

**CITY OF PORTAGE 2022 CHARGES FOR DOCUMENTS (FOIA FEES) - APPROVED**

<b>ORIGINATING DEPARTMENT</b>	<b>DOCUMENT TITLE</b>	<b>CURRENT CHARGE</b>	<b>ONLINE AVAILABILITY</b>
Finance	Budget (Paper copy)*	\$.10/pg + *	Available Online
		Plus Mailing	
	Budget CD ROM*	\$0.38	Available Online
		Plus Mailing	
	Comprehensive Audit (Paper Copy)	\$.10/pg + *	Available Online
		Plus Mailing	
	Comprehensive Audit CD (upon availability)	\$0.38	Available Online
		Plus Mailing	
	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)	No Charge	Not Available Online
	Utility Bill History Information (upon availability)	No Charge	Not Available Online
Assessor	Property Record Card/Property Record Data	No Charge	Available Online
	Historical Property Record Card	No Charge	Not Available Online
	Sales Study Report	\$.10/pg + *	Available Online
	Annual Database Download for Realtors Assn.	No Charge	Not Available Online
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
	Advisory Board Minutes	No Charge	Prior Year Available Online
	Advisory Board Agenda Packets	\$.10/pg + *	Prior Year Available Online
	Qualified Voter Information-Electronic Only	No Charge	Not Available Online
	City of Portage Flag	\$40	Not Available Online

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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
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 Court	Not Available Online
	Bond Fee	\$10.00	

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Community Development	PAPER FORMAT - IN COLOR:			
(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)	\$5.00/sheet	Not Available Online	
	(copyright restrictions may apply)			
		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	\$20.00	Available Online	
	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	
	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	

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Community Development (cont'd)	Digital (GIS) Parcel Map Layer	\$.10/parcel	Available as part of GIS Mapping Service
		\$25 minimum	
		\$750 maximum	
	Custom Mapping	*	Available as part of GIS Mapping Service
	Building/Site Plan e-mailed (copyright restrictions may apply)	*	Not Available Online
Technology Services	Compact Disk	\$.38 + *	Not Applicable
	DVD Productions (copy of)	\$.38 + *	Not Applicable
	USB Flash Drive - 16GB	\$8 + *	Not Applicable
	USB Flash Drive - 32GB	\$13 + *	Not Applicable
	USB Flash Drive - 64GB	\$20 + *	Not Applicable
	Research	*	

\* NOTE: Charge per document is \$.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 mail 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.