

## FEE SCHEDULE - EFFECTIVE 10/01/2023

Department	Fee Type	Notes	Current Fee
<b>County-wide</b>			
	Electric/Online Convenience Fee	Note: Deposit as IT fee	\$1.00 per transaction
	Fax information to requestee		\$5.00
	Photocopy		\$1.00 first page \$.20 each addtl page
<b>Administration</b>			
	Use of Kincheloe Room		\$25.00
	Other Facilities		
<b>Animal Control</b>			
	Altered dog License		\$10.00
	Unaltered dog license		\$25.00
	Kennel license		\$50.00
	Late license fees		Double
	Reclaim fee (after hrs)		\$50.00
	Reclaim fee	1st offense	\$25.00
		2nd offense	\$35.00
		3rd offense	\$45.00
		4th offense	\$55.00
	Livestock impound/reclaim	1st offense	\$50.00
		2nd offense	\$75.00
		3rd offense	\$100.00
	Boarding fee/day		\$5.00
	Boarding livestock		\$15.00 to cover all livestock \$5.00 for dogs, cats, poultry, small animals, reptiles, amphibians, other winged birds
	Euthanasia fee		\$50.00
	Body/pick up fee		\$5.00
	Animal release fee		\$5.00 per cat \$10.00 per dog or litter \$10.00 per litter cat
	Owner dog pickup fee		\$35.00
	Out of county animal release stray or owned		Eliminate due to not accepting out of county animals
	Quarantine fee		\$25.00 plus \$10.00/day boarding
	Spay/Neuter fee (dog & cat)	Resident	\$25.00
		Non-resident	\$25.00
	Adoption fee	Unaltered (dog/cat)	\$20.00 cat (altered/unaltered)
		Altered (dog/cat)	\$40.00 dog (altered/unaltered)
	Dangerous dog license		\$100.00
	Dangerous dog inspection fee		\$25.00
	Wolf dog cross permit fee		\$25.00
	Wolf dog cross inspection fee		\$25.00
	Kennel license inspection fee		\$25.00
	Multiple dog inspection fee		\$25.00
	Copy of livestock report		\$10.00 per report
	Copy of report		\$10.00 per report
	Violation notice fees:	Dog not licensed	\$50.00
		Failure to produce license	\$50.00
		Failure to attach I.D.	\$50.00

	Failure to rabies vaccinate	\$50.00
	Dog at large	\$50.00
<b>Clerk / Register</b>		
	Vital records fee	\$15.00/\$5.00 each addtl copy
	Searches of Vital Records	\$15.00
	Marriage three day waiver	\$20.00
	Register of Deeds search (for individuals/not companies and within reason)	\$25.00 per name
	Criminal background check	\$10.00
	Notary service	\$10.00
	Certified copy - Circuit Court file room	\$10.00 1st page/\$1.00 each addtl page
	Voter lists	.02 per name
	Poll book list	\$1.00 per page
	Marriage ceremony	\$40.00
	Corrected death certificates	\$8.00 each
	Plat copy	\$5.00
	Veteran I.D. cards	\$10.00
	Special election	\$200.00 base fee/\$50.00 addtl precinct/\$50.00 each addtl ballot style
	Primary/General election	\$350.00 base fee/\$100.00 addtl precinct/\$75.00 each addtl ballot style
	CPL fingerprints	\$15.00
	Non-Criminal fingerprints	\$80.00
<b>Equalization</b>		
	County yearly data - digital	\$1,500.00
	Tax Administration fees	Per parcel to each Township \$3.34
		Per parcel to each Village \$1.07
		Second printed copy of season's tax bill to Township 0.02 per copy
<b>Geographical Information Systems</b>		
	Tax legal description	Free digitally/in person (up to 5). \$2.00 each after 5.
	Beacon Map Print	\$2.00
	Custom Map 8.5" x 11"	\$10.00 additional copies \$2.00 each
	Custom Map 11" x 17"	\$15.00 additional copies \$2.00 each
	Custom Map 36" x 36"	\$30.00 additional copies \$15.00 each
	Custom mapping	\$40.00 per hour
	Digital Aerial Tile	\$ 10.00 / tile (approx 1 section)
	Digital Contours	\$ 40.00 per section
	Digital Parcels (.shp)	\$ 0.50 per parcel
	Issuing new property address	\$150.00
	Address sign	\$20.00 in person (\$30.00 if mailed)
	Mailing Fee	\$10.00
	Aerial Photographs Township	\$200.00
	Excel Mailing List	\$5.00 Set Up and .10/per record
	Plat Map 19.4" X 21.4"	\$10.00
	Plat Map (With Aerial) 19.4" X 21.4"	\$15.00
	Address Points	.10/each
	Local Units GIS Fee	\$500/year
	Custom GIS Website	\$500/year

<b>Information Technology</b>		
CCMAP (16 jurisdictions)		\$500.00 each
<b>Prosecutor</b>		
Fees for cases handled for City of Dowagiac, Villages Cassopolis & Edwardsburg		
Victim Impact Panel		\$30.00
Diversion Fee		\$150.00
Use of TV/VCR		\$50.00 half day/\$80 full day
Copies of dvd/cd		\$25.00 each for CD/DVD/USB
Public Defenders copies	currently provided free	
<b>Sheriff</b>		
Accident/Incident Report		\$20.00
Live Scan Fingerprint		\$80.00
Manual Fingerprint - no charge court ordered prints		\$37.00
CPL fingerprint		\$15.00
Local background check		\$15.00
Copy of digital record		\$50.00
24-hour liquor license (non 501C3)		\$10.00
Laboratory photograph digital		\$2.00
Day rate (inmate cost)		\$15.00
False alarm fees		3 free then \$25.00
Inmate paper service		\$25.00
At fault accidents		\$500.00
Cremation certificates		\$50.00
FOIA - immediate processing		\$20.00
<b>Treasurer</b>		
Folding tax bills for local units		\$0.02
History Search		Pass along cost
<b>Water Resource</b>		
Preliminary plat review		\$250.00*
Final plat review - 20 lots or less		\$250.00*
Additional lots over 20		\$10.00/lot
Drain crossing permit		\$150.00
Drain relocation application fee		\$350.00
Professional review fee		\$500.00*

\*Disclaimer: Engineering and legal fees: The applicant submitting a project to the Drain Commissioner's Office for stormwater design approval shall pay all addtl engineering/legal fee, charges and expenses which the Cass County Drain Commissioner's Office incurs over and above initial application fees in determining whether the submitted project complies with all rules and regulations