

**POPE COUNTY**  
**2018 Services and Fees**

Effective January 1, 2018

ALL COUNTY DEPARTMENTS	Fee	DESCRIPTION/NOTES
Handling Fee (Fax, Email, Mail, FTP,CD)	\$ 6.00	
Black & White Photocopy	.25	Per Statute 13.03 Subd 3c
Color Photocopy	.50	
Research Fee per hour	40.00	½ Hour Minimum
Computer Report Fee	40.00	Set-up Fee per Report
Per page	.25	
Non-Sufficient Funds Checks	30.00	
<b>ASSESSOR</b>		
Assessing Fee – Residential	9.27	Per Parcel
Assessing Fee - Commercial	12.36	Per Parcel
Assessing Fee – Decks/Mobile Home	5.00	Per Parcel
Computer Report Setup Fee / Plus \$40 per hour	200.00	Set-up Fee per Report / Commercial Data Mining report fee
Per Sale	.50	
<b>AUDITOR-TREASURER</b>		
Auditor Certified Bond	150.00	
Confession of Judgment	150.00	
Drainage		
Ditch Lien Satisfaction	5.00	
- Per Parcel	.25	
Delinquent Tax Publication Cost	25.00	
Economic Tax Abatement	100.00	
Escrow Change/Deletes – Per Parcel	3.00	
Escrow – Spring/Listing/Tax Bills	3.00	
Escrow Accounts – Manually		
- Adding Accounts Per Parcel	3.00	
- Annual Maintenance per Parcel	3.00	
License		
- Auctioneer (MN Statute 330)	20.00	
- Dangerous Dog	500.00	
- Fireworks Permit	25.00	
- Gambling – One Day	25.00	
- Transient Merchant (MN Statute 329.1)	150.00	
Monthly Billing Fee	3.00	
Plat Book (tax additional)	30.00	
Print Screen	.25	Per page
- Owner	Free	
Searches –Specials or Tax		
- Tax Search/Certify	5.00	Per Parcel
- Tax Assessment Search/Printout	5.00	
Special Assessments		
Per year	1.00	Per Parcel
- Search	5.00	

Tax Estimate	50.00	Per Parcel
Tax Forfeiture		
- Administrative Fee	100.00	
- Repurchase Fee/Forfeited	150.00	
Tax Increment Financing	100.00	
<b>INFORMATION TECHNOLOGY</b>		
GIS		
Consulting Fees	95.00	Per Hour + Supplies
Parcel data with attached Tax System information- Private Sector		
- 125 Parcels (0.40 per additional parcel)	50.00	
- 1,000 Parcels (0.15 per additional parcel)	400.00	
- 5,000 Parcels (0.15 per additional parcel)	1,000.00	
- 10,000 Parcels (0.10 per additional parcel)	1,750.00	
- All Pope County Parcels (approximately 13,900 parcels)	1,751.00	
Prints, Copies, Scans of Maps - Color		
- Prints, Copies	25.00	Per page 36X48
- Scans	10.00	Per page 36x48 + Supplies
- Prints, Copies	5.00	
- Prints, Copies	7.00	
E911 – Five Year Fee Schedule 2011-2015		
New E911 Address -2013	133.00	
E911 Address Changes -2013	133.00	
E911 Address Replacement -2013		
- Replacement Pole	11.00	
- Replacement Flag	16.00	
- Replacement Numbers	13.00	
- New Road or Subdivision	560.00	
- Mapping of new roads	114.00	
Property Tax Information – Private Sector		
Tax Information Reports		
- Tax Information	0.05	Per Parcel: 1-5,000 Parcels + Supplies
- Tax Information	0.02	Per Parcel:5,001 or more Parcels + Supplies
<b>RECORDER</b>		
Online Real Estate Searching (via Laredo)		
250 Minute Plan	50.00	Monthly
- Minutes over 250	.20	Per minute
251-1000 Minute Plan	100.00	Monthly
- Minutes over 1000	.15	Per minute
1001-3000 Minute Plan	200.00	Monthly
- Minutes over 3000	.12	Per minute
3001-6000 Minute Plan	300.00	Monthly
- Minutes over 6000	.10	Per minute
Unlimited Minutes	500.00	Monthly

- All Plans – Remote Copies	.35	Per Copy
Real Estate Recording		
- Document Recording – All Document types	46.00	No page limit
- Satisfactions/Assignments	Additional 10.00	For each document referenced over 4
- Certified copies of Recorded Documents on file	10.00	
- Plat Recording	56.00	
- Well Disclosure Certificate	50.00	
- Deed Tax	3.30	Per \$1,000 value
- Mortgage Registration Tax	2.30	Per \$1,000 value
Passport Photo	13.00	
Vital Statistics		
- Ordination Registration Fee	20.00	
- Notary Registration Fee	20.00	
- Certified Birth Certificate	26.00	
- Non-Certified Birth Certificate	13.00	
- Death Certificate	13.00	
- (Each additional record at same time)	6.00	
- Marriage License Application Fee	115.00	
- (with Affidavit of Premarital Education)	40.00	
Certified Copy of Marriage Record	9.00	
<b>SHERIFF</b>		
Paper Services/per individual served		
- Summons & Complaint	35.00	
- Summons & Petition	35.00	
- Notice of Mortgage Foreclosure Sale	35.00	
- Notices	35.00	
- Statement of Claim & Summons	35.00	
- Writ of Execution	35.00	
- Writ of Recovery	35.00	
- Unlawful Detainer	35.00	
- Subpoena	35.00	
- Cancellation of Contract for Deed	35.00	
- Garnishment Summons	35.00	
- Land Title Summons	35.00	
- Order	35.00	
- Order to Show Cause	35.00	
- Notice of Motion & Motion	35.00	
- Affidavit	35.00	
- Harassment Order	35.00	
- Levy	35.00	
- Order for Seizure/Replevin	35.00	
- Certificate of Sale	35.00	
- Posting of Notice	35.00	
- Not Found/Returned	20.00	
- Quiet Title Action	35.00	
- Harassment Order/Petition	35.00	
- Order for Protection Petition	N/C	
- All Other Services	35.00	
Fees		
- Application Fee – Permit to Carry - New	75.00	

- Application Fee – Permit to Carry - Renewal	50.00	
- Mortgage Foreclosure Sale	100.00	
- Redemption	250.00	
- Filing of Notice/Redemption	100.00	
- Copies of Reports	.25 each page	
- If 10 pages or more	Coping charge plus copy time	(minimum \$20.00)
- Photographs	2.00 each for 4x4 size	
- Transcribed documents to CD	5.00 plus hourly rate	(minimum \$20.00)
- Urinalysis Test	10.00	
- Portable Breath Test (PBT) Court Ordered, Probation	10.00	
- Buccal Swab	10.00	
- Fingerprints	10.00	
- Criminal History Checks	8.00	
- Background checks (local businesses, etc)	5.00	
- Print-out of Registered Owner's request for list of vehicles	2.00	
- Lien check	2.00	
- Interview of personnel while on duty	75.00 per hour	2 hr. minimum
Collection of Execution		
- 10% of 1 <sup>st</sup> \$250/Balance is 6%		
Mileage	.435 per mile	
Officer's Presence		
- Lockout, Seizures, Removal of Property, etc	60.00 per hr. plus mileage	
<b>LAND AND RESOURCES</b>		

Individual Subsurface Sewage Treatment System (ISTS) Permit

- Type I, II or III (≤ 2500 gal/day) .....= \$210.00
- Type I, II or III (> 2500 gal/day) .....= \$350.00
- Type IV, V, MSTs.....= \$350.00
- Holding Tank/Component/partial system.....= \$150.00

Operating Permit

- \*Type IV, V, MSTs.....= \$150.00

Operating Permit Renewal

- Type IV, V, MSTs.....= \$30.00

Land Use Permit

- 1.) Commercial Structure.....= \$250.00
- 2.) Residential Structure .....= \$225.00  
(Includes Guest Homes, Cottages and Detached Garage w/living space above)
- 3.) Residential Addition (up to 600 sq ft).....= \$125.00
- 4.) Accessory Structure\*\* .....= \$100.00
- 5.) Minimum Land Use Permit Fee .....= \$75.00
- 6.) Floodplain Permit .....= \$75.00

Conditional Use Permit .....	= \$315.00 + \$46 Recording fee
Variance Permit.....	= \$315.00 + \$46 Recording fee
Shoreland Alteration Permit .....	= \$100.00
Re-inspection Fee.....	= \$50.00
=150% of the application fee plus any real costs incurred by the department to achieve compliance. <i>Note: this is in addition to the application fee</i>	
Rezoning or Amendment .....	= \$315.00
EAW.....	= \$525.00
Minor Plat .....	= \$260.00 (does not include Recording fee)
Preliminary Plat Application.....	= \$260.00 + 160.00/lot
Final Plat Review .....	= \$210.00 (does not include Recording fee)
Request for Special Meeting of Planning	
Commission or Board of Adjustment.....	= \$315.00
Solid Waste Collection & Transportation License.....	= \$55.00/year
Solid Waste Disposal Operation License	
1.) Demolition Landfill.....	= \$300.00
2.) Sanitary Landfill .....	= \$300.00
Solid Waste Processing or Transfer Station License	
1.) Recycling .....	= \$200.00
2.) Transfer Facility .....	= \$200.00
3.) Composting, Refuse Derived Fuel, Incinerator.....	= \$200.00
4.) Other processing facility .....	= \$200.00
Hourly Fee for Service .....	= \$50.00

The Department may utilize consultants or private contractors to complete various tasks as required by County ordinances. Examples of these include review and responding to Environmental Assessment Worksheets/Environmental Impact Statements, wetland delineations, stormwater and erosion control plans or other specialized documents. Contractors could also be employed for removal of structures, shoreland restoration projects or other situations. The costs to complete these activities will be paid by the project applicant to Pope County prior to issuance of any permits.

**\*Fees do not apply to subordinate service district. ie Clearwater Bay**

**\*\*Accessory Structure for permitting purposes includes: detached garages, sheds, pole bldgs., grain bins, decks, patios, etc.**

**Note: Portable unattached structures of less than 144 square feet w/no sleeping or residential quarters do not require a permit. They are however required to comply with all impervious surface and setback standards.**

## **Fee Waiver and Reduction Policy**

**The Director may waive the application fees for:**

1. County or other government agencies. Providing that the activity is directly related to functions of government and public purpose.
2. Development, enhancement, expansion or modification of needed community facilities by non-profit organizations and community groups meeting the following criteria;
  - a. Provides a scope of benefit beyond that of a private interest and the residents of the immediate vicinity; and
  - b. Is of obvious public benefit. Evidence of public benefit includes, but is not limited to, projects that:
    - i. Meet a public need previously identified or recognized by the Board;
    - ii. Provide a public facility not presently available in the county;
    - iii. Have generated obvious, substantial community support; or
    - iv. Would either reduce County costs or increase County revenue.

### **Special Circumstances:**

When a property owner or applicant has multiple requests for decisions (variance or conditional use) which are scheduled to be reviewed simultaneously, the subsequent (beyond the first) application(s) will be at a 50% reduced rate to take into account the combined public hearing process.

### **Requests Not Conforming to Policy:**

The Board of Adjustment shall consider all requests for fee waivers not meeting the above criteria.

### **Appeal of Directors Decision:**

The Board of Adjustment shall consider all appeals of decisions of the Director on fee waiver requests.



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Signature of Director, Land & Resource Management

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Date

Notice:

There are additional department fee schedules not included on this listing that have been adopted by the County Board by separate resolution.

Disclaimer:

Consistent with the Minnesota Government Data Practices Act, with respect to non-routine, excessive or unduly cumbersome or burdensome data practices requests, Pope County reserves the right to charge its actual costs under the Minnesota Data Practices Act in responding to such requests. Additionally, when a request is for a document that does not exist and is unnecessary to the course of County business, but which could be created by County staff, Pope County reserves the right to charge its actual cost associated with creating such a document. Further, in such instances, Pope County reserve the right to determine the format in which the document, once created, will be provided, including providing such document solely in electronic format. Pope County reserves all rights and remedies, whether arising at law or in equity, available to it with respect to any aspect of this fee schedule or its implementation and administration.

## Services

Labor-without equipment  
(Maintenance/Shop/Engineering/Signing) employee's hourly rate + 30%

## Permits

Driveway/Approach \$100.00  
 Drainage \$100.00  
 Event No Charge  
 Moving - Single Trip Oversize No Charge  
 Moving - Single Trip Overweight \$100.00  
 Seasonal Harvest 10% Overweight \$60.00  
 Special 6-axle Overweight (Annual) \$300.00  
 Special 7-axle Overweight (Annual) \$500.00  
 Utilities No Charge

## Various Maintenance Materials

New Materials (Signs/Posts/Salt/Sand/Patch/Culverts) cost+30%  
 Used and Obsolete Sign Posts \$5.00 each  
 Used Culverts 50% replacement cost  
 Used Bridge Timbers \$0.10 per board foot  
 Mailbox Support \$75.00  
 Mailbox Support Installed on County Road included in support material fee  
 Mailbox Support Installed on State/Twp/City \$50.00 in addition to material fee  
 E911 Address Sign Installed \$50.00

## Equipment A/R Rates (including operator unless otherwise noted)

MOTOR GRADERS \$100.00/hr  
 w/snow plowing equip. \$130.00/hr

DUMP TRUCKS \$100.00/hr  
 w/snow plowing equip. or pup trailer \$130.00/hr

UTILITY TRUCKS  
 Sign Truck \$75.00/hr  
 Water Truck \$100.00/hr

BLOWER TRUCK \$200.00/hr

WHEEL LOADER \$125.00/hr

RUBBER TIRE BACKHOE/LOADER \$90.00/hr

DOZER/CRAWLER \$150.00/hr

TRACTORS	\$60.00/hr
w/ implement/attachment/mower/blower	\$90.00/hr
SELF PROPELLED BROOM	\$65.00/hr
PICKUPS (w/o operator)	\$ 0.75/mile
1-TON TRUCK w/2-3 yd dump body (w/o operator)	\$ 1.00/mile
MISCELLANEOUS (w/o operators)	\$25.00/hr or \$100.00/day
ATV	
Bit. Patch Trailer	
Router	
Melter	
Pull-type Pneumatic Roller	
Steamer	
Liquid Chloride Spreader	
Portable Air Compressor	
Shouldering Disc	
Weed Sprayer	

**ROAD & BRIDGE**  
**2018 On-System Equipment Rates**

MOTOR GRADERS	\$70.00/hr	Rate 1
w/snow plowing equip.	\$80.00/hr	Rate 2
DUMP TRUCKS	\$65.00/hr	Rate 1
w/snow plowing equip. or pup trailer	\$75.00/hr	Rate 2
UTILITY TRUCKS		
Sign Truck	\$40.00/hr	Rate 1
Water Truck	\$70.00/hr	Rate 1
BLOWER TRUCK	\$100.00/hr	Rate 1
WHEEL LOADER	\$85.00/hr	Rate 1
RUBBER TIRE BACKHOE/LOADER	\$60.00/hr	Rate 1
DOZER/CRAWLER	\$100.00/hr	Rate 1
TRACTORS	\$35.00/hr	Rate 1
w/ implement/attachment/mower/blower	\$50.00/hr	Rate 2
SELF PROPELLED BROOM	\$45.00/hr	Rate 1
PICKUPS (w/o operator)	\$ 0.75/mile	Rate 1

1-TON TRUCK w/2-3 yd dump body	\$ 1.00/mile	Rate 1
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MISCELLANEOUS

ATV	\$25.00/hr	Rate 1
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Router	\$25.00/hr	Rate 1
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Melter	\$25.00/hr	Rate 1
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Steamer	\$25.00/hr	Rate 1
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Steel Roller	\$25.00/hr	Rate 1
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Portable Air Compressor	\$25.00/hr	Rate 1
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Weed Sprayer	\$25.00/hr	Rate 1\
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Wood Chipper	\$40.00/hr	Rate 1
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