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## **FEE SCHEDULE – COUNTY DEPARTMENT FEES**

### **Policy**

Washington County, Minnesota, provides a wide range of services to its residents. In order to control expenditures, distribute costs equitably, and recoup some of the expense to provide these services, user fees have been established. Since many of the services provided by the county have a level of public benefit included in them, the full price to deliver many services will not be charged to the user. When a single user can be identified as the sole benefactor of a government service, the full cost of that service will be charged. It is the county's policy to determine and inform users of the full cost to deliver a service, regardless of the amount recovered through the user fee.

A portion of the cost to deliver a service can be supported by revenues other than user fees; i.e., levy, grants, state aids, when there is a public benefit provided.

Other factors that may be considered when setting fees are:

- there must be a reasonable relation between the fee and the cost of providing the service (M.S. 373.41).
- fee collectability
- market conditions
- ease of implementation
- simplicity of fee schedules
- economic considerations
- level of subsidy provided due to public benefit
- state and federal statutes governing service delivery fees
- grant compliance
- industry pricing standards
- public policy implication

Unless a statute has specified a fee, a public hearing before the County Board must be held to establish the fee (M.S. 373.41).

On an exception basis, Department Heads are empowered to make a fee decision without going to the County Board for approval as long as the fee determined is in compliance with the Board's adopted fee guidelines.

## **Guidelines**

The costs to deliver services can be broken down into four classifications:

**Direct Labor and Benefits** - An average labor effort is identified in all fee areas. This labor time element or elements (if more than one person performs tasks in the same area) is multiplied by a "productive" hourly rate. This productive hourly rate reflects the cost of compensated absences such as vacations, holidays, and sick leave. An appropriate amount of benefits is also allocated to the fee area; this typically includes PERA, FICA, and insurance benefits.

**Services and Supplies** - These costs are department budget items necessary to support the activities performed. These costs include items such as training, telephone, contracted services, maintenance, and office supplies that are directly identifiable to the service area.

**Department Administration** - Such items include appropriate costs for supervision, support staff, and executive management. Costs include salaries, benefits, and related services and supplies.

**Indirect Overhead Costs** - A central services full-cost allocation plan is prepared to allocate the costs of central service departments such as Accounting and Finance, Human Resources, Information Technology, the County Board, and County Administration. These costs are typically not included in departmental budgets even though central service departments provide necessary services to benefiting departments. Costs allocated include not only those based on a governmental accounting basis (i.e., flow of funds), but additionally include other costs such as interest expense and building use charges. Cost principles used in the allocation of costs are similar to those used in the private sector. The cost allocation plan results in the distribution of costs in a fair and equitable manner to those departments benefiting from the central service expenditures.

The FULL COST to deliver a service is the sum of the four classifications. The full cost will only be charged when there is a sole identifiable benefactor of the government service.

The DEPARTMENT COST is the cost the department incurs to provide a service. It is the sum of direct labor and benefits, services and supplies, and department administration. The department cost is the amount to be charged to the general public and other government entities.

The PERFORMANCE COST is the cost to perform an activity. It includes direct labor and benefits, plus services and supplies. This is the cost charged between departments of the county.

County departments will only charge each other for specific services or supplies. No administrative surcharges will be added. The intention for charging other departments for services is to distribute costs of certain support services or aid in recouping costs through outside reimbursement.

Annually, the county will adopt a user fee schedule adjusted to keep pace with inflation and/or the cost for providing the service. Exceptions to the policy guidelines require approval by the County Board.

## **Responsibility**

Department heads are responsible for developing departmental fee recommendations and identifying factors to be considered pursuant to these user fee guidelines. Except in those areas where fees are established by law, the calculation of costs for determining fees will be based on the methods used by Griffith and Associates in the preparation of Washington County's Cost Allocation Plan.

## **Source**

County Board Approval on April 21, 1992  
County Board Approval on February 7, 2006  
County Board Approval on January 23, 2007  
County Board Approval on December 18, 2007  
County Board Approval on December 16, 2008  
County Board Approval on January 5, 2010  
County Board Approval on September 28, 2010

County Board Approval on December 9, 2010 (effective January 1, 2011)  
County Board Approval on December 13, 2011 (effective January 1, 2012)  
County Board Approval on December 18, 2012 (effective January 1, 2013)  
County Board Approval on January 7, 2014 (effective January 7, 2014)  
County Board Approval on January 20, 2015 (effective January 20, 2015)  
County Board Approval on December 15, 2015 (effective January 1, 2016)  
County Board Approval on December 13, 2016 (effective January 1, 2017)  
County Board Approval on December 12, 2017 (effective January 1, 2018)  
County Board Approval on December 11, 2018 (effective January 1, 2019)  
County Board Approval on December 17, 2019 (effective January 1, 2020)  
County Board Approval on December 15, 2020 (effective January 1, 2021)  
County Board Approval on December 14, 2021 (effective January 1, 2022)  
County Board Approval on December 13, 2022 (effective January 1, 2023)  
County Board Approval on November 28, 2023 (effective January 1, 2024)  
County Board Approval on November 26, 2024 (effective January 1, 2025)  
County Board Approval on November 25, 2025 (effective January 1, 2026)

(Sales Tax Will Be Added, Where Appropriate)

ALL COUNTY DEPARTMENTS

**Desktop/Network Printer Copies**

8 ½" x 11" and 8 ½" x 14" per page	\$0.10
11" x 17"	per page \$0.20
8 ½" x 11" and 8 ½" x 14"	color per page \$0.70
11" x 17"	color per page \$1.00

**Fax**

per page	\$0.25
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**International Fax**

first page	\$7.00
each additional page	\$4.00

**Notary Service**

Notary Service	up to \$5.00
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**Photocopies**

8 ½" x 11" and 8 ½" x 14"	per page \$0.10
11" x 17"	per page \$0.20
8 ½" x 11" and 8 ½" x 14"	color per page \$0.70
11" x 17"	color per page \$1.00

*For copies in excess of 100 pages of letter or legal sized black and white documents, actual charges may be required if they exceed the per page charge - Minnesota Statute 13.03, Subd. 3(c).*

**Postage and Handling**

Postage and Handling	\$2.00 or actual cost, whichever is greater
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**Electronic Media**

*Per Minn. Stat. Ch. 13 and/or Minn. R. Crim. P. 9.05, fees reflect cost of the media and staff time to make copies.*

CD	\$10.00
DVD	\$10.00
Blu-Ray	\$20.00
Flash Drive (8 GB)	\$10.00
Flash Drive (16 GB)	\$25.00
Flash Drive (32 GB)	\$30.00
Flash Drive (64 GB)	\$40.00
Flash Drive (128 GB)	\$50.00
Flash Drive (256 GB)	\$90.00
External Hard Drive (1 TB)	\$120.00

*Pre-payment required for all electronic media requests.*



**ADULT FEES**

Electronic Alcohol Monitoring Equipment- Lost/Damaged Alcohol Monitoring Device	\$500.00
Electronic Home Monitoring/GPS Equipment- Lost/Damaged Home Monitoring/GPS Device	\$250.00
Urinalysis Confirmation Drug Testing	\$35.00

**PARENTAL FEES**

*Parental fees for juveniles placed out-of-home are handled per Community Services fee schedules.*

*\*The following juvenile outpatient services are billed according to the Department of Human Services Medical Assistance rate for parental reimbursement of SED youth.*

*Juvenile Outpatient Sex Offender Treatment*

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COMMUNITY SERVICES

See [ATTACHMENT A](#) for Community Services fee schedule

INFORMATION TECHNOLOGY

**IT Labor Services**

Labor Services	per hour \$150.00
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*IT Labor Services fees are charged when IT services are requested by a governmental entity and the services are related to the function of Washington County. IT services are not directly provided to private individuals or businesses.*

LIBRARY
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Book Sales (Some sets or unique items are specially priced; stock is from donations and/or library discards)	\$0.10 - \$5.00
Flash Drive	\$3.00
Interlibrary Loan Fees (Charge back to library patrons any fees assessed to WCL. Patron agrees to fee before WCL proceeds with borrowing the item.)	\$0
Prints from public computer stations	per page \$0.15
Color copies	\$0.50
Ear buds for personal computer	\$1.00
Law Library information packets (various topics)	\$1 - 20.00
Library bags, canvas (each)	\$6.00
Library bags, generic (each)	\$3.00
Library card, non-MN resident annual <u>or</u> Minnesota residents whose city or county does not participate in a regional library system in Minnesota	\$60.00

**Default replacement charges for lost library material (when price not listed in database)**

Book	\$20.00
Book, Large Print	\$30.00
Book, Professional Collection	\$75.00
Compact disk (music)	\$15.00
DVD	\$25.00
Hotspot	\$50.00
Individual Disk from Set (DVD, CD, Spoken CD)	\$10.00

Inter-library loan item	\$50.00
Kit, Book Club (10+ books, plus reading guides)	\$150.00
Kit, Juvenile or Adult (with one book only)	\$15.00
Kit, Multimedia (Life Event or Early Literacy)	\$300.00
Laptop	\$200.00
Magazine	\$4.00
Paperback	\$7.50
Reference book	\$75.00
Spoken compact disk (set)	\$50.00
Video Game	\$50.00

**PROPERTY RECORDS AND TAXPAYER SERVICES**

**GENERAL ADMINISTRATION**

Auctioneer - <i>MS 330.01</i>	\$20.00
Beer	see "Liquor"
Bottle Club	see "Liquor"
Certified Copies	see specific name of fee
Charitable Gambling	No fee
Fireworks Display Permit	\$50.00

**Liquor**

On-Sale - <i>MS 340A</i>	\$2,000.00
On-Sale, Sunday only - <i>MS 340A</i>	\$200.00
Temporary, 1-4 days - <i>MS 340A</i>	\$50.00
Off-Sale - <i>MS 340A</i>	\$500.00

**3.2 Percent Malt Liquor**

On-Sale 3.2, annual license - <i>MS 340A</i>	\$150.00
On-Sale 3.2, temporary, 1-4 days - <i>MS 330.01</i>	\$25.00
Off-Sale 3.2, annual township license - <i>MS 340A</i>	\$50.00
On-Sale, Sunday only – <i>MS 340A</i>	\$200.00

**Consumption and Display – Intoxicating Liquor**

Consumption and Display – Intoxicating Liquor - <i>MS 340A</i> (state collects an additional \$150; must be a separate check; sent to state with application, after county has approved.)	\$300.00
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**Club License**

Club License - <i>MS 340A</i>	\$300.00
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**Wine**

<i>MS 340A</i>	\$500.00
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**Map**

Washington County	No fee
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**Notary Commission Recording**

<i>MS 357.021, Sub 2</i>	\$20.00
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**Notary Verification**

Notary Verification	\$5.00
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**Notice of Claim Contractor's Bond**

<i>MS 574.32</i>	\$15.00
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**NSF Check**

<i>MS 332.50, Sub 2 (d)</i>	\$30.00
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**Precious Metal Dealer License**

<i>MS 325F.733, Sub 2</i>	\$25.00
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**Transient Merchant License**

New	\$150.00
Renewal	\$50.00

**Wine**

Wine	see "Liquor"
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**ELECTIONS**

**Municipality Annual Election Equipment Maintenance Fees**

Vote Tabulating Machine – Annual	per machine	475.00
Assistive Voting Device – Annual	per machine	395.00
Electionware Software – Annual	per tabulating machine	380.00
Poll Pad (electronic roster) device	per machine	185.00

**Election Services Joint Powers Agreement Fees**

**Statewide Primary and General Elections – Both Elections**

Election Staff Costs; Equipment & Supply Storage/Delivery; and Supplies	per precinct	\$5,136.00
Election Judges, Legal Publications, Additional Polling Place Equipment, Polling Place Facility Fee		Actual Costs

**March Presidential Nomination Primary**

Elections Staff Costs; Equipment & Supply Storage/Delivery; and Supplies	per precinct	\$2,568
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**Standalone Election – Special or Odd Numbered Year**

Elections Staff Costs; Equipment & Supply Storage/Delivery; and Supplies	per precinct	\$2,568
Ballots; Election Judges; Temporary Vote Center, Absentee, and Ballot Board Judges; Legal Publications; Polling Place Facility Fee	per election	Actual Costs
Absentee Voting Postage/Supply Costs	per mailed	\$3.00
Absentee Voting Postage/Supply Costs	per in person	\$0.50
Equipment Lease Fee- Vote Tabulating Machine, Assistive Voting Device, Electronic Roster	per machine	\$60.00

**Registered Voter Certificate**

MS 373.41, CR 92-012	\$5.00
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**SERVICE & LICENSE CENTERS**

**All Terrain Vehicle - MS 84.922, Sub 2 & 5**

New, plus 3-year registration	\$68.50
Renewal, 3-year registration	\$66.00
Transfer	\$12.50
Transfer & renewal, 3-year registration	\$72.50
Duplicate registration decals	\$6.00
Duplicate registration card	\$10.00

*(County retains \$6.00 for renewals and duplicates; \$8.50 for new registrations and transfers; state retains remainder.)*

**Boat Registration\* - MS 86b.415, Sub 1-8**

New, renewal, plus transfer, or transfer only	Ranges from \$13.00 to \$109.10
Aquatic species surcharge (county retains \$7.00; state retains remainder)	\$10.60
Renewal only and duplicate card or decal	Ranges from \$6.00 to \$106.60
Aquatic species surcharge (county retains \$4.50; state retains remainder)	\$10.60
Titling - MS 86b.870, Sub 1 (county retains \$7.00; state retains remainder)	Ranges from \$7.00 to \$22.00

*\*Fee depends on type and size*

**Cross Country Ski Licenses** see (Public Works – Parks Division)

DNR Annual Ski Pass	DNR Approved Fee
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**Disability License Plate Application-MS 168.021, subd 4**

State fee	\$15.50
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County fee	\$12.00
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**Disability Parking Permit**

Temporary and short-term disability	state fee \$5.00
Long-term and permanent disability	No Fee

**Game and Fish**

Game and Fish	see "Hunting-Fishing"
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**Hunting-Fishing\*** - MS 97A.485, Sub 6 & 7

County retains \$1.00; state retains remainder	Ranges from \$1.00 to \$251.00
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*\*Fee depends on type of license*

**Motor Vehicle - MS 168.33, Sub 7**

Registration, new and renewal

State fee	depends on type, make, and year of vehicle
County fee	\$8.00/\$12.00
Wheelage tax – Washington County	\$20.00
Wheelage tax – Other MN counties	ranges from \$10.00 to \$20.00

**Motor Vehicle Operator License and Renewal\*** - MS 171.06, Sub 42 & 171.061 Sub 4

State fee	Ranges from \$11.25 to \$75.00
County fee, new	\$16.00
County fee, renewal	\$11.00

*\*Fee depends on class & endorsements*

**OHM and ORV Registration - MS 84.788, Sub 3 & MS 84.798, Sub 3**

New, plus 3-year registration	\$38.50
Renewal, 3-year registration	\$36.00
Transfer	\$12.50
Transfer & renewal, 3-year registration	\$42.50
Duplicate registration decals	\$6.00
Duplicate registration card	\$10.00

*(County retains \$6.00 for renewals and duplicates; \$8.50 for new registrations and transfers; state retains remainder.)*

**Park Permits** (see Public Works – Parks Division)

**Passport Book Application\*** - Fed. Register, Vol.42, Pg. 49791-49795, Form DSP-11

Adult (county retains \$35.00 of fee; U.S. Department of State retains \$110.00)	\$165.00
Minor under 16 (county retains \$35.00 of fee; U.S. Department of State retains \$80.00)	\$135.00

*\*Requires two separate checks: one to county/one to U.S. Department of State*

**Passport Card Application**

*If purchased at same time as applying for passport book:*

Adult (U.S. Department of State retains fee)	\$30.00
Minor under 16 (U.S. Department of State retains fee)	\$15.00

*If not purchased in conjunction with passport book, an additional 35.00 filing fee is required (county retains fee).*

**Passport Photo (includes sales tax)**

Passport Photo - Printed	\$18.00
Passport photo - Digital	\$20.00
Passport photo - Digital & Printed	\$25.00

**Snowmobile - MS 84.82, Sub 2 & 3**

New, three-year registration	\$113.50
Renewal, three-year registration	\$111.00
Transfer	\$18.50
Transfer and renewal, three year registration	\$123.50
Duplicate registration decals	\$6.00
Duplicate registration card (county retains \$6.00 for renewals and \$8.50 of fee for new registrations And transfers; state retains remainder.)	\$16.00

**Snowmobile Trail Sticker**

Annual (County retains \$1.00)	\$51.00
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**PROPERTY RECORDS**

MS 357.18, MS 508.82, MS 473h, MS 287.035, MS 287.21 Subd. 1.a and MS 1031.235

**Abstract Condominium**

(Additional \$.50 per unit over 100 units)	\$56.00
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**Abstract Plats**

Abstract Plats	\$56.00
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**Abstract Recording Fees**

Abstract Recording Fees	unlimited pages \$46.00
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**Attest Copies of Documents**

Attest Copies of Documents	\$2.00
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**Certified Copies**

Certified Copies	\$10.00
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**Certified Copies of Plats**

Certified Copies of Plats	\$15.00
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**Computer Listings/Copies of Official Record**

Computer Listings/Copies of Official Record	Per page \$1.00
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**Conservation Fee**

Conservation Fee	\$5.00
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**Judicial Security in Real Property Records – M.S. 480.50 subd. 6**

Real Property Notice	per notice \$75.00
Consent to disclose personal information	per notice \$75.00
Consent to terminate real property notice	per notice \$75.00
Title exam access request	per request \$75.00

**Mortgage Registration Tax**

Mortgage Registration Tax	\$0.0023 per \$1,000
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**Nightly Downloaded Images**

Nightly Downloaded Images	per page \$0.15
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**RecordEASE Web Remote Access**

Monthly subscription fee	per individual user \$30.00
Search fee	per search \$0.50
View recorded documents	per document \$1.50
View Certificates of Title (Torrens)	per certificate \$2.50
View tract page	Per tract \$2.50
View tract card	Per tract \$2.50
View recorded plat	Per plat \$5.00
RecordEASE Direct Online Access Credit Card Convenience Fee (per login)	\$3.25

**Registered Land Survey**

Registered Land Survey	\$56.00
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**State Deed Tax**

State Deed Tax	\$0.0033 per \$1,000
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**Torrens Condominiums**

Torrens Condominiums	\$56.00
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**Torrens Examiner of Titles Services**

Approval	\$200.00
Directive	\$200.00
Proceeding	\$500.00

**Torrens Exchange**

(for each cancelled and for each new certificate)	\$20.00
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**Torrens 1<sup>st</sup> Certificate of Title**

Torrens 1 <sup>st</sup> Certificate of Title	\$46.00
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**Torrens Memorials**

Torrens Memorials	\$46.00
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**Torrens Plats**

Torrens Plats	\$56.00
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**Torrens Residuary**

Torrens Residuary	\$40.00
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**Torrens Transfers**

Torrens Transfers	\$46.00
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**Well Certificates**

Well Certificates	\$54.00
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**ASSESSMENT AND TAXATION**

**Screen Print**

(no fee to owner)	per parcel \$3.00
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**Assessment Contract Fees**

<b>Agriculture Improved</b>	
Agriculture Improved	per parcel \$20.16

<b>Vacant Land</b>	
Apt/C&I	per parcel \$2.87
Ag	per parcel \$2.87
Res	per parcel \$2.20
Exempt	per parcel \$0.39

<b>Multi-family (Townhome/Condo/Duplex)</b>	
Multi-family (Townhome/Condo/Duplex)	per parcel \$7.20

<b>Single-family Residential</b>	
EMV< Single-Family Residential Tier Limit*	per parcel \$16.58
EMV>or equal to Single-Family Residential Tier Limit	per parcel \$30.98

<b>Manufactured Homes</b>	
Manufactured Homes	per parcel \$11.54

<b>Personal Property and PILT</b>	
Personal Property and PILT	per parcel \$5.76

<b>C&amp;I</b>	
• EMV<\$999,999	per parcel \$86.48
• EMV>or equal to \$1,000,000	per parcel \$129.69
<b>Exempt Improved</b>	
• EMV<\$999,999	per parcel \$7.20
• EMV>or equal to \$1,000,000	per parcel \$7.20
<b>Apartments</b>	
• EMV<\$999,999	per parcel \$57.67
• EMV>or equal to \$1,000,000	per parcel \$72.06

<b>New Construction</b>	
<b>Residential</b>	
• Townhome/Condo	per parcel \$14.42
• Single Family	per parcel \$37.27
<b>C&amp;I</b>	
• New	per parcel \$165.69
<b>Apartments</b>	
• New	per parcel \$79.23
<b>Exempt</b>	
• New	per parcel \$144.05

*\*Single-Family Residential Tier Limit is equal to the prior year limit adjusted by the countywide percentage change in single family residential median value for the new year, as indicated in the Assessment Report.*

**Audit Reports - MS 373.41, CR 92-012**

Verification of tax district	\$50.00
Special request/research	per hour \$50.00
Tax increment	\$50.00
Top taxpayers	\$75.00

**Auditor's Bonding Certificate - MS 373.41, CR 92-012**

Entire signed & sealed	\$300.00
Per individual page	\$75.00

**C.A.M.A.**

C.A.M.A. printout per parcel (free to owner)	\$3.00
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**Certifications - MS 373.41, CR 92-012**

Certifications - MS 373.41, CR 92-012	\$5.00
Recertifications	\$5.00

**Confession of Judgment - MS 373.41, CR 92-012**

Confession of Judgment - MS 373.41, CR 92-012	\$75.00
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**First Year Delinquent Tax - Administrative Fee**

First Year Delinquent Tax Administrative Fee	\$25.00
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**Green Acre Paybacks - MS 373.41, CP 92-012**

Green Acre Paybacks - MS 373.41, CP 92-012	per parcel \$50.00
If Green Acre payback involves the splitting of a taxation parcel	\$100.00

**Notice of Expiration of Redemption Fee**

Notice of Expiration of Redemption Fee	\$150.00
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**Notice of Vested Interest**

Notice of Vested Interest	per parcel \$15.00
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**Property Information Request – Electronic Data Fees:**

**Lists and Labels**

Processing fee	\$97.00
Per page cost	\$1.00
Per label cost	\$0.03
Programming fee	per hour \$97.00

(Add postage and handling, if mailed.)

**Data Files**

Processing fee	\$97.00
File fee from tax system database	per parcel or record** \$0.02
Media	per CD \$2.00
Programming fee	per hour \$97.00

(Add postage and handling, if mailed.)

\*\*Washington County political subdivisions and nonprofit organizations receive a reduction of 50% associated with the data file cost per parcel. There is no reduction associated with set-up fees, mailing labels, and programming charges.

**Property Tax Payment via Internet**

Credit Card Convenience Fee (not retained by county)	2.35%
E-Check – per transaction (not retained by county)	\$0.75

**Repurchase of Tax-forfeited Property - MS 373.41, CR 92-012**

Repurchase of Tax-forfeited Property - MS 373.41, CR 92-012	\$250.00
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**Special Assessment - MS 429.061, CR 93-184, CP 1300**

Electronic files/parcel	\$3.00
Hard copy files/parcel (capped at a maximum fee of \$15,000 for electronic files)	\$5.00

**Tax Data - MS 373.41, CR 92-012, CP1300**

Uncertified Searches	
• 1997 - present	\$3.00
• Prior to 1997	per hour \$20.00
• Special assessment	\$5.00
• Screen print	per page \$3.00
• Tax statement	per parcel \$3.00
• Recertification of tax paid on deeds for recording	\$5.00

**Tax Increment Audit Report**

Tax Increment Audit Report	(See Audit Report)
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**Tax Increment Financing (TIF) District - MS 469.176, Sub 4H, CP 92-012**

Certification of a new TIF district:	flat fee \$500.00 plus \$25.00 per parcel
Addition, deletion, decertification or split of TIF district:	per parcel \$25.00

Annual maintenance of the TIF district:	flat fee \$400.00 plus \$25.00 per parcel
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*(capped at a maximum fee of 1% of the tax increment funds collected by the district)*

**Tax Petition Fees**

Residential	
• Pre-trial	\$400.00
• Trial	\$2,200.00
Commercial	
• Pre-trial	\$900.00
• Trial	\$4,400.00

*(Trial fees billed the year following the trial)*

**Taxing District Fee for Inclusion of Supplemental Insert with Proposed Tax Notice**

Administrative Fee	\$300
Cost of Insert	All costs, including but not limited to cost of paper, printing, insertion and any increased postage costs

**Top Taxpayer List**

Top Taxpayer List	(See Audit Report)
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**Web Subscription Fee (CAMA)**

Annual (up to 1200 hits)	\$250.00
Monthly (up to 100 hits or 30 days)	\$25.00

**VITAL RECORDS**

**Birth**

First certified record	\$26.00
Each add'l. certified record issued for the same record at the same time	\$19.00
Uncertified	\$13.00

**Death**

First certified record without cause of death	\$13.00
First certified record with cause of death	\$13.00
Each add'l. certified record issued for the same record at the same time	\$6.00
Amendment	\$40.00

**Marriage**

Marriage license application	\$125.00
Reduced fee marriage license application	\$50.00
Marriage certificate (Certified and noncertified copy)	\$10.00
Marriage license application amendment - before filing certificate	\$10.00
Marriage license application amendment - more than 45 days from filing date	\$40.00
Verification of no marriage record on file	\$10.00
Marriage certificate listing	\$18.00 + \$1 per page

**Marriage Officiant**

Civil marriage officiant registrations to perform marriages in MN	\$20.00
Certified copy	\$10.00

PUBLIC HEALTH & ENVIRONMENT

**Computer Generated List**

Up to 20 pages (additional pages .25 per page)	\$5.00
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**Environmental Center – Very Small Quantity Generator Hazardous Waste Collection (VSQG)**

Fees for all wastes delivered by businesses to the VSQG collection are charged the county actual disposal cost as listed in the current disposal contract for that waste, plus 10% to cover packaging, supplies and containers.

Businesses delivering wastes that are subsidized, reimbursed, or have no cost for disposal are not charged for the waste; however, are subject to the administrative charge.

**Administrative Charge**

This fee is charged for processing, testing, packing, and analyzing waste; includes documentation of proper disposal and invoicing	per quarter hour \$20.00* *The minimum charge is \$20
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**Food, Pools and Lodging Program Fees**

Food establishment (full service) >18 employees	\$1087.00
Food establishment (full service) ≤18 employees	\$838.00
Additional facility - bar (each)	\$214.00
Additional facility - kitchen (each)	\$253.00
Deli/fast food/coffee shop > 18 employees	\$996.00
Deli/fast food/coffee shop ≤ 18 employee	\$759.00
Caterer/commissary >18 employees	\$1087.00
Caterer/commissary ≤18 employees	\$838.00
Seasonal food establishment >18 employees	\$703.00
Seasonal food establishment ≤18 employees	\$634.00
Limited food establishment	\$481.00
Seasonal concession stand – Limited	\$500.00
Mobile food unit	\$174.00
Food carts	\$174.00
Seasonal temporary food stand	\$174.00
Congregate dining	\$481.00
Catering food vehicle (each)	\$104.00
Maximum of 5	\$516.00
Day care center with food prep	\$703.00
Day care center with limited food prep	\$429.00
Temporary food up to 10 days of operation – for profit	\$150.00+
Temporary food up to 10 days of operation – nonprofit with approved waiver	No charge
Special Event – Recreational Camping Area	\$197.00
School food service – high risk	\$747.00

School food service – medium risk	\$622.00
School food service – low risk	\$370.00
School food service concession - 1 school	\$54.00
School food service concession - 2-10 schools	\$109.00
School food service concession - 11+ schools	\$175.00
Bed and breakfast	\$519.00
Board and lodging	\$519.00
Board	\$390.00
Motel/Hotel/Vacation home rental lodging	\$225.00 base fee + \$8.93 per room
Lodging house	\$225.00 base fee + \$8.93 per room
Public swimming facility – pool	first pool \$477.00 each additional pool \$302.00
Public swimming facility – whirlpool/spa	first spa \$398.00  each additional whirlpool/spa \$258.00
Manufactured Home Park Class/Category A (MHPA)	\$170.00 base fee + \$9.87 per site
Manufactured Home Park Class/Category B (MHPB)	\$170.00base fee + \$8.50 per site
Recreational Camping Area Class/Category A (RCAA)	\$170.00base fee + \$9.87per site
Recreational Camping Area Class/Category B (RCAB)	\$170.00base fee + \$8.50 per site
MHP/RCA Retail food	\$127.00
Youth Camp 0-99 Campers	\$235.00
Youth Camp 100-200 Campers	\$367.00
Youth Camp 201 or more Campers	\$500.00
Plan Reviews- Equipment remodeling	\$160.00
Plan Reviews- Minor remodeling	100% of annual license fee
Plan Reviews- Extensive remodeling	150% of annual license fee
Plan Reviews- MHP/RCA	\$361.00base + \$68.00for each 10 sites
Youth camp camping	\$160.00base fee + \$71.00for each 10 sites
Youth camp lodging	\$131.00+ \$7.96per room
Youth camp food	\$649.00

Exempt organizations	\$649.00
School Concession Stand Plan Review	\$459.00
Board and lodging (≤10 guests)	100% of annual license fee
Board and lodging (>10 guests)	200% of annual license fee

**Other Fees (applies to all environmental programs)**

Variance hearing – per variance	\$174.00 (max.\$521.00)
Change of ownership inspection	50% of annual license fee
Operating without a license	50% of annual license fee
Additional soil review or additional regulatory follow up inspection per hour (minimum of one hour)	\$142.00

**Hazardous Waste Facility Fees**

<b>Activity</b>	<b>Fee</b>
Treatment, Storage, Disposal	\$13,435.00
Treatment, Disposal	\$8,153.00
Storage	\$4,932.00
Short Term Transfer	\$2,904.00
VSQG Program	\$1,312.00
Other Facilities	\$442.00

**All Sewered and Non-sewered Hazardous Waste Fees**

<b>Number of Gallons</b>	<b>Amount</b>
0 to 50	\$131.00
51 to 100	\$236.00
101 to 250	\$394.00
251 to 1,000	\$788.00
1,001 to 5000	\$1,628.00
5,001 to 10,000	\$2,310.00
10,001 to 50,000	\$7,350.00
50,001 to 100,000	\$12,600.00

Greater than 100,000 non-sewered = \$12,600+ (\$0.11 per gallon over 100,000) + Sewered vol fee below if applicable
Greater than 100,000 gallons sewerd = calculated fee above + (\$0.005/gallon over 100,000 gallons) or max fee of \$16,317.00

**Minnesota Extension**

Various pamphlets and booklets obtained through the U of M Extension office	Various prices
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**Ordinances**

Subsurface Sewage Treatment System	\$5.00
Hazardous Waste	\$5.00
Solid Waste	\$5.00
Food Protection	\$5.00
Lodging	\$5.00
Youth Access to Tobacco	\$5.00
Public Pools	\$5.00
Administrative	\$5.00
Manufactured Home Parks/Recreational Camping Areas/Youth Camps	\$5.00
Nuisance	\$5.00
Groundwater Plan	\$20.00
Solid Waste Management Plan	\$20.00

**Sewage Treatment System Program Fees**

Soil/site Review Fee	\$237.00Base Fee, plus \$102.00Per Lot
Single Family Dwelling Permit Review Fee	\$868.00
Non-single Family Design Permit Fee	\$1,298.00

**Other SSTS Related Fees**

System Redesign (change location, type, or size)	\$421.00
Tank replacement only (not requiring soil testing/site review)	\$148.00
Holding Tank Permit	\$421.00
Reissuance/renewal of an expired permit	\$186.00
Annual Operating Permit for Holding Tank(s)	\$94.00
Annual Operating Permit for Residential Systems	\$123.00
Annual Operating Permit for Commercial, Industrial, or Collector Systems	\$250.00

**Midsized Sewage Treatment Systems, or licensed establishments that are required to have an annual operating permit**

Maintenance reporting (self online entry)	\$ 23.00
Maintenance reporting (mail entry)	\$ 28.00
Failure to obtain a permit prior to commencing installation	\$343.00
System Abandonment	\$148.00
New System Repair	\$148.00
Hook-up to midsized or large sewage treatment system	\$148.00
Compliance Inspection Dispute Resolution Inspection (Fee per hour, minimum of one hour)	\$144.00
Compliance Inspection Reporting	\$50.00
Land spreading site review	\$626.00

**Sewage Treatment System Well Loan Program**

Origination Fee	\$46.00
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**Commercial Solid Waste Facility Fees**

Demolition Landfill Type A	\$9,155.00
Clean fill landfill	\$1,266.00
Transfer station	\$1,266.00
Waste processing	\$8,856.00
Petroleum land spread (per cubic yard)	\$14.00
Waste tire management	\$1,034.00
Industrial waste disposal	\$15,374.00
Lime sludge land spread (Annual License)	\$627.00
Solid waste storage	\$1,630.00
Solid waste land spreading (Annual License)	\$627.00
Yard waste composting	\$627.00
Yard waste land spreading (Annual License)	\$474.00
Tree waste processing	\$1,051.00
Other facilities	\$615.00
Facility plan review	50% of license fee (one time)
Environmental information requests	\$106.00
Land spreading site review	\$622.00

*Financial Assurance/Contingency Action/Closure Mounts for Solid Waste Facilities - Financial assurance for contingency action or facility closure for new and renewing solid waste management facilities and activities will be considered and approved by the Department of Public Health and Environment.*

**Tobacco License Fees**

Year-round	\$344.00
Seasonal	\$249.00

**Cannabis and Hemp Retail Registration Fees**

Cannabis Business and Medical Cannabis Combination Business Initial Registration Fee	\$500
Cannabis Business and Medical Cannabis Combination Business Renewal Registration Fee	\$1000
Hemp Business Initial and Renewal Registration Fee	\$125

**Screening Test Fees**

Tuberculin Skin Test (Mantoux)	\$20
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**Vaccine**

*Individuals receiving vaccines under the Minnesota Vaccines for Children (MnVFC) or Un and Underinsured Adult Vaccine (UUAV) program cannot be charged for vaccines. A \$15 administrative fee is requested.*

*No eligible MnVFC or UUAV participant will be denied vaccination due to inability to pay.*

**Water Testing**

Combined coliform bacteria/nitrate*	\$50.00
Coliform bacteria test only	\$25.00
Nitrate + nitrite test only	\$25.00
Collection fee for a certified sample	\$85.00
Other inorganic or organic tests	\$20.00 plus actual lab costs
Licensed establishment on private water	first well- \$125.00 each additional well - \$64.00
Sanitary survey for licensed establishments	first well- \$64.00 each additional well- \$39.00
Water test repeat or quarterly samples	per visit \$85.00
PFAS Testing	\$510.00 (actual lab cost \$425), plus collection fee (\$85.00)

VOC Testing	\$225.00 (actual lab cost \$140), plus collection fee (\$85.00)
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*\*Coliform bacteria testing fee may be waived due to flooding, at the discretion of the Department Director*

*Add 8.375% sales tax to all items sold, except copies (any type such as medical records) and no sales tax on ordinances. Add \$2.00 postage and handling if mailed. Larger orders are weighed to determine postage fees.*

PUBLIC WORKS
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**Access Permits**

Agricultural Field Access	\$150.00
Residential Driveway	\$150.00
Public Street	\$500.00
Commercial Driveway	\$500.00

*(All Access permits require deposit or bond)*

**County Road Map**

Five or fewer (picked up)	Free
Over five (picked up) - each	\$2.00
Mailed map (customer includes postage each)	– \$0.88 or current postage

**Right-of-Way Permits**

Drop or Lateral Service Connection to Existing Utility Line	\$25.00
Other Work within Right-of-Way (up to 1/8 mile or fraction thereof)	\$100.00

*The above listed fees for Right-of-Way Permits may be waived if the work being done is being performed specifically at the request of Washington County for the purpose of accommodating planned highway improvements.*

**Transportation (Oversize) Permits**

Single Permit	\$25.00
Annual Permit	\$100.00

**Mailboxes (County Roads & County State Aid Highways)**

Replacement due to damage from County Vehicle/Equipment	No Fee
Forced Replacement of hazardous mailbox (Statutory fee)	\$75.00
Support and Installation Only (no mailbox)	\$120.00
Support, Mailbox, and Installation (required for new Residential Access)	\$150.00

**Plotter Prints**

All sizes based on 36" roll stock	\$0.25 per inch
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**Public Safety Official ID Card**

Public Safety Official ID Card	\$5.00
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**PARKS DIVISION**

**General Fees**

Reservation Fee (non-refundable)	\$8.00
Reservation Modification Fee (non-refundable)	\$8.00
Dump Station	\$15.00
Picnic Kit (play equipment)	\$10.00
Ski or Snowshoe Rental – Adult	\$10.00
Ski or Snowshoe Rental – Child	\$5.00
Kayak Rental	\$20.00
Tandem Kayak Rental	\$35.00
Stand Up Paddle Board Rental	\$30.00
Paddlesport Rental Late Fee	\$60.00
Cross Country Ski Pass – Daily (18+)	\$6.00
Cross Country Ski Pass – Annual (18+)	\$30.00

**Basic Campsite**

Basic Site Rate	\$30.00*
Electrical hook-up (20-30 amp)	\$35.00
Water/electrical hook-up (50 amp)	\$45.00
Full hook-up	\$50.00

**Group Campsite**

Group Site Rate	\$75.00*
Group Site Shelter	\$15.00*
Electric hook-up	\$10.00*

**Picnic Pavilions**

Administrative Fee (for rental cancellations)	\$25.00
Damage Deposit – Large Pavilion	\$250.00*
Damage Deposit – Small Pavilion	\$100.00*

**Large Pavilion (North, South, Hilltop)**

Weekday (Monday – Friday)	\$195.00*
Weekend (Saturday – Sunday) and Holiday	\$350.00*

**Small Pavilion (Lower Landing Outdoor Space, Big Marine, Eagle Ridge)**

Weekday (Monday – Friday)	\$60.00*
Weekend (Saturday – Sunday) and Holiday	\$125.00*

*\*Tax not included on all room, pavilion, and campsite rental fees listed above. No tax is required for room rentals at Historic Courthouse.*

*(Rental event with alcohol may require additional fees for local permits and law enforcement presence)*

**Facilities Rental**

Reservation	\$8
Reservation Modification	\$8
Damage Deposit	\$250
Historic Courthouse Large Meeting Rooms	Year Round, 9am-10pm (Closed on gov't holidays) \$70/hr, 9am-4pm Mon-Thur \$165/hr, 4pm-10pm Mon-Thur \$165/hr 9am-10pm Fri, Sat, Sun
Historic Courthouse Small Meeting Rooms	Year Round, 9am-10pm (Closed on gov't holidays) \$20/hr, 9am-4pm Mon-Thur \$30/hr, 4pm-10pm Mon-Thur \$30/hr 9am-10pm Fri, Sat, Sun

Historic Courthouse Jail	Year Round, 9am-10pm (Closed on gov't holidays) \$50
Nordic Centre Meeting Room	April-October, 9am-10pm \$60/hr, 9am-4pm \$130/hr, 4pm-10pm
Ravine Landing Meeting Room	April-October, 9am-10pm \$60/hr, 9am-4pm \$130/hr, 4pm-10pm

*Room Rentals: All room rentals for the Historic Courthouse, Nordic Center, and Ravine Landing require a 3-hour minimum. 100% payment due at time of reservation. No refunds or cancellations within 30 days of rental.*

**Events and Commercial Use**

Extra Services	\$50/hour per person
Long Term/Multi-day camp use	Consult
Vendor in Parks	Consult
Professional Research	\$25.00
Professional Still Photography	\$50.00
Professional Still Photography Annual Permit	\$200.00
Professional Videography	\$200.00
Drone Use	\$100.00
Large / Unusual Event or Production Video	Consult
Winter Activity Package (up to 20 visits)	\$200.00

*Pending group size or activity shelter or room rental may be required*

Special Use Permit Fees	Total Use #	Fee
# of people per visit x # of visits = Total Use	1-50	\$50
	51-100	\$155
	101-300	\$300
	301-400	\$400
	Over 400	Consult

**Vehicle Permit**

Daily	\$7.00
Annual	\$30.00
Second Annual (must be purchased at time of Annual)	\$20.00
Bus Daily	\$20.00
Bus Annual	\$100.00

**PLANNING DIVISION**

**Manuals**

Historical Context Study - 1999	\$14.08
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**Land Use/Zoning Development Code Chapters**

Chapter One – Administration	\$7.00
Chapter Two – Zoning Regulations w/Overlay District Map	\$8.00
Chapter Three – Subdivision Regulations	\$4.00
Chapter Five – Lower St. Croix River Bluffland & Shoreland Regs.	\$4.00
Chapter Six – Shoreland Management Regulations	\$4.00
Chapter Seven – Mining Regulations	\$4.00
Chapter Nine – Floodplain Management Regulations	\$4.00
Chapter Ten – Official Map Regulations	\$4.00

**Zoning Permits**

Certificate of Compliance (commercial)	\$175.00
Certificate of Compliance (residential)	\$100.00
Conditional Use Permit	
• General	\$600.00
• Amendment	\$600.00
• Mining, Five-Year Renewal	\$1,500.00
• Mining, New Operation	\$4,200.00
• Mining, Annual Operating Permit	\$600.00
• Open Space Development (OSD)	\$600.00
Mining Annual Review	\$300.00
Ordinance/Comprehensive Plan Amendment (CPA)	\$750.00

Conservation Easement	\$5,000.00
Grading/Land Alteration Permit	\$125.00
Ice Ridge Alteration/Grading	\$50.00
Sign Permit	\$50.00
Variance/Board of Adjustment and Appeals	\$500.00

*“After the fact fee” – Fees in the schedule above may be doubled if the property owner has begun work without obtaining the required permits.*

**SURVEY DIVISION**

**Parcel Line, Aerial Photo, Topography, and Survey Prints and Overlays**

*Pricing table below indicates cost of each component based on available print sizes. Total print cost is based on print size and components selected.*

<u>Print Size</u>	<u>Parcel Lines</u>	<u>Aerial photo</u>	<u>Topography</u>
11" x 17"	\$3.00	\$7.00	\$7.00
18" x 24"	\$6.00	\$10.00	\$10.00
24" x 24"	\$7.00	\$12.00	\$12.00
24" x 36"	\$10.00	\$15.00	\$15.00
36" x 36"	\$14.00	\$20.00	\$20.00
36" x 48"	\$19.00	\$25.00	\$25.00

**Parcel Search - Surrounding Property Owners List**

Up to 25 parcels	minimum fee \$50.00
Additional parcels exceeding 25	per parcel \$0.50
Additional hourly labor charge (after 1 <sup>st</sup> hour)	per hour \$93.00
Mailing labels (30 labels per sheet)	per sheet \$1.00

**Plat Review**

<b>County Surveyor Review Fees – Plat, CIC, and RLS</b>	
• Base fee	\$400.00
• Additional fee per lot, outlot, unit, or tract	\$40.00
• Minimum total fee per plat, CIC, or RLS	\$600.00
• Fee for each review after the third review	\$450.00
<b>Revision Fees – Plats, CIC, and RLS</b>	
• Base revision fee	\$160.00
• Additional fee per revised lot, outlot, unit, or tract	\$40.00
<b>Re-activation Fee</b>	

Restart review process after 180 day or more of inactivity	\$160.00
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**SPECIALIZED SURVEY DIVISION INFORMATION**

**Custom Mapping**

Special graphics/mapping project	
• Cost for labor	per hour \$93.00
• Plotting existing document up to 24" x 36"	per sheet \$35.00
• Plotting existing document larger than 24" x 36"	per sheet \$60.00

*Certificates of Survey on file and available for reproduction, and other miscellaneous maps will be charged rates as shown in "Parcel Line" table above.*

**All other data**

per megabyte of data	\$300.00
minimum charge	\$100.00

*All orders for physical products are subject to a delivery fee of \$2.00 or actual cost, whichever is more, unless picked up at the County Surveyor's Office (11660 Myeron Road N, Stillwater, MN 55082).*

**BUILDING SERVICES DIVISION**

**Electric Vehicle Charging Stations**

Initial hook-up fee	\$1.00
Rate/Kwh	\$.26

The EV charging rates are needed to cover the costs of electricity the county initially incurs for providing this service. These rates may change annually depending on cost increases from the utility provider.

SHERIFF
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**Audio/Photos and BWC (Body Worn Camera) Photos**

(Pre-payment Required)	\$10.00 per case no.
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**BWC (Body Worn Camera) Video**

(Pre-payment Required)	\$20.00 per case no.
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**County Camera Security Video**

(Pre-payment Required)	\$20.00 per case no.
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**Civil Mortgage Foreclosure Sales Log**

(maximum \$35.00 per month)	\$1.00 per sale
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**Civil Process**

Conduct sale at Sheriff’s Office Lobby (for each certificate of sale)	\$80.00
Conduct sale – location other than the Sheriff’s Office Lobby	\$90.00
Deputy hourly rate – normal business hours	\$70.00
Deputy hourly rate – after business hours	\$90.00
Court ordered deputy standby for property retrieval	see above rates for deputy time – fee must be paid prior to service
Evictions– Lock Out	\$75.00
Handling	\$35.00
Paper service	\$80.00
Posting	\$80.00
Replevin (initial deposit)	\$150.00
Redemption fee – owner	\$250.00
Redemption – lien	\$250.00
Each notice of intent	\$100.00
Writ-bank levy	\$85.00
Writ-demand	\$85.00
Writ-wage levy	\$85.00
Writ-commission	5%

**Fingerprint Cards (includes two copies)**

Washington County residents	\$15.00
Non- Washington County residents	\$20.00
Additional fingerprint cards	\$2.00 per copy

**Jail Fees**

Electronic Home Monitoring	\$25.00 per day
Work Release	\$25.00 per day
Urinalysis test	\$20.00 per test

**Firearms Storage**

daily storage fee, after fourth day	\$1.00
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**Jail Arrest Summary**

Jail Arrest Summary	\$0.10 per page, under 10 pages no charge
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**Liquor License Background Investigation**

New application and/or transfer only	\$200.00
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**LoJack SafetyNet Personal Locater PLU**

LoJack SafetyNet Personal Locater PLU	\$30.00 per month
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**911 Typed Transcript**

(\$20.00 prepayment required)	\$20.00 add. Per hour
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**911 Voice-Audio**

(1 year retention)	\$10.00 per case
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**Permit to Carry a Handgun**

New	\$100.00
Renewal	\$55.00
Active Military, Veterans, Active/Retired Law Enforcement: includes Correctional Officers/U.S. Federal Marshalls	New- \$25.00 Renewal - \$25.00
Permit to Carry a Handgun replacement card	\$10.00
Permit to Carry a Handgun late renewal (within 30 days)	\$90.00
Permit to Carry a Handgun late renewal (beyond 30 days)	\$100.00

**Reports**

8 1/2 x 11 Photocopy	per ten pages \$1.00 (Under 10 pages, no charge)
Certified Reports	\$5.00
Query/Statistical Reports	\$5.00 per query

**Sheriff's Office Record Check**

Washington County Contacts Only	\$5.00 per person
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