

**OFFICE OF THE RECORDER
DuPage County, Illinois**

KATHLEEN V. CARRIER
RECORDER



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September 28, 2022

To: Federal and Local Government Agencies

From: DuPage County Recorder, Kathleen Carrier *KC*

Re: Amended Fee Schedule for Federal and Local Agencies

On September 27, 2022, the DuPage County Board passed Ordinance FI-O-0055-22 which amended the Fee Schedule for Federal and Local Government Agencies.

Federal Government Agencies filing/recording a Lien will be charged \$36.00. Each additional name will be charged \$1.00. Filing/recording a Release of Lien will be charged \$36.00. Each additional name will be charged \$1.00. All Non-Lien related documents will be charged Standard Recording Fees.

Local Government Agencies filing/recording a Lien will be charged \$57.00. Filing/recording a Release of Lien will be charged \$57.00. All Non-Lien related documents will be charged Standard Recording Fees.

We have enclosed a Copy of Ordinance FI-O-0055-22 and a copy of the Revised Fee Schedule. *Please retain for your records.*

The amended Fee Schedule will take effect December 1, 2022.

Thank you for your attention in this matter.

Ordinance

FI-O-0055-22

AMENDMENT TO COUNTY RECORDING FEE SCHEDULE FOR
FEES CHARGED TO FEDERAL AND LOCAL AGENCIES

WHEREAS, the DuPage County Board adopted the Geographic Information System (GIS) fee collected by the DuPage County Recorder, for use in defraying the costs associated with implementing and maintaining the County's GIS records pursuant to the authority set forth in 55 ILCS 5/3-5018, and as result of a cost study, adopted ordinance FI-O-0069-20 on September 22, 2020, which increased the GIS fee to twenty-one dollars (\$21.00) in order to recoup the County's cost in maintaining the operation of the County's GIS; and

WHEREAS, the DuPage County Board adopted the Recorder Document Storage System Fund Fee (DSS), for use in defraying the cost of converting the county Recorder's document storage system to computers or micrographics and providing access to the records through the GIS pursuant to the authority set forth in 55 ILCS 5/3-5018, and as result of a cost study, adopted ordinance FI-O-0069-20 which increased the DSS fee to ten dollars (\$10.00) in order to recoup the County's cost in converting the Recorder's records into electronic form and making them available through the internet; and

WHEREAS, DuPage County Code, Chapter 27, Article III, Section 27-26, Predictable Fee Schedule For Recording Standard Documents, does not currently reflect the increased GIS and DSS fees authorized by FI-O-0069-20 in the recording fees charged to federal and local government agencies; and

WHEREAS, DuPage County Code, Chapter 27, Article III, Sections 27-23, 24 and 25 pertaining to GIS fees do not currently reflect the increased GIS fee of twenty-one dollars (\$21.00) which took effect on December 1, 2020; and

WHEREAS, the County Board may, by ordinance, increase the fees allowed by Section 5/3-5018 and collect such increased fees from all persons and entities other than officers, agencies, departments, and other instrumentalities of the State; and

WHEREAS, the Finance Committee of the DuPage County Board has reviewed and recommends approval of charging the twenty-one-dollar (\$21.00) GIS fee and the ten-dollar (\$10.00) DSS fee to federal and local government agencies, which will result in total fees charged for filing lien related documents to federal government agencies in the amount of thirty-six dollars (\$36.00) and to local government agencies in the amount of fifty-seven dollars (\$57.00); and

WHEREAS, DuPage County Code, Chapter 27, Article III, Section 27-26, Recording Fee Schedule will need to be updated to reflect such increased fees charged to federal and local government agencies; and

WHEREAS, DuPage County Code, Chapter 27, Article III, Sections 27-23, 24, and 25 need amending to reflect the GIS fee increase to twenty-one dollars (\$21.00) that became effective on December 1, 2020.

NOW, THEREFORE BE IT ORDAINED, that the County Board approves the Recorder charging a GIS fee in the amount of twenty-one dollars (\$21.00) and a DSS fee in the amount of ten dollars (\$10.00) to federal and local government agencies; and

Ordinance


FI-O-0055-22

IT IS FURTHER ORDAINED, that the increase in the amount of fees charged to federal and local government agencies shall take effect on December 1, 2022; and

IT IS FURTHER ORDAINED, that the DuPage County Code, Chapter 27, Article III, Sections 27-23, 24, 25 and 26 are amended to read as set forth in Exhibit A attached to this Ordinance; and

IT IS FURTHER ORDAINED, that the County Clerk transmit this Ordinance to the Municipal Code Corporation with instructions to amend DuPage County Code, Chapter 27, Article III, to reflect the above amendments and to update the Recording Fee Schedule as indicated on Exhibit A, attached hereto.

Enacted and approved this 27th day of September, 2022 at Wheaton, Illinois.



DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest:



JEAN KACZMAREK, COUNTY CLERK

AYES 15
NAYS 0
ABSENT 3

EXHIBIT A

27-23: GEOGRAPHIC INFORMATION SYSTEM FEE FUND.

Of that twenty-one dollars, twenty (\$20.00) must be deposited into a special fund established by the County Treasurer. Any monies collected and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a geographic information system.

(OFI-004-00A, 7-12-2005; Ord. No. FI-O-0055-22, 9/27/2022)

27-24: COUNTY RECORDER SPECIAL FUNDS.

The remaining one-dollar (\$1.00) of the Geographic Information System fee amount must be deposited into the recorder special funds created under 55 Illinois Compiled Statutes 5/3-5005.4. The County Recorder may, in his or her discretion, use monies in the funds created under 55 Illinois Compiled Statutes 5/3-5005.4 to defray the cost of implementing or maintaining the County's Geographic Information System.

(2005 Code; Ord. No. FI-O-0055-22, 9/27/2022)

27-25: EFFECTIVE DATE.

The twenty-one-dollar (\$21.00) Geographic Information System fee for filing every instrument, paper, or notice for recorder in order to defray the cost of implementing or maintaining the County's Geographic Information System shall be effective December 1, 2020.

(Res. F-192-84, 10-23-1984; amd. Res. F-046-87, 1-27-1987; Res. FI-0145-89, 9-26-1989; Ord. OFI-004-00, 7-25-2000; Ord. No. FI-O-0069-20, 9-22-2020; Ord. No. FI-O-0055-22, 9/27/2022)

27-26: PREDICTABLE FEE SCHEDULE FOR RECORDING STANDARD DOCUMENTS.

Fee Schedule

Standard documents

- Deeds
- Mortgages
- Easements
- Leases
- Miscellaneous
- The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measures up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors as long as they will reproduce clearly.
- The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used only for non-

essential notations which will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.

- The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- The document shall not have any attachment stapled or otherwise affixed to any page.

Non-standard documents

- A document that creates a division of a then active existing tax parcel identification number,
- A document recorded pursuant to the Uniform Commercial Code (UCC).
- A document which is non-conforming, as described in paragraphs 1-5 of section 3-5018.
- State lien or federal lien
- A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
- A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

Recording Fee Schedule

Standard Documents	55 ILCS 5/3-5018.1
Deeds	\$67.00
Leases	\$67.00
Mortgages	\$67.00
Easements	\$67.00
Miscellaneous	\$67.00
Non-Standard Documents	55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1
First four (4) pages	\$93.00
Each additional page	\$2.00
Plat Documents (Plat Size up to 30 x 36)	55 ILCS 5/3-5018
First page	\$91.00
Each additional page	\$1.00
Plat of Survey	
First page	\$53.00
Each additional page	\$1.00
Exhibits (11 x 17 or less) accompanying a standard document	\$67.00
UCC Documents	810 ILCS 5/9-525 & 810 ILCS 5/9-404.5
Filing (Secretary of State Form)	\$61.00
Termination (Secretary of State Form)	\$46.00
Termination: Each additional name per address	\$5.00
Non-conforming	\$51.00
The recording amounts above include the following fees: Recording, document storage system (DSS) \$10.00; geographic information system (GIS) \$21.00; real property \$1.00; and rental housing support program (RHSP) \$9.00. The RHSP fee does not apply when recording documents which are not real estate related or documents recorded by units of government. The real property fee does not apply to public utility easements or documents filed by units of government. 55 ILCS 5/3-5018.	
Military Discharge	55 ILCS 5/3-5015
Recording	No charge
First certified copy	No charge

Federal Government Agencies		55 ILCS 5/3-5018 & 770 ILCS 110/5
Discounted prices are applicable only if paid by agency.		
	Liens	\$36.00
	Release of liens	\$36.00
	Each additional name	\$1.00
State officer, agency, department or instrumentality		55 ILCS 5/3-5018
Discounted prices are applicable only if paid by agency.		
	Liens	\$11.00
	Release of liens	\$11.00
	Non-lien related documents	\$18.00
	Each additional name	\$1.00
Other Government Agencies		55 ILCS 5/3-5018
Discounted prices are applicable only if paid by agency.		
	Liens	\$57.00
	Release of liens	\$57.00
	Non-lien related documents	Standard Recording Fees Apply less RHSP & Real Property recording fees.
Unlawful Restrictive Covenant Modification		55 ILCS 5/3-5048
	Recording	\$10.00

Copy Fee Schedule

Document Copy		
	Per page	\$0.50
	Certification	\$5.00
	See service charge below	
Plat Copy		
	11 x 17 page	\$1.50
	18 x 24 page	\$2.50
	24 x 36 page	\$5.00
	36 x 48 page	\$8.00
	See service charge below	
UCC Copy		
	Per page	\$1.00
	Certification	\$5.00
UCC Search		810 ILCS 5/9-525
Certificate issued per name searched.		
	Search fee per name	\$10.00
Faxed Copy		
	Per page	\$0.50
	See service charge below	

Service Charge Applied to phone orders, fax orders and mail requests.		
	Per document/plat	\$5.00
Military Discharge Request form needs to be completed and Identification is required.		55 ILCS 5/3-5015
	Certified copy	\$1.25
Map of DuPage County 1897		
	Color print 18 x 24	\$5.00
	Color print 24 x 36	\$10.00
	Color print 36 x 48	\$15.00
USB USB's must be purchased through the Recorder's Office and cannot be recycled for additional documents after purchase.		
	USB 2G	\$10.00
	Per page	\$0.50
Reports (.pdf)		
	Per page	\$0.50

Payment

Pay Types		
	Credit card Visa, MasterCard, Discover, UnionPay	
	Check (no starter checks) Payable to: DuPage County Recorder	
	Money order Payable to: DuPage County Recorder	
	Cash	
Business Accounts Agreement must be completed and submitted for approval.		
	Automated Clearing House (ACH)	
	Escrow	
Service Provider Fees (Bank Debit and Credit Card)		
	Credit card convenience fee (\$60.00 and above)	2.75%
	Credit card convenience fee (\$59.99 and under)	\$2.00
	Returned check fee	\$25.00

(Ord. No. FI-O-0070-18, 10-9-2018; Ord. No. FI-O-0046-19, 8-13-2019; Ord. No. FI-O-0069-20 , 9-22-2020; Ord. No. FI-O-0018-22, 3-8-2022; Ord. No. FI-O-0055-22, 9/27/2022)