

Policy Statement

TITLE	CODE
Swift County License Fees, Service Charges, and Other Charges	504

REFERENCE

NA

PERSONNEL RESPONSIBLE

County Department Heads and Local Elected Officials

EFFECTIVE DATE

7-1-98 (Update 05-01-07, 04-15-14)

POLICY

The attached document contains the Swift County License Fees, Service Charges and Other Charges statement.

AUTHORED BY: County Policy Committee	APPROVED BY: County Board
DATE: 04-02-14	DATE: 04-15-14

Swift County Fee Schedule

Department	Type Expense	What For	Amount
All Departments	Document Copies	B&W Copies (up to 11x17)	\$0.25 per page
		Color Copies (up to 11x17)	\$1.00 per page
		B&W Engineering copies (larger than 11x17 and up to 24x36)	\$3.00 per page
		Color Engineering copies (larger than 11x17 and up to 24x36)	Actual Cost plus 10% admin fee
		Other Copies	Actual Cost plus 10% admin fee
		Fax or email	\$1.50 for the 1st page, \$1.00 each additional page
		Cassette Tape Copies	\$3.00
		CD	\$5.00
		DVD	\$10.00
	Service Charge	Non-sufficient funds/Returned Check	\$30.00
		Mileage	IRS Standard Mileage Rate
Assessor	Service Charge	Detailed Computer and Information Listing	Actual Cost plus 10% admin fee
		Annual Assessment	\$11.00 per parcel
Auditor	License Fee	Auctioneer	\$20.00
		Liquor:	
		On Sale	\$1,000.00
		Off Sale	\$300.00
		Sundays	\$300.00
		Tobacco	\$135.00
		Transient Merchant	\$150.00
	Service Charge	Confession of Judgement	150.00 per parcel
		Computer list	\$.10 per page
		Ditch Maint. Admn. Fee	30% actual cost
		Ditch Outlet Admn Fee	\$150.00
		Plat Book	\$25 plus sales tax
		Tax Serches	\$2.00
		Township N/A/D Labels	\$.05 per parcel
		Township N/A/D Labels	\$.02 per parcel
Tax Delinquency Publication	\$10.00 per parcel		

*Plus sales tax where applicable

Swift County Fee Schedule

Department	Type Expense	What For	Amount
Environmental Services	Service Charge	Disposal Charges Use	See Appendix 1
		Scale Use	\$3.00 per weigh
		Zoning - Agricultural Bldg & Residential Garages	\$50.00
		Zoning - Amendments to Ordinance	\$200.00
		Zoning - Annual Renewal off Gravel Pit/Operator's Permit	\$150.00
		Zoning - Commercial or Industrial Permits	\$150.00
		Zoning - Conditional Use Permits	\$350.00
		Zoning - Dwellings, Additions, Mobile Homes & Cabins	\$50.00
		Zoning - Rezoning District Boundaries	\$250.00
		Zoning - Sewage Permits	\$100.00
		Zoning - Variances	\$250.00
Extension	Service Charge	Publications	Variable
Highway	Service Charge	Approach Permit Fee (County-installed)	\$550.00 permit fee plus actual cost of pipe/bands/aprons
		Approach Permit Fee (Self-install)	\$100.00 (permit only; landowner responsible for all other materials costs)
		County Road Maps	No charge
		Culverts	At cost to Swift County Townships and landowners; no out-of-county sales
		Mail box post sets	At Cost
Human Services	Service Charge	Social Service Fees	See Appendix 2
		Non-Public Assistance Child Support	\$25.00
Parks and Drainage	Service Charge	Tile Supplies	At cost, if available
		Swift Falls Park Shelter	\$30.00 per day
		Swift Falls Park Camper Sites	\$20.00 per night
		Swift Falls Park Tent Sites	\$8.00 per night

*Plus sales tax where applicable

Swift County Fee Schedule

Department	Type Expense	What For	Amount
Land Records	Service Charge	UCC Services	\$20.00
		Abstract & Torrens All Documents	\$46.00
		Attested Copy	\$2.00
		Certified Copy	\$10.00
		Copies of UCC	\$1.00 per document
		Well Certificate	\$50.00
		Passport Application (Book)	\$110.00 passport fee; \$25.00 local fee
		Passport Application (Card)	\$30 passport fee; \$25.00 local fee
		Passport Application (Book & Card)	\$140.00 passport fee; \$25.00 local fee
Restorative Justice	Service Charge	Chemical Education	\$50.00

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Swift County Fee Schedule

Department	Type Expense	What For	Amount
Sheriff	Service Charge	Boarding Fee for Out-Of-County Inmates	\$55.00 per day
		Booking Fee for Inmates Incarcerated	\$10.00
		Pay to stay	\$20.00 per day
		Work Release Fee	\$20.00 per day
		Work Release Sack Lunch	\$3.00
		Inmate Co-Pay for Medical Expenses	\$10.00
		Urinalysis testing	\$10.00 to \$70.00 (Depending on Type)
		Fingerprinting Applicants	\$10.00
		Permit to purchase	No charge
		Permit to carry	\$75.00 to \$100.00 (Depending on Type)
		Service of a Summons and Complaint	\$40.00
		Commission for Collection on Executions	6% on total
		Posting Notices of Sale	\$40.00
		Certificate of Sale	\$50.00
		Mortgage Foreclosure Sale	\$50.00
		Service of Process - Not Found	\$40.00
		Redemption of Property	\$100.00
		All other processes	\$40.00
		Mileage	\$0.50
		Deputy Labor for Property Inventory/Escorts/Events	\$75/hr with minimum of 3 hrs
		Labor for Records Staff in Supplying Documents	\$25/hr
		Explosives Permits	No charge
		Burning Permits	No charge
	License Fee	Dangerous Dog	\$100.00
	Other Fees	Portable Breath Test	\$3.00
		Electronic Home Monitoring	\$20.00 per day

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Swift County Fee Schedule

Department	Type Expense	What For	Amount
Treasurer	License Fee	Marriage License	\$115.00 (Reduced to \$40.00 if pre-marital counseling is received.)
	Service Charge	Birth Certificate	\$26.00 for first copy; \$19.00 for second copy
		Death Certificate	\$13.00 for first copy; \$6.00 for second copy
		Tax payments received without statement/stub	\$5.00
		Tax Searches	\$2.00 per parcel
		Tax Statement Copies	\$.25 per statement
Veteran's Service	Service Charge	Transportation to VA Medical Center	VA provided travel pay or if no travel pay then \$15.00

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