

TOWN OF ROCKPORT

Document & Service Fee Policy Effective April 11, 2016

Black & White Copies:

8 ½ x 11	\$.25
8 ½ x 14	\$.35
11 x 17	\$.50

Color Copies:

8 ½ x 11	\$1.00
8 ½ x 14	\$2.00
11 x 17	\$3.00

- Property Owners may receive free of charge, a copy of their own property tax bill, tax map and/or property record card or deed.

Charter, Plans, Ordinances & Policies:

Charter	\$ 5.00
Coastal Waters & Harbor Ordinance	\$ 5.00
Codification	\$100.00
Comprehensive Plan	\$ 10.00
Floodplain Management Ordinance	\$ 5.00
Land Use/Shoreland Ordinance	\$ 20.00
Sewer Ordinance	\$ 20.00
Subdivision Ordinance	\$ 20.00
All others (per page)	\$.25

GIS Color Maps:

8 1/2 x 11	\$ 1.00
11" x 17"	\$ 3.00
Zoning Map – 11" X 17"	\$ 3.00

Assessment Records:

Property Record – front/back	\$.50
Digital Tax Maps (Set) – CD/Zip File	\$ 50.00
Valuation Book (digital)	\$ 50.00
Mailings Lists (digital)	\$ 50.00

Notary Services:

Per Document	\$ 5.00
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Facsimile (plus any photocopying charges):

Local or Toll call	\$ 1.00 per page
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DVD's:

Copy of Meeting	\$ 10.00
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Personal Property Collection Fee:

Collection Fee	\$ 25.00
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Genealogy Research & Non-Certified Copies of Vital Records:

Search Per Name (First 3 are free)	\$ 3.00
Photocopy of Record	\$ 3.00

Special Amusement Permit:

Permit Fee	\$ 25.00
Advertising Costs	\$Actual Cost

Off Premise Catering Application:

Application Fee	\$ 25.00
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Games of Chance/Beano:

Application Fee	\$ 25.00
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Liquor License:

License Fee	\$ 150.00
Renewal	\$ 50.00

Bring Your Own Bottle Functions:

Function Fee	\$ 25.00
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Voter:

List – CD	\$ 20.00
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- The fee for information provided in printed form is \$1 for the first page and \$.25 per page for all additional pages, except that the fee for additional pages of mailing labels is \$.75 per page.
- Copies to be provided to political parties or candidates as required by state election laws.

Research & Employee Time:

All research requests to cover the actual cost of searching for, retrieving and compiling the requested public record by a Town employee will be done at the rate of \$15.00 per hour after the first hour plus copy fees as designated above. All requests shall be in writing and signed by the person requesting such document(s). The Town's response to requests will be consistent with Title 1, MRSA Chapter 13, Subchapter 1 § 408 & 409.

Amended: October 15, 2002, February 10, 2003, November 8, 2004 by the Board of Selectmen and December 11, 2006, December 14, 2009, January 11, 2010, February 14, 2012 and April 11, 2016 by the Select Board
Originally Adopted: May 10, 1999 by the Board of Selectmen