

## A RESOLUTION ESTABLISHING FEE SCHEDULES EFFECTIVE JANUARY 1, 2025

**BE IT RESOLVED, By the Board of County Commissioners of Foster County, ND, that the following fees and rates be established.**

<b>General Administrative Fees (unless higher fee is approved for department)</b>		<b>TOTAL</b>
Postage/Shipping		Actual Cost
Community Room Reservation		\$25.00
Open records request work after first hour	Pay upfront	\$25.00 per hour
Copy charges per page	First five pages, no charge	\$0.25 per page

<b>Auditor Fees (Per year - January 1 through December 31)</b>		<b>TOTAL</b>
On & Off sale Liquor License (Regular)		\$650.00
On & Off sale Liquor License (With Sunday Open)		\$715.00
On & Off sale Beer and Wine License		\$85.00
Special Event Permit		\$25.00
Gaming Permit		\$20.00
Gaming Site Authorization		\$100.00
Duplicate W-2		\$5.00
Wage Verification		\$5.00

<b>Taxation</b>		<b>TOTAL</b>
Delinquent Tax Advertising Fee		\$50.00
Returned Check NSF Fee		\$35.00
Certified Taxpayer List		\$100.00
Refunds of Overpayment		Any amount \$5.00 and over
Escrow Annual Fee		\$5.00 Per Parcel

<b>Assessing</b>		<b>TOTAL</b>
City of Carrington		\$15,000.00 Per Year
City of Glenfield, Grace City and McHenry	Effective 2024	\$150.00
Assessment Fee for Townships	Effective 2024	\$150.00
New Parcel Setup		\$10.00 Per Parcel
Non-certified Assessor Fee		\$150.00
Certified Assessor Fee		\$75.00

<b>Assessing</b>		<b>TOTAL</b>
Mobile Home Moving Permit	Certificate Required	\$25.00

<b>Zoning (Building Permits)</b>		<b>TOTAL</b>
Value of work under \$2,000	Review for 2024	No fee
Value of work \$2,001 to \$20,000	Review for 2024	\$20.00
*Value of work over \$20,000	Review for 2024	\$25.00
		*\$1.00 for each additional 1,000 value up to a maximum of \$50.00
Failure to obtain Building Permit before work	Review for 2024	\$50.00

<b>Zoning</b>		<b>TOTAL</b>
Conditional use permits	Review for 2024	\$250.00
Road or highway access permit	Review for 2024	No fee
Variance	Review for 2024	\$50.00
Wind energy facility siting permit	Review for 2024	\$50.00
Zoning Amendment	Review for 2024	\$50.00
Gravel Permit	Review for 2024	

*Refer to Foster County Planning and Zoning Regulations for wind energy and crew camp conditional use permit fees*

<b>911/Addressing Fees</b>		<b>TOTAL</b>
Locatable Address Application Fee		\$10.00
911 Assignment Fee		\$1.50 per line, per month

<b>Recorder Fee's</b>		<b>TOTAL</b>
Record Documents 1-6 pages	11-18-05	\$20.00
Record Documents 7-25 pages	11-18-05	\$65.00
Each additional page after 25	11-18-05	\$3.00
Certified Copies		\$5.00
*Additional Pages*		\$2.00 Each
Open record request per hour after the first hour		\$25.00
Marriage License		\$65.00
Perform Ceremony		\$30.00
Copy per page for documents		\$1.00

<b>Recorder Fee's</b>		<b>TOTAL</b>
Fee for documents without a 1" margin		\$10.00
Adult Passport Book		\$130.00
Minor Passport Book		\$100.00
Adult Passport Card		\$30.00
Minor Passport Card		\$15.00
Execution Fee		\$35.00
Expedite Fee		\$60.00

<b>Buildings/Maintenance</b>		<b>TOTAL</b>
Mowing Historical Society / Museum		\$200.00 Per Year

<b>Road Department</b>		<b>TOTAL</b>
Hourly blading, Maintenance & Snow Removal	Contracted Rate	\$140.00 Per Hour
Hourly blading, Maintenance & Snow Removal	Non-contracted Rate	\$180.00 Per Hour
Payloader Usage		\$100.00 Per Hour
Skid Steer Usage		\$75.00 Per Hour
Durapatcher Usage		\$75.00 Per Hour+ Material and Fuel costs
Materials - Culverts		Actual Cost
Materials - Salt/Sand		\$12.00 per ton
Cleaning Culverts		\$50.00 Per Hour
Private Driveway		\$140.00 Per Hour
Permanent Easement		\$1200.00 per acre
Temporary Easement		\$600.00 per acre
<b>Right of Way Management Fees</b>		
Obstruction Permit Fee		\$500.00 Per Day
Delay Penalty		\$500.00/Day plus any damage charged by construction contractor and including any damages consistent with the contract.
Work Done without Permit Fee		\$1,000.00 plus costs to correct damages. (Both excavation & obstruction fees will be considered.)

<b>Road Department</b>		<b>TOTAL</b>
Crossing Fee	BOCC Approval Required	\$25 for boring \$50 for open cut
Right-of-way-access fee		\$200 maintenance fee, plus \$25 per mile
Permit to perform work within the County right-of-way	BOCC Approval Required	\$100

<b>Road Department</b>		<b>TOTAL</b>
<b>Utility Fees</b>	<b>CROSSING</b>	<b>TOTAL</b>
Overhead	\$100	\$100/mile
Buried Cable	\$50.00	\$100/mile
Pipelines - 8 Inch and smaller	\$100 BORED	\$100/mile
Pipelines - 10-16 Inch	\$150 BORED	\$200/mile
Pipelines - Over 16 Inch	\$200 BORED	\$300/mile
Bridge Attachments	\$500	\$500
Other	\$100 Minimum	\$100
Section Line Crossing		\$100
Longitudinal Utility along a road or section line		\$200/Mile
Unimproved Section Line		\$1,000/Mile
Unauthorized longitudinal utility		\$1,000/crossing
Unauthorized above ground utility		\$1,000/occurrence

<b>Sherriff Fee's</b>		<b>TOTAL</b>
Paper Service		\$30.00 Plus mileage
Making a return and not found	11-15-07	\$30.00 Plus mileage
Copies		\$2.00 per page
Mileage	11-15-07	\$1.00 per mile/ In Carrington \$10.00 Flat fee
Levy		\$50.00
Commission Fee (Executions)		\$75.00 For the first \$1,000.00 collected +1% of all money exceeding \$1,000.00
Accrued Execution Fee		\$10.00
Certificate of Sale/Certificate of Redemption		\$20.00
Calling out request to appraise goods	11-15-07	\$20.00

<b>Sherriff Fee's</b>		<b>TOTAL</b>
Appraisal	11-15-07	\$100.00
Sale of real or personal property	11-15-08	For the first \$1,000 is \$75.00
		Over \$1,000 for personal property is 1% for real property is 2%
Sheriff's Deed		\$20.00
Impound Vehicle per Contractor		Actual Cost
Fireworks Permit		\$20.00 per permit
Daily Storage		\$40.00
Bond Filing	11-15-07	\$20.00

<b>Parks &amp; Recreation</b>		<b>TOTAL</b>
Juanita Lake RV Camp Spot		\$15.00/Night
Juanita Lake Tent Camp Spot		\$10.00/Night
Quonset		\$50.00/Day
Quonset Storage	Seasonal	\$0.20/Square Foot

<b>Clerk of Court Fee's</b>		<b>PRICE</b>	<b>ADDITIONAL PRICE</b>
<i>*Fee for filing a case for decision in district court*</i>			
For filing for dissolution or reinstatement of corporation	Titles 6 and 10	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing a petition for divorce, annulment or separation from bed and board	Title 14	\$80	Civil Legal Service \$15 Civil Filing Fee \$65 Displ. Homemaker \$50
For filing a motion to modify an order for alimony, property division, child support, or child custody; for filing a stipulation to such a modification.	[27-05.2-03]	\$30	Motion to Modify \$30
For filing a motion to modify for enforcement or modification of child visitation.		No Fee	
For filing an application for domestic violence protection order.	[14-07.1-03(6)]	No Fee	
For filing petition for disorderly conduct restraining order.	[12.1-31.2-01]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65

<b>Clerk of Court Fee's</b>		<b>PRICE</b>	<b>ADDITIONAL PRICE</b>
<i>*Fee for filing a case for decision in district court*</i>			
For filing petition for disorderly conduct restraining order and proceeding seeks relief due to domestic violence	[12.1-31.2-01(11)]	No Fee	
For filing an action for support of a child where there is no previous existing court order for support of the child.	[Chapter 14-08.1]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
<i>except where action is filed by state's attorney, regional child support enforcement unit, county social service board or department of human services.</i>	[14-08.1-04]	No Fee	
For filing UIFSA support order or action.	[14-12.2-25]	No Fee	
For Registering a foreign child custody order.	[14-14.1-25]	\$10	Fees/County
For filing action for termination of parental rights.	[Chapter 14-17]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
<i>except where action is part of adoption proceeding and filing fee for adoption has been paid or where action is part juvenile proceedings.</i>	[27-20-44]	No Fee	
For filing proceedings in domestic matters not otherwise provided for in 1-2-6	[Title 14 - e.i., adoption, 14-15-09; determination of father/child relationship, 14-17-05]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing appeal from decision of board of county commissioners [11-11-39]	[11-11-39]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
<i>Except where decision involves taking of lands by a county for highway purposes</i>	[24-01-25]	No Fee	
For filing appeal from decision of highway commissioner	[Titles 24 and 39 - i.e., administrative driver license suspensions,	\$80	Civil Legal Service \$15 Civil Filing Fee \$65

<b>Clerk of Court Fee's</b>		<b>PRICE</b>	<b>ADDITIONAL PRICE</b>
<i>*Fee for filing a case for decision in district court*</i>			
	revocations, or cancellations, 39-20-06]		
<i>except where decision involves taking of land by the state for highway purposes</i>	[24-01-25]	No Fee	
For filing appeal from administrative traffic hearing officer's findings	[39-06.1-03(5)]	No Fee	
For filing appeal from municipal court	[40-18-19]	No Fee	
For filing appeal from denial of unemployment compensation benefits by Job Service Bureau	[52-06-32]	No Fee	
For filing appeal from decision of administrative agency, board, bureau, commission, state officer, or political subdivision not otherwise provided for in I 8-12	[Chapter 28-32 or other appellate review statutes - i.e., municipalities, 40-39-10; public service commission, 40-39-12; board of massage therapists, 43-25-12; worker's compensation bureau, 65-10-01]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing probate, guardianship, or any other testamentary cases	[Title 30.1]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
<i>except where petition for guardianship is filed by member of individual habilitation plan team or other state employee in performance of official duties</i>	[30.1-28-03]	No Fee	
A petition for guardianship may be prepared and filed by	[27-20-20]	No Fee	

<b>Clerk of Court Fee's</b>		<b>PRICE</b>	<b>ADDITIONAL PRICE</b>
<i>*Fee for filing a case for decision in district court*</i>			
the state's attorney, a petition may also be prepared by any other person, including a law enforcement officer, who has knowledge of the facts alleged or is informed and believes that they are true. A petition prepared by any person other than a state's attorney may not be filed unless the director, the court or other person authorized by the court has determined the filing of the petition is in the best interest of the public and the child.			
for filing authenticated copies of appointment as domiciliary foreign personal representative	[30.1-24-05]	\$10	Fees/County
For filing, not registering, trust proceedings	[Titles 30.1 and 59]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing a civil action for judicial remedy	[Title 32 - i.e., personal injury, 32-03-01; injunction, 32-07-01; quiet title, 32-17-01; writ of habeas corpus, 32-22-04; establish/citizenship, 32-27-02; change of name, 32-38-02; writ of certiorari, 32-33-01; writ of mandamus, 32-34-01; establish date and place of birth, 32-37-02]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing an action to foreclose on lien	[Title 35]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing claim affidavit and answer when defendant removes action to district court	[27-08.1-04]	\$80	Civil Legal Service \$15 Civil Filing Fee \$65
For filing an affidavit of Custodial Parent under NDCC	14-09-08.2	No Fee	



**Fee for filing foreign judgment, petition of subsequent administration, statement registering trust, or foreign domestic violence protection order**

For filing a foreign decree or judgment under NDCC 26.1-02-19 or 28-20.1-05	\$10	Fees/County
For filing a petition for subsequent administration of an estate under NDCC 30.1-21-08	\$10	Fees/County
For filing a trust registration statement or petition for allowance of trustee's annual report or other remedies under NDCC 30.1-32-02	\$10	Fees/County
For filing a foreign domestic violence protection order	No Fee	

**Fee for filing small claims action**

For filing claim affidavit [27-08.1-03]	\$10	
Fee refunded when case dismissed without prejudice		Fees/County - *No Refund
For filing counterclaim affidavit or answer [27-08.1-03]	No Fee	

**Fee for filing an answer**

For filing an answer to a case that is not a small claims action	\$50	Civil Filing Fees \$50
For filing an answer to a motion to modify an order for alimony, property division, child support, or custody	\$30	Civil Filing Fee \$30
Where a change of venue occurs by the order of any court, no additional filing fee shall be charged by the clerk of the court to which the case has been moved. The county in which the case was initially filed shall not pay the filing fee collected to the county to which the case has been moved.	No Fee	

**Fee for filing any matter authorized to be filed in office of clerk other than a case for decision**

For filing custody order from another state where the order is not filed as part of an existing court proceeding [14-14-15]	\$10	Fees/County
For filing and docketing a transcript of judgment or order from another district court	\$10	
For filing and entering an assignment of judgment [28-20-20]	No Fee	
For filing and entering a renewal of judgment [28-20-22]	No Fee	
For filing an acknowledgment of satisfaction of judgment [28-20-24]	No Fee	

For filing bankruptcy discharge for cancellation of judgment [28-20-30]	No Fee	
For filing a regular or special execution on return [28-21-06]	No Fee	
For filing and indexing or recording a lien [Title 35 - i.e., miner's lien, 35-15-05; hospital lien [35-18-04] except no fee should be charged for filing an attorney's lien pursuant to 35-20-08]	\$10	Fees/County
For filing and entering a certificate of discharge of a statutory lien [Title 35 -i.e., personal property, 35-01-28]	No Fee	
For filing application, affidavit, and undertaking for release of lien	\$10	
For all services in proceedings for deposit in court	\$10	Fees/County
except where the deposit is being made in conjunction with a previously filed case	No Fee	

### **Fee for preparing, certifying, issuing, or transmitting any document**

For issuing a certified abstract or certified copy of a judgment, order, or other paper filed or recorded in the office of the clerk, for each document certified	\$10	Fees/County
except where a single request is made for more than one certified copy of the same document [Fee Schedule Bulletin 85-1]		
First certified copy issued	\$10	Fees/County
Each additional certified copy of the same document issued	\$5	Fees/County
For certifying and transmitting a record on appeal to Supreme Court	No Fee	
For preparing and transmitting a certified transcript of a judgment or order to another district court	\$10	Fees/County
For issuing a notice of cancellation and discharge of judgment to another district court to which judgment has been transcribed [28-20-27]	No Fee	
For preparing and issuing a regular or special execution [Chapter 28-21]	\$10	Fees/County
For preparing and issuing a subpoena [Rule 45, NDR CivP]	\$10	Fees/County
except where defendant requests subpoena in a criminal case	No Fee	
For certifying to county recorder that action has not been commenced to enforce a mechanic's lien and that lien is satisfied [35-27-25]	No Fee	

For taking and certifying an acknowledgment of (notarizing) any document [44-05-03]	\$5	Fees/County
For certifying a domestic violence protection order	No Fee	

### Record Searches

For civil record searches (Fee coding varies by funding source)	No Fee	Misc. Revenue: Contract clerks State clerks
For criminal record searches	No Fee	Misc. Revenue: Contract clerks State clerks

### Court Forms

State Court forms are now available to the public on the Supreme Court's website: [www.ndcourts.com](http://www.ndcourts.com). The public may access these forms, posted in fillable format, on the website and use the forms to file certain actions. If a person does not have access to a computer, sets of forms will be provided by the clerk upon request for the designated fee. The available forms and applicable fees are:

Simple Divorce	\$5 per set	Misc. Revenue: Contract clerks State clerks
Modification & Enforcement of child visitation	\$5 per set	Misc. Revenue: Contract clerks State clerks
Forms - Probate / Guardianship	\$5 per set	Misc. Revenue: Contract clerks State clerks
Child Support Review & Amendment	\$5 per set	Misc. Revenue: Contract clerks State clerks
Waiver of Fees	\$2 per set	Misc. Revenue: Contract clerks State clerks
Small Claims	\$5 per set	Misc. Revenue: Contract clerks State clerks
Individual forms from a set	\$.50 / form	Misc. Revenue: Contract clerks State clerks

NOTE: If a person does not have access to a computer to retrieve the small claims Forms, clerks should provide the preprinted sets acquired from the printer. Purchase price is the same: \$5.00

## Copies and Faxes

Copies - State clerks	\$.10/page, \$1.00 min	Misc. Revenue/State
Outgoing faxes - State clerks	\$.25/page, \$1.00 min	Misc. Revenue/State
Reports Run in the normal course of Business	No Fee	No Fee
Reports - Special reports that are not part of the normal course of business.	\$10	Misc. Revenue/State

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## Governmental Agencies

There is no charge for a government agency to make a copy of a document if the purpose of making the copy is retention by the clerk of court while the original is withdrawn.

The clerk of court shall not charge or collect any of the fees in schedules I, Ia, Ib, II, or III from the state, or any state agency, or from a political subdivision or agency thereof. Nor shall any such fees be charged or collected from the public service commission [60-04-10].

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<b>Public Health</b>		<b>TOTAL</b>
Variance Fee for Septic		\$500.00

For a full list of fees charged by Public Health, please contact their office as rates change often.