

Public Record Request Fees



Description	Fee	Department
<u>City Council</u>		
DVD of Council Meetings	\$20.00	City Manager's Office
<u>Finance Records Fees</u>		
Budget and Financial Statements	\$5.00	Finance
Lien Search Fee	\$25.00	Finance
<u>Fire Records</u>		
Public Records Request*	\$10.00	Fire
*unless one of the following:		
UST (Underground Storage Tank)		
AST (Above Ground Storage Tank)		
Hazmat (Hazardous Materials)		
Photo CD	Additional \$10	Fire
Pre-Hospital Care Report (EMS Public Records Request)	\$10.00	Fire
Public Records Request for: UST, AST or Hazmat	Minimum \$36.00 non-refundable deposit, plus \$36.00 per hour	Fire
Public Safety Permit	no charge	Fire
<u>Library Records</u>		
Self service photocopies (black and white)	\$0.10	Library
Self service film copies	\$0.10	Library
Self service computer prints	\$0.10	Library
<u>Photocopies - Fees are Citywide unless otherwise designated</u>		
Black and White - Citywide	\$0.15	All
Color (8.5" x 11")	\$0.75	City Manager's Office
Color (8.5" x 14")	\$0.90	City Manager's Office
Color (11" x 17")	\$1.00	City Manager's Office

Public Record Request Fees



Description	Fee	Department
<u>Planning Reports, Copies, Plans</u>		
Black and White Copies	\$0.15	Planning
Color (8.5 X 11)	\$0.75	Planning
Color (8.5X 14)	\$0.90	Planning
Color (11X17)	\$1.00	Planning
Prints (18 X 24)	B/W: \$9.00	Planning
	Color: \$11.25	Planning
Prints (24 X 36)	B/W: \$11.75	Planning
	Color: \$16.30	Planning
Prints (36 X 48)	B/W: \$17.30	Planning
	Color: \$26.30	Planning
Amberglen Plan	\$25.00	Planning
	Appendices: \$10/CD	Planning
Comprehensive Plan	no charge	Planning
Comprehensive Plan Map	\$25.00	Planning
Public Facilities Plan	\$15.00	Planning
South Hillsboro Community Plan	\$20.00	Planning
Tanasbourne Town Center Plan	\$15.00	Planning
Transportation System Plan	\$30.00	Planning
Witch Hazel Village Community Plan	\$20.00	Planning
	Appendices: \$25	Planning
Zoning Map	\$25.00	Planning
<u>Planning Maps</u>		
<i>Maps - Color Aerial Photo Print (High Ink Use)</i>		
8.5" x 11"	\$8.25	Planning
11" x 17"	\$10.25	Planning
18" x 24"	\$15.75	Planning
24" x 36"	\$25.25	Planning
36" x 48"	\$44.30	Planning
<i>Maps - Color Aerial Photo Print (High Ink Use)</i>		
8.5" x 11"	\$7.25	Planning
11" x 17"	\$8.30	Planning
18" x 24"	\$11.25	Planning
24" x 36"	\$16.30	Planning
36" x 48"	\$26.30	Planning
<i>Maps - Black and White Prints (Low Ink Use)</i>		
8.5" x 11"	\$6.75	Planning
11" x 17"	\$7.35	Planning
18" x 24"	\$9.00	Planning
24" x 36"	\$11.75	Planning
36" x 48"	\$17.30	Planning

Public Record Request Fees



Description	Fee	Department
<u>Police Records</u>		
Reports	First 15 double-sided	Police
	Each additional page:	Police
CAD reports	\$25.00	Police
Background Checks	\$10.00	Police
Research Requests	Per hour rate in excess	Police
Officer Notes	\$7.00 / page	Police
Officer Training Records	\$7.00 / record	Police
Citations	\$7.00 / citation	Police
Radar Certification	\$7.00	Police
Disc	\$15.00 each	Police
Video Tapes	\$20.00 each	Police
Photographs CD	\$20.00 each	Police
Color Photo	\$3.00 / sheet	Police
Department Policies	\$2.00 / policy copied	Police
<u>Public Works Records/Photocopies</u>		
Plats, Partition Plats, Tax Maps (18" x 24")	\$3.25	Public Works
Engineering Drawings (22" x 24")	\$5.00	Public Works
Engineering Drawings (24" x 36")	\$5.00	Public Works
Base/Street Index/Open Space (36" x 48")	\$25.00	Public Works
Topographical Maps (34" x 40")	\$13.50	Public Works
Misc. Sizes at .90 sq. ft.	\$0.15	Public Works
<u>Miscellaneous Fees</u>		
Check returned for insufficient funds (NSF)	\$25.00	All
ITF Bikepark Fob	\$15.00	Facilities and Fleet
Media Public Records Request - in excess of 6 hours of staff time*	\$40.00/hour	City Manager's Office
Media Public Records Request - in excess of 3 hours of City Attorney time*	\$190.00/hour	City Manager's Office
*If a media representative files multiple, related records requests, the charges apply to individual requests.		