



# BELTRAMI COUNTY

## 2025 Fee Schedule

Adopted: December 3, 2024

### GENERAL ADMINISTRATIVE FEES & CHARGES (Unless Higher Fee is Approved for Department)

	<b>Current Fee</b>
Photocopying (County business)	5 pages or less: no charge Over 5 pages: \$0.25/page
Photocopying (Non-County business)	\$3.00 plus \$0.25/page
Photocopying (Archive Book copy fee)	\$5.00/page
Fax (County business)	25 pages or less: no charge Over 25 pages: \$0.25/page
Fax (Non-County business)	\$3.00 plus \$0.25/page
Notary Fee	\$2.00
NSF Fee	\$30.00
General Research & Computer Generated List Fees	(Not otherwise addressed in Departmental Fee Schedules)
Base Research Rate/Public Data Request	\$50/hour (1 hr minimum)
Personnel Time	Hourly Rate plus Benefits
• 10 pages or under	\$10.00
• 11 to 100 pages	\$25.00
• Additional pages	\$.02/page
Computer Time	\$0.00
Supplies: Computer Paper	\$0.02/page
Computer Disks	\$2.00/disk
Copies	\$0.25/copy if over 5 Pages
Labels	\$0.02/label
Shipping	Actual Cost to Send Results
Property Management Portal	<b>Subscription Fee</b>
Property and Tax Records Fees	\$50.00/month (3 month minimum) No transaction fee
County Administration Building Meeting Room Reservation	\$50.00
<b>Solid Waste Service Fee</b>	<b>Current Fee</b>
Residential	\$176.00/year
Seasonal	75% of residential/year
Low income/disabled rate if application approved	50% of residential/year
Out of County MSW	\$185.00/ton
C & D (Demolition Landfill)	\$18.00/yard

C & D (Demolition Landfill w/o solid waste ID/Fee)	\$40.00	
Demo-Clean Shingles (Demo Landfill)	\$10.00/yard \$15/Non-resident	
Stumps (Landfill)	\$5.00/yard	
Non-Resident/Commercial Tree Debris	\$5.00/yard	
Crushed Concrete (when available at the Demo Landfill)	\$23.00/cubic yard	
C & D (Blackduck & Bemidji Transfer Stations)	\$20.00/yard	
Furniture, bypass & treated wood	\$20.00/yard \$178.00/ton	
Shredding	\$25.00 min \$75.00/cart	
Commercial self haul license	\$10.00/year	
Bemidji & Blackduck Commercial self haul MSW w/License	Tier System See Attachment A	
Commercial Hauler License	\$200.00/year Late fee \$25.00	
Certified Scale Weight	\$5.00/each	
E-Bike batteries	\$25.00/each	
<b>Commercial Disposal Fee</b>		
Appliances	\$30.00/each	
Compost	\$45/ton	
Electronics	\$0.60/lb	
Tires	\$4.50/passenger \$19.00/semi \$450.00/ton Commercial/Ag Off Road Tires \$500.00/ton	
Commercial Oil filter	\$5.00/lb	
Lamps (Neon/UV/LED,HID)	Current State Contract price	
Fluorescent tubes	\$0.25/each/4 ft \$0.50/each More than 4 ft	
Ballasts	\$1.50/lb	
<b>Administrative Fees</b>		
Sorting/Clean-up Fee	\$100.00/hr	with ½ hr minimum
NSF Fee	\$30.00	
Late Payment Fee	1.5%/month after 30 days	
Min. Remote Transfer Site Clean-up Fee	\$250.00	
Haul Rate	\$2.56/mile	

## AUDITOR/TREASURER FEES

<b>Licenses:</b>	<b>Current Fee</b>
Ordination Filing Fee	\$35.00
Duplicate Marriage License	\$25.00
Marriage Certificate Amendment	\$40.00
Marriage Ceremony	\$50.00
Fireworks Permit	\$25.00
Pawn/Second Hand Goods	
• Pawn/Second Hand Goods License	\$75.00
• Pawn – Manually Entered Monthly	\$3 per transaction \$100 minimum
• New Applicant Investigation Fee	In State maximum \$500.00 Out of State maximum \$10,000.00
• Renewal Investigation Fee	\$60.00
Cannabis Registration	Initial \$500.00 or 50% of license fee, whichever is less
Cannabis Registration Renewal	\$1,000.00 or 50% of license fee, whichever is less
Cigarette License	\$100.00
Cigarette License Transfer Fee	\$25.00
Transient Merchant	\$150.00
Transient Merchant Late Application Fee	\$25.00 additional
Auctioneer License	\$20.00
Liquor Licenses	
• On Sale	\$1,250.00**
• On Sale near Bemidji	\$2,000.00**
• Off Sale	\$500.00**
• Sunday Sale	\$200.00
• Seasonal	75% of License Fee
• Northern & Turtle Lake Township	Plus 20%
• Set-up (Club Licenses)	State \$250.00 County \$100.00
• Wine/Strong Beer	\$300.00
• New Investigation Fee In State	minimum \$100.00 maximum \$500.00
• New Investigation Fee Out of State	Actual Cost up to \$5,000.00
• Renewal Investigation Fee	\$60.00
• Duplicate Display License Fee	\$10.00
• Late Application Fee	Up to \$100.00
• Temporary License	\$75.00
**Prorated per month after January	
Beer Licenses	
• On Sale	\$75.00
• Off Sale	\$25.00
• Combination On/Off	\$100.00
• Late Application Fee	\$20.00
• Temporary Beer – On Sale	\$25.00
• Investigation Fee	Same as Liquor License Fees

<b>Service</b>	<b>Current Fee</b>
Base Research Rate	\$50.00/hr
Registered Voter Certification	\$5.00
Passport Photo	\$15.00
• Each Additional	\$5.00
Driver's License Manual	\$7.00
Motorcycle Manual	\$7.00
Commercial Driver's License Manual	\$15.00
Certified Bonding Information Request	\$100.00
Certified 10 Largest Taxpayer List	\$100.00
Certified Audit Reports	\$50.00
Delinquent Tax List	\$50.00
Bulk Tax Roll	\$0.05/parcel
Refunds of Overpayment	Any amount over \$10
Bail Bond Accounting Fee	\$25.00
Unclaimed Property/Missing Heir Report	\$25.00
Tax Abatement	\$25.00
Escrow Annual Fee	\$5.00/parcel
Escrow Annual Fee – Local Bank	\$3.00/parcel
Escrow Noncompliant Submission	\$25.00
Escrow Refund/Correction Fee	\$25.00
Escrow Out of Balance Research Fee	\$50.00/hour
Special Assessment Delinquent Solid Wste	\$25/parcel
Special Assessment Initial Fee	\$100.00
Special Assessment Maintenance Fee (10+ parcels)	\$50.00 Plus \$1.00/parcel
Special Assessment Maintenance Fee (Less than 10 parcels)	\$1.00/parcel
Special Assessment Abatement/Adjustment	\$25/1-10 parcels \$50/11-25 parcels \$100/26+ parcels
TIF Initial Fee	\$400.00
TIF Maintenance Fee (10+ parcels)	\$250.00
Confession of Judgment Fee	\$100.00
Repurchase Application Fee	\$100.00
Delinquent Tax Publication Fee	\$25.00
Forfeiture Auditor Treasurer Fee	\$100.00
Forfeiture Sheriff Service	\$60.00
Forfeiture Eviction Attorney Fee	\$50.00
Forfeiture Eviction Court Filing	\$250.00
Forfeiture Eviction Writ Fee	\$40.00
Supplemental Certificate	\$100.00/plus recording fee

## COUNTY ASSESSOR

<b>Service</b>	<b>Current Fee</b>
Manual Split of Taxes	\$20.00
New Parcel Set-up	\$10.00/parcel
Assessment Fee for townships per parcel	Adjusted based on COLA
Bulk Assessment Roll	\$0.05/parcel

## COUNTY RECORDER & REGISTRAR OF TITLES

<b>Service</b>	<b>Current Fee</b>
Plat Fee (copy or email)	\$10.00
Mail/E-mail Request Fee	\$5.00 plus \$1.00/page
Partial Plat Photocopy Fee	\$5.00
Report Fee	\$100.00/month all docs or \$20.00/month per doc type
Refunds of Overpayment	Any amount over \$10.00
Deposit of Papers (MS 600.23)	\$200.00/year
Certified Mail	\$5.00 or Actual Cost
Recorder Fax Fee	\$5.00 plus \$1.00/page
Copy Charge from Books	\$5.00 per copy
CIC Document Review for other governing agencies	\$100.00
Electronic Bulk Images	\$0.20/image

## NATURAL RESOURCE MANAGEMENT

<b>Service</b>	<b>Current Fee</b>
Agricultural Leases	\$26.75/acre
Balsam Bough Permit	\$50.00
Easements	Land value and timber value within easement, plus recording fee Application fee \$250.00
Land Exchange	Application fee: \$250.00
Maple Syrup Permit	\$25.00 per requested area
Salvage Permit	\$25.00
Sand and Gravel Permit	<b>Township</b> \$1.50/cubic yard includes \$0.10 per cubic yard reclamation fee  <b>County Highway Dept</b> \$1.00/cubic yard includes \$0.10 per cubic yard reclamation fee <b>Natural Resource Management</b> \$0.10 per cubic yard reclamation fee
Movil Maze Shelter	\$75.00/day \$100/Damage deposit

Three Island Park Shelter	\$60.00/day \$100/ Damage deposit Plus \$25/day for additional space for tents, etc.
Timber Stumpage Base Rates	Set Annually by Department
Timber Trespass (M.S. 90.301)	Double Stumpage (casual & involuntary) Triple Stumpage (willful)
Harvest Extension (1-year when authorized)	10% of un-cut balance (based on bid price)
Overrun Accounts (Logger harvests more timber than was estimated and paid for)	Timber Overrun Payment due 30 days from date of overrun – 10% annual interest for overruns exceeding 30 days
Timber Sale Down Payment	15% of appraised value day of auction sale. Balance of 15% “bid-up” value due with 15 days of sale date.
Special Use Leases	Reviewed individually and set by County Board
Recreation Map	\$4.00
Plans (free on website)	
• Forest Management Plan	\$10.00/copy
• Recreation Trails Plan	\$10.00/copy
• Park Plan	\$10.00/copy
Timber Sale Permits/maps (free on website)	
• Responsible Operators	Free
• Other interested parties	\$3.00/copy

#### **ENVIRONMENTAL SERVICES**

<b>Service</b>	<b>Current Fee</b>
Building Permit Fee (Commercial or Residential)	\$150/Minimum \$0.39/sf (footprint)
Accessory Buildings	\$0.28/sf
Decks	\$80.00
Fences	\$80.00
Violations – Work Without Required Permits	Regular fee plus administrative fee (minimum 2 hours)
Sanitary Sewer Permits (New)	\$225.00
Sanitary Sewer Permits (Repair)	\$175.00
Sanitary Permit Privy	\$100.00
Sanitary Permit for Holding Tank	\$300.00
Soils Verification	\$125.00
Administrative Fee	\$65.00/hr
Commercial Sanitary Sewer Permit	
Small (0-999GPD)	\$325.00
Medium (1,000-2,499 GPD)	\$475.00
Large (2,500-9,999 GPD)	\$625.00
Variance Application	\$600.00

After the fact Application Variance Recording Fee	Double application fee \$46.00
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Shoreland Alteration	
• Shoreland Alteration Permit	\$125.00
Conditional Use Permit	\$600.00
Recording Fee	\$46.00
Plats (including PUD & CIP)	\$600.00 plus \$50.00 per lot
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Division	
Preliminary Request	\$50.00 per parcel
Approved Division	\$75.00 per parcel
Public Gathering Permit (plus actual costs if they exceed permit fee)	Tier 1: \$1,000 Tier 2: \$2,500 Tier 3: \$5,000
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Short-Term Rental Application Fees	Type A: \$200.00
After-the-fact applications are double the normal fee	Type B: \$400.00 Type C: \$800.00 plus recording fee
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<b>Wetland Service Fees</b>	
Completed Combined WCA Project Application	\$300 (\$900 if application issued after the fact)
Exemption Certificate	\$40.00
Wetland Onsite Replacement	\$500.00
Appeal on Wetland Decision	\$500.00
Wetland Bank Concept Plan Review Part A	\$300.00
Wetland Bank Full Application	\$1300.00 (Additional hours over 20, \$65.00/hr)

## HIGHWAY DEPARTMENT

<b>Service</b>	<b>Current Fee</b>
Equipment Rental Cost Schedule (Intergovernmental Only)	<b>Motor grader</b> blading/plowing \$180/hr <b>Tandem truck plowing</b> \$180/hr Mowing \$135/hr Steaming Culverts \$160/hr <b>Other Equipment</b> Internal Equipment Rate +Operator Labor Rate <b>Patching/Crack Filling</b> \$180.00/hr Plus Materials
Labor (Intergovernmental Only)	Employee Labor Rate Plus Labor Benefit Additive
Materials (Intergovernmental Only)	<b>Salt &amp; Sand</b> <b>Culverts, Aprons, Bands</b> <b>Blades, Cutting Edges</b> Set Monthly by Dept. plus 8% handling & Admin Fee

Mail Box Support, includes installation	On County Roads No Charge Off County Roads \$225.00
Specific Service Sign	\$300/each
Adopt-a-Highway Sign	\$0.00
<b>Right-of-Way Management Fees</b>	<b>Current Fee</b>
Registration Fee	\$0
Excavation/Obstruction/Utility Permit Fee	\$100 up to 1 mile \$50 each additional mile
Construction Performance Bond	\$100,000 for utility companies \$1,500 Commercial \$500 Residential
Permit Extension Fee	\$0
Delay Penalty	\$500.00/day plus any damages charged by the construction contractor and including any liquidated damages consistent with the contract
Work done without Permit Fee	\$1000.00 plus costs to correct damages (both excavation & obstruction fees will be considered to be \$500 for this item)
	Municipalities of Beltrami County must register but shall be exempt from fees
Entrance Permit	\$150 Residential Plus \$500 construction performance deposit \$250 Commercial Plus \$1,500 construction performance deposit
Moving Permit	\$25/oversize single trip w/legal axel weight \$200/annual oversize up to 14' H x 14.5' W x 95" L/legal axel weight \$50/single trip overweight Plus \$500 each bridge load rating review \$300/annual for 6 axel 90,000 construction materials & raw agricultural products \$500/annual for 7 axel 97,000 construction materials & raw agricultural products
Special Event Permit	\$0 Government Sponsored \$100 Private/Non- Govt Sponsored



## SHERIFF'S OFFICE

<b>Service</b>	<b>Current Fee</b>
Notice of Intent to Redeem	\$100.00
Dangerous Dog	\$100.00
Civil Service, plus mileage	\$60.00
• Duplicate certificate of service	\$10.00/each
Mileage Rate, based on round trip	Current IRS Rate, minimum fee \$10
Collections after Execution	8% of amount collected
Filing Fee	\$46.00
Sale Notices, posting three times	\$70.00
Legal Not Found, plus mileage	\$60.00
Securing Property in Replevin, Attachment or Execution, Escorts, Court Orders, Private Events	\$60.00 per document served plus (2) Deputy's time (2 hour min) plus mileage
Sheriff's Sale, per sale held	\$60.00
Certificate of Sale	\$50.00
Redemption of Property	\$250.00 (\$50.00 non-refundable)
Levy	\$50.00
Writ of Execution Deposit in Advance of Service	\$120.00 Additional funds may be needed
Deputy Time Based on Overtime Plus Benefits plus County Squad Costs	\$100.00/hr (2 hr minimum)
Lockout (remove evicted party) Based on Deputy Time (up to 2 Deputies)	\$100.00/hr/each Deputy (2 hr minimum) Plus mileage
Background Checks	\$5.00 per check
Handgun Permit	
• New Permit	\$100.00
• Renewal(up to 90 days before expire)	\$75.00
(within 30/days after expire)	\$85.00
(31 days after expire)	\$100.00
• Gun Transferee Permit	N/C
• Replace lost or stolen permit	\$10.00
Intake of Firearms – Domestic violence & court ordered	\$26/firearm (due immediately) thereafter \$26/month/firearm. 90 days w/0 payment, weapon is considered abandoned
Explosives Permit for Govt entity or Contractor for Govt entity	\$0.00
Explosives Permit for Non-Govt entity	\$15.00
To Members of the public: Copies, photographs, video, audio, data on CD or DVD, data stored electronically	Actual Cost
	Actual Cost includes search & retrieval (research fee), printing costs, employee time to print/copy or transfer and cost of CD, DVD or jump drive

To Data Subject: Copies, photographs, video, audio, data on CD or DVD, data stored electronically	Actual Cost
	Actual Cost no matter how many copies & includes employee time to make copy (includes paper or copy to electronic medium), cost of storage medium, no charge for search and retrieval
Employee time (search & retrieval) Billed at the rate of the lowest paid employee able to complete the task	\$33.00-\$88.00/hr
(transcription)	\$35.00/hour
<b>Boat &amp; Water Permit Admin Fees</b>	
• Swim raft or object that constitutes a hazard to navigation	\$10.00/2 yrs
• Races, competitions & Exhibitions	\$20.00/event N/C for non-profits
Fingerprinting	\$25.00
• Duplicate copies (2)	\$5.00
Forfeited Vehicle Storage Fees	\$50/first 24 hrs \$10/day thereafter Plus actual towing expense
Immobilization Removal	\$5,000.00
Security Video Research & Recording	\$50/hr to research, retrieve & save to usb thumb drive \$13/per drive

## JAIL

<b>Service</b>	<b>Current Fee</b>
Booking Fee	\$25.00
Portable Breath Test (PBT)	\$10.00
Huber Work Release Fee	\$20.00
Medical Co-Pay/Doctor/Nurse visit	\$5.00 nurse/\$10.00/doctor
Prescription Service Fee	Actual cost of prescription
OTC Medications	\$1.00
Electronic Monitoring	\$15.00-\$17.00/day
Drug Testing Fee –	\$5.00 for subsequent test, \$25.00 for appeals/requests to send to Medtox for testing
Out of County – Court Ordered Drug Test	\$25.00
Research, copying & other related expenses	See Sheriff Fees

## GIS

<b>Service</b>	<b>Current Fee</b>
Special Requests & Technical Services	\$60.00/hour
County Surveyor Plat Checking Fee	\$80.00/hour
Labels	\$1.00/sheet
Data written to CD-R/DVD-R	\$5.00/disc

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**911/Addressing Fees**

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Locatable Address Application Fee	\$100.00
Noncompliant Address Assessment Fee (individuals who do not follow application process to obtain an address)	\$100.00 if paid by end of current tax year, after that \$200.00/time and certified to property taxes to ensure payment
911 Assessment Fee	\$10.00/year

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**Maps**

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Aerial Photo/GIS Map- 8-1/2"x11"	Property Owner: First Copy Free Add'l = \$1.00/each Non-Property Owner = \$1.00/each
Aerial Photo/GIS Map 11"x17"	Property Owner: First Copy Free Add'l = \$2.00/each Non-Property Owner= \$2.00/each
Large Format Aerial Photo/GIS Map (larger than 11"x17")	\$10.00/each

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**County Highway Maps**

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County Highway Map	\$4.00/each (includes tax)
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**Plat Books**

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Plat Book, printed	\$40.00/each (includes tax)
PDF on CD	\$20/each (includes tax)
Plat Book and CD combo	\$45.00/each (includes tax)
Plat Book, Individual Township or City	\$5.00/each (includes tax)
Plat Book, Resale	\$30/each (no tax)
Plat Book, Mail Order	Postage varies based on current USPS rate

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**Plat Book Advertising:**

Outside Back Cover Full Page (7.5" x 10")	\$500.00
Outside Back Cover Half Page (7.5" x 5")	\$375.00
Inside Cover Full Page (7.5" x 10")	\$400.00/ad
Inside Cover Half Page (7.5" x 5")	\$300.00/ad
Inside Full Page (7.5" x 10")	\$300.00/ad
Inside Half Page (7.5" x 5")	\$200.00/ad
Inside Business Card (3.5" x 2")	\$100.00/ad

**HEALTH & HUMAN SERVICES**

	<b>Current Fee</b>
Out of Home Placement Fee	Varies According to Approved Dept Fee Policy
Chemical Health Assessments	\$200.00
Data requests from data subject – copies, photographs, videos, audio, data on electronic storage	Actual cost no matter how many copies including electronic storage device
Search and Retrieval	Employee time \$28.00/hour
Detoxification Services	\$0 to 100% Full Cost of Service, Dependent on Income & Assets
Child Care Background Study Fees	\$44.00 per person No maximum
Child Care Provider Change of Premises Inspection Fee	\$150.00
Guardianship Fees	The lesser of 5% of monthly income or \$100/month
Mental Health Service Fees	\$0 to 100% Full Cost of Service, Dependent on Income & Assets
Representative Payee Fees	Up to Maximum Allowed by Social Security Association
Corporate Child & Adult Foster Care Licensing Inspection Fees	Actual cost of inspection, not to exceed \$250.00 annually

**Health & Human Services - Nursing Service Fees**

Flu Vaccination	\$22.00
Child VFC/	\$10.00
Adult UUAV	\$15.00
Mantoux	\$15.00/Adult \$10.00/Child
Child & Teen Checkups Sliding Fee	\$80.00
Hair Follicle 5-panel	\$125.00
Hair Follicle 30/60/90	\$225.00
Paper copies/page	\$0.25

## Attachment A: 2025 Commercial Fee Schedule

Adopted

TIER LEVEL	TONNAGE	Yards	2025 3% increase	SURCHARGE TAX	TOTAL CHARGE	QUARTERLY BASE CHARGE	QUARTERLY SURCHARGE	QUARTERLY TOTAL
1	0 - 1	10	\$164.09	\$2.89	<b>\$166.98</b>	\$41.02	\$0.72	<b>\$41.75</b>
2	1 - 2	10-20	\$248.67	\$8.68	<b>\$257.35</b>	\$62.17	\$2.17	<b>\$64.34</b>
3	2 - 3	20-30	\$414.44	\$14.47	<b>\$428.91</b>	\$103.61	\$3.62	<b>\$107.23</b>
4	3 - 5	30-50	\$663.09	\$23.15	<b>\$686.25</b>	\$165.77	\$5.79	<b>\$171.56</b>
5	5 - 7	50-70	\$994.64	\$36.04	<b>\$1,030.68</b>	\$248.66	\$9.01	<b>\$257.67</b>
6	7 - 9	70-90	\$1,326.19	\$46.31	<b>\$1,372.50</b>	\$331.55	\$11.58	<b>\$343.12</b>
7	9 - 11	90-110	\$1,657.74	\$57.89	<b>\$1,715.62</b>	\$414.43	\$14.47	<b>\$428.91</b>
8	11 - 13	110-130	\$1,989.28	\$69.46	<b>\$2,058.75</b>	\$497.32	\$17.37	<b>\$514.69</b>
9	13 - 15	130-150	\$2,320.83	\$84.04	<b>\$2,404.87</b>	\$580.21	\$21.01	<b>\$601.22</b>
10	15 - 17	150-170	\$2,652.38	\$92.62	<b>\$2,744.99</b>	\$663.09	\$23.15	<b>\$686.25</b>
11	17 - 19	170-190	\$2,983.93	\$108.08	<b>\$3,092.01</b>	\$745.98	\$27.02	<b>\$773.00</b>
12	19 - 21	190-210	\$3,315.47	\$115.77	<b>\$3,431.24</b>	\$828.87	\$28.94	<b>\$857.81</b>
13	21 - 23	210-230	\$3,647.02	\$127.35	<b>\$3,774.37</b>	\$911.76	\$31.84	<b>\$943.59</b>
14	23 - 25	230-250	\$3,978.57	\$138.92	<b>\$4,117.49</b>	\$994.64	\$34.73	<b>\$1,029.37</b>
15	OVER 25	over 250	\$172.40	\$5.79	<b>\$178.19</b>			

Tax formula = Tier 1 - 14 figured at center of tier (tonnage) multiplied by \$34.05 X 17%.

Tier 15 =\$34.05 X 17%.

\$34.05 Being considered the fair market value per ton of refuse disposal.