



## **McHenry County Recorder's Office**

Joseph J. Tirio – Recorder

**Walk-in Location:**  
667 Ware Road, Room 109  
Woodstock, IL 60098

(815) 334-4110

**Mailing Address:**  
2200 N. Seminary Ave.  
Woodstock, IL 60098

# **NOTICE**

## **IMPLEMENTATION OF GIS FEE INCREASE COLLECTED BY THE McHENRY COUNTY RECORDER'S OFFICE**

The GIS Fee will be increased from \$15 to \$24 in order to cover the cost of McHenry County's Geographic Information System. The McHenry County GIS cadastral data, online maps, aerials, topography data, software, and services are relied upon in several areas of County business/operations such as assessments, land use planning, zoning, water resources, crime analysis, emergency management and public safety, engineering, transportation planning, environmental health and evidence in court cases.

The attached fee schedule will be in effect for all documents presented for recordation on or after December 1, 2019.

If you should have any questions, please do not hesitate to contact the GIS Department or Recorder's Office.

## **FEE SCHEDULE UPDATE**

The fees for recording documents are listed below. All documents to be recorded must be originals or certified copies. Documents to be recorded are divided into two categories: Standard Documents and Nonstandard Documents.

“Standard Document” means any document other than a nonstandard document.

“Nonstandard document” means:

- (1) A document that creates a division of a then active existing tax parcel identification number;
- (2) A document recorded pursuant to the Uniform Commercial Code;
- (3) A document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018 [55 ILCS 5/3-5018];
- (4) A State lien or a federal lien;
- (5) A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording; or
- (6) A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.

The Illinois Predictable Fee Schedule statute, 55 ILCS 5/3-5018.1, established five standard document classifications:

- (1) Deeds,
- (2) Leases, lease amendments, and similar transfer of interest documents,
- (3) Mortgages,
- (4) Easements not otherwise part of another classification, and
- 5) Miscellaneous.

Each of the individual five standard document classifications will be charged a corresponding flat fee which will include any required county and state fees for each document. The flat fees for recording a standard document are listed below. All of the following standard document flat fees include a \$1.00 charge for any document affecting interest in real property (of which, pursuant to 55 ILCS 5/3-5018, 50 cents will go to the County’s general fund and 50 cents will go to the Recorder’s Automation Fund), a \$24.00 Geographic Information System (GIS) charge and an \$8 Recorder’s Automation Fund charge. Additionally, the flat fees for recording a standard document also include a \$9 Rental Housing Support Program (RHSP) State surcharge for the recording of any real estate-related document unless the document recorded is exempt from the RHSP surcharge.

If an entity recording documents believes that they are exempt from the Rental Housing Support Program (RHSP) State surcharge, please complete the RHSP Exemption Declaration Form (located on our web site at [www.mchenryrecorder.org](http://www.mchenryrecorder.org)), to accompany each document recorded.

**Flat Fees for Recording a Standard Document:**

<b>Document Type</b>	<b>Fee per Document</b>	<b>Fee per Document (RHSP Exempt)</b>
Deed	\$55.00	\$45.00
Lease	\$60.00	\$50.00
Mortgage	\$65.00	\$55.00
Easement	\$51.00	\$41.00
Other	\$53.00	\$43.00

**Non-Standard Document Fees:**

In addition to the fees stated above, add \$16 for the first 4 pages and \$2 for each additional page for Deeds, Leases, Mortgages, Easements and any other document not specifically identified herein.

**Uniform Commercial Code (UCC) Recording**

Filing	<b>\$52.00</b>
Termination	<b>\$32.00</b>
Search (per name)	<b>\$10.00</b>
Copies (per page)	<b>\$1.00</b>

**State/Federal Liens & Other Miscellaneous Filings (First 2 Pages) \$11.00**

Examples include but are not limited to: Federal/State Tax Liens, Renewals, Releases, Deeds, Easements, Right-of-Ways, Dedications, Dissolutions, Oil, Gas & Mineral Assignments, Etc.

Each additional page	<b>\$1.00</b>
Each additional name after one	<b>\$1.00</b>

**Plats, Condominiums & Surveys**

Plat of Subdivision (Max. 24" x 36")	<b>\$92.00</b>
Declaration of Condominium (First four (4) pages)	<b>\$54.00</b>
Each additional page	<b>\$1.00</b>
Plat attached to Declaration of Condominium (First page) (Max. 24" x 36")	<b>\$59.00</b>
Each additional page	<b>\$1.00</b>

**Recorder's Office Required Copies:**

Three (3) Copies for Subdivision Plats	<b>\$2.00 per pg.</b>
Three (3) Copies for Condominium Plats	<b>\$2.00 per pg.</b>
All other Copies	<b>\$4.00 per pg.</b>

**Miscellaneous Plats (Max. 24" x 36") \$61.00**

Examples include but are not limited to: Easements, Dedications, Vacations, Highway Strip Maps, etc.

Each additional page	<b>\$19.00</b>
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**Exhibits**

Exhibits (larger than 11" x 17") (Max. 24" x 36")	<b>\$10.00</b>
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Exhibits larger than 11" x 17" accompanying a document, generates a non-standard fee (\$16 for the first four pages and \$2 for each additional page). In addition, a \$10 exhibit fee is incurred.

This is an additional fee added to the non-standard pricing of a document.

<b>Military Discharge Records (DD-214) and first two Certified Copies</b>	<b>No Charge</b>
Each additional certified copy	<b>\$1.00</b>

### **Copy Department**

For copy requests, contact us at 815-334-4110.  
American Express, Discover, MasterCard or Visa Credit Cards accepted

First page up to 8 1/2 x 14	<b>\$1.50</b>
Additional pages per document	<b>\$0.50</b>
Copy of Map, Plat of Subdivision, Condominium Plat, or records larger than 8 1/2 x 14	<b>\$4.00 per pg</b>

### **Certified Copies:**

Certified copies (up to four (4) pages)	<b>\$12.00</b>
Additional pages per document	<b>\$1.00</b>
Certified State or Federal Tax Lien or Release	<b>\$5.00</b>
Certified copy of Map, Plat of Subdivision or Condominium Plat	<b>\$10.00</b>

Copies may be picked-up in our office or returned via Postal Mail, Fax or E-Mail.  
E-Mail requests will be received by 4:30 p.m. All e-mail requests after 3:00 p.m. will be sent the next business day.

### **Fax**

Standard size up to 8 1/2 x 14 (First 20 pages)	<b>\$5.00</b>
Each additional page (Over 20 pages)	<b>\$0.50</b>