

RESOLUTION 2022-17
PARK COUNTY, WYOMING
2022 FEE SCHEDULES FOR SERVICES OFFERED BY
OFFICES OF ELECTED OFFICIALS AND VARIOUS COUNTY DEPARTMENTS

WHEREAS Park County is a political subdivision of the State of Wyoming and is subject to the provisions of the Wyoming Public Records Act ("Act") W.S. § 16-4-201 et. seq.; and

WHEREAS the County of Park, Wyoming (Park County), is a depository of public records and provides services to make those records available to the public; and

WHEREAS each County elected official and department head is considered a custodian or official custodian of County public records; and

WHEREAS the public records not privileged or confidential by law are open to inspection by any person during regular business hours of Park County in accordance with law and within the parameters of W.S. § 16-4-202; and

WHEREAS the public records of Park County are in various formats including, but not limited to, paper, electronic and other physical forms; and

WHEREAS W.S. § 16-4-202(d) establishes the requirements for the electronic copying or inspection; and

WHEREAS W.S. § 16-4-205 provides for penalties for any person who knowingly or intentionally violates the provisions of the Act;

WHEREAS W.S. § 16-4-204 allows for official custodians to charge reasonable fees for copies, printouts or photographs, as well as services rendered in supervising the copying, printing out or photographing;

WHEREAS certain fees, or allowances to charge reasonable fees, for records, services and/or permits have been set by statute; and

WHEREAS this Resolution replaces and supersedes previously recorded resolutions pertaining to public records fees or fee schedules for services and/or permits established by the following offices or departments of Park County, Wyoming;

WHEREAS the Park County Board of Commissioners held a public meeting on February 15, 2022 to consider a proposed new fee schedule for the services and/or permits provided by each County elected official's office and other departments;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners hereby approve the 2022 Fee Schedules for Services Offered by Offices of Elected Officials and Various County Departments;



BE IT FURTHER RESOLVED by the Board of Commissioners that the following fee schedules are attached and incorporated herein, to become effective as of March 1, 2022:

- Exhibit A – Fee Schedule for General Administrative Services Offered by All Offices of Elected Officials and Departments Under the Board of Commissioners of Park County, Wyoming;
- Exhibit B – Fee Schedule for Services Specific to the Park County, Wyoming Clerk’s Office;
- Exhibit C – Fee Schedule for Services Specific to the Park County, Wyoming District Court Clerk’s Office;
- Exhibits D – Fee Schedule for Services Specific to the Park County, Wyoming Information Technology Department;
- Exhibit E – Fee Schedule for Services Specific to the Park County, Wyoming Planning and Zoning Department; and
- Exhibit F – Fee Schedule for Services Specific to the Park County, Wyoming Public Works Department.

ADOPTED by the Board of Commissioners this 15th day of February 2022.

**BOARD OF COUNTY COMMISSIONERS
PARK COUNTY, WYOMING**



Dossie Overfield, Chairman




Scott Mangold, Vice-Chairman



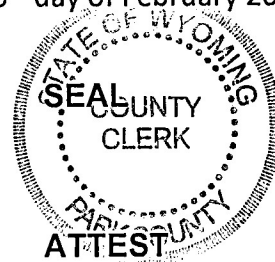
Joseph E. Tilden, Commissioner



Lloyd Thiel, Commissioner



Lee Livingston, Commissioner





Colleen Renner, Clerk

EXHIBIT A

FEE SCHEDULE FOR GENERAL ADMINISTRATIVE SERVICES OFFERED BY ALL OFFICES OF ELECTED OFFICIALS AND DEPARTMENTS UNDER THE BOARD OF COMMISSIONERS OF PARK COUNTY, WYOMING*

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

Standard Copies (single-sided, B&W, color line):

8.5" x 11"	\$0.25 per page
8.5" x 14" (legal)	\$0.50 per page
11" x 17" (tabloid)	\$1.00 per page

Full Color Standard Copies (solid color map or photo/image):

8.5" x 11" first page	\$0.50 per page
8.5" x 14" (legal)	\$1.00 per page
11" x 17" (tabloid)	\$2.00 per page

Plotter-Generated Documents (single-sided, B&W, color line):

18" x 24"	\$2.00 per page
24" x 36"	\$3.00 per page
≥36" x ≥48"	\$0.50 per square foot

Plotter-Generated Documents (solid color map or photo/image):

18" x 24"	\$4.00 per page
24" x 36"	\$6.00 per page
≥36" x ≥48"	\$1.00 per square foot

Files copied to CD/DVD/Similar Media: \$5.00 per CD/DVD

Postage for mailings Going rate

GIS Electronic Data Layers (e.g., parcels, roads, etc.) \$150/layer

Research Time – first 15 minutes \$0

Research Time – over 15 minutes** \$30/hour

*These fees apply unless otherwise specified by individual offices or departments herein or by separate resolution.

**Research time is assigned to available staff at the discretion of the appropriate elected official or department head.

EXHIBIT B

**FEE SCHEDULE FOR SERVICES SPECIFIC TO THE PARK COUNTY, WYOMING
CLERK'S OFFICE**

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

According to W.S. §18-3-402(a)(xvi)	
Title/Uniform Commercial Code (UCC) Department Fees:	
Titles	\$15.00
VIN/HIN and Rebuilt Inspections (W.S. §31-3-102(b)) (Any law enforcement personnel with a badge may do this inspection.)	\$10.00
Statement of Amendment, Continuation or Assignment	\$5.00
Filing and indexing original financing statement	\$20.00
Each additional certificate of title where lien is noted	\$1.00
Termination Statement (Included in Filing Fee)	no charge
Partial Release	\$5.00
Substitution of Collateral	\$5.00
Marriage License Fees:	
Marriage License	\$30.00
Certified Copy	\$5.00
Land Department Recording Fees (including mining claims): Please include a self-addressed, stamped envelope for return.	
First Page	\$12.00
Each Additional Page	\$3.00
Additional recording charge for any instrument with more than five (5) grantors or grantees of a different surname or more than five (5) claim names-each additional name	\$1.00
Additional recording charge for each section (including quarter and quarter/quarter, if applicable), block, lot or tract – description in excess of ten (10)	\$1.00
Plat	\$75.00
Record of Survey Map (W.S. §33-29-801)	\$50.00
Bond Oath and Notary Public Commission	\$12.00
Each Additional Page	\$3.00
Corner recordation or certificate	\$5.00
Military discharge and separation papers	no charge
State tax liens	\$20.00
Federal tax liens	\$20.00
Lien Search & Certification of filings of record and affixing the seal	\$20.00
Misc. Liens (W.S. §29-9-101 thru 102)	\$12.00
Each Additional Page	\$3.00



Filing Fees	
Certification (per document)	\$5.00
Child Support Liens (W.S. §20-6-106(y))	\$12.00
Each Additional Page	\$3.00
Miscellaneous Fees	
Photocopies	\$0.25
IDoc Web Access Subscription	IDOC Market
ArcaSearch Access Subscription	Park County Website – online services to register



EXHIBIT C

**FEE SCHEDULE FOR SERVICES SPECIFIC TO THE PARK COUNTY, WYOMING
DISTRICT COURT CLERK'S OFFICE**

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

District Court Clerk's fees are mandated by Wyoming Statutes and Court Rules as follows:

W.S. § 2-2-401	\$160.00	Probate matters filed or commenced plus associated Inventory and Appraisal fee of \$5.00 per each \$10,000.00
W.S. § 5-3-206 (a) (i)	\$120.00	Civil matters filed or commenced; Adoptions
included 5-3-206 (a) (ii-x)		Miscellaneous fees per Wyoming Statutes; Issuing commission to take deposition: 75¢ Photocopies: \$1.00 first page; 50¢ each additional page Certification of court document copies: 50¢ each Appeal filing fee: \$85.00
W.S. § 5-3-207		Miscellaneous costs for mailing as requested; USPS rates
W.S. § 7-13-1501(b)	\$100.00	Expungement of Records of Convictions
W.S. § 7-13-1502(b)	\$300.00	Expungement of Records of Certain Felony Convictions

Wyoming Rules for Fees and Costs for District Courts

Rule 1 (Appeal)	\$100.00	Payable to District Court plus Supreme Court docket fee of \$140.00 payable to Wyoming Supreme Court
Rule 2	\$10.00	Civil or Criminal Record Search (per name)
Rule 4	\$ 1.00	Electronic transmission of document (per page)
Rule 7	\$ 5.00	Exemplification of Court documents plus copy costs

Wyoming Rules of Civil Procedure

Rule 38	\$ 50.00	6 Person Jury Demand
	\$150.00	12 Person Jury Demand

Voluntary Processing of U.S. Passports

Set Fee mandated by the U.S. State Department: \$35.00 each passport processed

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2022-833 Park County WY 2/15/2022 4:28 PM Fees: \$0.00

EXHIBIT D

**FEE SCHEDULE FOR SERVICES SPECIFIC TO THE PARK COUNTY, WYOMING
INFORMATION TECHNOLOGY DEPARTMENT**

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

Research/Labor Time – First 30 Minutes:	No Charge
Research/Labor Time – Over 30 minutes:	\$30 per hour

Only County-provided media will be used for any electronic copies of data or information.

CD or DVD media required for copies: (does not include Research/Labor Time)	\$5.00 per CD/DVD
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Other media required for copies: USB Jump Drives, Blu-ray Disks, Hard Drives, or other media (does not include Research/Labor Time)	County Cost to Purchase
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EXHIBIT E

**FEE SCHEDULE FOR SERVICES SPECIFIC TO THE PARK COUNTY, WYOMING
PLANNING AND ZONING DEPARTMENT**

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

Permitting and Related Services¹

Item	Fee
Building/Zoning Permit	\$50
Small Wastewater (Septic) System Permit Application – New/Replacement	\$200
Small Wastewater (Septic) System Permit Application – Repair/Modification	\$100
Small Wastewater (Septic) System Re-Inspection	\$100
Non-Standard Wastewater (Septic) System Application	\$50
Permit for an As-Built Small Wastewater (Septic) System	\$1,000 ²
Floodplain Development Permit	\$300
Floodplain Determination Site Visit	\$100
Special Use Permit (with or without Site Plan Review)	\$300 + costs ³
Site Plan Review (where a Special Use Permit is not required)	\$300 + costs ³
Simple Subdivision Application/Sketch Plan & Final Plat Review	\$175
Minor Subdivision Application/Sketch Plan Review	\$200 + costs ³
Minor Subdivision Final Plat Review	\$400
Major Subdivision Application/Sketch Plan Review	\$250 + costs ³
Major Subdivision Preliminary Plat Review	\$250 + costs ³
Major Subdivision Final Plat Review	\$500 + \$25 per lot
Amended Plat	\$200 + costs ³
Partial or Complete Vacation of Plat	\$200 + costs ³
Investigation Fee (Violations)	\$150
Text Amendment	\$250 + costs ³
Variance Request	\$200 + costs ³
Zoning Map Amendment	\$400 + costs ³
Research/Project Time ⁴ (over 15 minutes) – Office Admin/Assistant	\$25/hr.
Research/Project Time ⁴ (over 15 minutes) – SWW Administrator	\$30/hr.
Research/Project Time ⁴ (over 15 minutes) – Planner I/II	\$35/hr.
Research/Project Time ⁴ (over 15 minutes) – Director	\$40/hr.

¹ Requested modifications or amendment(s) to permits/permitting conditions are subject to the fee(s) imposed for a new application for those permits.

² It is the discretion of a County Delegated Local Official to allow for “as-built” systems to be permitted. Subject to investigation fee and appropriate septic system permit application + fee.

³ Costs include certified mailings to property owners within 660 feet and newspaper publishing costs, if required.

⁴ Research and project time are considered by the Planning Director on a case-by-case basis and are dependent upon the availability of staff/resources.



R&B Foreman

\$ 44.28/Hour

County Equipment (Special Projects)⁵:

Backhoe	\$ 70.00/Hour
Bulldozer (D6 Equivalent)	\$ 150.00/Hour
Dump Truck (Belly Dump)	\$ 90.00/Hour
Dump Truck (End Dump)	\$ 80.00/Hour
Loader/Tool Carrier	\$ 75.00/Hour
Motor Grader	\$ 40.00/Hour
Pickup	\$ 40.00/Hour
Trackhoe Excavator	\$ 90.00/Hour
Water Truck	\$ 50.00/Hour

1. *In addition to the base permit fee, Applicant is responsible for all costs to repair or replace public and/or private infrastructure that is impacted during work covered by permit. Applicant is also responsible for all costs associated with new/replacement mailboxes, culverts, signs, fence, and cattleguards associated with private driveways or frontage related to the County road right-of-way. Right-of-way Permit Applications that involve multiple category "Types" will only be charged a fee for the highest "Type". For example, an application for a new driveway access that also requires a culvert, mailbox, and a cattleguard will require only the "Type 4 – New Access Fee".*
2. *A new public utility or extension fee is for the first \$1000 feet or less. For longer public utility line(s) or extension(s), the fee shall be the base fee (\$300) plus \$100 for each additional 1000 feet of utility line (calculated proportionally based on the actual lineal footage installed as verified by Park County Public Works Department).*
3. *All listed maps and documents may be downloaded in digital format from the Park County web site at www.parkcounty.us on the Public Works Department page.*
4. *Includes labor and direct benefits.*
5. *Does not include the cost of operator. See labor rates for the cost of operator(s).*
6. *\$150 for the first sign, and \$100 per each additional sign.*



EXHIBIT F

FEE SCHEDULE FOR SERVICES SPECIFIC TO THE PARK COUNTY, WYOMING DEPARTMENT
PUBLIC WORKS DEPARTMENT

Approved by Resolution on February 15th, 2022. Effective March 1, 2022.

1. Right-of-Way Permits¹

A. Type 1 (Replacement of Mailbox, Cattle Guard, and/or Culvert):	\$ 25.00
B. Type 2 (New Mailbox, Cattle Guard, and/or Culvert):	\$ 75.00
C. Type 3 (Improve Existing Access):	\$ 75.00
D. Type 4 (New Access):	\$ 125.00
E. Type 5 (New Access combined with Address)	\$ 100.00
F. Type 5 (New Utility Service):	\$ 50.00
G. Type 6 (Public Utility Repair/Replacement w/o Road Crossing):	\$ 150.00
H. Type 7 (Public Utility Repair/Replacement w Road Crossing):	\$ 250.00
I. Type 8 (New Public Utility or Extension) ²	\$ 300.00

2. Publications/Maps³

A. Address Plat Book	\$ 75.00
B. Address Plat Book Annual Update	\$ 30.00
C. County Road Map	\$ 10.00
D. County Road & Bridge Standards Book	\$ 10.00

3. Address/Road Naming

A. New Address & Address Marker (Installed)	\$ 150.00
B. New Address & Marker Installed (Combined with ROW Permit)	\$ 100.00
C. New Road Name Sign (no Installation)	\$ 25.00
D. New Road Name Sign (Installed)	\$ 150.00
E. Replacement of Address Marker (Installed)	\$ 50.00
F. Subdivision Signage ^{Reference "6"}	\$ 150.00

Staff Time (Special Projects)⁴:

Administrative/Technical Assistant	\$ 24.43/Hour
Sign Technician	\$ 30.19/Hour
Operations Coordinator	\$ 31.73/Hour
Operations Manager	\$ 41.13/Hour
Project Manager	\$ 48.61/Hour
County Engineer	\$ 62.35/Hour
Equipment Operator I	\$ 33.26/Hour
Equipment Operator II	\$ 36.31/Hour
Equipment Operator III	\$ 42.99/Hour
Mechanic	\$ 42.66/Hour
R&B Assistant Foreman	\$ 42.99/Hour