

**CITY OF PORTAGE
2015 CHARGES FOR DOCUMENTS**

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CHARGES	ONLINE AVAILABILITY
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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CHARGES FOR DOCUMENTS CONT.

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CHARGES PER COPY CURRENT	ONLINE AVAILABILITY
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 Tax Abatement Application	\$1.00/CD 2% of taxes abated during the term of the tax abatement not to exceed \$1,800.00	Not Available Online Available Online
Employee Development	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy To non-employee	\$0.40/pg. \$0.40/pg.	
Benefit Services	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy To non-employee	\$0.40/pg. \$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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Fire (Continued)	Compliance Checks	\$100.00 plus \$20.00 for ea. Addi'l Unit	Not Available Online
	Research	\$31.80/hr.	Not Available Online
	Digital Photos to Disc	\$31.80/hr.	Not Available Online
	Bi-directional Amplifier Permit	\$45.00 plus \$100.00 Testing Fee	Not Available Online
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, Lobby Videos, Interview Videos, Evidence Videos and Mobile Video Digital Recordings	\$34.50/hr. Plus \$1.50/DVD	Not Available Online
	*Digital Photos to Disc	\$25.00 minimum \$34.00/hr.	Not Available Online
	Visa Clearance	\$11.00	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	CHARGES PER COPY CURRENT	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	Not Available Online
	Planning and Zoning Code with Land Development Regulations	\$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
	Comprehensive Master Plan - CD ROM	\$5.00	Available Online
	Major Thoroughfare Plan Status update	\$7.00 Plus Mailing	Available Online
	Capital Improvement Program (CIP)	\$40.00 Plus Mailing	Available Online
	Capital Improvement Program (CIP) - CD ROM	\$5.00	Available Online
	Property Notification Address List	\$20.00	Not Applicable
	CDBG 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)	\$40/section	GIS Mapping Services Available Online
	Digital Aerial Photo of Entire City - All Sections	\$750.00	GIS Mapping Services Available Online

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Community Development (Continued) (Maps, plans, tracings, plats, etc.) Continued	Digital Topographic Maps	\$25/quarter section	GIS Mapping Services Available Online
	All 36 Sections	\$1,500.00	GIS Mapping Services Available Online
	Digital (GIS) Map Layers (streets, hydrology, zoning, etc.)	\$100/layer	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	\$1.00/ea.	Not Applicable
	DVD Productions (copy of)	\$1.50/ea.	Not Applicable
	Computer Research	\$50.00/hr.	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.