

**POPE COUNTY**  
**2020 Services and Fees**

Effective January 1, 2020

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	
ASSESSOR	Fee	DESCRIPTION/NOTES
Assessing Fee – Non-commercial	\$9.83	Per Assessment Code
Assessing Fee - Commercial	\$13.11	Per Assessment Code
Assessing Fee – Decks/Mobile Home	\$7.00	Per Assessment Code
Computer Report Setup Fee / Plus \$40 per hour	\$200.00	Set-up Fee per Report / Commercial Data Mining report fee
Per Sale	\$.50	
AUDITOR-TREASURER	Fee	DESCRIPTION/NOTES
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 329.11)	\$150.00	
Monthly Billing Fee	\$3.00	
Plat Book (tax additional)	\$32.00	
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>	<b>Fee</b>	<b>DESCRIPTION/NOTES</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 2019-2023		
New E911 Address -2019	\$137.00	
E911 Address Changes -2019	\$137.00	
E911 Address Replacement -2019		
- Replacement Post	\$13.00	
- Replacement Flag	\$18.00	
- Replacement Numbers	\$16.00	
- New Road or Subdivision	\$580.00	
- Mapping of new roads	\$118.00	
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
New Road or Subdivision	\$580.00	Paid at time of Plat Approval
Mapping of New Roads	\$118.00	Paid at time of Plat Approval
<b>RECORDER</b>	<b>Fee</b>	<b>DESCRIPTION/NOTES</b>
Online Real Estate Searching (via Laredo)		
250 Minute Plan	\$60.00	Monthly
- Minutes over 250	\$.20	Per minute
251-1000 Minute Plan	\$110.00	Monthly
- Minutes over 1000	\$.15	Per minute

1001-3000 Minute Plan	\$220.00	Monthly
- Minutes over 3000	\$.12	Per minute
3001-6000 Minute Plan	\$330.00	Monthly
- Minutes over 6000	\$.10	Per minute
Unlimited Minutes	\$550.00	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>	<b>Fee</b>	<b>DESCRIPTION/NOTES</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 hour 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 Hour plus Mileage
<b>LAND AND RESOURCES</b>	<b>Fee</b>	<b>DESCRIPTION/NOTES</b>
Individual Subsurface Sewage Treatment System (ISTS) Permit		
- Type I, II or III (≤ 2500 gal/day)	\$275.00	
- 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 (includes new communication towers and community solar gardens/facilities)	\$250.00	

2.) Commercial Addition/Expansion	\$125.00	
3.) Modification of Communication Tower	\$125.00	
4.) Residential Structure (Includes Guest Homes, Cottages and Detached Garage w/living space above)	\$225.00	
5.) Residential Addition (up to 600 sq ft)	\$125.00	
6.) Accessory Structure** (including W.O.A.S.)	\$100.00	
7.) Minimum Land Use Permit Fee	\$75.00	
8.) Floodplain Permit	\$75.00	
Conditional Use Permit	\$315.00	Plus \$46.00 Recording Fee
Variance Permit	\$315.00	Plus \$46.00 Recording Fee
Shoreland Alteration Permit	\$100.00	
Re-inspection Fee	\$50.00	
After-the-Fact Application	150% of Application Fee + Application Fee	<i>150% of the application fee plus any real costs incurred by the department to achieve compliance. Note: this is in addition to the application fee</i>
Rezoning or Amendment	\$315.00	
EAW	\$525.00	<i>Includes the review and processing of the EAW by the Planning Commission and the Board of County Commissioners</i>
Minor Subdivision Plat Certificate of Survey or PLSS Description	\$260.00 \$150.00	Does not include Recording Fee
Preliminary Plat Application	\$260.00	Plus 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	
<b>ROAD &amp; BRIDGE</b>	<b>Fee</b>	<b>DESCRIPTION/NOTES</b>
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
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	Hour
With snow plowing equipment	\$130.00	Hour
DUMP TRUCKS	\$100.00	Hour
With snow plowing equipment or pup trailer	\$130.00	Hour
UTILITY TRUCKS		
Sign Truck	\$75.00	Hour
Water Truck	\$100.00	Hour
BLOWER TRUCK	\$200.00	Hour
WHEEL LOADER	\$125.00	Hour
RUBBER TIRE BACKHOE/LOADER	\$90.00	Hour
DOZER/CRAWLER	\$150.00	Hour
TRACTORS	\$60.00	Hour
w/implement/attachment/mower/blower	\$90.00	Hour
SELF PROPELLED BROOM	\$65.00	Hour
PICKUPS (without operator)	\$0.75	Mile
1-TON TRUCK w/2-3 dump body (without operator)	\$1.00	Mile
MISCELLANEOUS (without operators)	\$25.00 \$100.00	Hour Per Day
ATV		
Bit. Patch Trailer		
Router		
Melter		
Pull-type Pneumatic Roller		
Steamer		
Liquid Chloride Spreader		
Portable Air Compressor		
Shouldering Disc		
Weed Sprayer		
<b>PROBATION</b>	<b>FEE</b>	<b>DESCRIPTION/NOTES</b>
Supervision Fee	\$160.00	Yearly
Urinalysis/Drug Test Fee	\$20.00	Per Test