

CASS COUNTY FEE SCHEDULE
Effective January 16, 2007

GENERAL FEES

Copies - letter or legal, 100 pages or less	\$ 0.25
- ledger size	\$ 1.00
Database print screen	\$ 1.00
(Database print screen – taxpayer courtesy, no charge)	
Fax - outgoing 1 st page	\$ 4.00
- each additional page	\$ 3.00
Minimum mailing charge - postage & handling	\$ 2.00
Research fee - variable	Hourly Rate

ASSESSOR

Data query-plus media costs	\$ 75.00
Assessment field card	\$ 2.00

AUDITOR-TREASURER

Administrative fee - over-remittance checks	\$ 3.00
Auctioneers license	\$ 20.00
Audit verification	\$ 25.00
Birth Certificates	
-Certified Copy	\$ 16.00
Additional Copy	\$ 9.00
-Non-Certified Copy	\$ 13.00
Bond issue information - Auditor's certificate	\$200.00-\$350.00
Cigarette license	\$175.00
Confession of judgment	
-Set-up fee	\$ 50.00
-Annual fee	\$ 15.00
-Court fee	\$ 5.00
Death Certificates	
-Certified Copy	\$ 13.00
Additional Copy	\$ 6.00
-Non-Certified Copy	\$ 13.00
Delinquent tax publication cost	\$ 25.00
Ditch lien release	\$ 25.00
Duplicate tax statement - on demand	\$ 2.00
Duplicate tax statement - automatic, statutory request	\$ 15.00
Escrow tape fee	\$500.00
Escrow account maintenance – per parcel	\$ 3.00
Fireworks permit	\$ 50.00
Liquor, Beer and Miscellaneous License Fees	
-3.2 Beer On-Sale License	\$ 50.00
-3.2 Beer Off-Sale License	\$ 25.00
-3.2 Beer On & Off-Sale Combination License	\$ 75.00
-Temporary 3.2 On-Sale (maximum 3 days)	\$ 50.00
-Wine with Strong Beer License	\$300.00
-Set-Up (Bottle Club) License	\$100.00
(plus additional \$250 license fee to state)	
-Off-Sale Liquor License	\$500.00
-On-Sale Liquor License	\$1,500.00
-On & Off Sale Liquor Combination License	\$2,000.00
-Late Fee for Liquor License Renewals	\$100.00
-Transient Merchant License	\$150.00
-Lawful Assembly Permit	\$500.00
Maps	
- County map – glove box	\$3/\$5 if mailed
- Auditor's parcel drawing	\$ 3.00
- Color infrared photo	\$ 10.00
Marriage	
-Certificate	\$ 9.00
Additional Copy	\$ 9.00
-Marriage License	\$110.00 (Cash)
-Marriage License – with Education Statement	\$ 40.00 (Cash)
Nonsufficient funds checks	\$ 30.00
Notary	
-Recording	\$100.00
-Change	\$100.00
Notice of expiration of redemption	\$ 50.00
Ownership requests - variable	Hourly Rate

Passports	
-Book	
Adult (16 & over)	\$ 75.00
Child (15 & under)	\$ 60.00
-Card	
Adult (16 & over)	\$ 20.00
Child (15 & under)	\$ 10.00
-County Fee	\$ 25.00
-Expedite Fee	\$ 60.00
-Express Mail	\$ 17.50
-Return Express Mail	\$ 14.85
Repurchase fee - plus additional costs	\$100.00
Searches - current and delinquent taxes	
- With parcel identification number (PIN)	\$ 3.00
- Without PIN	\$ 6.00
Special assessment set-up – per parcel	\$ 10.00
Service fee	
-Courtesy split with survey	\$ 35.00
-Courtesy split without survey	\$ 60.00
Subdivision Fees	
-Per lot by certificate of survey -	\$ 75.00
-Per lot where certificate of survey not required	\$150.00
-First lot by minor subdivision plus \$20.00 per lot thereafter	\$100.00
-First lot by platted subdivision plus \$20.00 per lot thereafter	\$100.00
-Separating combined lots of record when permitted per lot	\$ 35.00
Tax estimates	\$ 10.00
Tax increment financing districts – setup	Up to \$500.00
- Annual	Min. \$125.00

DATA – COMPUTER OPERATIONS

Color plot	\$ 30.00
Data query - plus media costs	\$ 75.00
Name/address labels - \$20 minimum up to 575	\$0.0175
Name/address listing - \$20 minimum up to 575	\$0.0150
Tax books-minimum up to 575 records, list charge>	\$ 25.00
Digital GIS Data for Commercial Sale	

Parcel Data: Setup: \$50
Unit Cost/parcel polygon = \$.02
Minimum charge = \$100.00 (setup + up to 2500 parcels)
Maximum charge= \$1000.00 (Setup + 47500+ parcels)
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Drivepoint Data: Setup: \$50
Unit Cost/parcel polygon = \$.01
Minimum charge = \$100.00 (setup + up to 5000 records)
Maximum charge= \$300.00 (Setup + 25000+ records)
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Road Data: Setup & Partial or Full data set: \$200
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

Other Datasets: Setup & Partial or Full data set: \$100
Extra information/work charged at \$50 per hour.
Sales tax, media, and shipping at current rates for queries.
(Must sign a digital data agreement regarding use of Cass County data.)

(Data to collaborating agencies, units of governments, and for educational purposes at no or media/shipping cost. May have small charge if data manipulation is necessary.)

(Data requests from non-profits will be at a setup charge of \$25 and 20% of commercial costs or at the discretion of the Cass County MIS department.)

ENVIRONMENTAL SERVICES

Residential Structures

Including mobile homes, recreational vehicles, and also including attached garages \$0.15 per square foot using the overall footprint of the structure, minimum is \$100

Addition to any Residential Structure (including attached garage)
 \$0.35 per square foot using the overall footprint of the structure, minimum is \$ 85.00

Accessory Structures or addition to Accessory Structures
 \$0.20 per square foot using the overall footprint of the structure, minimum is \$ 85.00

Enhanced 911 – address sign \$ 55.00
 Deck(s) \$ 85.00
 Boundary Fence(s) \$ 55.00
 Shoreland & or Land Alteration \$140.00
 Advertising Sign(s) \$ 90.00

Residential Septic Systems

*Residential Sewage System + surcharge \$250.00
 *Drainfield + surcharge \$150.00
 *Tank only + surcharge \$150.00
 Privy (outhouse) + surcharge \$ 50.00
 Holding Tank (annual permit) \$ 50.00
 *Community Sewage System + surcharge
 Per Lot Fee \$150.00
 Flow <1000 GPD \$365.00
 1001 – 3999 GPD \$530.00
 4000 – 6999 GPD \$680.00
 7000 – 9999 GPD \$840.00

*includes a \$50 surcharge to cover the costs of a final inspection.

Commercial Structure or Addition to commercial structure

Using footprint of the structure
 <500 Sq Ft. \$300.00
 501 – 1500 Sq Ft. \$325.00
 1501 – 2500 Sq Ft. \$460.00
 2501 Sq Ft. + \$545.00

Commercial Sewage System + surcharge

Alteration \$250.00
 Flow <1000 GPD \$365.00
 1001 – 3999 GPD \$525.00
 4000 – 6999 GPD \$680.00
 7000 – 9999 GPD \$835.00

RV Site/Camping cabin First Site \$190.00
 Additional Sites \$ 80.00
 Decks First Deck \$ 80.00
 Additional Decks \$ 40.00

Variance \$395.00
 Land Reclassification \$395.00
 Conditional Use Permit (CUP) \$395.00
 Communication Towers (in addition to CUP) \$630.00

Subdivided Lands: Fees assessed by ESD
 Plat and PUD's (per lot/unit) \$385.00
 Minor Subdivisions (per lot) \$210.00

Wetland Conservation Act – Replacement Plan Review \$385.00

Appeal of Decision \$500 Bond

Administrative Fees (per hour, minimum 2 hours) \$ 50.00

HIGHWAY DEPARTMENT

Culvert and delivery-minimum, more for larger sizes \$300.00

LAND DEPARTMENT

Salvage firewood permit \$ 25.00
 Land Sale list – 5 years \$ 10.00

HEALTH, HUMAN AND VETERANS SERVICE (HHVS)

Human Services Division Fee schedule available upon request
 Public Health Division

Skilled nursing visits	\$135.00/visit
Physical therapy	\$150.00/visit
Home health aide	\$30.00/hour
Child and teen checkup	\$180.00/screening
Immunizations	\$3.00/immunization
Flu shots	\$25.00/shot
Mantoux testing	\$17.00
Early childhood screening	\$335.00/day
Relocations services	\$15.53/15 minutes
Public Health Nurse Clinics	
Foot care	\$20.00
Cholesterol screening	\$5.00
Skilled Nursing Office Visit	\$10.30/15 minutes

RECORDER'S OFFICE

Service for providing filing data information on copy of document (copy to be provided by submitter w/original document at time of recording)	\$1.00 per document
Non-certified copies (from photocopier, microfilm or imaging) rate	\$1.00 per page/additional minimum \$5.00 or current hourly rate – fee for mailing or faxing by county personnel
Images of all documents (provided on CD)-flat fee per month	\$600.00
Non-certified copies	
- from photocopy machine	\$1.00 per page
- from digital image or microfilm	\$1.00 per page
Faxed copies	\$4.00 for 1 st page and \$3.00 per page thereafter/additional minimum \$5.00 or current hourly rate – fee for mailing or faxing by county personnel
Large copies made w/plat copier (maximum size is 24x36) (such as copies of surveys, architects drawings, building plans, etc.)	\$5.00 per copy/page
Reports (such as all mortgages recorded for a period of time, etc). mailed	\$50.00 minimum or \$1.00 per page plus \$10.00 to cover the cost of postage, if mailed
Weekly reports (for all documents recorded) (\$260.00/year)	\$500.00/ year plus \$5.00/ week to cover postage
Searches to accompany the certificate of condition for torrens property	\$5.00 per parcel for current real estates taxes \$5.00 per parcel for delinquent real estate taxes \$5.00 per parcel for special assessments
LAREDO – Subscription for remote access to real estate documents	Please contact the Recorder's Office for fees and contract agreement.

SHERIFF'S DEPARTMENT

Alarm system fee – annual	\$ 20.00
Alarm system false alarm fee	\$ 25.00
Permit to carry gun – 1 year permit	\$ 10.00
Ice racing event permit	\$ 5.00
Raft permit	\$ 5.00
Civil process	
Service fee	\$ 40.00
Service fee – not found	\$ 40.00
Legal - not found	\$ 40.00
Mileage - per mile roundtrip	\$Flat fee
Real estate sales	\$ 40.00
Redemption fee - owner	\$250.00
Redemption fee - other party	\$250.00
Posting (3 notices)	\$ 40.00
Levy fee	\$ 20.00
Execution commission	5%
Deputy time	\$ 30.00
Records	
Initial complaint reports (ICR) /case files – up to 10 pages	\$ 5.00 minimum
> 10 pages	\$ 5.00 + time
Audio copies	\$ 15.00
Video copies	Development Cost

The foregoing schedule is not inclusive of all county fees, fines or taxes. Fees not included in this publication are for services not utilized broadly by the general public, such as fines and fees charged by the county or state to persons involved in the criminal justice system, or fees for services or permits obtained infrequently. Please inquire for more information about a specific service, permit or fee.