

**CITY OF PORTAGE  
2014 CHARGES FOR DOCUMENTS**

<b>ORIGINATING DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CHARGES PER COPY</b>	<b>ONLINE AVAILABILITY</b>
City Manager	Advisory Board Minutes	No Charge	Last Twelve Months Online for: Minutes and Agendas for Construction Board of Appeals, Human Services Board, Zoning Board of Appeals, Planning Commission, DDA and EDC/TIFA, L.D.F.A, Historic District Commission, Senior Citizens Advisory Board, Park Board and Environmental Board.
	Advisory Board Agendas	No Charge	See Above
	Advisory Board Agenda Packets	\$4.00/ea.	Available Online
	City Maps	No Charge	GIS Mapping Service Available Online
Finance	Budget (Paper copy)*	\$30.00 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
	*Upon Availability		
	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 \$0.10 /pg.	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

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<b>DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CHARGES PER COPY</b>	<b>ONLINE AVAILABILITY</b>
Purchasing	Bid Specifications (First copy)	No Charge	Available Online
	Contract Conditions & Specifications	No Charge	Available Online
	Additional Copy	\$25.00	
City Clerk	City Charter	\$6.00	Available Online
	Precinct Maps (Color)	\$6.00	GIS Mapping Service Available Online
	Council Minutes and Agendas	No charge	Prior Year Available Online
	Council Agenda Packets	\$25.00 Plus Mailing	Prior 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	\$5.00	Not Available Online
	Environmental Impact Statements	\$31.80/hr. (\$5.00 minimum)	Not Available Online
	NFIRS Reports	\$5.00	Not Available Online

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<b>ORIGINATING DEPARTMENT</b>		<b>DOCUMENT TITLE</b>	<b>CHARGES PER COPY</b>	<b>ONLINE AVAILABILITY</b>
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 Info up to 20 pages	\$5.00	
		From 21-40 pages	\$7.00	
		From 41-60 pages	\$9.00	
		Over 60 pages	Cost/hr.	
		Police Reports Facsimile Charge	\$0.50/ea.	Not Applicable
		Photographs:		Not Available Online
		Booking Photo	\$3.50	Not Available Online
		Booking Room Videos	\$34.50/hr. Plus \$1.50/DVD \$25.00 minimum	
		Mobile Video Digital Recordings	\$34.50/hr. Plus \$1.50/DVD \$25.00 minimum	
		*Digital Photos to Disc	\$34.00/hr.	Not Available Online
		Visa Clearance	\$11.00	Not Available Online
		Criminal Record Check	\$5.00	Not Available Online
		Audio Tapes	\$22.15/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 Permit	\$8.00	Not Available Online
		Bond Fee	\$10.00	

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**ORIGINATING**

**DEPARTMENT DOCUMENT TITLE**

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**ONLINE AVAILABILITY**

PAPER FORMAT - IN COLOR:

GIS Mapping Service Available Online

Community

Development  
(Maps, plans,  
tracings,  
plats, etc.)

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) (copyright restrictions may apply)	\$5.00/sheet
Planning and Zoning Code with Land Development Regulations	\$25.00 Plus Mailing
Zoning Map, Future Land Use Map (11x17)	\$5.00
Zoning Map, Future Land Use Map (24x36)	\$10.00
Subdivision and Land Division Regulations	\$5.00
Comprehensive Master Plan	\$40.00 Plus Mailing
Major Thoroughfare Plan	\$7.00 Plus Mailing
Capital Improvement Project (CIP) Packet	\$40.00 Plus Mailing
Property Notification Address List	\$20.00
CDBG Consolidated Plan	\$10.00 Plus Mailing
CDBG Annual Action Plan	\$5.00 Plus Mailing
Analysis of Impediments to Fair Housing Study	\$10.00 Plus Mailing

Not Available Online

Available Online  
Available as part of GIS Mapping Service  
Available as part of GIS Mapping Service  
Available Online  
Available Online  
Available Online  
Available Online  
Not Applicable  
Available Online  
Available Online  
Available Online

DIGITAL FORMAT:

Digital Aerial Photo of City (one foot pixel resolution)	\$40/section
Digital Aerial Photo of Entire City	\$750.00

GIS Mapping Services Available Online  
GIS Mapping Services Available Online

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Community Development (Continued) (Maps, plans, tracings, plats, etc.) Continued	Digital Topographic Maps All 36 Sections Digital (GIS) Map Layers (streets, hydrology, zoning, etc.) Digital (GIS) Parcel Map Layer	\$25/quarter section \$1,500.00 \$100/file	GIS Mapping Services Available Online GIS Mapping Services Available Online GIS Mapping Services Available Online
	Digital (GIS) Parcel Map Layer	0.10/parcel \$25 minimum \$750 maximum	GIS Mapping Services Available Online
	Custom Mapping Building/Site Plan e-mailed (copyright restrictions may apply)	\$50.00/hr. \$10/request	GIS Mapping Services Available Online Not Available Online
Information Technology	Compact Disk DVD Productions (copy of) Computer Research	\$1.00/ea. \$1.50/ea. \$50.00/hr.	Not Applicable Not Applicable Not Applicable

NOTE: The minimum cost for any document not listed above shall be \$1.00 plus \$0.10 for each additional page after the first page.  
For requests involving in excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour.