



SIBLEY COUNTY FEE SCHEDULE
AMENDED: DECEMBER 26, 2018
BY THE SIBLEY COUNTY BOARD OF COMMISSIONERS
EFFECTIVE JANUARY 1, 2019

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 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 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/ TREASURER 507-237-4070	Assessment Maintenance Administration/Collection of Specials (per track) First Year (includes set-up) Subsequent Years		1.50/parcel 1.00/parcel
	Assessment Search		10.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
AUDITOR/ TREASURER 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 Repair Liens, Maint. Levies or Re-Determination of Benefits Financial Reports Per Trans. Tax Searches Drainage/Special Assessment Search Hourly Rate		Minimum of 200.00 1.00/record 5.00 10.00 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
AUDITOR/ TREASURER 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
	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		
	2018 Farm & Home (if mailed add \$3.00 postage)		32.00
	2017 Farm & Home (if mailed add \$3.00 postage)		15.00
	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
AUDITOR/ TREASURER 507-237-4070	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
COURT ADMINISTRATION (STATE OFFICE) 507-237-4051	Certified Copies		14.00/doc.
	Uncertified Copies		8.00/doc.
	Civil		
	Plaintiff		295.00
	Defendant		295.00
	Jury Trial		100.00
	Fax Filing		\$25 for up to 50 pgs
	Dissolution		
	Petitioner		375.00
	Respondent		375.00
	Child Support Motion Fee		75.00
	Conciliation Court		
	Plaintiff		75.00
	Defendant Counterclaim		75.00
	Appeal (Court Trail)		295.00
	Appeal (Jury Trail)		397.00
	Order for Disclosure		5.00
	Transcript & Docketing		40.00
	Unlawful Detainer		295.00
	Probate		295.00
	Guardianship & Conservatorship		295.00
	Wills - Deposit		27.00
	Adoption		370.00
	Foreign Judgment/or Confession		
	Claim to \$7,500		75.00
	Claim above \$7,500		295.00
	Satisfaction or Assignment		5.00
	Writ of Execution or Writ		55.00
	Subpoena (Civil Action)		16.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
COURT ADMINISTRATION (STATE OFFICE) 507-237-4051	Judgement Search (each name)		5.00
	Tax Court		
	Regular Division		295.00
	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
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 No Charge
	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		No Charge
	Free to government entities	16E.30	
	Free to not-for-profit/education organizations		

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PARKS	Camping - Must contact Sheriff's Office at 507-237-4330 to obtain permission to camp overnight.		No Charge

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

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
Property Assessing & Zoning (Assessor) 507-237-4078	CER Parcel Info & Prodex Map		1.00
	Parcel Information Residential - Emailed Commercial - Emailed CRV - emailed		5.00 5.00 1.00
	Parcel Permit Report to District (email)		No Charge
	Labels Initial Set-up First 50 Labels Each Label After 50		25.00 5.00 .05/each
	Printouts Initial Set-up First 100 Pages Over 100 Pages		25.00 .15/page .10/page

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
Property Assessing & Zoning (Assessor) 507-237-4078	Aerial Photos (Copy or E-mail) Black & White		1.00/page
	Color		2.00/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
PROPERTY, ASSESSING & ZONING (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
	Public hearing recording flashdrive		5.00
	Copies		
	Large Plan Copies		5.00/each
	Copies of Zoning Ordinance		35.00/each
	Subdivision Regulations		25.00
	Sign Permit		100.00
	Sewer Permit		
	Type 1 (Mound, Trench, Upgraded Systems)		400.00
	Type 2 (Holding Tank w/ O/P)		400.00
	Type 3 (Disturbed Soil, etc. w/ O/P)		400.00
	Type 4 (requires an O/P)		660.00
	Type 5 (engineered System)		660.00
	Add fee for systems > 750 GPD		
	County supplied Serv Provider		200.00
	Owner install surcharge		300.00
Setback Certificates (All Non-Solar) (or \$1 per \$1,000 value after \$50,000)		50.00	
Solar Development Fees - Setback Certificates			
Large Solar Energy System >40 kw		500.00	
Small Solar Energy System <=40 kw		250.00	

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
PROPERTY, ASSESSING & ZONING (ZONING) 507-237-4091	Code Enforcement Admin Penalties		
	First Notice		No Penalty
	Second Notice		50.00
	All Subsequent Notices are doubled		1,600.00 max
	Variance		500.00
	Filing Fee		46.00
	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 or use begins prior to appropriate permits 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	Infant, Child, Adult Immunization		
	Administration Charge		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
	Dental Varnish		\$14.00/application
	Pregnancy Testing		No Charge
	Child Safety Seats - (Dependent on Insurance)		Sliding Fee Scale 0-38.00/seat
	Booster Seat Distribution		10.00/seat
	Lead Testing		15.00
	Chemical Use Assessment		150.00
	Child Protection Assessment Audio Tape/Disk		10.00
	Child Support Service Fees Non IV-D (per month)		15.00
	Out-of-Home Placement - Sliding fee based on income		
	Child Care Licensing/Re-licensing Licensing		50.00
	Re-Licensing - for 2 year period		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		
	Non-Profit Requests		No Charge
	For-Profit Requests		45.00/hour
	Head Lice Check		No Charge
	Health Fair - Setup & Distribution of Information		
	Un-Staffed - all requests		No Charge
	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		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 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
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
	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
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
	Ordinations		20.00

DEPARTMENT	FEE FOR SERVICE ITEM	AUTH	FEE
RECORDER Vital Statistics Dept. 507-237-4080 <small>All Fees Include State Charges</small>	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
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	50.00
	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
SHERIFF 507-237-4330	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
VETERANS SERVICE 507-237-4090	All services provided to Veterans are free.		

FEES MAY BE SUBJECT TO STATUTORY OR COUNTY BOARD CHANGES

SIBLEY COUNTY FEE SCHEDULE
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**** Departments MAY request prepayment of fees prior to filling data
practices requests**