POPE COUNTY
MINNESOTA

2025 Services and Fees

Effective January 7, 2025

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 (Minn. Stat. 604.113)	$30.00	
ASSESSOR	**Fee**	**DESCRIPTION/NOTES**
Assessing Fee – Non-commercial	$11.39	Per Assessment Code
Assessing Fee - Commercial	$15.20	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 Certificate	$150.00	
Auditor Certified Bond	$150.00	
Confession of Judgment	$150.00	
Drainage		
Ditch Lien Satisfaction	$5.00	
- Per Parcel	$.25	
Delinquent Tax Publication Cost	$40.00	
Economic Tax Abatement	$100.00	
Escrow Adds/Changes/Deletes – Per Parcel	$3.00	
License		
- Auctioneer (MN Statute 330)	$20.00	
- Fireworks Permit	$25.00	
- Off Sale Intoxicating Liquor License	$800.00	
- On/Off Sale 3.2 Beer License	$25.00	
- On-Sale Liquor License	$2,500.00	
- On-Sale Liquor License – Seasonal	$1,500.00	
- On-Sale Liquor License – Sunday Sales	$200.00	
- On-Sale Temporary License	$25.00	
- On-Sale Wine with Strong Beer License	$250.00	
- Transient Merchant (MN Statute 329.11)	$150.00	
Plat Book (tax additional)	$32.00	
Print Screen	$.25	Per page
- Owner	Free	

DRAFT

Septic System Loan Application Fee	$100.00	
Special Assessments		
Per year	$1.00	Per Parcel
Tax Estimate	$50.00	Per Parcel
Tax Forfeiture		
- Administrative Fee	$100.00	
- Repurchase Fee/Forfeited	$150.00	
Tax Increment Financing (TIF) District Fees		
- TIF Setup	$300.00	Per TIF District
- TIF Annual Maintenance	$150.00	Per TIF District
- TIF Modification	$200.00	Per TIF District
- TIF Early Decertification	$200.00	Per TIF District
- TIF Knock-Down	$20.00	Per Parcel
INFORMATION TECHNOLOGY	**Fee**	**DESCRIPTION/NOTES**
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	
LAND AND RESOURCES	**Fee**	**DESCRIPTION/NOTES**
Administrative Permits		
Septic System (SSTS) Installation Permit		
- Type I, II or III (≤ 2500 gal/day)	$300.00	
- Type I, II or III (> 2500 gal/day)	$375.00	
- Type IV, V, MSTS	$375.00	
- Holding Tank/Component/partial system	$175.00	
STSS Operating Permit		
* Type IV,V, MSTS, Vacation Home Rentals	$150.00	
* Renewal Type IV, V, MSTS, Vacation Home Rentals	$30.00	
Land Use Permit		
1.) Commercial Structure (includes new communication towers and community solar gardens/facilities)	$325.00	
2.) Commercial Addition/Expansion	$125.00	
3.) Modification of Communication Tower	$125.00	

DRAFT

4.) Residential Structure (Includes Guest Homes, Cottages and Detached Garage w/living space above)	$250.00	
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	
9.) Vacation Home Rentals	$125.00	3 year permit
10.) Vacation Home Rental Renewal	$75.00	Renewal after 3 years
11.) Extractive Use Registration Fee	$75.00	Annual fee for extractive use operations existing prior to July 2020 which do not have a current Conditional or Interim Use Permit
Shoreland Alteration Permit	**$150.00**	
Subdivision Permits		
Minor Subdivision Plat Certificate of Survey or PLSS Description	 $260.00 $150.00	Does not include Recording Fee
Preliminary Plat Application (Standard Subdivision) (Processed & reviewed by PAC and Board of County Commissioners)	$260.00 + $160.00/lot	
Final Plat Review (Processed & reviewed by PAC and Board of County Commissioners)	$210.00	Does not include Recording Fee
BOA/PAC/Board of County Commissioner Reviewed Applications		
Conditional/Interim Use Permit	$500.00 + $46.00 Recording Fee	
Variance Permit	$500.00 + $46.00 Recording Fee	
Rezoning or Amendment	$500.00 + $46.00 Recording Fee	
Request for Special Meeting of Planning Commission or Board of Adjustment	$500.00	
Environmental Review		
Environmental Assessment Worksheet (Includes the review and processing of the EAW by the department, the Planning Advisory Commission, and the Board of County Commissioners)	$525.00 + Hourly Fee for Service	*The main fee is for the review and processing of an EAW. The hourly fee is charged when the department is to complete an EAW for the applicant.*
Solid Waste Licensing		
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	
Penalties		

DRAFT

After-the-Fact Application (Applying for a permit from the Land & Resource Management Department after work has started on a project)	150% of Application Fee + Application Fee	*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* *If a permit is not applied for prior to construction, the property owner is responsible for the payment of this fee.* *Please note, the permit application is not automatically approved with the payment of this fee, it must still go through the required approval process.*
Working without a Permit Penalty Fee (Contractors conducting work prior to the application and issuance of a permit from the Land & Resource Management Department will incur this penalty fee.)	$250.00	Penalties are to be paid for by the Contractor of the project. If the property owner is the Contractor, then the property owner is liable for payment.
Additional Fees		
Permit Extension Fee	$50.00	
Re-inspection Fee	$50.00	
Hourly Fee for Service	$100.00	
E911 – Fee Schedule in Ordinance 201803 App. A		
New E911 Address 2025	$149.00	
E911 Address Changes 2025	$19.00	
E911 Address Replacement 2024		
- Replacement Post	$19.00	
- Replacement Flag	$24.00	
- Replacement Numbers	$24.00	
- Total Replacement	$149.00	
- New Road or Subdivision	$640.00	
- Mapping of new roads	$130.00	
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	$640.00	Paid at time of Plat Approval
Mapping of New Roads	$130.00	Paid at time of Plat Approval
PROBATION	**FEE**	**DESCRIPTION/NOTES**
Supervision Fee	$160.00	Yearly
Urinalysis/Drug Test Fee	$20.00	Per Test
PUBLIC HEALTH	**Fee**	**DESCRIPTION/NOTES**
Cannabis Business and Event Registration Fees	Cannabis business and event registration fees are administered by Horizon Public Health (HPH) and set by state statute and Pope County Ordinance 202405. Contact HPH at (800) 450-4177.	
Tobacco Licensing Fees	Tobacco licensing and fees are administered by Horizon Public Health (HPE) and set by Pope County Ordinance 201802. Contact HPH at (800) 450-4177.	

DRAFT

Other Establishment Licensing Fees	Horizon Public Health (HPH) is responsible for issuing licenses to and inspecting a variety of establishments in Pope County including: food & beverage establishments, lodging facilities (private/vacation home rentals), mobile home parks, recreational camping areas, public pools and youth camps. Contact HPH at (800) 450-4177.	
RECORDER	**Fee**	**DESCRIPTION/NOTES**
Online Access to Recorded Documents (RecordEASE)		
Access by Subscription	$30.00	Monthly
- View Recorded Document	$1.00	Per Document
- View Certificate of Title (Torrens)	$1.50	Per Certificate
Access by Occasional User	$3.00	Per Session
- Search Fee	$0.50	Per Search
- View Recorded Document	$1.50	Per Document
- View Certificate of Title (Torrens)	$2.00	Per Document
Real Estate Recording		
- Document Recording – Abstract or Torrens Memorial	$46.00	Per Document (no page limit)
- Additional Torrens Memorial	$20.00	Per each additional certificate
- Assignments, Satisfactions, Partial Releases	$46.00	For each referenced document number over the first four
- Abstract	Additional $10.00	
- Plat Recording	$56.00	
- Residue or Additional Certificate	$40.00	For each residue certificate issued For each additional certificate issued
- State Tax Lien Release	$30.00	
- Transfer of Fee Ownership Certificate	$46.00	For each additional certificate issued
- Well Disclosure Certificate	$50.00	
- State Deed Tax	$3.30	State Deed Tax (SDT) tax rate 0.0033 of net consideration on purchase price. For values $3,000 or less, SDT $1.65; total consideration statement required.
- Mortgage Registration Tax	$2.30	Mortgage Registration Tax (MRT) tax rate 0.0023 of net consideration on purchase price
Passport Photo	$14.00	
Vital Statistics		
- Notary Public Commission Registration Fee	$20.00	
- Certified Birth Certificate	$26.00	
- Noncertified Birth Certificate	$13.00	
- Certified or Non-Certified Death Certificate	$13.00	
- (Each additional record requested 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	
- Marriage Officiant Filing Fee	$40.00	
Other noncertified document copies	$1.00 per page	
ROAD & BRIDGE	**Fee**	**DESCRIPTION/NOTES**
Services		

DRAFT

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	$10.00	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	
SHERIFF	**Fee**	**DESCRIPTION/NOTES**
Paper Services/per individual served		
- Summons & Complaint	$50.00	
- Summons & Petition	$50.00	
- Notice of Mortgage Foreclosure Sale	$50.00	
- Notices	$50.00	
- Statement of Claim & Summons	$50.00	
- Writ of Execution	$50.00	
- Writ of Recovery	$50.00	
- Unlawful Detainer	$50.00	
- Subpoena	$50.00	
- Cancellation of Contract for Deed	$50.00	
- Garnishment Summons	$50.00	
- Land Title Summons	$50.00	
- Order	$50.00	
- Order to Show Cause	$50.00	
- Notice of Motion & Motion	$50.00	
- Affidavit	$50.00	
- Harassment Order	$50.00	
- Levy	$50.00	
- Order for Seizure/Replevin	$50.00	
- Certificate of Sale	$50.00	
- Posting of Notice	$50.00	
- Not Found/Returned	$50.00	
- Quiet Title Action	$50.00	
- Harassment Order/Petition	$50.00	
- Order for Protection Petition	N/C	
- All Other Services	$50.00	
Fees		

DRAFT

- Application Fee – Permit to Carry - New	$75.00	
- Application Fee – Permit to Carry - Renewal	$50.00	
- Dangerous Dog	$500.00	
- 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 1st $250/Balance is 6%		
Mileage	Current IRS Mileage	
Officer's Presence		
- Lockout, Seizures, Removal of Property, etc.	$75.00	Per Hour plus Mileage

DRAFT