

2003 Winona County Fee Schedule

Service	Fee	Required by Statute
GENERAL FEES		
Copies	\$.25 per side	
Copies - 11 x 17	\$1.00 each	
Fax	\$2.00 First Page then \$1.00 each thereafter	
Minimum mailing charge	\$1.00 per item	
Notary fee	\$.50 for each document	
Non-sufficient funds (NSF)	\$25.00 per check	
Print screen	\$1.00 each	
Verification of Information	The fee for verification of information is \$8 when applicant furnishes the specific location to locate a record. When an applicant does not furnish specific information, the fee is \$20 per hour for staff time expended.	
Videotaping	\$15.00/Tape	
ADMINISTRATOR 12/20/2002		
Large Assembly Permit Application	\$100.00 per day per location	
ASSESSOR		
Field Cards – old	\$.25 per side	
Field Cards – computerized	\$1.00	
Parcel, Name/Address, Legal Description, Research	\$25/Hour (Minimum one hour)	
ATTORNEY		
Copies	See General County Fee Schedule	
AUDITOR		
Annual Maintenance	\$1.00/PARCEL	NO
Audit Verification	\$25.00-\$100.00 CONTENT	YES
Debt Structure Audit or Bond Issue 10 Lgst Taxpayers	\$25.00	NO
Delinquent Tax Publication	\$20.00/PARCEL	YES
Special Assess set up	\$25.00 Set Up \$1.00/PARCEL	YES
Subdivision Split Fee		
With Survey	\$50.00	
Without Survey	\$100.00	
Plat	\$50.00 + \$3.00 a lot	
AUDITOR – Licenses/Permits		
Auctioneer	\$10.00/\$10.00 COUNTY/STATE SPLIT ON FEE	YES
Dangerous Dogs	\$25.00	YES
Fireworks Permit	\$2.00	YES
Liquor Licenses		
On sale Liquor	\$1,400.00	YES
Special Sunday	\$100.00	YES
Off Sale Liquor	\$500.00	YES
On Sale Beer	\$60.00 ON SALE	YES
Off Sale Beer	\$15.00 OFF SALE	YES
Set up License	\$25.00	N/A

AUDITOR continued...		
Seasonal Licenses		
On Sale Liquor	SEASONAL LIQ. \$300.00	YES
Temp Permit 1-3 days	KEGGER LICENSES/ON SALE \$20.00 PLUS \$10.00 FOR EACH DAY	N/A
COUNTY ADMINISTRATION/CENTRAL SERVICES/MAINTENANCE		
Copies	See General County Fee Schedule	
COURT ADMINISTRATION		
Fax Fee	\$5.00 (civil documents only)	Court Rule
Civil/Family Filing Fee	\$245.00	357
Conciliation Court Filing Fee	\$60.00	491A
Rent Escrow Actions	\$60.00	
Motion Fees	\$55.00	
Foreign/Confession of Judgment \$0.00 - \$7,500.00 More than \$7,500.00	\$60.00 \$245.00	357
Adoption	\$320.00	357
Tax Court Filing Fee Regular Division Small Claims Division	\$245.00 \$160.00	357
Support Modification Filing Fee	\$20.00	357
Jury Fee	\$75.00	
Assignment of Judgment	\$5.00	357
Judgment Search Per Name	\$5.00	357
Satisfaction/Partial Satisfaction of Judgment	\$5.00	357
Transcript of Judgment	\$30.00	357
All Writs	\$40.00	357
Uncertified Copy	\$5.00	357
Certified Copy	\$10.00	357
Subpoena	\$12.00	357
Annual Trust Reports	\$40.00	357
Will Deposit	\$20.00	357
Order for Disclosure/Show Cause	\$5.00	491A
Civil Search	\$10.00 per hour/minimum \$5.00	Statute/Policy
DATA PROCESSING		
Alpha List (create query)	\$.10 per page and set up fee \$50.00	
Alpha List (existing query)	\$.10 per page and set up fee \$25.00	
Delinquent List	\$.10 per page and set up fee \$25.00	
Labels (create query)	\$.02 per label and set up fee \$50.00	
Labels (existing query)	\$.02 per label and set up fee \$25.00	
Labels (All co prop taxpayers)	\$.02 per label and set up fee \$25.00	
Labels (city/town)	\$.02 per label and set up fee \$25.00	
Tax Book	\$.10 per page and set up fee \$25.00	
Tax Book (query)	\$.10 per page and set up fee \$25.00	
General Information (create query)	\$.10 per page and set up fee \$50.00	
General Information (existing query)	\$.10 per page and set up fee \$25.00	
EMERGENCY MANAGEMENT		
Not applicable		

ENVIRONMENTAL HEALTH	Updated 12/19/02	
Food and Beverage Fees * Facility Plan Review Place of Refreshment/Beverage Fee Schedule & Restaurant/Boarding Fee Schedule 1 – 4 employees 5 – 18 employees 19 – 28 employees 29 – 35 employees 36 – above Limited Food Special Event/Non-Profit Permit Processing Fee Hot Dog/Pre-Cooked Brat Special Event Processing Fee Establishment using private water supply source *Note: Establishment opening after October 1 pay ½ fees *Note: Late Fees will be assessed by postmark date 1-7 days late 8-30 days late 31-over days late Minnesota Food Code	\$227.00 \$113.00 \$194.00 \$290.00 \$406.00 \$482.00 \$80.00 \$25.00/2 events \$10.00 \$35.00/well \$25.00 double license fee triple license fee \$10.00	
Lodging Fees * Facility Plan Review Number of rooms – Multiply by \$4.54 (maximum of \$454.00 – Add \$100.00 base fee Establishment using private water supply source *Note: Establishment opening after October 1 pay ½ fees *Note: Late Fees – a penalty fee of \$10.00 shall be added to the amount of the license fee and paid by the applicant if the application has not reached the Environmental Services Department within 30 days after receiving your billing statement or in the case of a new or seasonal business, 10 days prior to the opening date of such business.	\$227.00 Total Amount \$35.00/well	
Manufactured Home Parks & Recreational Camping Areas MHP/RCA Plan Review Primary License – 50 sites or fraction thereof Annual License – 10 sites or fraction thereof – Year round establishment Annual License – 10 sites or fraction thereof – Seasonal establishment Establishment using private water supply source	\$90.00 \$90.00 \$19.00 & \$50.00 base fee \$14.00 & \$50.00 base fee \$35.00/well	
Swimming Pool Swimming Pool Fee	\$103.00	
Vending Machine Vending Machine Permits Type A Type B	\$15.00 \$3.75	

ENVIRONMENTAL HEALTH continued...		
Water Test Fees		
Coliform Bacteria/Anions (nitrate, fluoride, chloride, sulfate & nitrite)	\$41.00	
Coliform Bacteria Only	\$21.00	
Anions Only (nitrate, fluoride, chloride, sulfate & nitrite)	\$21.00	
Certified Water Sample (coliform bacteria/anions)	\$113.00	
Lead	\$18.00	
Water Test Results Faxed	\$6.00	
Well Construction (includes State Core Function Surcharge SCFS)		
Well Notification Fee		
Drivepoint	\$68.00 (SCFS)	
Water Well	\$196.00 (SCFS)	
Remedial Well	\$196.00 (SCFS)	
Monitoring Well Permit Fee		
Monitoring Well	\$141.00 (SCFS)	
Monitoring Well Retail Petroleum Bulksite	\$141.00 (SCFS)	
Monitoring Well Stipulation	\$227.00 (SCFS)	
Single Agricultural Chemical Facility Site Permit	\$141.00 (SCFS)	
Dewatering Well Permit Fee		
Dewatering Well	\$141.00 (SCFS)	
Dewatering Well 5 or more/site	\$705.00 (SCFS)	
Maintenance Permit Fees		
Water Well	\$119.00	
Monitoring Well	\$119.00	
Monitoring Well Retail Petroleum Bulksite	\$119.00	
Dewatering Well	\$119.00	
Dewatering Well 5 or more/site	\$595.00	
Single Agricultural Chemical Facility Site Permit	\$119.00	
Well Sealing Fee		
Drivepoint, Monitoring, Dewatering & Water Well	\$36.00 (SCFS)	
Geoprobe/site	\$36.00 (SCFS)	
Well Variance Site Assessment	\$27.00	
Fees for Service		
Environmental Assessment/File Search	\$216.00	
Radio Controlled Septic System Locator	\$22.00	
Radon Test Kit	\$5.00	
Geologic Atlas	\$25.00 & (\$3.13 shipping charge)	
EXTENSION SERVICE		
Insect Identification	\$5.00 per specimen	
Parents Forever Classes	\$40.00 per series	YES
Photocopying/Duplicating	See general fees	
Plant Identification	\$5.00 per specimen	
Plat Book	\$25.00, plus tax	
Plat Book – mailed	\$28.00, plus tax	
Publications	Varied – Cost set by University of MN	
Soil Sample	\$10.00 per sample	
Notary fee	\$0.50 per document	

HIGHWAY DEPARTMENT			
Blue Line Prints 33" x 34"	\$8.00		
Blue Line Prints 22" x 34"	\$7.50		
Black Line Prints 36 inch roll	\$3.50 per foot		
Black Line Prints 24" x 36"	\$7.00 first sheet, \$2.00 each additional sheet		
Copies	See General Fees		
Construction Plans			
Grading or Reconstruction	\$30.00 per set		
Bridge	\$25.00 per set		
Paving or Culvert	\$10.00 per set		
Construction Specifications			
Grading or Reconstruction	\$35.00 per set		
Bridge	\$25.00 per set		
Paving or Culvert	\$15.00 per set		
Winona County Highway Map	\$3.00		
Subdivision & Plat Review by Land Surveyor & Engineer	Furnished to Planning & Zoning for inclusion with total fees.		
Utility Permits	These permits are undergoing statutory & regulatory changes. Fees will be established when changes are finalized and ordinances are ready to adopt.		
Oversize/Overweight Vehicle Permits	These permits are undergoing statutory & regulatory changes. Fees will be established when changes are finalized and ordinances are ready to adopt.		
PERSONNEL 6/20/03			
Copies	See General County Fee Schedule		
Employment Verification	\$7.00		
LICENSE CENTER			
Filing Fee for Motor Vehicle Plates/tabs only	\$4.50		Yes
Filing Fee for Motor Vehicle Plates/tabs/title transfer	\$7.00		
Filing Fee for Drivers License	\$4.50		Yes
Filing Fee for DNR	\$4.50 - \$7.00		Yes
Filing Fee for Boat Titles	\$3.50		Yes
SOLID WASTE			
Demolition Landfill	\$210.00 license fee application fee	\$1,050.00	
Incineration/Energy Recovery	\$210.00 license fee application fee	\$3,150.00	
Solid Waste Collection & Transportation License			
One Vehicle	\$10.50		
Two or More Vehicles	\$31.50		
Intermediate Solid Waste Disposal Facility/Recycling Facility	\$52.50 license fee	\$105.00 application fee	
MSW Composting Facility	\$52.50 license fee	\$630.00 application fee	
Municipal Solid Waste Landfill	\$210.00 license fee application fee	\$2,100.00	
Permit-By-Rule Demolition Landfill Capacity			
0 – 500 cy	\$52.50 license fee	\$105.00 application fee	
500 – 1000 cy	\$52.50 license fee	\$262.50 application fee	
1000 – 15,000 cy	\$52.50 license fee	\$787.50 application fee	

SOLID WASTE continued...		
All Facility Types: Environmental Assessment Worksheet	\$273.00 for first five hours and \$82.95 an hour thereafter	
Environmental Impact Statement	\$273.00 for first five hours and \$82.95 an hour thereafter	
All Facility Types Other Engineering/Consulting Review Costs	Actual chargeback of cost incurred by Winona County	
PLANNING	Update 07/2003	
Accessibility Plan Review & Inspection	65% Permit Fee	Yes
Ag Preserve Application	\$50.00 + recording fee	40A
Conditional Use Permit	\$450.00	No
Documents Land Use Plan Zoning Ordinance Water Plan	\$77.00 plus tax \$77.00 plus tax \$77.00 plus tax	No
E911 Addressing-Sign/Post (replacement)	\$50.00 plus tax	No
Feedlot Operating Permit Application	\$300.00	No
If Construction Project Add to Permit Fee	\$ 80.00	No
GIS Mapping HP Heavy Coated Paper Cost Per Foot HP Opaque Film Cost Per Foot Laser Printer Per Page 8.5.x 11 Custom Mapping	\$ 4.05 plus tax \$ 8.25 plus tax \$ 0.60 plus tax \$70.00 per hour	No
GPS – Site Location only	\$80.00	
Grading and Filling Permit	\$25000	No
Sewage Treatment System Permits (ISTS) ISTS Permit Application Mound System Permit Commercial Sewer Permit	\$210.00 \$350.00 \$450.00	No No No
Ordinance and Comprehensive Plan Amendment	\$900.00	No
Other Fees After the fact Consultant Delineation Review / Mitigation Plan Review Exemption Determine Application No-loss Determination Application Replacement / Restoration Plan Application Site Monitoring Report Review Banking Plan Review Less than 1 acre 1 –1 0 acres Greater than 10 acres	\$500.00 + permit fee \$200.00 \$100.00 \$100.00 \$300.00 \$ 75.00 \$250.00 \$500.00 \$750.00	No
Special Meeting – Amendments Conditional Use Permit Variance	\$1,400.00 \$1,000.00 \$ 950.00	No No No
Subdivision Plats Preliminary Plat Application Final Plat Application Highway Engineer Review / Report Preliminary Plat and Re-subdivisions Final Plat	\$900.00 \$450.00 \$300.00 plus \$10.00 per lot \$100.00 plus \$5.00 per lot	No
Timber Harvesting License	\$200.00	
Timber Harvesting Permit	\$75.00	No, new 12-7-2000
Variance (or appeal) Application	\$550.00	

Zoning Certificate Application New Dwelling / Commercial Structure Accessory Structure Change of Use / Home Occupation	\$400.00 \$200.00 \$150.00	No
PUBLIC HEALTH/CHS		Local Public Health Act allows Board to set.
Childhood Immunizations	\$11.00 per immunization	
CPR Fees	\$15.00 for class and equipment varies by item (on file)	
Diversion Program for Smokers	Fee to be determined	
Health Education	\$80.00 per hour or as arranged	
Hepatitis B	Vaccination cost + \$11.00	

PUBLIC HEALTH/CHS continued...		
Home Health Aide Fee (sliding available)	\$35.00 per hour	
Mantoux Testing	\$11.00	
Medical Examiner Fee	\$150.00 3 rd Party Request for Record Verification and Certification	
Public Health Nursing Fees (sliding available)	\$110.00 per visit public health nurse	
Tobacco Ordinance Fees	Gross Receipts under \$10,000 is \$50.00 Gross Receipts \$10,001 - \$50,000 is \$100.00 Gross Receipts above \$50,001 or nondisclosure is \$150.00	
WIC/MCH	Federal Income Eligibility as mandated – no charge for local service per published Federal Register.	
Laboratory Fees including Blood Draws	\$30.00 per visit	
Immunization Record Certification	\$15.00 per record	CHB set 12/01
RECORDER		
REAL ESTATE FEES		
Recording	\$20.00 Documents over 15 pages add \$1.00 per page Non-Standard forms are an additional \$10.00	
Filing Plats	\$34.50 \$0.50 per lot - \$34.50 minimum	
Filing of Condominium Floor Plan	\$34.50	
Well Disclosure Certificates	\$30.00	
Conservation Fee	\$5.00 Required when Deed Tax or Mortgage Tax is paid.	
Certified Tract Index Search 1 to & including 3 entries 4 to & including 6 entries 7 to & including 9 entries 10 & over Metes & Bounds	\$20.00 \$25.00 \$30.00 \$40.00 \$ 5.00 (additional)	
GENERAL FEES		
Plat Book	\$26.63	
Certified copies of plats	\$10.00	
Uncertified copies of plats	\$ 9.50	
Expedite Fee (Routine search info within 24 Hrs)	\$20.00	
County Maps	\$ 1.50	
Certified copies of documents	\$ 5.00	
Uncertified copies of documents	\$ 2.00	
Mailing & Handling	\$ 1.50	
Fax	\$ 5.00 (Plus \$1.00 per document fee)	
Computer Print-outs	See Data Processing	
Certified Tax Lien Search (per name)	\$15.00	
Verbal Tax Lien Search (per name)	\$ 3.00	
Notary Fee	\$ 0.50 per document	
Engineer Copy Prints	\$ 5.00	

RECORDER continued...		
UNIFORM COMMERCIAL CODE		
Finance Statement Continuation Assignment Up to 2 Debtors Names Each Additional Name	Standard Form \$15.00 \$15.00	Non-Standard Form \$20.00 \$20.00
Amendment	\$15.00	\$20.00
Amendment adding Debtor Fee per name added	\$15.00	\$20.00
Partial Release	\$15.00	\$20.00
Termination	No Fee	\$ 5.00
Search Certification (per name)	\$15.00	\$20.00
Finance Statement filed in Real Estate (add'l)	\$20.00	\$30.00
Termination filed in Real Estate (add'l)	\$20.00	\$20.00
CENTRAL NOTIFICATION SYSTEM		
CNS Filing	\$15.00	
CNS Continuation	\$15.00	
CNS Termination	No Charge (no charge if filed within 30 days \$10.00 if after 30 days)	
Search Certification (per name)	\$15.00	
HUMAN/SOCIAL		
Adoption Home Study	5% of gross income up to \$2,974	No
Child Support Collections – Application Fee	\$25.00	Yes
Child Foster Care – Parental Fee Correctional Placement – Parental Fee	Sliding scale using child support guidelines	No
Custody Study	Cost up to \$1500 (suggest go to \$1750)	No
Detox	Cost/Sliding fee scale	No
Records & Documents	Follow County Policy unless State requirement	No
UA Kits	\$15.00	No
Mediation	Sliding fee scale	
TREASURER		
Copies of statements		
Owner	\$.25	
Non-owner	\$1.00	
Duplicate of statement	\$2.00	
Escrow account maintenance	\$3.00 per parcel	
Non-sufficient checks	\$25.00	
Searches (real estate)	\$2.00	

SHERIFF DEPARTMENT		
Civil Process NOTE: 4% collection on execution after levy	\$45.00 Service per person in Winona City limits or not found \$50.00 Service per person outside city limits or not found \$40.00 Mortgage foreclosure sale \$35.00 Quiet Title search per person \$45.00 Posting 3 Notices in city limits \$50.00 Posting 3 notices outside city limits \$250.00 Redemption of property \$30.00 per hour Deputy Time, minimum 2 hours 4% Commission amount collected on a wage levy \$0.25 Copies per page when attorney only sent originals	
Miscellaneous Fees	\$1.00 per page report \$2.00 copies of photos \$5.00 records check \$4.00 accident report \$3.00 DL check \$5.00 Audio tape \$30.00 Video tape \$100.00 Handgun carry permit \$75.00 Handgun carry permit renewal	\$21.50 to state \$21.50 to state
Jail Fees	Huber \$12 for each day worked Fingerprints \$10 per card Booking Fees \$10 Boarding Fees \$65 per day (out of county Prisoners). Copy of D.W.I. Video tapes \$40	11-22-99
VERY SMALL QUANTITY GENERATOR (VSQG)/HAZARDOUS WASTE		
Hazardous Waste Management Fees		
Transportation Fee	\$0.32.5 per mile	
Waste Analysis, Technical Assistance, Record Keeping, & Reporting	\$18.90 per hour	
Hazardous Waste Disposal Fees		
Aerosols	*(includes container weight) \$0.69 per pound*	
Acids/Bases	\$1.65 per pound*	
Antifreeze	\$1.31/gallon	
Batteries (Alkaline)	\$0.41 per pound*	
Batteries (Lead Acid) *excludes Auto Batteries	\$0.67 per pound*	
Batteries (Mixed Button)	\$1.07 per pound*	
Cyanides	\$1.65 per pound*	
Chlorinated Products	\$1.65 per pound*	
Dioxins	\$1.65 per pound*	
Flammable Products	\$1.65 per pound*	
Mercury Compounds	\$1.65 per pound*	
Oil-Based Paint/Latex Paint	\$.41 per pound *	
Oil Filters	\$0.26 each	
Organic Peroxides/Oxidizers	\$1.65 per pound*	
PCB Liquids	\$1.65 per pound*	
PCB Solids	\$1.65 per pound*	
Pesticides	\$0.53 per pound*	
Poisons/Heavy Metals	\$1.65 per pound*	
Solvents	\$0.32 per pound*	

VETERAN SERVICES		
No Fees are Charged	N/A	N/A

VITAL STATS		
Amendment of Birth or Death one or more years after filing date	\$20.00	
Birth Certificate – certified	\$14.00 first copy each additional ordered at same time \$8.00	MN 144.226
Birth Certificate – non certified	\$11.00 first copy each additional ordered at same time \$5.00	
Certificate of Magistrate	\$1.00	
Certification that No Birth Record on File STATE OFFICE ONLY	\$14.00	
Certification that No Death Record on File STATE OFFICE ONLY	\$11.00	
Death Certificate – certified	\$11.00 first copy each additional ordered at same time \$5.00	
Death Certificate – non certified	\$8.00	
Delayed Registration of Birth or Death	\$20.00	
Marriage Certificate – certified	\$8.00	
Marriage Certificate – non certified	\$8.00	
Minnesota Marriage License	\$75.00	
Notary	\$25.00	
Passport	\$15.00	
Replacement Birth Certificate	\$20.00	
Verification of Information	See General Fees.	

Note: All overpayments of three dollars or less will not be refunded and will be receipted as “miscellaneous” to improve efficiency and cost effectiveness.