

PUBLIC REQUEST FORM

RESOLUTION 10-05

B. Charges for Public Records.

1. General:
 - a. The charge for duplication of a one-sided letter size (8-1/2" x 11"), legal size (8-1/2" x 14") or oversize (11" x 17") document, capable of being reproduced on existing city equipment, shall be fifteen cents (\$.15) per copy. Duplication of two-sided pages shall be twenty cents (\$.20) per copy.
 - b. For large, single documents not covered above (i.e., blueprints, maps, plats, etc.), the charge shall be the actual cost to the city for outside reproduction.
 - c. For books and other multi-page volumes printed by the city (i.e., annual budget, Belle Isle Historic District Code Book, Belle Isle Historic District Master Plan), the charge shall be the actual cost to the city for outside reproduction.
 - d. The charge for computer printouts shall be one dollar (\$1.00) per page.
 - e. The charge for the city maps shall be one dollar and twenty five cents (\$1.25) per map.
 - f. The charge for a City Charter shall be two dollars (\$2.00) per copy.
 - g. The charge for a City Code (without a binder) shall be thirty-five dollars (\$35.00) per copy.
 - h. The charge for Supplements to the City Code shall be twenty five dollars (\$25.00) per year.
 - i. The charge for a Comprehensive Plan shall be ten dollars (\$10.00) per copy.
 - j. Planimetric and topographic maps, 1 sheet, 1 section, 1 inch=200 feet shall be fifteen dollars (\$15.00).
 - k. Planimetric mapping only, 1 sheet, 1 section, 1 inch=200 feet shall be twelve dollars (\$12.00).
 - l. Planimetric mapping only, 1 sheet, 1/4 section, 1 inch=100 feet shall be ten dollars (\$10.00).
 - m. Aerial photograph, 1 sheet, 1 section, 1 inch=200 feet shall be five dollars (\$5.00).
 - n. The charge for a certified copy of public records shall be one dollar (\$1.00) per certification, plus the applicable copying charges.
2. Multi-Media Public Records Requests:
 - a. If a photographic reproduction is requested, the charge shall be \$3.50 each 5" x 7" prints and \$7.00 each for 8" x 10" prints.
 - b. The charge for copies of cassette tapes shall be two dollars (\$2.00) per cassette.
3. Information Systems:
 - a. The charge for output to any medium (i.e., diskette, compact disk, electronic, etc.) shall be the cost to the City for such medium.
4. Labor Charges:

For extraordinary requests requiring more than 30 minutes of staff time, a labor charge will be imposed. Such charge shall be the result of the employee's hourly rate of pay plus benefits, multiplied by the actual time worked to accommodate the request and measured in tenths of an hour.