

**SUMMARY of FEES**  
**As of April 2015**

**All Departments/County-Wide Fees:**

- Copies: (*Except Recorders Office*) Effective Aug. 1, 2005, by Statute.
- If 100 or fewer pages of B&W *letter or legal size* paper copies are requested:  
\$0.25 per page (\$0.50 per page if front and back)
  - If more than 100 B&W copies are requested, actual employee time will be charged.
  - Color Copies \$1.00

Employee Time: Research, compile, retrieve data, etc. \$24.65 per hour \*  
 (Actual employee cost/per Statute) (Billed for actual time, in 15-minute increments)

People requesting research will be provided with a cost estimate. 50% of the cost estimate must be remitted prior to commencing the research project.

Computer print-outs (Computer paper)	\$0.50 per page
Fax Fees	\$5.00 plus \$2.00 per page after 1st page (same for in-state or out-of-state)
Over Remittance Check Limit	\$5.00

**Blueprints/Xerox/copies & e-mailing:**

8 1/2 X 11	\$2.00
11 x 17	2.00
18 x 24	9.00
22 x 34	10.00
24 x 36	11.00
Larger than 24 x 36	\$4.00 per foot
aerials	13.00
Fee for e-mailing plats (22 X 34)	\$10.00

**Assessor's Office:**

Field Card Copies	\$1.00
Website fees:	
Comparable results tab in the parcel information section of website	\$100.00/year

**Attorney's Office:**

Child Support work	
Attorney Time	\$100 per hour
Support staff time	\$25 per hour

\*last updated this fee on 5/14/2013

**Auditor's Office:**

Certificate as to taxes & taxable property	\$200/certificate
-additional fee for top 25 taxpayers	\$100 extra fee
Confession of Judgment	\$80 per judgment
Copy of Financial Statement	\$10.00/year
Copy of T&C Officers list	\$5.00/year
Delq. Tax Publication Fee	\$30.00 per publication
Fireworks permits	\$25.00 per event
Tax Increment Financing setup	\$225.00/district
Tax Increment Financing annual maintenance	\$125.00/district
Administration & collection of special assessments/year	\$1.35/assessment/year
Beer License/On Sale	\$50.00
Beer License/Off Sale	\$50.00
Liquor License/On Sale	\$1,200.00
Liquor License/Off Sale	\$115.00
Liquor License/Sunday	\$50.00
Wine License	\$250.00
1 to 3 Day 3-2 Beer License	\$5.00 first day; plus \$1.00 each add'l day
1 to 4 Day Liquor License	\$25.00
Tax Certificates	\$2.00/parcel plus \$2.00 charge for special assessments plus \$2.00 charge for delq. taxes with no maximum charge
Tobacco License	\$100.00/year

(Plat Fee & Split fee & Green Acres Calculation Fee eliminated effective 7/1/05 by the legislature)

**Coroner's Office: (Coroner Fees added 12/14/2004)**

Cremation fees	\$35/cremation approval
Civil Attorney Conferences	\$300/hour, \$300 minimum
Body Bag Reimbursement	\$11/bag
Report copies (autopsy report, final summary, external exam)	\$1.18/page with \$15.44 pull charge
Body storage	\$50/body
Copy of autopsy photos on CD	\$5/CD
Certification	\$15.00

**Court Services/Probation: (THESE FEES ARE SET BY THE MN DOC, AS WE CONTRACT WITH THEM FOR PROBATION SERVICES:**

Misdemeanor	\$100.00
Gross Misdemeanor	\$200.00
Felony	\$300.00

**Data Processing:**

Computer labels	\$0.05 each
Computer printouts	(See All Departments/County-wide fees)
Computer time	\$50.00 per hour
Employee Salary information (S&L banks for loans)	\$5.00 per request

**GIS/E911:**

Charges for maps:

8 1/2 X 11	3.00*
11 X 17	5.00*
17 X 22	15.00*
34 x 22	20.00*
34 x 44	\$25.00*

\* Plus preparation time @ professional service fee rate per hour for copy requests

Professional Services Fee	\$50.00 per hour with 1/2 hour minimum
E911 Addressing Fee	\$50.00

Fee for a digital copy of Houston County's parcel data set	\$0.05 per parcel
	For the entire GIS data

**Highway Dept.:**

County Maps	3.00
County Map mailed	\$5.25
County map – 2 mailed	\$8.50
-additional maps	charge actual postage fee
Blueprints/Xerox/copies & e-mailing	See this item under "All Dept/ County Wide Fees" section
Address signs/new address	130.00
Address Signs/Reuse sign/post	65.00
Bolts 6" or 8"	1.25
Used Grader Blades	10.00
Used Guard Rail	2.50
Used Sign Posts	2.00
Charge for cutting culverts	20.00
Permit for Overdimension Load	\$25.00 each trip or \$100.00 annual permit
Permit for Work within the ROW	\$20.00 each
Permit for Special Event Road Closure	\$20.00 each
Entrance Permit (policy of 2 loads of rock being furnished by County is continued)	\$350.00 residential/ag \$450.00 street/commercial
Mailbox installation	\$130.00 plus cost of mailbox
Message Board Signs (govt agencies only)	\$20.00 per sign per day
Redacting fees for union requests per page (as per MS Chapter 13 Data Practices Act)	0.25 per page
Inventory Items	cost + 15%
<b>Driveway Permit:</b>	
Temporary Access Fee (no rock included)	\$50.00
Revised/Extension or Improvement to an entrance/driveway (10 cyds of rock included upon satisfactory completion)	\$175.00

**Human Services:**

Chemical Dependency Evaluations/non-MA clients	\$75.00
UAs (urinalysis)	\$10.00
Day Care Licensing:	
Initial License	\$250.00
Renewal	\$150.00

**PHN:**

Mosquito larval treatment	\$25.00 per treatment
(Also, see attached sheets for nursing fees & dental fees)	
Influenza vaccine	\$20.00
Adult Hepatitis B	60.00
Mantoux	10.00
Adult TD	33.00
TDEP Immunization Fee	47.00

(Please contact the PHN Dept for other immunization fees as participants will need to meet state requirements.)

**Recorder:**

## Copies:

By staff	\$2.00 per page (\$2.00 per page if front & back )
By customer	\$1.00 per page (\$1.00 per page if front & back)
E-mail copies	\$2.00 per page

***\*After hours staff fee*** \$25.00 in addition to fee for the marriage license/ birth/death cert.

Digital cameras *(Taking pictures of documents)* \$1.00 per page  
(Handling Fee & Insertion Fee eliminated effective 7/1/05 by the legislature)

Expedite Fee \$25.00

## Landshark Website fees:

One time set-up fee	\$50.00 (one time fee)
Plus the following fees depending on amount used:	\$50.00/month to access 1 – 250 pages
	\$100.00/month to access 251-500 pages
	\$200.00/month to access 501 – 1,000 pages
Landshark per document fee for occasional Credit card user	\$2.00 per document

5-day Marriage application waiver	\$20.00
Consent for minor to marry	\$20.00
Passport Photos	\$12.00
Reprint of Marriage application/license	\$20.00
Ordination filing fee	\$20.00

Fee for e-mailing plats \$10.00

**Sheriff:**

Service	\$75.00
Writ of Execution	\$55.00
Writ of Recovery	\$100.00
Lien of Sales	\$100.00
Vehicle Seizures	
-From Attorney	\$300.00
-Pro Se	\$500.00
Escorts	\$150.00
Service for all papers (per person) (5 attempts max)	\$75.00
Service of Not Found	\$75.00
Posting Foreclosure Notices	\$50.00
Levy	\$5.00
Execution Returned	5% of total collected
Mechanic Lien Sale	\$100.00
Sheriff's Sale	\$50.00
Execution Sale	\$100.00
Redemption Fee	\$250.00
Postponement of Sheriff's Sale	\$10.00
Replevin	\$50.00 plus Deputy Time
Writ of Restitution	\$50.00 plus Deputy Time
Deputies Time/Escort	\$75.00 per hour w/2 hrs. min. per deputy
Gun Permit Application (non-refundable)	\$100.00
Renewal Permit to Carry application (non-refundable)	\$75.00
Criminal History Check	\$10.00
Accident Report	\$5.00
Copy of Police Report (1 to 2 pages)	\$2.00
-each additional page	\$0.25
Copy of Video:	
-on VHS tape	\$30.00
-on DVD	\$25.00
Copy of Photograph(s):	
-digital photo on CD (per case)	\$10.00
-photocopy of 35 mm photo (4 per page)	\$2.00 per page
-4"X6" 35 mm photo copy	\$5.00 per picture
Fax Fee (1 to 10 Pages)	\$5.00
-additional pages	\$0.25 per page
Typing transcripts	\$50.00 per hour w/2 hrs. min.
Dangerous dog fees:	
Annual fee	\$500.00 per year
Dangerous dog warning symbol	\$15.00
Dangerous dog tag	\$15.00
Hearing Officer	\$50.00 per hour
<u>Jail Fees:</u>	
Pay for Stay: Prisoners (per day)	\$20.00
Weekender Prisoners	\$90.00
Out of County Prisoners (per day)	\$50.00

Booking Fee	\$10.00
U.A. Tests	\$10.00
Fingerprint Card (per day)	\$5.00

**Surveyor:**

Registered land surveys	80.00 + \$5 per tract
Plat Review	\$150.00 per plat and/or condo plat plus \$15.00 per lot and/or condo unit

Hourly rate charged to private sector,  
cities & townships for related survey  
work in Houston County

\$46.00 per hour field & office  
for County Surveyor's time &  
\$35.00 per hour for assistant  
surveyor's time

Map Copies:

(See All County fees)

**Treasurer's Office:**

Escrow Fees	\$5.00
NSF Checks	\$30.00
Revenue Recapture Processing Fee	\$30.00
Tax Certificates	\$2.00/parcel

**Zoning/Solid Waste:**

Building permits	\$0 - \$50,000 - \$ 75.00 \$50,000 - \$100,000 - \$150.00 \$100,000 - \$150,000 - \$225.00 \$150,000 or more - \$300.00
Household Fee (Solid Waste)	\$ 3.00
Variance	\$400.00
Conditional Use Permit	\$500.00
Rezone/Zoning Amendment	\$300.00
Subdivision Plat	\$250.00
Septic Permits/Trench	\$100.00
Septic Permits/Mound	\$200.00
Wetland Permits:	
No Loss or Exemption Permit	\$100.00
Replacement or Banking Permit	\$250.00

*There is also a building permit fee in addition to cost of the conditional use hearing.*

## **HOUSTON COUNTY SUPERVISED DROP-OFF SITES**

THE FOLLOWING ITEMS WILL BE ACCEPTED, FOR A FEE, FROM HOUSTON COUNTY RESIDENTS

### **REFUSE**

Refuse from Houston County Households without curbside garbage pick-up service.

**\$2.00 for 30 gallon bag**  
**\$2.50 for 45 gallon bag**  
**(\$1.50 minimum disposal fee)**

If your city/township has organized curbside collection, please utilize that service. You will be **charged the normal disposal fee for refuse that is in a city or township bag.**

### **DEMOLITION ITEMS**

Demolition items will be accepted at \$18.00 per cubic yard (\$0.15 per pound if scaled)

#### *TIRES*

Tires will be accepted from Houston County Non-Households/Businesses at

Car	\$1.75
Implement	\$6.00
Semi	\$10.00
Tractor	\$20.00
Over-sized	\$65.00
Tires on Rims	\$6.00
Mud/Dirt/Ice Filled Tires	\$6.00

Tires on rim or filled with mud - \$5.00 plus the cost of tire disposal

### **APPLIANCES**

Gas refrigerators from Recreational Vehicles **\$50.00**

NO CHARGE for appliances from Houston County households

## **APPLIANCES FROM HOUSTON COUNTY BUSINESSES**

Commercial appliances will be charged at the rate of **\$1.00 per cubic foot** (length x width x height)

**Standard appliances** generated from businesses will be charged **\$20.00** per appliance.

### **APPLIANCE SPECIAL FEES**

A charge of **\$3.00** will be made on any appliances, from a business or household, if the locking doors are not removed or disabled on any refrigerator or freezer.

A fee of **\$50.00** will be charged for any food left in any appliance from a business or a household.

### **E-WASTE**

E-Waste will be accepted from Houston County households at No Charge

E-Waste will be accepted from Houston County Business at .35 cents per lb.

## Fees For Providing Copies of Public Government Data

*Effective August 1, 2005*

This document is intended to guide government entities in determining an appropriate fee for providing copies of public government data when the requester is not the subject of the data *and* the copy fee is not established specifically by statute.

Minnesota Statutes, section 13.03 provides that, if a person requests copies or electronic transmittal of public government data, and the requester is not the subject of the data, the responsible authority for the government entity *may* require the requester to pay a fee. Amendments to section 13.03 in 2005 require entities to calculate any fee that is charged by using *one* of the two methods below. (Minnesota Session Laws 2005, Chapter 163, section 8, effective August 1, 2005.) Regardless of which method is used, the entity may not charge for separating public data from not public data.

### Fee Calculation Method I

If 100 or fewer pages of black and white, letter or legal size paper copies are requested, the entity **may** charge a **per-page fee** of not more than **25 cents** for each page copied (*50 cents for a two-sided copy*). The entity is authorized to charge *only* the per-page fee and *cannot* require the requester to pay *any* of the costs listed in Fee Calculation Method II. This provision should not be interpreted to permit division of a single request into requests for copies of fewer than 100 pages in order to avoid charging a fee based on the actual costs of providing copies.

### Fee Calculation Method II

In all other circumstances, including requests to provide data via facsimile, the entity **may** require the requester to pay the **actual costs** of *searching* for and *retrieving* the data, including the cost of employee time, and for *making, certifying, compiling* and *electronically transmitting* copies of the data or the data themselves. Additional criteria for determining copy costs using Method II are set forth at Minnesota Rules, part 1205.0300, subpart 4. The entity may not charge a minimum fee.

Certain advisory opinions, issued pursuant to Minnesota Statutes, section 13.072, have established the following criteria for determining copy costs using Method II. (See the opinion index on IPAD's website; specifically, the topical index category, Copy costs.)

#### A. Costs that *may be included as long as they are reasonable*:

##### ◆ Staff time required to:

- Retrieve documents
- Sort and label documents, *only* if necessary to identify the data to be copied
- Remove staples or paper clips
- Take documents to copier for copying
- Copy documents

**Notes:** *The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed. The requirement that data be kept in a manner that makes them easily accessible for convenient use may limit the entity in charging for staff time.*

- ◆ Materials (paper, copier ink, staples, magnetic tapes, video or audio cassettes, etc.)
- ◆ Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data. *Note:* Computerized data must be kept in a manner that makes the data easily accessible for convenient use.
- ◆ Mailing costs
- ◆ Vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies (for example, when the entity is unable to provide copying services for photographs, oversized documents, videos, etc.)
- ◆ Electricity costs when the requester uses own scanner to make an unusually large number of copies

**B. Costs that may not be included:**

- ◆ Purchase or rental of copier
- ◆ Maintenance of copier
- ◆ Normal operating expenses of computer/copier, including electricity used, and machine wear/tear
- ◆ Depreciation of copier
- ◆ Staff time required to:
  - Separate public from not public data
  - Open a data request that was mailed
  - Sort, label or review data, *if not necessary* to identify the data to be copied
  - Return documents to storage
  - Provide information about the data to the requester (i.e., explain content and meaning of data)
  - Prepare data for mailing
  - Prepare cover letter, fax sheet or invoice for copies
  - Credit payment and perform other associated accounting functions

*Note: The entity may not assess a fee for labor costs (wages/salary plus benefits) that exceed those of the lowest-paid employee who could complete the task(s) performed*

- ◆ Administrative costs that are not related to copying
- ◆ Records storage
- ◆ Sales tax
- ◆ The entire cost of operating a multi-tasked computer for a measured unit of time, when fulfilling a request for copies was only one of the tasks performed during that unit of time

- ◆ Costs incurred because data are not maintained in a manner that makes them easily accessible for convenient use
- ◆ Search and retrieval costs when data are inspected but no copies are requested

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