcel		0.02	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
VETERANS SERVICE 507-237-4090	It is unlawful for Veterans Service to charge fees to Veterans		

**FEES MAY BE SUBJECT TO
STATUTORY OR COUNTY BOARD
CHANGES.**

SIBLEY COUNTY FEE SCHEDULE
AMENDED: DECEMBER 27, 2011
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2012