



RESOLUTION NUMBER: 2025-29

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;

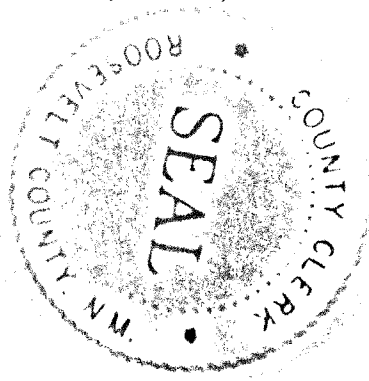
NOW, THEREFORE, BE IT RESOLVED by the Roosevelt County Board of Commissioners that the fees that will be charged by Roosevelt County, through any of its offices, to cover the costs and expenses allowed and permitted under the New Mexico Inspection of Public Records Act and the Federal Freedom of Information 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Resolution 2025-17 Setting Fees, Rates, and Costs for Roosevelt County, adopted on the 10th day of June, 2025 is hereby repealed and replaced.

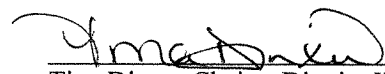
PASSED, APPROVED AND ADOPTED on this 9th day of September, 2025 by the Roosevelt County Board of Commissioners in an open meeting in Portales, New Mexico.

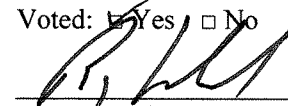
**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

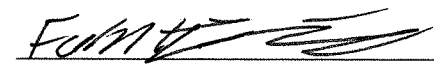
ATTEST:



Mandi M. Park, Roosevelt County Clerk



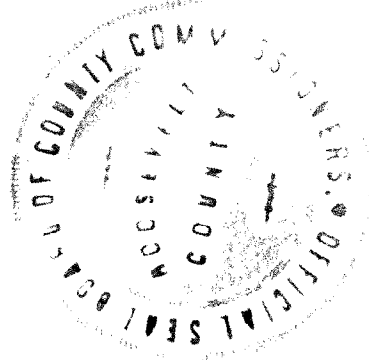

Tina Dixon, Chair – District IV
Voted: Yes No Abstained


Roy Lee Criswell, Vice Chair – District III
Voted: Yes No Abstained


Fabian Munoz – District I
Voted: Yes No Abstained


Malin Parker – District II
Voted: Yes No Abstained

absent
Paul Grider – District V
Voted: Yes No Abstained



Section A: Administration

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

Section B - Assessor

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

Section C - County Clerk

Pursuant to Senate Bill 369:

- \$25.00 per document -
- 10 entries or less on document
 - 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

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| 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 <u>made by</u> 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

| | | |
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| 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

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|------------------|-----------|
| 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.

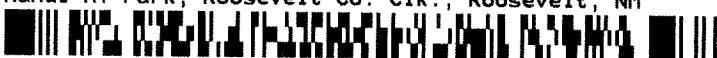
Shape Files

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|------------------------|----------|
| 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

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|------------------|----------|-------------------|
| 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

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| 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

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| 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 | max 2.65% of the total bill. "added by payment processing company" |
| E-checks | maximum of \$2.50 |
| Debit Cards | min \$2.00 max \$4.90 |



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