

# SIERRA COUNTY SCHEDULE OF FEES

EFFECTIVE JANUARY 1, 2017 (Sierra County Ordinance 1047)

Mailing Address:  
Sierra County Clerk-Recorder  
P.O. Drawer D  
Downieville, CA 95936

Physical Address:  
100 Courthouse Square, Room 11  
Downieville, CA 95936

Telephone: 530.289.3295  
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**HEATHER FOSTER**  
Clerk-Recorder  
Clerk to the Board  
Registrar of Voters

## NOTICE

The County Clerk-Recorder and deputies are prohibited by law from rendering legal assistance (Section 24004 and 68082, CA Gov. Code). Persons appearing on their own behalf (in propria persona) are responsible for preparing and presenting their documents in complete and proper form with- out legal assistance from deputies of the County Clerk-Recorder's Office. Questions pertaining to legal matters of the proper completion of the appropriate forms should be answered by an attorney.

### RECORDER'S FEE SCHEDULE

Regular Recording Fee	
First Page	\$ 14. <sup>00</sup>
Each Additional Page	\$ 3. <sup>00</sup>
Non-Conforming 8 ½ x 11 page in document (a + b)	
a. Regular Recording Fee (\$ 14. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Non-Conforming Document Fee (all pages)	\$ 3. <sup>00</sup>
Additional indexing for each group of 10 names, or fraction thereof in addition to first 10	\$ 1. <sup>00</sup>
Each additional reference indexed, such as additional mining claims	\$ 1. <sup>00</sup>
Combined documents (each)	\$ 14. <sup>00</sup>
Military Records	No fee
Release of Liens (State, County, etc.)	\$ 11. <sup>00</sup>
Involuntary Lien Notification	\$ 3. <sup>00</sup>
Lien for State, Municipality, County	No fee
Preliminary Change of Ownership Form not filed if recording evidences a change of ownership	\$ 20. <sup>00</sup>
CD of Monthly Recordings	\$125. <sup>00</sup>
CD of Survey Maps (full set)	\$250. <sup>00</sup>
Recording of Maps	
First Page	\$ 6. <sup>00</sup>
Each Additional Page	\$ 2. <sup>00</sup>

### DOCUMENTARY TRANSFER TAX

Documentary Transfer Tax is \$ .55 per \$500.<sup>00</sup> value

### SEARCHING RECORDS

Vital Records—Birth	\$ 25. <sup>00</sup>
Vital Records—Death	\$ 21. <sup>00</sup>
Vital Records—Marriage	\$ 15. <sup>00</sup>
General records, each year	\$ .50

### COPIES

Each page of recorded document	\$ 1. <sup>00</sup>
Each page of Grantor/Grantee Index	\$ 1. <sup>00</sup>
Faxing official documents (a + b)	
a. Regular Copy Fee (per page)	\$ 1. <sup>00</sup>
b. Flat Fax Charge	\$ 2. <sup>00</sup>
Certification of any recorded document	\$ 1. <sup>75</sup>

### CLERK'S CERTIFICATION AND COPIES

Photocopy of original paper or record on file in Clerk's Office (per page)	\$ .50
Certifying a copy of a document on file	\$ 1. <sup>75</sup>
Clerk's certificate, not otherwise fixed	\$ 1. <sup>75</sup>
Conflict of Interest Statement (per page)	\$ .10
Exemplification of paper	\$ 20. <sup>00</sup>
20 Day Notice filing	\$ 9. <sup>00</sup>
Fee for certificate of official capacity of any public official	\$ 2. <sup>25</sup>

### FICTITIOUS BUSINESS STATEMENTS

Filing/Indexing Fictitious Name Statement or Renewal	
a. First business name and one partner	\$ 35. <sup>00</sup>
b. Each additional name (business or partner)	\$ 5. <sup>00</sup>
Filing/Indexing Abandonment	\$ 10. <sup>00</sup>
Filing/Indexing Withdrawal	\$ 10. <sup>00</sup>
Filing Aff. of Pub. of Dissolution of Partnership	\$ 5. <sup>00</sup>
Certified Copy	\$ 5. <sup>00</sup>
Business Name Index (Base Fee)	\$ 15. <sup>00</sup>

<b>NOTARY PUBLIC BONDS (a + b)</b>	
Recording bond of notary public (a + b)	
a. Regular Recording Fee (\$ 14. <sup>00</sup> 1st pg. + \$3. <sup>00</sup> each additional)	
b. Filing	\$ 10. <sup>00</sup>
<b>FINANCING STATEMENTS</b>	
Recording UCC	\$ 10. <sup>00</sup>
Recording UCC (3 pages or more)	\$ 10. <sup>00</sup>
Request for information (Search Files)	\$ 5. <sup>00</sup>
Copies—Each Page	\$ 1. <sup>00</sup>
<b>MISCELLANEOUS FEES</b>	
Filing, Indexing, Amending, or Certifying Copies of Articles of Incorporation	\$ 2. <sup>00</sup>
<b>ADMITTED SURETY INSURERS</b>	
Filing Power of Attorney or revocation	
a. One name	\$ 12. <sup>00</sup>
b. Two or more (each)	\$ 9. <sup>00</sup>
Filing Final Statement of Admitted Surety Insurer	\$ 12. <sup>00</sup>
Certification that Corporation Sureties Certificate is not surrendered/revoked	\$ 12. <sup>00</sup>
<b>MARRIAGES</b>	
Issuing Marriage License	\$ 66. <sup>00</sup>
Issuing/Filing Confidential Marriage License	\$ 71. <sup>00</sup>
Issuing Marriage License (After Hours)	\$ 70. <sup>00</sup>
Issuing Confidential License (After Hours)	\$ 76. <sup>00</sup>
Solemnizing Marriage Ceremonies (M-F)	\$ 50. <sup>00</sup>
Issuing Duplicate Marriage License	\$ 5. <sup>00</sup>
Deputization to perform Marriage	\$ 25. <sup>00</sup>
<b>VITAL RECORDS</b>	
Birth Certificate	\$ 25. <sup>00</sup>
Death Certificate	\$ 21. <sup>00</sup>
Marriage Certificate	\$ 15. <sup>00</sup>
Birth (Gov.)	\$ 19. <sup>00</sup>
Amendments to above	\$ 20. <sup>00</sup>
Permit for Disposition	\$ 12. <sup>00</sup>
Cross Filing Permit for Disposition	\$ 16. <sup>00</sup>
<b>ENVIRONMENTAL DOCUMENTS</b>	
Negative Declaration	\$2216. <sup>25</sup>
Environmental Impact Report	\$3078. <sup>25</sup>
Clerk's Filing Fee	\$ 50. <sup>00</sup>

<b>BOARD OF EQUALIZATION</b>	
Copies of documents	\$ .50
Fee for Finding of Fact (This is the minimum fee computed on actual time charges, not to exceed \$100. <sup>00</sup> per parcel or a total of \$500. <sup>00</sup> )	\$ 150. <sup>00</sup>
<b>BOARD OF SUPERVISORS</b>	
Copies of documents	\$ .50
CD recording of Board Meeting*	\$ 10. <sup>00</sup>
Tape Recording of Board Meeting (per hour or fraction thereof plus cost of tape)*	\$ 20. <sup>00</sup>
Agenda & Public Notices (annually)*	\$ 40. <sup>00</sup>
Minutes (annually)*	\$ 70. <sup>00</sup>
Board Packet (Hard Copy, per page)	To be determined
Board Packet (CD)*	\$ 10. <sup>00</sup>
Appeals	
Administrative Appeals— deposit	\$200. <sup>00</sup>
Planning Commission Appeals—deposit	\$500. <sup>00</sup>
<b>COUNTY CODE</b>	
County Code on CD*	\$50. <sup>00</sup>
<b>ELECTIONS</b>	
Precinct Register (hard copy or CD, up to 2) (Candidates/committees per thousand names)	\$ .50
Index to Precinct Register (hard copy) (Non-candidates/committees per page)	\$ .50
Voter Index (CD all five supervisorial districts)	\$ 50. <sup>00</sup>
Voter Index (CD single supervisorial district)	\$ 10. <sup>00</sup>
Certified Copy of Voter Registration	\$ 1. <sup>50</sup>
Copies of documents not otherwise listed	\$ .50
Precinct Map	\$ 4. <sup>00</sup>
Candidate Statements (Local & Legislative)	\$200. <sup>00</sup>
<b>POLICIES/REQUIREMENTS</b>	
A \$25. <sup>00</sup> charge will be collected by the office of the Treasurer on any check offered for payment which is returned for non-sufficient funds.	
<b>*AVAILABLE FOR FREE ONLINE AT</b> <a href="http://www.sierracounty.ca.gov">www.sierracounty.ca.gov</a>	