

TOWN CLERK FEES

Fees Are Required To Be Paid In Advance - 32 V.S.A. Sec 1671(5)

<u>Common Name</u>	<u>V.S.A. Citation</u>	<u>Fee</u>
Absent Voter List, Copy of	1 V.S.A. Sec. 316(d)(e)	**see below
Act 250 Disclosure Statement	32 V.S.A. Sec. 1671(a)(6)	10.00 per page
Burial Permit	32 V.S.A. Sec. 1714	5.00
Certificate of Residency		5.00
Certified Copies of Public Records (other than vital)	32 V.S.A. Sec. 1671(a)(6)	10.00 per page
Change of Name/Land Records	27 V.S.A. Sec. 350	15.00
Checklist, Voter	1 V.S.A. Sec. 316(d)(e)	**see below
Complaint to Foreclosure (filing only)	32 V.S.A. Sec. 1671(a)(2)	10.00 per page
Discharge of Mortgage (Multiple discharges on a page)	32 V.S.A. Sec. 1671(a)(6)	10.00 10.00 per discharge
Dog License	20 V.S.A. Sec. 3588 (Late fees apply after April 1)	15.00 neutered 22.00 unneutered
Dog, Kennel Permit	20 V.S.A. Sec. 3588	10.00
Dog, Registered List	V.S.A. Sec. 316(d)(e)	**see below
Dog, Special License	10 V.S.A. Sec. 3588	30.00
Filing and/or Recording Documents	32 V.S.A. Sec. 1671(a)(6) 1671(c), 3485, 24:1158(b)	10.00 per page
Green Mountain Passport	31 V.S.A. Sec. 1002(b)	2.00
Liens, Recording of	32 V.S.A. Sec. 1671(a)(6)	10.00 per page
Maps, Plats	32 V.S.A. Sec. 1671(a)(8) 11" X 17" 18" X 24" 24" X 36" not accepted	15.00 15.00
Marriage License	32 V.S.A. Sec. 1712(1)	45.00
Military Service Record Filing/Copies	24 V.S.A. Sec. 1175	No Charge
Minutes of Meetings, Copy of	1 V.S.A. Sec. 316(d)(e)	**see below
Mobile Home Uniform Bill of Sale Recording of	32 V.S.A. Sec. 1671(a)(6)	10.00 per page
Mobile Home Uniform Bill of Sale Copy of	1 V.S.A. Sec. 316(d)(e)	1.00 per page 2.00 minimum
Mortgage Assignment (Multiple assignments on a page)	32 V.S.A. Sec. 1671(a)(6)	10.00 10.00 per assign.
Mortgage Discharge (Multiple discharges on a page)	32 V.S.A. Sec. 1671(a)(6)	10.00 10.00 per discharge

Name Change/Land Records	27 V.S.A. Sec. 350	15.00
Names, Illegible Signatures	32 V.S.A. Sec. 1405	2.00
Posted Land, Recording	10 V.S.A. Sec. 5201(c)	5.00
Plats, Maps	32 V.S.A. Sec. 1671(a)(8)	
	11" X 17"	15.00
	18" X 24"	15.00
	24" X 36" not accepted	
Property Transfer Tax Return	32 V.S.A. Sec. 9606(d)	10.00
Public Records Deposited (not filed or Recorded) in TCO	1 V.S.A. Sec. 316(d)(e)	**see below
Recording and/or filing Documents	32 V.S.A. Sec. 1671(a)(6) 1671(c), 3485, 24:1158(b)	10.00 per page
Survey Plat Maps	32 V.S.A. Sec. 1671(a)(8)	
	11" X 17"	15.00
	18" X 24"	15.00
	24" X 36" not accepted	
Tradename Registration/Cessation	32 V.S.A. Sec. 1671(a)(6)	10.00 per page
Trust Mortgages	32 V.S.A. Sec. 1671(a)(1);	10.00 per page
U.C.C. Original Filing	9A V.S.A. Sec. 9-403(5)	20.00
Amendment to	9A V.S.A. Sec. 9-403(5)	20.00
Assignment of	9A V.S.A. Sec. 9-404(1)	20.00
Continuation of	9A V.S.A. Sec. 9-403(5)	20.00
Copies of	9A V.S.A. Sec. 9-407(2)	2.00 per page
Search/Cert of Filing Info	9A V.S.A. Sec. 9-407(2)	20.00 .50 additional for each filing listed
Release of Collateral	9A V.S.A. Sec. 9-406	20.00
Termination of	9A V.S.A. Sec. 9-404(3)	20.00
Filing in Land Records	9A V.S.A. Sec. 9-402(5)	10.00 per page
Uncertified Copies(Except those listed below)	32 V.S.A. Sec. 1671(a)(7)	1.00 per page 2.00 minimum
Vital Records, Certified Copies of	32 V.S.A. 1712(5)	10.00
Uncertified Copies of	32 V.S.A. 1712(5)	2.00
Voter Registration form	1 V.S.A. Sec. 316(d)(e)	**see below



In Compliance with 1 V.S.A. §316(d)(e) (Act No.159 of 1996) actual cost charges apply to the following copies of documents:

- Absentee Voter List
- Minutes of meetings
- Public records deposited (not filed or recorded) with The Clerk
- Registered Dog List
- Voter Checklist*
- Voter Registration form

**Upon request, one copy free to the Chair of each political party in town. 17 V.S.A. Sec. 2141*

**** FEES FOR THE ABOVE ARE:**

- For photocopies, \$.04 per single-sided page and \$.06 per double-sided page for pages up to 8.5 by 14 inches.
- For computer generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches.
- For CD, \$1.00 each for CD.
- For audio tapes, \$1.25 each.

Act No. 159, allows some labor costs to be charged for providing copies or, if an agency chooses to, for creating a new record (filtering data from an existing database, for example).

The actual cost rule provides for three levels of labor costs:

For staff time involved in physically duplicating a record, \$.23 per minute after the first 30 minutes.

For senior-level information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.41 per minute (there is no 30-minute exemption.).

For any other staff time for which cost can be charged under the law, \$.30 a minute after the first 30 minutes. (an example: time spent reviewing the request material to segregate exempt information.)

Misc/fees0709