

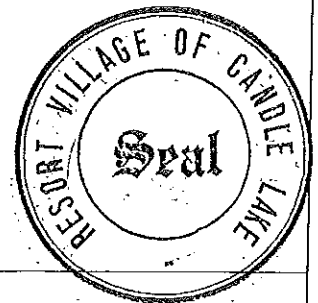
**SECTION: 200 – GENERAL GOVERNMENT**

**POLICY NO: 200-30**

**SUBJECT: OFFICE SERVICES**

**Fee Schedules and Procedures for Various Services:**

1. **Assessment Information/Field Sheets -**
  - \$15.00 per property
  - May be provided to property owner free of charge upon written request
2. **Fax Services –**
  - \$0.25 per sheet sending and receiving
3. **Photocopying –**
  - \$0.25 per black & white copy
  - \$0.50 per color copy
4. **Tax Certificates –**
  - \$30.00 per property
5. **Subdivision Map Booklet (copy)-**
  - \$15.00 per booklet
6. **Fees for Administration time-**
  - Any document(s) that do not require any more than 15 minutes of time are only subject to copying fees if applicable
  - Any requests for documents that require more than 15 minutes are subject to a fee of \$25.00 per hour for the first hour and \$20.00 per hour flat rate for any time over the first hour.
7. **Building Permit Fees-**
  - Fees determined by Building Inspector plus a \$25 Administration fee.
8. **Discretionary Use –**
  - \$50 Application fee
  - Additional fees – see form.



**DATE APPROVED: July 11, 2014**

**RESOLUTION NUMBER: 141-2014**

Mayor *John B. Quinn*  
Administrator *J. Council*