

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR LINN COUNTY, OREGON

IN THE MATTER OF ESTABLISHING CERTAIN  
COUNTY FEES AND SETTING FORTH ALL FEES  
COLLECTED BY LINN COUNTY

RESOLUTION & ORDER NO. 2016-170  
(Fee Schedule)

**RESOLVED**, That the following Linn County fees be adopted and continue until further Resolution & Order pursuant to LCC 200.110.  
**RESOLVED**, That Resolution and Order No. 2015-188 and 2015-304 is rescinded.  
**ORDERED**, That all departments and offices collect the following fees as allocated to that department or office.

- NOTES:** (1) *This Fee Schedule sets forth all fees set by the public officials of Linn County and adopted by the Board of Commissioners.*  
(2) *In addition, as a courtesy to the public and local government, this Fee Schedule also sets forth fees set by Federal and State law which are charged and collected by Linn County.*  
(3) *Those fees amended after the effective date of this Resolution & Order are effective on the date set in the amendment.*  
(4) *For convenience, some fees are charged by one office (charging office), but are collected by another office (collecting office) to avoid having the customer go to several offices to conduct business. The collecting office will deliver/transfer the collected fee to the charging office.*

ALL DEPARTMENTS/OFFICES	ASSESSMENT & TAX
<p>A. PUBLIC RECORD REQUEST - Fees for making public records available: see Linn County Policy No. 35.</p> <ol style="list-style-type: none"> <li>1. Photocopies (unless otherwise specified by Department or Office) ..... \$0.25/pg</li> <li>2. Media (unless otherwise specified by Department or office):               <ol style="list-style-type: none"> <li>a. CD/DVD-ROM ..... \$2</li> <li>b. Other media ..... <u>actual cost</u></li> </ol> </li> </ol> <p>B. NOTARIAL SERVICES: <i>(maximum amount of Notary fees permitted to be charged ORS 194.164 (1); this section applies to all county departments providing notary service to the public)</i></p> <ol style="list-style-type: none"> <li>1. Administering an oath or affirmation without a signature \$1</li> <li>2. Certifying a copy of a document ..... \$5</li> <li>3. Protesting commercial paper:               <ol style="list-style-type: none"> <li>a. Check drawn on an insolvent financial institution ..... no charge</li> <li>b. Check not drawn on an insolvent financial institution ..... no charge</li> </ol> </li> <li>4. Taking a(n):               <ol style="list-style-type: none"> <li>a. Deposition ..... \$1/pg</li> <li>b. Verification upon an oath or affirmation ..... \$5</li> <li>c. Acknowledgment ..... \$5</li> </ol> </li> <li>5. Witnessing or attesting a signature ..... \$5</li> <li>6. All other notarial acts not specified in this rule ..... \$1</li> </ol>	<p>A. Computer generated data:</p> <ol style="list-style-type: none"> <li>1. Media cost ..... actual cost</li> <li>2. Programmer time ..... \$65/hr</li> <li>3. Model year-end tax run by HELION:               <ol style="list-style-type: none"> <li>a. (Must be pre-arranged) approx. 8hrs. time ..... \$125/hr or \$1,000</li> </ol> </li> <li>4. Custom Queries (Established) ..... \$25/actual cost</li> </ol> <p>B. Copies:</p> <ol style="list-style-type: none"> <li>1. Black and white laser:               <ol style="list-style-type: none"> <li>a. One copy for owners residence:                   <ol style="list-style-type: none"> <li>i. 8-½" x 11" ..... \$0</li> </ol> </li> <li>b. Additional copies or non-owner:                   <ol style="list-style-type: none"> <li>i. 8-½" x 11" ..... \$0.50</li> </ol> </li> </ol> </li> <li>2. Color Copies:               <ol style="list-style-type: none"> <li>a. 8-½" x 11" ..... \$1.00</li> </ol> </li> </ol> <p>C. Standard output information ..... \$ 10</p> <ol style="list-style-type: none"> <li>1. Additional pages ..... \$5/pg over two pages</li> </ol> <p>D. Copying machine:</p> <ol style="list-style-type: none"> <li>1. 8-½" x 11" ..... \$1.00/pg</li> </ol> <p>E. FAX machine usage fees (<i>within USA</i>):</p> <ol style="list-style-type: none"> <li>1. Sending:               <ol style="list-style-type: none"> <li>a. First page including cover ..... \$3.50</li> <li>b. Each additional page ..... \$1</li> </ol> </li> </ol> <p>F. Estimate of potential additional taxes on special assessed land (<i>farm use or forest land value</i>) ..... \$50/account</p> <p>G. Linn County maps:</p> <ol style="list-style-type: none"> <li>1. Maps ..... \$5/ea</li> </ol>
<p><b>NOTE:</b> <i>Notarial fees are included in Surveyor fees</i></p>	
<p>C. Non-sufficient funds (NSF) check fee:</p> <ol style="list-style-type: none"> <li>1. All departments other than Planning ..... \$15</li> <li>2. Planning Department ..... \$25</li> </ol>	
<p>D. Postage ..... actual cost</p>	<p><b>NOTE:</b> <i>a CD of Assessor maps may be obtained from GIS; see the GIS fee schedule.</i></p>

- H. Microfiche/microfilm:
  - 1. Basic rate ..... \$1
  - 2. With research and technical assistance (first ½ hr) .... \$25
- I. Postage ..... actual cost
- J. Research information fee (*must be prearranged*). .... \$40/hr
  - 1. First ½ hour ..... \$25
- K. Manufactured homes:
  - 1. Transaction fee ..... \$80
  - 2. Exemption/Re-title Fee ..... \$125
  - 3. Trip permit fee ..... \$5/section
  - 4. Moving fee ..... \$25
- L. Subdivision/Partition Plat/Condominium/Cemetery
  - 1. Mapping review and account setup
    - a. Base Partition ..... \$110
    - b. Base Subdivision ..... \$220
    - c. Plus ..... \$20/parcel/unit/tract
- M. Fees to General Fund:
  - 1. Seizure fee ..... \$500/actual cost
  - 2. Posting fee ..... \$45  
(\$15/location - 3 postings required)
  - 3. Bank garnishment fee ..... actual cost
  - 4. Delinquent tax file fee for Data exchange .....  
..... \$100/per month
  - 5. Delinquent tax file fee for all others ..... \$200/per month
  - 6. NSF Check Processing Fee ..... \$25
- N. Statutory fees:
  - 1. Advertising fee (the combination of):
    - a. Base fee ..... 5% of total tax
    - b. Plus ..... interest at the time of advertising
  - 2. Lien search fee ..... \$50/actual cost
  - 3. Warrant fee ..... \$20
  - 4. Warrant recording and release fee ..... \$72  
(*Collected by Tax Collector & transferred to Clerk*)
- O. Application Fees:
  - 1. Farm/Forest special assessment fee ..... \$125
  - 2. Low Income housing special assessment fee:
    - a. Ratio method ..... \$175
    - b. Income/Expense Method ..... \$350
  - 3. Owned real property exemption fee ..... \$125
  - 4. Lease real property exemption fee ..... \$175
  - 5. New lease/amended exemption fee ..... \$75
  - 6. Enterprise Zone Exemption fee ..... \$175
  - 7. Construction in Process exemption fee ..... \$175

(*The above application fees are in addition to any statutory late fees that are required with late applications*)

---



---

**CLERK**

---



---

**RECORDING FEES**

- A. Corner Preservation Account fee on filing of instrument  
(*in addition to statutory fees*) ..... \$10/instrument
- B. Locator fee (ORS 205.320(4)(c)) ..... \$3.75
- C. Mining claims:
  - 1. Certificate of ownership of mining claim ..... \$10
  - 2. Additional claim on annual assessment:
    - a. After initial \$5 per page fee ..... \$0.50
  - 3. Location of mining claim ..... \$5/pg

- 4. Proof of labor on mining claim ..... \$5/pg
- D. Plat filing:
  - 1. Affidavit of correction of a plat ..... \$5/pg
  - 2. Cemetery plats:
    - a. First plat sheet ..... \$74  
(*Recording fee \$35, Housing Fee \$20, and Geographic Information fee \$19*)
    - b. Each additional plat sheet ..... \$25  
(*for same cemetery, filed at same time as 1st plat sheet*)
- E. Condominium plats:
  - 1. First plat sheet ..... \$74  
(*Recording fee \$35, Housing Fee \$20, and Geographic Information fee \$19*)
  - 2. Each additional plat sheet ..... \$25  
(*for same condominium, filed at same time as 1st plat sheet*)
- F. Subdivision or partition plats:
  - 1. First plat sheet ..... \$74  
(*Recording fee \$35, Housing Fee \$20, and Geographic Information fee \$19*)
- G. Surveyor Plat Vacation fee (ORS 271.230) ..... \$85
  - A. Each additional plat sheet ..... \$25  
(*for same subdivision or partition, filed at same time as 1st plat sheet*)

**NOTE:** A refund will not be made to a payor for a payment made to record a document or to obtain a record unless: (1) the payor can demonstrate to the satisfaction of the Clerk that the payor was quoted an incorrect recording or record fee; or (2) the payment was for more than \$10.

**ELECTION FEES**

- A. State Voters' Pamphlet fees:
  - 1. County measure ..... \$300
  - 2. Candidate ..... \$600
  - 3. Argument ..... \$300
- B. County Voters' Pamphlet fees (as referenced in ORS 251.325 and OAR 165-022-0020)
- C. Candidate filing fees:
  - 1. Special ..... \$10
  - 2. County ..... \$50
- D. Change of boundary election deposit ..... \$100/precinct
- E. Election data requests:
  - 1. Set-up fee ..... \$12.50
  - 2. Spread sheet (*per 1000 names*) ..... \$2
- F. Maps:
  - 1. 8½" x 11" ..... \$3
  - 2. 8½" x 14" ..... \$4
  - 3. 11" x 17" ..... \$4
  - 4. 24" x 36" ..... \$9
  - 5. 36" x 47" ..... \$12
- G. Electronic list of voters (state-wide or less)
  - 1. Staff, processing time, media used ..... \$25
  - 2. Rate per 100 voters ..... \$0.025
  - 3. Max charge (excluding ) ..... \$500
  - 4. Special formatting requests (one-time fee) ..... \$100