



RESOLUTION NUMBER: 2025-17

Setting Fees, Rates, and Costs for Roosevelt County

WHEREAS, the Board of Commissioners of Roosevelt County desires to set rates for permits, fees, applications, and miscellaneous services of the County; and

WHEREAS, it is the opinion of the Board of Commissioners of Roosevelt County that fees need to be catalogued;

NOW, THEREFORE, BE IT RESOLVED by the Roosevelt County Board of Commissioners that the fees that will be charged by Roosevelt County, through any of its offices, to cover the costs and expenses allowed and permitted under the New Mexico Inspection of Public Records Act and the Federal Freedom of Information Act, are those fees that are specifically set forth in the document which is attached hereto and incorporated herein as though set forth in full. The prior Resolution 2021-06 Setting Fees, Rates, and Costs for Roosevelt County, adopted on the 12th day of January, 2021 is hereby repealed and replaced.

PASSED, APPROVED AND ADOPTED on this 10th day of June, 2025 by the Roosevelt County Board of Commissioners in an open meeting in Portales, New Mexico.

BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO

ATTEST:

Mandi M. Park

Mandi M. Park, Roosevelt County Clerk



Tina Dixon

Tina Dixon, Chair – District IV

Voted: ☒ Yes ☐ No ☐ Abstained

Roy Lee Criswell

Roy Lee Criswell, Vice Chair – District III

Voted: ☒ Yes ☐ No ☐ Abstained

Fabian Munoz

Fabian Munoz – District I

Voted: ☒ Yes ☐ No ☐ Abstained

Malin Parker

Malin Parker – District II

Voted: ☐ Yes ☐ No ☐ Abstained

Paul Grider

Paul Grider – District V

Voted: ☒ Yes ☐ No ☐ Abstained



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Section A: Administration

Hard copies of documents made by staff	\$1.00 per page
Up to size 11x17	
CD's	\$10.00
DVD's	\$20.00
Flash Drive	\$20.00
Notary Services	\$5.00

Section B - Assessor

Hard copies of documents made by staff	\$1.00 per page
Up to size 11x17	
Copy of County wide Database and/or Shapefile	\$500.00

Section C - County Clerk

Pursuant to Senate Bill 369:

\$25.00 per document -	a.	10 entries or less on document
	b.	11-20 entries add \$25.00; 21-30 add another \$25.00 and so on

APPLIES TO ALL DOCUMENT TYPES INCLUDING SURVEYS, PLATS and UCC

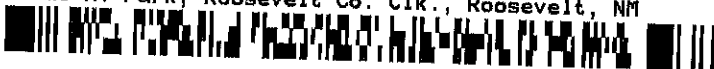
How entries are counted:

Grantor & Grantee = Each name on the document that has a vested interest counts as one entry, this includes same person different name (trustees, personal representatives, power of attorney, attorney in fact excluded unless named as an individual with interest on the document)

Legal description = All lots within the same block in the same subdivision are one entry All parcels within the same section are one entry

Additional Related entries = Book & page, document number, lessee, lessor, NM State lease numbers for oil & gas assignments or releases are each one entry

Marriage License	\$55.00 cash or card
Probate Filing	\$30.00
Probate Forms Packet	\$5.00
Voter Mailing Labels	\$25.00 set up and \$15.00 per 1,000 names
Voter Printouts	\$25.00 set up and \$5.00 per 1,000 names
Absentee Printouts	\$25.00 set up and \$.05 per name



Section D: Copy Fees

Hard copies of documents made by customers -	\$0.50 per page
Hard copies of documents made by staff -	\$1.00 per page
Hard copies of surveys and plats:	
11X17 and smaller -	\$1.00
Larger than 11X17 up to 17X22 -	\$5.00
Larger than 17X22 up to 22X34 -	\$8.00
Certification of recorded document -	\$1.00 (added to fee of the copy that <u>must</u> be made by the <u>Clerk's staff</u> from the Clerk's records)
Certification of marriage record -	\$1.50 (plus \$0.50 if mailed)
Emailed document -	\$1.00 per page
Faxed document -	\$1.00 per page
Land Record Documents on CD or digital drop box -	\$0.10 per image (plus a monthly set-up fee of \$15.00 billed directly to registered users)

Searches & Services that require the devoted attention of an employee (i.e.: companies scanning documents using their own equipment, locating and coping historical documents and/or redacting for a private vendor) will be charged at a rate of \$20.00 per hour.

Section E – GIS/Rural Addressing

Address Book (Names)	\$22.75	black and white only
Address Book (Roads)	\$22.75	black and white only
County Map Book	*Total cost will be calculated at \$1.00 per page X total number of pages	

Large Format Maps

17"x22" (ANSI C)	\$15.00
22"x34" (ANSI D)	\$20.00
28"x40" (ANSI F)	\$25.00
34"x44" (ANSI E)	\$30.00
Lamination	\$1.75/ft

** Special or Customized maps: 20.00 an hour + the cost of printing and or laminating.*

Shape Files

Address	\$150.00
Roads	\$150.00
Drives	\$ 50.00
City Limits	\$ 25.00
*Each Additional Layer	\$ 25.00

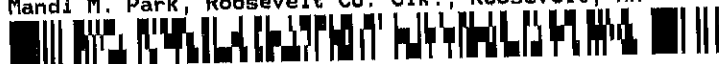
** Special or Customized Shapefile: 20.00 an hour, Roosevelt County GIS Department has the right of shapefile ownership and must provide electronic means of file transfer or request on disk.*

Subdivision

Preliminary Plat	\$250.00	
Final Plat	\$250.00	plus \$15 per lot

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Summary Review Plat	\$150.00	
Variance/each request	\$100.00	
Replat/Summary Review	\$250.00	plus cost of postage
Appeal	\$150.00	
Claim of Exemption	\$ 30.00	
Additional Fee Imposed by Roosevelt County	\$200.00	
Soil and Water for Subdivision Opinions Rendered		
Terrain Management Report		Roosevelt County Soil and Conservation District will submit directly to the developer

Any other report from the state or local agencies will be billed directly to the developer.

Section F – Sheriff

Case Files	\$3.00 initial report, \$1.00 per page thereafter
CD's	\$10.00
DVD's	\$20.00
Flash Drive	\$20.00
Civil Process Service	\$30.00 per person per service
Fingerprinting	\$5.00
Incident Reports	\$3.00

Section G - Treasurer

Hard copies of documents made by staff	\$1.00 per page
Up to size 11x17	
Tax Roll File fee	\$300.00
Property Tax Sale Packet	\$10.00
Personal Property Tax Sale Fee	\$125.00
Credit Card Payments	2.5% of the total bill added by payment processing company
E-checks	maximum of \$2.50

