



## General Public Records Request Schedule of Fees

The following fees are established administratively and comply with State and Federal laws. These fees were reviewed by the Town Attorney and Town Manager.

All persons requesting public records must do so via the Town’s NextRequest portal prior to receiving any record(s). Any requests for paper copies to be mailed must be paid in advance (copying & postage).

Copies of staff reports, ordinances or other documents directly related to a development application or permit application (where fees have been paid for such application) will be provided to the applicant at no charge.

Copies requested by a consultant hired by the Town will be provided necessary documents at no charge.

| DESCRIPTION  | COST             |
|--|------------------|
| Publications ( <i>Budget, CIP, Code</i> )                            | Available Online |
| E-mailed Records   | No charge        |
| B/W Copies: (8 ½ x 11, 8 ½ x 14 & 11x17)                             |                  |
| • Single-side  | \$0.10 / page    |
| • Double-sided   | \$0.20 / page    |
| Color Copies: (8 ½ x 11, 8 ½ x 14 & 11x17)                           |                  |
| • Single-side  | \$0.50 / page    |
| • Double-sided   | \$1.00 / page    |
| GIS Maps   |                  |
| • 8 ½ x 11   | \$2.00 / sheet   |
| • 11 x 17  | \$5.00 / sheet   |
| • 17 x 22  | \$10.00 / sheet  |
| • 22 x 34  | \$15.00 / sheet  |
| • 34 x 34  | \$20.00 / sheet  |
| Maps, Plat Maps, Drawings  | Actual Cost      |
| <i>As-built map (24x36) produced internally or by outside vendor</i> |                  |
| Council or Planning & Zoning Commission Meeting Video                | \$10.00 / CD     |
| Business License Report  | \$10.00 / Report |