RESOLUTION 2026-21
PUBLIC RECORDS AND SERVICES FEE STRUCTURE
FOR CROOK COUNTY, WYOMING

WHEREAS, Crook County, Wyoming is a depository of public records and provides services to make those records available to the public; and

WHEREAS, the public records held and maintained by Crook County are in various formats including but not limited to paper, electronic database, Photostat, sound recording, map drawings and other documents of varying physical forms and characteristics; and

WHEREAS, public records not privileged or confidential by law are open to inspection by any person in accordance with law and within the parameters of Wyoming Statutes § 16-4-202; and

WHEREAS, Crook County is desirous of providing uniform fees and charges to be assessed for the production or copying of public records pursuant to Wyoming Statutes § 16-4-204 (c); and

WHEREAS, the Crook County Clerk is the designated public records point of contact (Resolution 2019-9). All public records requests are required to be presented on the prescribed request form and shall go through the designated point of contact;

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Crook County, Wyoming that the following fee schedule shall apply to copies, printouts or photographs of public records, unless otherwise prescribed by law:

Fees shall be pre-paid to custodian.

Photocopy charges	$0.25 per page / $0.50 for legal size
Electronic record	$6 per device, if electronic record is requested on a thumb drive, DVD/CD or other electronic device.
Employee Time	The cost for employee time shall be assessed at $16 per hour for clerical time and $30 per hour for professional time for anything requiring more than 30 minutes.

In the event the actual cost/charges exceed the advance payment, the unpaid amount shall be paid before the requested public records are released.

Other Fees shall be paid as set forth on the attached Fee Schedule.

Motion made, seconded and carried in an open meeting on November 3, 2026.

BOARD OF COUNTY COMMISSIONERS IN AND FOR CROOK COUNTY, WYOMING

BY _____
FRED M. DEVISH, CHAIRMAN

BY _____
BOB LATHAM, VICE-CHAIRMAN

BY Dale Davis
DALE DAVIS, MEMBER

State of Wyoming }
}
County of Crook }

Signed or attested before me on November 3, 2026 by Fred M. Devish, Chairman, Bob Latham, Vice-Chairman and Dale Davis, Member, Board of Crook County Commissioners in and for Crook County, Wyoming.

(Seal)

Melissa Jones
Melissa Jones, Crook County Clerk
My term of office expires January 4, 2027

CROOK COUNTY FEE SCHEDULE

Effective 11/03/2026

CROOK COUNTY CLERK FEES
(Per W.S. 18-3-402(A)(xvi) the following fees will be charged)

RECORDING FEES (including liens filed pursuant to Title 29)

First Page	$12.00
Each additional page	$3.00
Additional charge for each Grantor/Grantee of a different surname name over fi	$1.00
Additional charge for each different section, block, lot, or tract over ten (10)	$1.00
Additional charge for each different claim name over five (5)	$1.00
Additional charge for each legal description by book/page only; in excess of tw	$2.00
Map with deed containing metes and bounds (W.S. 18-3-402(a)(vii)	$5.00
Corner Recordation or Certificate	$5.00
Plats as described in W.S. 18-3-402 (a)(xvi)(O)	$75.00
Maps of Survey (only signed by Surveyor) as described in W.S. 18-3-402(a)(xxiv)	$50.00
Military Discharge and Separation Papers (filing or certified copy)	No charge

FILING FEES

Financing Statement/Security Agreement (UCC's)	$20.00
Additional charge for each title over (1) for which the lien is noted	$1.00
Assignment/Continuation/Amendment/Partial Release	$5.00
Release of Liens filed prior to July 1, 1993	$5.00
Release of Liens filed July 1, 1993 and after	No charge
State & Federal Tax Liens	$20.00

OTHER FEES

Marriage License	$30.00
Titles (Original and Duplicate)	$15.00
VIN	$10.00
Lien Search (per name)	$20.00
Photocopies (per page)	$0.25
Certified Copy	$5.00

CROOK COUNTY ASSESSOR FEES

PRINTED MAPS

18"x 24" Aerial	$9.00
18" x 24" Non – Aerial	$7.00
18"x 24" Topographical	$9.00
8.5" x 11" Any Variation	$3.00

GIS SHAPE FILES

First Year	$500.00
Subsequent Years	$250.00

CROOK COUNTY ROAD & BRIDGE DEPARTMENT FEES

PERMIT FEES

Access/Turnout Permit	$100.00
Cattleguard Application Fee	$250.00*
Commercial Pipeline/Storage	$1,000.00

*This does not include the cost of cattleguard(s)

LICENSE FEES

Use of County Property	$100.00 to $500.00 based upon size and scope of project per Superintendent
Commercial Pipeline Crossing (per crossing)	$100.00 to $500.00 based upon size and scope of project per Superintendent

CROOK COUNTY LIBRARY FEES

LIBRARY FEES

Inter Library Loans Fees	$0.00*
Overdue Fees	$0.00
Lost or Stolen Items	$5.00 plus cost of replacement

*Currently paid by the Crook County Library Foundation

MEETING ROOM FEES

Regular Use Groups	Annual Deposit TBD
Non-Profit Single Use:	Free
Businesses, Private Parties, Etc.	$25.00
Clean Up Fee if Area is not properly cleaned after use	TBD

COPY AND FAX FEES

Black/White Single Sided	$0.25 per page
Black/White Double Sided	$0.40 per page
Color	$1.00 per page
Fax – Sending or Receiving	$1.00 per page

CROOK COUNTY CLERK OF DISTRICT COURT FEES

ACTION TYPE	AUTHORITY	FILING FEE	COURT AUTOMATION FEE	INDIGENT LEGAL SERVICES FEE	TOTAL
Civil/Domestic Relations	W.S. §5-3-206	$110.00	$40.00	$10.00	$160.00
Modification or Reopening of a Civil Action		$110.00	$40.00	$10.00	$160.00
Foreign Judgment or Foreign Subpeona		$110.00	$40.00	$10.00	$160.00
Circuit Court Judgment Registration	W.S. §5-3-206(x)	$110.00	$40.00	$10.00	$160.00
Abatement /Objection of Child Support	W.S.§20-2-305	$10.00			$10.00
Jury Demand – 6	WRCP 38(b)(ii)	$50.00			$50.00
Jury Demand - 12	WRCP 38(b)(ii)	$150.00			$150.00
Adoption		$110.00	$40.00	$10.00	$160.00
Confidential Intermediaries		$110.00	$40.00	$10.00	$160.00
Probate	W.S. §2-2-401	$110.00	$40.00	$10.00	$160.00
Guardianship		$110.00	$40.00	$10.00	$160.00
Conservatorship		$110.00	$40.00	$10.00	$160.00
Inventory & Appraisal Fees	See Probate Fee Schedule				$5.00 for up to $10,000.00 and $5.00 for each additional $10,000.00
Will Filing Without Probate					$0.00
Lower Court Appeal	W.S. §5-3-206(x)	$50.00	$40.00	$10.00	$100.00
Petition for Review from Administrative Agency		$70.00	$40.00	$10.00	$120.00

District Court Appeal to Supreme Court		$50.00	$40.00	$10.00	$100.00
Fee to Supreme Court	W.S. §5-2-202	$75.00	$55.00	$10.00	$140.00
Transcript Appeal to Supreme Court		$90.00	$40.00	$10.00	$140.00

- **District Court Fee & Supreme Court Fee $240.00 Total Separate Payments Required and payable at time of filing a Notice of Appeal**

MISCELLANEOUS FEES

FEE	AUTHORITY	AMOUNT
Acknowledgement, Certifications, Seals (Per Document)	W.S. §5-3-206(a)(vi)	$0.50
Copies – First Page	W.S. §5-3-206(a)(vi)	$1.00
Copies -Additional Page(s)	W.S. §5-3-206(a)(vi)	$0.50
Fax or E-Mail (Incoming or Outgoing) Per Page	WRCP 5 (e)	$1.00
Authentication or Exemplification Fee	WRFCDC7	$5.00
Record Search (Per Name)	WRFCDC 2	$10.00

CROOK COUNTY PLANNING FEES

ONE SPLIT SUBDIVISION FEES

Subdivision Application Fee	$300.00
Conservation Resource District Fee	$150.00

MINOR SUBDIVISION FEES

(Applies to a division resulting in 2 to 5 lots less than 35 acres each)

Subdivision Application Fee	$300.00 per lot not to exceed $1,200.00
Conservation Resource District Fee	$300.00 per lot not to exceed $1,200.00
Replat Fee	$500.00

MAJOR SUBDIVISION FEES

(Applies to a division resulting in 6 or more lots less than 35 acres each)

Subdivision Application Fee	$300.00 per lot not to exceed $10,200.00
Conservation Resource District Fee	$300.00 per lot not to exceed $10,200.00
Replat Fee	$500.00
County Contract Engineer Fee	$7,500 Deposit
County Contract Engineer Fee – Replat	$500.00 Deposit

LARGE SUBDIVISION FEES

(Applies to a division resulting in lots larger than 35 acres each)

Subdivision Application Fee	$500.00 per lot not to exceed $17,000.00
Conservation Resource District Fee	$300.00 per lot not to exceed $10,200.00
Replat Fee	$500.00

SMALL WASTE WATER FEES

Conventional Small Wastewater System Application Fee ***(One (1) Inspection Included.)***	$400.00
Reinspection Fee For All Septic Systems That Have Failed Their Initial Inspection. ***(If No Changes Are Made To The Original Permit To Construct.)***	$200.00
Out of Office Hours Inspection Fee For All Septic Systems. ***(This is subject to the discretion of the Crook County Planning Staff and is an additional fee on top of the application fee.)***	$200.00
Only Septic Tank Replacement Application Fee ***(For Systems That Have A Permit To Construct Already Issued.)*** ***(Unpermitted Systems Shall Complete A Conventional Wastewater Application.)***	$150.00

Only Leachfield Replacement Application Fee ***(For systems that were originally permitted without a replacement leachfield shown on the approved site plan.)***	$150.00
Only Leachfield Replacement Application Fee ***(For Leachfields That Are Different From What Was Originally Stated In The Permit To Construct.)***	$200.00
Modified Application Fee For All Septic Systems ***(For Any Changes That Are Made After The Permit To Construct Has Been Issued.)***	$150.00
Site Visit Request ***(Optional Consultation On Site; Fee Required Before Scheduling Site Visit.)***	$75.00
Outhouse Application Fee ***(One (1) Inspection Included.)***	$300.00
Plastic Porta-Potty (Pre-made Systems) Application Fee ***(If Permanent, One (1) Inspection Included.)***	$125.00
Greywater Application Fee ***(One (1) Inspection Included.)***	$200.00
Holding Tank Application Fee ***(One (1) Inspection Included.)***	$300.00
Land Application Fee ***(One (1) Inspection Included.)***	$50.00
As-Built Application Fee **(Any Septic System Constructed Without A Permit, Including Conventional Septic Systems, Replacements, Outhouses, Greywater Systems, Holding Tanks and Land Application.)**	$1,000.00
Violation Penalties **(Any Septic System Constructed Without A Permit When A Notice Of Non-Compliance Has Been Issued, Including Conventional Septic Systems, Replacements, Outhouses, Greywater Systems, Holding Tanks, and Land Application.)**	$2,000.00
Certification Penalties **(Any Septic System Constructed Without An Installer Certificate, Including Conventional Septic Systems, Replacements, Outhouses, Greywater Systems, Holding Tanks, and Land Application.)**	$ 400.00
All fees must be paid before any applications are reviewed, and any inspection can be scheduled. If changes are discovered during inspection that differ from what was stated in the Permit to Construct, both a reinspection fee and a modified application fee will be applied before scheduling a reinspection.	

All Septic Systems = Conventional Septic System, Replacement Septic Systems, Outhouses, Greywater Systems, Holding Tanks and Land Application

CROOK COUNTY SHERIFF FEES

Civil Process Service	$50.00
Incident Reports	First Page - $2.00 Additional Pages - $1.00 each
Record Checks, Local	First Page - $2.00 Additional Pages - $1.00 each
Fingerprinting	$2.50 per card
Foreclosure Sales	$10.00
Certificate of Sales (Abandoned Vehicles)	$7.50
Concealed Firearm Permit Application	$64.00 – DCI $15.00 – CCSO
Concealed Firearm Permit Renewal	$45.00 – DCI $5.00 – CCSO
Late Concealed Firearm Permit Renewal (up to 6 months past renewal date)	$55.00 – DCI $5.00 – CCSO
Digital Video Duplication	$5.00
Digital Audio Duplication	$5.00
DVD/Diskette Copies	$5.00
Photo Duplicates Burned to CD	$5.00

BOARD OF COUNTY COMMISSIONER FEES

INDUSTRIAL DEVELOPMENT BONDS

Application Fee	$5,000.00

WIND & SOLAR ENERGY FACILITIES

Application Deposit for Facilities with a rated power capacity of .5 – 2.0 MW	$25,000.00
Application Deposit for Facilities with a rated power capacity of >2.0 - 10 MW	$50,000.00
Application Deposit for Facilities with a rated power capacity of >10 MW	$75,000.00 base plus $5,000 for each 5 MW >10 MW
County Contract Engineer Deposit	$5,000.00
Building Permit Fee	TBD based upon scope of project
Impact Fees	2.76% of the total estimated materials cost of facility less county sales tax paid and other expenses paid as determined by BOCC

COURTHOUSE COMMUNITY ROOM FEE

Room Rental	$35.00