
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)

(Sales Tax Will Be Added, Where Appropriate)

ALL COUNTY DEPARTMENTS

Desktop/Network Printer Copies

8 1/2" x 11" and 8 1/2" x 14"	per page	\$.10
11" x 17"	per page	\$.20
8 1/2" x 11" and 8 1/2" x 14"	color per page	\$.70
11" x 17"	color per page	\$	1.00

Fax	per page	\$.25
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International Fax	first page	\$	7.00
	each additional page	\$	4.00

Notary Service	up to	\$	5.00
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Photocopies

8 1/2" x 11" and 8 1/2" x 14"	per page	\$.10
11" x 17"	per page	\$.20
8 1/2" x 11" and 8 1/2" x 14"	color per page	\$.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	or actual cost, whichever is greater	\$	2.00
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ATTORNEY

Electronic Media

CD	\$	10.00
DVD/Blu Ray	\$	20.00
Flash Drive (8 GB)	\$	10.00
Flash Drive (16 GB)	\$	15.00
Flash Drive (32 GB)	\$	20.00
Flash Drive (64 GB)	\$	30.00
Flash Drive (128 GB)	\$	40.00
External Hard Drive (1 TB)	\$	50.00

Pre-payment required for all electronic media requests.

COMMUNITY CORRECTIONS

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 *

COMMUNITY SERVICES

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

INFORMATION TECHNOLOGY

GIS Custom Analysis/mapping Technical Assistance	per hour	\$ 100.00
<u>Paper Map Report</u> \$.25 per inch		Calculated

*Processing fee will apply. Add \$3.00 postage and handling, if mailed.
Larger orders are weighed to determine postage fees.*

Metro GIS Regional Parcel Data & Land Records Attributes

Washington County provides data quarterly to be included in the Metro GIS Regional Parcel Data Set, Address Points, and Road Centerlines.

Parcel Data - <https://gisdata.mn.gov/dataset/us-mn-state-metrogis-plan-regional-parcels>

Address Points - <https://gisdata.mn.gov/dataset/us-mn-state-metrogis-loc-address-points>

Road Centerlines – <https://gisdata.mn.gov/dataset/us-mn-state-metrogis-trans-mrcc-centerlines>

No fees when accessed electronically \$ 0

Government and Academic Institutions

No fees when accessed electronically through the Metro GIS web site \$ 0
(Updated quarterly at <http://www.metrogis.org>)

IT Labor Services

Labor Services per hour \$ 100.00

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.

Lists and Data Files

Per page cost \$ 1.00

Media type per CD/DVD \$ 10.00

Processing fee will apply. Add \$3.00 postage and handling, if mailed. Larger orders are weighed to determine postage fees.



Book Sales \$.10 - \$5.00

(Some sets or unique items are specially priced; stock is from donations and/or library discards)

Flash Drive \$ 3.00

Interlibrary Loan Fees \$ 0

(Charge back to library patrons any fees assessed to WCL. Patron agrees to fee before WCL proceeds with borrowing the item.)

Prints from public computer stations per page \$.15

Color copies \$.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 <u>not</u> listed in database)	
Book	\$ 20.00
Book, Large Print	\$ 30.00
Book, Professional Collection	\$ 75.00
Chromebook	\$ 200.00
Compact disk (music)	\$ 15.00
DVD	\$ 25.00
Games	\$ 35.00
Hotspot	\$ 50.00
Individual Disk from Set (DVD, CD, Spoken CD)	\$ 10.00
Inter-library loan item	\$ 50.00
Kindle, Book Club	\$ 140.00
Kit, Book Club (10+ books, plus reading guides)	\$ 150.00
Kit, Chromebook/Hotspot	\$ 250.00
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 - MS 330.01	\$ 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

Election Services Agreement Fees – JPAs

State Primary and General Elections – Both Elections			
Staff Costs; Equip Storage/Delivery; and Supplies	first precinct	\$	6,334.00
	additional precincts	\$	4,134.00
Election judges, legal publications, and additional polling place equipment will be billed according to the election services agreement			
		Actual Costs	
Special Elections of Municipality or School – Per Election			
Staff Costs; Equip Delivery; and Supplies	first precinct	\$	2,575.00
	additional precincts	\$	1,475.00
Absentee Voting Postage/Supply Costs	per mailed	\$	3.00
	per in person	\$.50
Equipment Lease Fee – Vote Tabulator; AVD; Electronic Rosters	per unit	\$	60.00
Ballots, election judges, temporary staff, and legal publications	per election	Actual Costs	
Registered Voter Certificate – MS 373.41, CR 92-012		\$	5.00

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 \$4.50 for renewals and duplicates; \$7.00 for new registrations and transfers; state retains remainder.)			

Boat - Fee depends on type and size

Registration - MS 86b.415, Sub 1-8			
New, renewal, plus transfer, or transfer only	ranges from \$13.00 to	\$	109.10
Aquatic species surcharge		\$	10.60
(county retains \$7.00; state retains remainder)			
Renewal only and duplicate card or decal	ranges from \$ 6.00 to	\$	106.60
Aquatic species surcharge		\$	10.60
(county retains \$4.50; state retains remainder)			
Titling - MS 86b.870, Sub 1	ranges from \$ 7.00 to	\$	22.00
(county retains \$7.00; state retains remainder)			

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

DNR Annual Ski Pass	DNR Approved Fee
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Disability License Plate Application	state fee	\$	15.50
	county fee	\$	11.00

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

Game and Fish - see "Hunting-Fishing"

Hunting-Fishing - *MS 97A.485, Sub 6 & 7*
Fee depends on type of license Ranges from \$1.00 to \$251.00
 (county retains \$1.00; state retains remainder)

Motor Vehicle - *MS 168.33, Sub 7*
 Registration, new and renewal

State fee	depends on type, make, and year of vehicle		
County fee			\$7.00/\$11.00
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*
Fee depends on class & endorsements

State fee	Ranges from \$11.25 to \$75.00		
County fee		\$	8.00

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 \$4.50 for renewals and duplicates; \$7.00 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*
Requires two separate checks: one to county/one to U.S. Department of State

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

Passport Passcard Application
 If purchased at same time as applying for passport book:

Adult (U.S. Department of State retains fee)	\$	30.00
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Minor under 16 (U.S. Department of State retains fee)		\$	15.00
<i>If not purchased in conjunction with passport book, an additional 35.00 filing fee is required (county retains fee).</i>			
Passport Photo		\$	15.00
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		\$	16.00
(county retains \$4.50 for renewals and \$7.00 of fee for new registrations And transfers; state retains remainder.)			
Snowmobile Trail Sticker			
Annual (County retains \$1.00)		\$	51.00
 <u>PROPERTY RECORDS</u>			
<u>MS 357.18, MS 508.82, MS 473h, MS 287.035, MS 287.21 Subd. 1.a and MS 1031.235</u>			
Abstract Condominium		\$	56.00
(Additional \$.50 per unit over 100 units)			
Abstract Plats		\$	56.00
Abstract Recording Fees	unlimited pages	\$	46.00
Attest Copies of Documents		\$	2.00
Certified Copies		\$	10.00
Certified Copies of Plats		\$	15.00
Computer Listings/Copies of Official Record	per page	\$	1.00
Conservation Fee		\$	5.00
Mortgage Registration Tax	per \$1,000	\$.0023
Nightly Downloaded Images	per page	\$.15

RecordEASE Web Remote Access

Monthly subscription fee	per individual user	\$	30.00
Search fee	per search	\$.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 \$ 56.00

State Deed Tax per \$1,000 \$.0033

Torrens Condominiums \$ 56.00

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

Torrens 1st Certificate of Title \$ 46.00

Torrens Memorials \$ 46.00

Torrens Plats \$ 56.00

Torrens Residuary \$ 40.00

Torrens Transfers \$ 46.00

Well Certificates \$ 50.00

ASSESSMENT AND TAXATION

Screen Print (no fee to owner) per parcel \$ 3.00

Assessment Contract Fees

Agriculture Improved	per parcel	\$	18.63
Vacant Land			
Apt/C&I	per parcel	\$	2.66
Ag	per parcel	\$	2.66

Res	per parcel	\$	2.03
Exempt	per parcel	\$.36
Multi-family (Townhome/Condo/Duplex)	per parcel	\$	6.66
Single-family Residential			
EMV< Single-Family Residential Tier Limit*	per parcel	\$	15.32
EMV>or equal to Single-Family Residential Tier Limit	per parcel	\$	28.63
Manufactured Homes	per parcel	\$	10.67
Personal Property and PILT	per parcel	\$	5.32
C&I			
EMV<\$999,999	per parcel	\$	79.92
EMV>or equal to \$1,000,000	per parcel	\$	119.86
Exempt Improved			
EMV<\$999,999	per parcel	\$	6.66
EMV>or equal to \$1,000,000	per parcel	\$	6.66
Apartments			
EMV<\$999,999	per parcel	\$	53.29
EMV>or equal to \$1,000,000	per parcel	\$	66.60
New Construction			
Residential			
Townhome/Condo	per parcel	\$	13.32
Single Family	per parcel	\$	34.44
C&I			
New	per parcel	\$	153.13
Apartments			
New	per parcel	\$	73.23
Exempt			
New	per parcel	\$	133.13

*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
Certifications - MS 373.41, CR 92-012			
Recertifications		\$	5.00
Confession of Judgment - MS 373.41, CR 92-012			
		\$	75.00
First Year Delinquent Tax - Administrative Fee			
		\$	25.00
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			
		\$	150.00
Notice of Vested Interest			
	per parcel	\$	15.00
Property Information Request – Electronic Data Fees:			
Lists and Labels			
Processing fee		\$	97.00
Per page cost		\$	1.00
Per label cost		\$.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**	\$.02
Media	per CD	\$	2.00
Programming fee	per hour	\$	97.00
(Add postage and handling, if mailed.)			
 <i>**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.</i>			
Property Tax Payment via Internet			
Credit Card Convenience Fee			2.35%
(not retained by county)			
E-Check – per transaction		\$.75
(not retained by county)			
Repurchase of Tax-forfeited Property - MS 373.41, CR 92-012			
		\$	250.00
Special Assessment - MS 429.061, CR 93-184, CP 1300			
Electronic files/parcel		\$	3.00
Hard copy files/parcel		\$	5.00
(capped at a maximum fee of \$15,000 for electronic files)			

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 (See Audit Report)

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

Certification of a new TIF district:	flat fee	\$	500.00
	plus \$20.00 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		

(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)

Top Taxpayer List (See Audit Report)

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 application	\$ 115.00
Reduced fee marriage application	\$ 40.00
Certified and noncertified copy	\$ 10.00
Amendment (application) - before filing certificate	\$ 10.00
Amendment (application) - 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

Ministerial

Ministerial credential registrations to perform marriages in MN	\$ 15.00
Certified copy	\$ 10.00

Legend: *MS = Minnesota Statute* *MR = Minnesota Rules*
 CR = County Resolution *CP = County Policy*

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

Food, Pools and Lodging Program Fees

Food establishment (full service) >18 employees	\$ 976.00
Food establishment (full service) ≤18 employees	\$ 752.00

Additional facility - bar (each)	\$ 192.00
Additional facility - kitchen (each)	\$ 227.00
Deli/fast food/coffee shop > 18 employees	\$ 894.00
Deli/fast food/coffee shop ≤ 18 employee	\$ 682.00
Caterer/commissary >18 employees	\$ 976.00
Caterer/commissary ≤18 employees	\$ 753.00
Seasonal food establishment >18 employees	\$ 631.00
Seasonal food establishment ≤18 employees	\$ 569.00
Limited food establishment	\$ 432.00
Seasonal concession stand – Limited	\$ 449.00
Mobile food unit	\$ 156.00
Food carts	\$ 156.00
Seasonal temporary food stand	\$ 156.00
Congregate dining	\$ 432.00
Catering food vehicle (each)	\$ 93.00
Maximum of 5	\$ 463.00
Day care center with food prep	\$ 631.00
Day care center with limited food prep	\$ 385.00
Temporary food – for profit	\$91.00 + \$31.00 per day
Temporary food – nonprofit with approved waiver	No charge
Temporary food – beverage only	\$ 52.00
Special Event – Recreational Camping Area	\$ 177.00
School food service – high risk	\$ 671.00
School food service – medium risk	\$ 558.00
School food service – low risk	\$ 332.00
School food service concession - 1 school	\$ 49.00
School food service concession - 2-10 schools	\$ 98.00
School food service concession - 11+ schools	\$ 157.00
Bed and breakfast	\$ 466.00
Board and lodging	\$ 466.00
Board	\$ 350.00
Motel/Hotel lodging	\$202.00 base fee + \$8.02 per room
Lodging house	\$202.00 base fee + \$8.02 per room

Public swimming facility – pool	first pool	\$ 428.00
	each additional pool	\$ 271.00
Public swimming facility - whirlpool/spa	first spa	\$ 357.00
	each additional whirlpool/spa	\$ 232.00
 Manufactured Home Park		
Class/Category A (MHPA)	\$152.00 base fee + \$8.86 per site	
Class/Category B (MHPB)	\$152.00 base fee + \$7.63per site	
 Recreational Camping Area		
Class/Category A (RCAA)	\$161.00 base fee + \$8.86 per site	
Class/Category B (RCAB)	\$161.00 base fee + \$7.63 per site	
MHP/RCA Retail food		\$ 114.00
Youth Camp 0-99 Campers		\$ 211.00
Youth Camp 100-200 Campers		\$ 329.00
Youth Camp 201 or more Campers		\$ 449.00
Plan Reviews		
Equipment remodeling		\$ 144.00
Minor remodeling	100% of annual license fee	
Extensive remodeling	150% of annual license fee	
MHP/RCA	\$324.00 base + \$61.00 for each 10 sites	
Youth camp camping	\$144.00 base fee + \$64.00 for each 10 sites	
Youth camp lodging	\$117.00+ \$7.15 per room	
Youth camp food		\$ 583.00
Exempt organizations		\$ 583.00
School Concession Stand Plan Review		\$ 412.00
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	<u>\$156.00 (max. \$468.00)</u>
Change of ownership inspection	50% of annual license fee
Operating without a license	50% of annual license fee

Hazardous Waste Facility Fees

Activity	Fee
Treatment, Storage, Disposal	\$12,422.00
Treatment, Disposal	\$7,539.00
Storage	\$4,560.00

Short Term Transfer	\$2,685.00
VSQG Program	\$1,214.00
Other Facilities	\$409.00

Hazardous Waste Generator Fees

Initial application fee	
Very small quantity generator	\$ 105.00
Small quantity generator	\$ 175.00
Large quantity generator	\$ 856.00

Annual Fees

<u>Base Fee and Second License Year Fee</u>	
Very small quantity generator	\$ 106.00
Small quantity generator	\$ 165.00
Large quantity generator	\$ 275.00

Non-sewered Waste Volume Fees

Number of Gallons	Amount Per Gallon
0 to 50	\$3.09
51 to 100	\$1.63
101 to 250	\$0.89
251 to 1,000	\$0.45
1,001 to 10,000	\$0.25
10,001 to 100,000	\$0.15
100,001 to 500,000	\$0.09
More than 500,000	\$0.09

Silver Waste Volume Fees

Number of Gallons	Amount Per Gallon
0 to 50	\$3.09
51 to 100	\$1.63
101 to 250	\$0.91
Greater than 250	\$0.45
Maximum Fee	\$480.66

Sewered Waste Volume Fees

Number of Gallons	Amount Per Gallon
0 to 50	\$3.09
51 to 100	\$1.63

101 to 250	\$0.89
251 to 1,000	\$0.31
1,001 to 10,000	\$0.10
10,001 to 100,000	\$0.05
100,001 to 500,000	\$0.05
More than 500,000	\$0.05
Maximum Fee	\$12,786

Minnesota Extension sells various pamphlets and booklets obtained through the U of M Extension office

Various prices

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	\$213.00 Base Fee, plus \$91.00 Per Lot
Single Family Dwelling Permit Review Fee	\$ 780.00
Non-single Family Design Permit Fee	\$ 1,165.00
Other SSTS Related Fees	
System Redesign (change location, type, or size)	\$ 378.00
Tank replacement only (not requiring soil testing/site review)	\$ 133.00
Holding Tank Permit	\$ 378.00
Additional soil review/inspection per hour (minimum of one hour)	\$ 128.00
Reissuance/renewal of an expired permit	\$ 167.00
Annual Operating Permit for Holding Tank(s)	\$ 84.00
Annual Operating Permit for Residential Systems	\$ 111.00
Annual Operating Permit for Commercial, Industrial, or Collector Systems	\$ 224.00
Midsized Sewage Treatment Systems, or licensed establishments that are required to have an annual operating permit	
Maintenance reporting (self online entry)	\$ 20.00
Maintenance reporting (mail entry)	\$ 25.00
Failure to obtain a permit prior to commencing installation	\$ 308.00
System Abandonment	\$ 133.00
New System Repair	\$ 133.00

Hook-up to mid-sized or large sewage treatment system	\$ 133.00
Compliance Inspection Dispute Resolution Inspection (Fee per hour, minimum of one hour)	\$ 133.00
Compliance Inspection Reporting	\$ 45.00
Land spreading site review	\$ 562.00

Sewage Treatment System Loan Program

Origination Fee	\$ 48.00
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Commercial Solid Waste Facility Fees

Demolition Landfill Type A	\$ 8,218.00
Clean fill landfill	\$ 1,137.00
Transfer station	\$ 1,137.00
Waste processing	\$ 7,950.00
Petroleum land spread (per cubic yard)	\$ 12.00
Waste tire management	\$ 928.00
Industrial waste disposal	\$13,801.00
Lime sludge land spread (Annual License)	\$ 563.00
Solid waste storage	\$ 1,463.00
Solid waste land spreading (Annual License)	\$ 563.00
Yard waste composting	\$ 563.00
Yard waste land spreading (Annual License)	\$ 425.00
Tree waste processing	\$ 944.00
Other facilities	\$ 552.00
Facility plan review	50% of license fee (one time)
Environmental information requests	\$ 95.00
Land spreading site review	\$ 558.00

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	\$ 309.00
Seasonal	\$ 223.00

Vaccine Fees for Individuals Not Eligible for either the Minnesota Vaccines for Children (MnVFC) or the Un- and Under- Insured Adult Vaccination (UUAV) Program – Effective 1/1/2020

Vaccine	Fee
Influenza vaccine (injectable)	\$30
Tuberculin Skin Test (Mantoux)	\$20
Employer Hepatitis B vaccination series - Washington County Employees Only	\$200

These vaccines are charged at the above rates for individuals who are not eligible for the federally subsidized vaccines provided through the Minnesota Vaccines for Children (MnVFC) program. Individuals receiving vaccines under the MnVFC program cannot be charged for the vaccines; however, a donation of \$15 for administrative expenses is requested.

Water Testing

Coliform bacteria/nitrate*		\$	45.00
Collection fee for a certified sample		\$	77.00
Other inorganic or organic tests	\$20.00 plus actual lab costs		
Licensed establishment on private water	first well	\$	113.00
	each additional well	\$	57.00
Sanitary survey for licensed establishments	first well	\$	57.00
	each additional well	\$	35.00
Water test repeat or quarterly samples	per visit	\$	79.00

**Coliform bacteria testing fee may be waived due to flooding, at the discretion of the Department Director*

PFAS Testing	\$402.00 (actual lab cost \$325), plus collection fee (\$77.00)
VOC Testing	\$175.00 (actual lab cost \$98), plus collection fee (\$77.00)

Add 7.125% 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

Access Permits

Agricultural Field Access	\$	150.00
Residential Driveway	\$	150.00
Public Street	\$	500.00
Commercial Driveway	\$	500.00
<i>(All Access permits require deposit)</i>		

Color Copies

8-1/2" x 11" and 8-1/2" x 14"	\$0.70 per page
11" x 17"	\$1.00 per page

County Road Map

Five or fewer (picked up)	\$	Free
Over five (picked up) - each	\$	2.00
Mailed map (customer includes postage) – each	\$.88 or current postage rate

Digital	\$10.00 per CD
Right-of-Way Permits	
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
Transportation (Oversize) Permits	
Single Permit	\$ 25.00
Annual Permit	\$ 100.00
Plotter Prints	
All sizes based on 36" roll stock	\$0.25 per inch
Postage and Handling	\$2.00 or actual cost, whichever is greater
Public Safety Official ID Card	\$ 5.00

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.

PARKS DIVISION

General Fees

Reservation 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	\$ 23.00*
Electrical hook-up (20-30 amp)	\$ 29.00
Water/electrical hook-up (50 amp)	\$ 37.00
Full hook-up	\$ 43.00

Group Campsite

Group Site Rate	\$ 65.00*
Group Site Shelter	\$ 15.00

Electric hook-up \$ 8.00

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) \$ 150.00*
 Weekend (Saturday – Sunday) and Holiday \$ 300.00*

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

Weekday (Monday – Friday) \$ 40.00*
 Weekend (Saturday – Sunday) and Holiday \$ 80.00*

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

Fees	Historic Courthouse – Courtroom	Nordic Center	Ravine Landing
Season	Year-round, 9am-10pm	April-October, 9am-10pm	April-October 9am-10pm
Rental Fee	Closed on gov't holidays \$60/hr, 9am-4pm \$150/hr, 4pm-10pm Small Meeting Rooms \$20/hr, 9am-4pm \$30/hr, 4pm-10pm	\$50/hr, 9am-4pm \$125/hr, 4pm-10pm	Closed on gov't holidays \$40/hr, 9am-4pm \$95/hr, 4pm-10pm
Reservation Fee	\$8	\$8	\$8
Alcohol Fee	-	-	-
Custom Room Setup	-	-	-
Refundable Kitchen Cleaning Fee	-	-	-
Historic Jail Access	\$50	-	-
Damage Deposit	\$250	\$250	\$250

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

Zoning Permits

Certificate of Compliance (commercial)	\$ 150.00
Certificate of Compliance (residential)	\$ 75.00
Conditional Use Permit	
General	\$ 500.00
Mining, Five-Year Renewal	\$ 1,200.00
Mining, New Operation	\$ 2,000.00
Open Space Development (OSD)	\$ 500.00
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	\$ 35.00
Sign Permit	\$ 75.00
Variance/Board of Adjustment and Appeals	\$ 300.00

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	\$.50
Additional hourly labor charge (after 1 st hour)	per hour	\$ 93.00
Mailing labels (30 labels per sheet)	per sheet	\$ 1.00

Plat Review

County Surveyor Review Fees – Plat, CIC, and RLS	
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
Revision Fees – Plats, CIC, and RLS	
Base revision fee	\$ 160.00
Additional fee per revised lot, outlot, unit, or tract	\$ 40.00

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).

SHERIFF

Audio/Photos and BWC (Body Worn Camera) Photos (Pre-payment Required)	per CD per case no.	\$	10.00
BWC (Body Worn Camera) Video (Pre-payment Required)	per DVD per case no.	\$	20.00
Civil Mortgage Foreclosure Sales Log (maximum \$35.00 per month)	per sale	\$	1.00

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		\$	67.00
Deputy hourly rate – after business hours		\$	87.00
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-residents		\$	20.00
Additional fingerprint cards	per copy	\$	2.00
Firearms Storage	daily storage fee, after fourth day	\$	1.00
Jail Arrest Summary	per page	\$.10
(Under 10 pages, no charge)			
Liquor License Background Investigation		\$	200.00
(New application and/or transfer only)			
LoJack SafetyNet Personal Locater PLU	per month	\$	30.00
911 Typed Transcript	add. per hour	\$	20.00
(\$25.00 prepayment required)			
911 Voice/CD	per CD	\$	10.00
(Retention 1 year)			
Permit to Carry a Handgun	new	\$	75.00
	renewal	\$	55.00
Permit to Carry a Handgun	new	\$	25.00
(Active Military, Veterans, Active/Retired Law Enforcement;	renewal	\$	25.00
includes Correctional Officers/U.S. Federal Marshalls)			
Permit to Carry a Handgun	replacement card	\$	10.00
Permit to Carry a Handgun	late renewal	\$	65.00
Query/Statistical Reports	per query	\$	5.00
Reports			
8 1/2 x 11 Photocopy (Under 10 pages, no charge)	per ten pages	\$	1.00
Certified Reports		\$	5.00
Sheriff's Office Record Check	per person	\$	5.00
(Washington County Contacts Only)			