Open records requests through the County Clerks Office

All requests for open public records shall be submitted to the Dickinson County Clerk’s Office. Persons making requests for open records shall be charged a fee in accordance with the following schedule.

Due to specific kinds of documents and reports and the methods used to process these documents and reports, record custodians in individual departments may at their discretion establish separate reasonable fees, in accordance with the Kansas Open Records Act, for documents and reports unique to that department, provided the established fees are posted in full view of the public. Additionally, the custodian may assess such additional charges as may be necessary to pay actual mailing and handling costs accrued in responding to requests through the mail service.

County Clerk & Election Office

Per page charge for documents: $0.50
Per page fax request: $0.50
Charge for each hour or part, thereof, research time for each request $40.00
Genealogy requests: $40.00
(plus $.50 per page if copies are made)

Voter Registration Lists:

- Paper copy list (containing voter name and address) Set-up fee: $30.00
- Email voter list (containing voter name and address) Set-up fee: $30.00
- Paper Copy List (printing fee): $0.50 per page
- Other items requested additional fee (Party, Precinct, Etc.): $5.00 per item
- Email advance voter list – one time set up fee of: $30.00
  (this includes the weekly update to the advance voter list)
- $5.00 each week
Geographical Informational Services (GIS)

Note – all electronic copies of data for any reason or purpose shall be stored on a medium provided by county personnel, and at no time shall any external data storage device be attached to any county computer for the purpose of transferring data!

Printed Maps
Larger (Includes City and Township maps) $3 per square foot

Custom sized maps $40-hour research fee

Data
Data will be in shape files, jpeg or PDF format.
E-mailed Data Files $40-hour research fee
for 1st hour then in 15min. increments

Data Files on CD or flash drive $40 research fee
for 1st hour then in 15min. increments

Register of Deeds

Genealogy research requests requiring staff time $30 per hour per staff member (minimum of $7.00)
**Emergency Communications**

Copy of audio recordings (CD or flash drive) $30 per incident (some recordings may not be subject to open records requests) plus $25 for CD or FD

**Zoning & Flood Plain Management**

**Zoning Permits**

All construction, residential or commercial must have a zoning permit. *

- Residential structure fee * $150
- Accessory structure fee (includes both res and ag) $50 per 1000 sq. ft.
- Addition $50
- Commercial Grain Bin $50

**Zoning Fees**

**Plats**

- Preliminary Plat  
  $250 + $10 per lot  
  Up to $500
- Final Plat $200
- Lot Split $50
- Boundary Shift $50

**Actions requiring public hearing**

- Conditional Use $200
- Variances $150
- Appeal Administrative Decision $50
- Zoning Changes $200
- Special Exceptions $100

**Other permits**

- Sign permit $25
- Temporary Use Permit  
  - 60 day permit $25  
  - 90 day to 1 year $50  
  - Extensions $25
Special Event Fees
  Concert Events + bonds $500
Floodplain Development Permits*
  Permits $250
*Fees do not apply for stream bank stabilization projects

- Permits are good for one (1) year; a six (6) month extension may be obtained from the Zoning Administrator at no additional cost.
- Any of the permitted items started without an approved permit, may be charged a penalty equal to double the original permit fee.
- Violations of Zoning Regulations can be fined up to $500 per violation up to a total of $2,500, and/or a six (6) month jail term. Each and every day such violation is allowed to continue would constitute a new violation.
- Time allowed correcting a violation, 30 days with one extension.

**Sanitarian Services**

New/modified wastewater system
Construction permit application
  **Includes site visit and soil evaluation** $150

New/modified septic tank or
Lateral field permit $75

Existing wastewater system inspection $150
  property transfer
  NPS cost-share
  operating permit
  refinancing inspection

Wastewater system inspection for refinance $100

Water screening for bacteria $10
Water screening for nitrate $5
Inspection of well and water screen
**Done in conjunction with a wastewater inspection**
- For a property transfer or refinance $50
- For a first-time Daycare Foster Care inspection $30

Sanitary Installer/Contractor License Fee
- Initial or first year fee $100
- Yearly Renewal Fee $25

Sanitary Service License Fee:
- Initial or first year fee $100
- Renewal fee $25

New Water Well Permits $50
**Hit water within 100 ft of permitted area**
**Notify to reissue permit area**

**Transfer Station**

Transfer Station yearly residential fee $18

Refuse Collector’s yearly license fee
- Trucks ¾ ton or less = per truck $25
- Trucks >¾ ton = per truck $50

**Transfer Station Gate Fees:**

Minimum charge 400 lbs. or less $10

Over 400 lbs. .031 cents per pound or $62 per ton

Tires up to P/235 (car tires) ea. $3
Tires 16” up to 11 x 24.5 (truck tires) ea. $8
Tractor, motor grader, and other large tires, ea. $15
**Double charge if tire is on rim**
Trees and brush $10 per load

**SPECIAL CHARGES:**

- Uncovered loads – penalty $10
- Special waste- minimum load one ton $62 per ton
- Weighed loads $2

**Noxious Weed Department**

**Chemical List: (subject to change depending on supply)**

- 2,4-D Amine
- 2,4-D LV Ester
- Dicamba [Banvel, etc]
- Tordon 22K*
- Milestone
- Escort XP
- Pasturegard HL
- Vessel
- Premier 90
- Imitator Plus
- Buccaneer Plus
- Plateau
- Vanquish
- Remedy Ultra

Note – All chemicals used for spraying noxious weeds are sold in accordance to Kansas Statutes and may be updated or changed periodically. Due to fluctuating prices from our supplier, please contact the Noxious Weed Department for a current list of chemicals and prices.

* Restricted Use Chemical
**Equipment and Labor fees:**

**Per hour:**
- First operator: $30.00 hour
- Second operator: $28.00 hour
- 2 Ton spray truck: $55.00 hour
- 1 Ton spray truck: $45.00 hour
- 4 Wheeler/sprayer: $25.00 hour

**Per day:**
- Rental sprayer: $25.00 / day
- Rental sprayer: $40.00 / weekend

**County Appraiser**

Data research: $40 hour research fee for 1st hour then in 15 min increments.

Standard Query Report: $10.00

Maps (only applies to pre-made maps, all others to be provided by GIS dept)
- 8-½” x 11” size pre-printed maps color or b/w: $5

Printed documents: see open records rates

**Health Services**

**IMMUNIZATIONS/VACCINATIONS:**
$30 Administration Fee + cost of vaccine (subject to change)
**ACCEPTED INSURANCE**
We can bill most commercial insurance; however, we are not contracted with all insurances. Clients will need to contact their specific carrier to determine coverage of their specific policies.

Our sliding fee schedule is determined by Federal Poverty Guidelines and is income based. Documentation is required.

Vaccine for Children Program is available for those that qualify.

**OTHER SERVICES:**

- Administration Fee $30
- Blood Pressure Check $5
- Weight Check $5
- TB Skin Test Paper Screen $10
- TB Skin Test – Serum $32.50
- TB Skin Test – Read Only $5
- Allergy $30
- Nursing Assessment $25
- Pediculosis (head lice) $25
- Fluoride Varnish $25
- Vision Screening $20
- Child Physicals $100
- Pure Tone Hearing Screen $20
- Hearing Screening, pure tone $20
- Tympanogram $20
- Hearing OAE $20
- Hearing-play audiometry $20
Breast Pump Rental:
Breast Pump Kit $40
Monthly Rent (in-county) $5
Monthly Rent (out of county) $10

**Emergency Medical Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>2024 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Charge</td>
<td>$18</td>
</tr>
<tr>
<td>Non-Covered Mileage</td>
<td>$18</td>
</tr>
<tr>
<td>ALS-1 Non-Emergency</td>
<td>$700</td>
</tr>
<tr>
<td>ALS-1 Emergency</td>
<td>$800</td>
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<tr>
<td>BLS Non-Emergency</td>
<td>$550</td>
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<tr>
<td>BLS Emergency</td>
<td>$650</td>
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<tr>
<td>ALS-2</td>
<td>$1,000</td>
</tr>
<tr>
<td>Specialty Care Transport</td>
<td>$1,100</td>
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<tr>
<td>Hospice</td>
<td>$300</td>
</tr>
<tr>
<td>Stand-By</td>
<td>$35 per ½ hr.</td>
</tr>
<tr>
<td>Continuing Education/CPR</td>
<td>$30</td>
</tr>
<tr>
<td>Out of County Resident</td>
<td>$100 per person</td>
</tr>
<tr>
<td><strong>in addition to base rate</strong></td>
<td></td>
</tr>
<tr>
<td>Treatment No-Transport – Level 1</td>
<td>$125 per person</td>
</tr>
<tr>
<td><strong>charge if treat a patient and they then refuse transport</strong></td>
<td></td>
</tr>
<tr>
<td>Treatment No-Transport – Level 2</td>
<td>$475</td>
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<tr>
<td>Triage No-Transport</td>
<td>$75 per person</td>
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<tr>
<td><strong>if patient requests assistance and then refuses transport.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Patient will be allowed x 2 requests before charges will be made.</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Road & Bridge Department**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway/Construction use permit (residential)</td>
<td>$85</td>
</tr>
<tr>
<td>Highway/Construction use permit (commercial)</td>
<td>$250</td>
</tr>
<tr>
<td>Highway Moving permit</td>
<td>$200</td>
</tr>
</tbody>
</table>
**Sheriff Office**

Copy of Photos or Audio/Video Recordings  
$30 per incident  
+ $25 for each CD or flash drive

Copy of Paper Reports  
$16 minimum charge  
+ $.50 per page for more than 32 pages

All electronic copies of data, for any reason or purpose, shall be stored on a medium supplied by County personnel. At NO time shall any external data storage device be attached to any County computer for the purpose of transferring data.

The above fee schedule is hereby adopted on this 11th, day of January, 2024, and shall take effect immediately upon passage. The fees contained herein shall take precedence over any previously set fee schedules or resolution(s) dealing with the same fee amounts.

**Be it so resolved.**

Updated January 11th, 2024

Approved by resolution 011124 on Jan 11th, 2024