

**CITY OF PORTAGE  
2018 CHARGES FOR DOCUMENTS**

<b>ORIGINATING DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CURRENT CHARGES</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	\$.10/pg + *	Available Online
	City Maps	No Charge	GIS Mapping Service Available Online
Finance	Budget (Paper copy)*	\$.10/pg + * Plus Mailing	Available Online
	Budget CD ROM*	\$0.38 Plus Mailing	Available Online
	Comprehensive Audit (Paper Copy)	\$.10/pg + * Plus Mailing	Available Online
	Comprehensive Audit CD ROM* *Upon Availability	\$0.38 Plus Mailing	Available Online
	Full Copy of Electronic Property Tax File	\$0.38	This was inadvertently changed to \$0.38 in 2016. It was \$50 in prior years.
	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)	No Charge	Not Available Online
	Utility Bill History Information * Upon Availability	No Charge	Not Available Online
Assessor	Property Appraisal Card/Owner of Record	No Charge	Not Available Online
	Property Appraisal Card/Non-Property Owner	\$.10/pg + *	Not Available Online
	Additional Cards	\$.10/pg + *	Not Available Online
	Data Sales Report	\$.10/pg + *	Not Available Online
	Annual Database download for Realtors Association	*	Not Available Online

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Purchasing	Bid Specifications (First copy)	No Charge	Available Online
	Contract Conditions & Specifications	No Charge	Available Online
	Additional Copy	\$.10/pg + *	
City Clerk	City Charter	\$2.40	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	\$.10/pg + *	Prior Year Available Online
	Qualified Voter Information (plus postage)	*	Not Available Online
Qualified Voter Information-Electronic Copy	0.38/CD	Not Available Online	
Tax Abatement Application	2% of taxes abated during the term of the tax abatement not to \$1,800.00	Available Online	
Human Resources	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy	\$.10/pg + *	
	To non-employee	\$.10/pg + *	
Fire	EMS Reports	\$.10/pg + *	Not Available Online
	Environmental Impact Statements	\$.10/pg + *	Not Available Online
	NFIRS Reports	\$.10/pg + *	Not Available Online
	Research	*	Not Available Online
	Digital Photos to Disc	*	Not Available Online

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<b>ORIGINATING DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CURRENT CHARGES</b>	<b>ONLINE AVAILABILITY</b>
Police	POLICE REPORTS:		Not Available Online
	Minor Incident Report	\$.10/pg + *	
	Up to 20 pages	\$.10/pg + *	
	From 21-40 pages	\$.10/pg + *	
	From 41-60 pages	\$.10/pg + *	
	Accident Reports:		Not Available Online
	UD-10 Form	\$.10/pg + *	Not Available Online
	w/supplemental Info up to 20 pages	\$.10/pg + *	
	From 21-40 pages	\$.10/pg + *	
	From 41-60 pages	\$.10/pg + *	
	Over 60 pages	\$.10/pg + *	
	Police Reports Facsimile Charge	No Charge	Not Applicable
	Photographs		Not Available Online
	Booking Photo	\$.38 + *	Not Available Online
	Booking Room Videos, Lobby Videos,	\$.38 + *	Not Available Online
	Interview Videos, Evidence Videos and	\$.38 + *	
	Mobile Video Digital Recordings	\$.38 + *	
	*Digital Photos to Disc	\$.38 + *	Not Available Online
	Visa Clearance	\$11.00	Not Available Online
	Audio Tapes	\$.38 + *	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	Through the Court	Not Available Online
	Bond Fee	\$10.00	

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<b>ORIGINATING DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CURRENT CHARGES</b>	<b>ONLINE AVAILABILITY</b>
	PAPER FORMAT - IN COLOR:		Available as part of GIS Mapping Service
Community Development (Maps, plans, tracings, plats, etc.)	8 x 11 ("A" size) without Aerial	\$1.00	Available as part of GIS Mapping Service
	11 x 17 ("B" size) without Aerial	\$2.00	Available as part of GIS Mapping Service
	18 x 24 ("C" size) without Aerial	\$3.00	Available as part of GIS Mapping Service
	24 x 36 ("D" size) without Aerial	\$5.00	Available as part of GIS Mapping Service
	30 x 30 ("E" size) without Aerial	\$10.00	Available as part of GIS Mapping Service
	8 x 11 ("A" size) with Aerial	\$2.00	Available as part of GIS Mapping Service
	11 x 17 ("B" size) with Aerial	\$5.00	Available as part of GIS Mapping Service
	18 x 24 ("C" size) with Aerial	\$10.00	Available as part of GIS Mapping Service
	24 x 36 ("D" size) with Aerial	\$20.00	Available as part of GIS Mapping Service
	30 x 30 ("E" size) with Aerial	\$25.00	Available as part of GIS Mapping Service
	Building Plan/Site Plan (24x36) (copyright restrictions may apply)	\$5.00/sheet	Not Available Online
	Planning and Zoning Code with Land Development Regulations	\$.10/pg + *	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	\$.10/pg + *	Available Online
	Comprehensive Master Plan	\$.10/pg + *	Available Online
	Comprehensive Master Plan - CD ROM	\$.38 + *	Available Online
	Major Thoroughfare Plan Status update	\$.10/pg + *	Available Online
	Capital Improvement Program (CIP)	\$.10/pg + *	Available Online
	Capital Improvement Program (CIP) - CD ROM	\$.38 + *	Available Online
	Property Notification Address List	\$.10/pg.	Not Applicable
	CDBG Consolidated Plan	\$.10/pg + *	Available Online
	CDBG Annual Action Plan	\$.10/pg + *	Available Online
	Analysis of Impediments to Fair Housing Study	\$.10/pg + *	Available Online
	DIGITAL FORMAT:		
	Digital Aerial Photo of City (one foot pixel resolution)	\$40/section	Available as part of GIS Mapping Service
	Digital Aerial Photo of Entire City - All Sections	\$750.00	Available as part of GIS Mapping Service

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Community Development	Digital Topographic Maps	\$25/quarter section	Available as part of GIS Mapping Service
	All 36 Sections	\$1,500.00	Available as part of GIS Mapping Service
	Digital (GIS) Map Layers (streets, hydrology, zoning, etc.)	\$100/layer	Available as part of GIS Mapping Service
	Digital (GIS) Parcel Map Layer	\$.10/parcel \$25 minimum \$750 maximum	Available as part of GIS Mapping Service
	Custom Mapping Building/Site Plan e-mailed (copyright restrictions may apply)	* *	Available as part of GIS Mapping Service Not Available Online
Information Technology	Compact Disk	\$.38 + *	Not Applicable
	DVD Productions (copy of)	\$.38 + *	Not Applicable
	Computer Research	*	Not Applicable

\* NOTE: Charge per document is \$0.10/page, labor costs and up to 50% of the hourly wage for benefit costs of lowest paid individual capable of performing the work, plus 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 rounded down.