

Ordinance

FI-O-0069-20

AMENDMENT TO RECORDER DOCUMENT STORAGE FUND FEE AND GEOGRAPHIC INFORMATION SYSTEM (GIS) FEE

WHEREAS, the DuPage County Board adopted the GIS fee collected by the DuPage County Recorder, for use in defraying the costs associated with implementing and maintaining the County's Geographic Information System records pursuant to the authority set forth in 55 ILCS 5/3-5018; and

WHEREAS, from time to time, it is necessary to amend this Ordinance to provide for the current operational needs of the County's Geographic Information System; and

WHEREAS, a cost study was commissioned relating to the GIS fee in order to determine if the current fee amount recouped the County's cost in maintaining the operation of the County's Geographic Information System; and

WHEREAS, the result of the cost study was a recommended increase in the County's Geographic Information System fee from fifteen dollars (\$15.00) to twenty-one dollars (\$21.00); and

WHEREAS, the DuPage County Board adopted the Recorder Document Fund Fee, for use in defraying the cost of converting the county Recorder's document storage system to computers or micrographics and in order to defray the costs of providing access to records through the global information system known as the internet pursuant to the authority set forth in 55 ILCS 5/3-5018; and

WHEREAS, from time to time, it is necessary to amend this Ordinance to provide for the current operational needs of the DuPage County Recorder of Deeds, and

WHEREAS, a cost study was commissioned relating to the Document Storage Fund fee in order to determine if the current fee amount recouped the County's cost in converting the Recorder's records into electronic form and making said records available through the internet; and

WHEREAS, the result of the cost study was a recommended increase in the County's Recorder Document Storage Fund Fee from three dollars (\$3.00) to ten dollars (\$10.00), and

WHEREAS, the Finance Committee of the DuPage County Board has reviewed and recommends approval of the proposed amendment to the DuPage County Code.

NOW, THEREFORE, BE IT ORDAINED, that Chapter 27, Article III, Section 27-20 is hereby amended to read:

"The County Recorder shall charge an additional ten dollar (\$10.00) fee for filing every instrument, paper or notice for record, in order to defray the costs associated with converting the County Recorder's Document Storage System to computers or micrographics."

BE IT FURTHER ORDAINED, that Chapter 26, Article III, Section 27-22 is hereby

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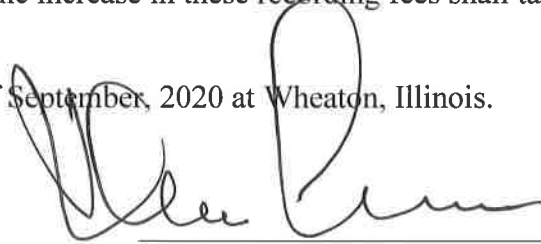
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amended to read:

“The County Recorder shall charge a twenty-one-dollar (\$21.00) fee for filing every instrument, paper, or notice for record in order to defray the cost of implementing or maintaining the County’s Geographic Information System.”

BE, IT FURTHER ORDAINED, that the increase in these recording fees shall take effect on December 1, 2020.

Enacted and approved this 22nd day of September, 2020 at Wheaton, Illinois.



DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest:



JEAN KACZMAREK, COUNTY CLERK

AYES 18
NAYS 0
ABSENT 0

Fred Bucholz, DuPage County Recorder

Fee Schedule

Illinois State Statute 55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1



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 30x36)	 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 (11x17 or less)	\$67.00
Accompanying a Standard Document	
 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
Non-Conforming	\$51.00
Each additional Name	\$5.00
<p>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 and Real Property fee do not apply when recording documents which are not real estate related or documents recorded by units of government. 310 ILCS 105/7.</p>	
 Military Discharge	 55 ILCS 5/3-5015
Recording	No Charge
First Certified Copy	No Charge
 State, Federal & Local Government Agencies	 55 ILCS 5/3-5018 & 770 ILCS 110/5
Discounted prices are applicable only if paid by agency.	
Liens	\$11.00
Release of Liens	\$11.00
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.	
Non-Lien Related Documents	\$18.00

Copy Fee Schedule

Document Copy

Per page	\$0.50
Certification	\$5.00
See service charge below	

Plat Copy

11x17 Page	\$1.50
18x24 Page	\$2.50
24x36 Page	\$5.00
36x48 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
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Military Discharge

55 ILCS 5/3-5015

Request form needs to be completed and identification is required.

Certified Copy	\$1.25
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Map of DuPage County 1897

Color Print 18x24	\$5.00
Color Print 24x36	\$10.00
Color Print 36x48	\$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
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Payment

Pay Types Accepted

Credit Card
Check (no starter checks)
Money Order
Cash

Visa, MasterCard, Discover, UnionPay
Payable to: DuPage County Recorder
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Business Accounts

Agreement must be completed and submitted for approval.
Automated Clearing House (ACH)
Escrow

Service Provider Fees (Bank & Credit Card)

Credit Card Convenience Fee (total transaction)	2.75%
Credit Card Convenience Fee (minimum fee)	\$2.00
Returned Check Charge: Refer to Maker	\$4.50
Returned Check Charge: Stop Payment	\$4.50
Returned Check Charge: Non-Sufficient Funds	\$9.00