

**CITY OF PORTAGE
2012 CHARGES FOR DOCUMENTS**

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CHARGES PER COPY	ONLINE AVAILABILITY
City Manager	Advisory Board Minutes and Agendas	No Charge	Last Twelve Months Online for Construction Board of Appeals, Human Services, Zoning, Planning Commission, EDC/TIFI, LDFA, Historic District Commission, Park Board and Environmental Board
	Advisory Board Agenda Packets	\$4.00/ea.	Available Online
	City Maps	No Charge	GIS Mapping Service Available Online
Finance	Budget (Paper copy)*	\$46.20 Plus Mailing	Available Online
	Budget CD ROM*	\$5.00 Plus Mailing	Available Online
	Comprehensive Audit (Paper Copy)	\$30.00 Plus Mailing	Available Online
	Comprehensive Audit CD ROM*	\$5.00 Plus Mailing	Available Online
	Full Copy of Electronic Property Tax File	\$50.00	Not Available Online
	Tax Payment Receipts (duplicates requested other than time of payment)	No Charge	Available Online
	Individual Parcel Look-up Online	No Charge	Available Online
	Special Assessment/Tax History on computer (since 2004)	No Charge	Available Online
	Special Assessment/Tax History not on computer (prior to 2004)	\$2.00/year	Not Available Online
	Utility Bill History Information	\$5.00	Not Available Online
	* Upon Availability		
Assessor	Property Appraisal Card/Owner of Record	No Charge	Not Available Online
	Property Appraisal Card/Non-Property Owner	\$1.00/ first page then	Not Available Online
	Additional Cards	\$0.10/pg.	Not Available Online
	Data Sales Report	\$3.00/pg.	Not Available Online
	Annual Database download for Realtors Association	\$50.00	Not Available Online
Purchasing	Bid Specifications (First copy)	No Charge	Available Online
	Contract Conditions & Specifications	No Charge	Available Online
	Additional Copy	\$25.00	

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City Clerk	City Charter	\$6.00	Available Online
	Precinct Maps (Color)	\$6.00	GIS Mapping Service Available Online
	Council Minutes and Agendas	No charge	Last Year & Current Year Available Online
	Council Agenda Packets	\$25.00 Plus Mailing	Last Year & Current Year Available Online
	Qualified Voter Information (plus postage)	\$30.00/hr. Plus \$1.00/CD	Not Available Online
	Qualified Voter Information-Electronic Copy	\$1.00/CD	Not Available Online
	Tax Abatement Application	2% of taxes abated during the term of the tax abatement not to exceed \$1,800.00	Available Online.
Employee Development	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy	\$0.40/pg.	
	To non-employee	\$0.40/pg.	
Benefit Services	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy	\$0.40/pg.	
	To non-employee	\$0.40/pg.	
Fire	EMS Reports	\$0.40/pg. \$2 minimum	Not Available Online
	Environmental Impact Statements	\$0.40/pg. \$2 minimum	Not Available Online
	NFIRS Reports	\$0.40/pg. \$2 minimum	Not Available Online
Information Technology	Compact Disk	\$1.00/ea.	Not Applicable
	DVD Productions (copy of)	\$1.50/ea.	Not Applicable
	Electronic Data Retrieval Services	\$50.00/hr.	Not Applicable

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Police	Police Reports:		Not Available Online
	Minor Incident Report	\$3.50	
	Up to 20 pages	\$5.00	
	From 21-40 pages	\$7.00	
	From 41-60 pages	\$9.00	
	Accident Reports:		Not Available Online
	UD-10 Form	\$5.00	Not Available Online
	w/supplemental information up to 20 pages	\$5.00	
	From 21-40 pages	\$7.00	
	From 41-60 pages	\$9.00	
	Over 60 pages	Cost/hr.	
	Photographs:		Not Available Online
	4 x 6 Color Photos	\$1.00	
	5 x 7 Color Photos	\$1.50	
	5 x 7 & 8 x 10 Color Photos	\$5.00	Not Available Online
	digitally processed for first photo in series	\$7.50	Not Available Online
	Subsequent Photos in series	\$2.00	Not Available Online
	Booking Photo	\$3.50	Not Available Online
	Booking Room Videos	\$25/ea. Plus \$1.50/DVD	
	Mobile Video Digital Recordings	\$25/ea. Plus \$1.50/DVD	
	Digital Photos to Diskette	\$34.00/hr.	Not Available Online
	Visa Clearance/Adoption	\$5.00	Not Available Online
	Audio Tapes by Technical Service Manager	\$30.00/hr. Plus \$1.00/CD	Not Available Online
	Non-criminal Fingerprints		Not Available Online
	Resident or Portage Business	\$8.00/card	
	Non-resident	\$15.00/card	
	Application to Set Aside Conviction Fingerprints	\$8.00	Not Available Online

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ORIGINATING DEPARTMENT	DOCUMENT TITLE	CHARGES PER COPY	ONLINE AVAILABILITY
Community Development (Maps, plans, tracings, plats, etc.)	PAPER FORMAT - IN COLOR:		GIS Mapping Service Available Online
	8 x 11 ("A" size) without Aerial	\$1.00	
	11 x 17 ("B" size) without Aerial	\$2.00	
	18 x 24 ("C" size) without Aerial	\$3.00	
	24 x 36 ("D" size) without Aerial	\$5.00	
	30 x 30 ("E" size) without Aerial	\$10.00	
	8 x 11 ("A" size) with Aerial	\$2.00	
	11 x 17 ("B" size) with Aerial	\$5.00	
	18 x 24 ("C" size) with Aerial	\$10.00	
	24 x 36 ("D" size) with Aerial	\$20.00	
	30 x 30 ("E" size) with Aerial	\$25.00	
	Building Plan/Site Plan (24x36)*	\$5.00/sheet	Not Available Online
	Planning and Zoning Code with Land Dev.	\$25.00 Plus Mailing	Available Online
	Zoning Map, Future Land Use Map (11x17)	\$5.00	Available as part of GIS Mapping Service
	Zoning Map, Future Land Use Map (24x36)	\$10.00	Available as part of GIS Mapping Service
	Subdivision and Land Division Regulations	\$5.00	Available Online
	Comprehensive Master Plan	\$40.00 Plus Mailing	Available Online
	Major Thoroughfare Plan	\$7.00 Plus Mailing	Available Online
	Capital Improvement Project (CIP) Packet	\$40.00 Plus Mailing	Available Online
	Property Notification Address List	\$20.00	Not Applicable
	CDGB Consolidated Plan	\$10.00 Plus Mailing	Available Online
	CDBG Annual Action Plan	\$5.00 Plus Mailing	Available Online
	Analysis of Impediments to Fair Housing Study	\$10.00 Plus Mailing	Available Online
	DIGITAL FORMAT:		
	Digital Aerial Photo of City (one foot pixel resolution)		GIS Mapping Services Available Online
	Per Section	\$40.00	
	Entire City	\$750.00	
	Digital Topographic Maps		GIS Mapping Services Available Online
	Per 1/4 Section	\$25.00	
	All 36 Sections	\$1,500.00	
	Digital (GIS) Map Layers (streets, hydrology, zoning)	\$100/file	GIS Mapping Services Available Online
	Digital (GIS) Parcel Map Layer	0.10/parcel	GIS Mapping Services Available Online
		\$25 min. / \$750 max.	
	Custom Mapping	\$50.00/hr.	GIS Mapping Services Available Online
	Building/Site Plan Plan e-mailed*	\$10/request	Not Available Online
	*Copyright restrictions may apply		

NOTE: The minimum cost for any document not listed above shall be \$1.00 plus \$.10 for each additional page after the first page. For requests involving an excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour.