

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)	15.00 per page
Burial Permit	32 V.S.A. Sec. 1714	5.00
Cemetery fees: Single grave (includes corner markers) adjacent graves added to purchase grave opening fee	Town Ordinance	500.00
	Chapter 19-8	400.00
	Chapter 19-10	100.00
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)	15.00 per page
Discharge of Mortgage (Multiple discharges on a page)	32 V.S.A. Sec. 1671(a)(6)	15.00
		15.00 per discharge
Dog Euthanasia/Medical Treatment Fees	Town Ordinance Chapter 3, Section 3-34(2)	Actual cost
Dog Impound Fee	Town Ordinance Chapter 3, Section 3-34(1)	30.00
Dog License (Late fees apply after April 1 - \$21.00 neutered, \$27.00 unneutered)	20 V.S.A. Sec. 3581	19.00 neutered
		23.00 unneutered
Service Dog (Late fees apply after April 1 - \$11.00 neutered, \$17.00 unneutered)		9.00 neutered
		13.00 unneutered
Replacement tag		2.00
Dog, Pet Dealer	20 V.S.A. Sec. 3681	25.00
Dog, Registered List	V.S.A. Sec. 316(d)(e)	**see below
Dog, Special License	10 V.S.A. Sec. 3583	30.00
Entertainment License: 1 Day 3 Day Annual	Town Ordinance Chapter 11-77	10.00
		25.00
		75.00
Filing and/or Recording Documents	32 V.S.A. Sec. 1671(a)(6) 1671(c), 3485, 24:1158(b)	15.00 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)	15.00 per page

Liquor Licensing: 1st Class	7 V.S.A Sec 204 (b)(2)	115.00
2nd Class		70.00
Catering	Local Liquor Commissioners	15.00
Special Event	set this Policy at a	15.00
Art Gallery/Book Store	Selectboard Meeting	15.00
Educational Sampling	on May 17, 2016	50.00
Festival Permit		50.00
Maps, Plats	32 V.S.A. Sec. 1671(a)(8)	
	11" X 17"	25.00
	18" X 24"	25.00
	24" X 36" not accepted	
Marriage License	32 V.S.A. Sec. 1712(1)	60.00
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)	15.00 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)	15.00 15.00 per assign.
Mortgage Discharge (Multiple discharges on a page)	32 V.S.A. Sec. 1671(a)(6)	15.00 15.00 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"	25.00
	18" X 24"	25.00
	24" X 36" not accepted	
Property Transfer Tax Return	32 V.S.A. Sec. 9606(d)	15.00
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)	15.00 per page
Survey Plat Maps	32 V.S.A. Sec. 1671(a)(8)	
	11" X 17"	25.00
	18" X 24"	25.00
	24" X 36" not accepted	
Tradename Registration/Cessation	32 V.S.A. Sec. 1671(a)(6)	15.00 per page
Trust Mortgages	32 V.S.A. Sec. 1671(a)(1);	15.00 per page
U.C.C. Recorded in Land Records		15.00 per page

U.C.C.	Search/Cert of Filing Info 9A V.S.A. Sec. 9-407(2)	20.00 .50 additional for each filing listed
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*

<p>** FEES FOR THE ABOVE ARE:</p> <ul style="list-style-type: none"> ▪ For photocopies, \$.05 per single-sided page and \$.09 per double-sided page for pages up to 8.5 by 14 inches. ▪ For color photocopies, \$1.00 per single-sided page. ▪ For computer generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches. ▪ For CD, \$.86 each for write-once CD w/case. \$2.31 each for re-writable CD w.case.CD. ▪ For audio tapes, \$1.25 each. ▪ For video tapes, \$1.69 ▪ For DVDs, \$2.00 each for write-once DVD w/case, \$4.00 each for re-writable DVD w/case

Pursuant to 1 V.S.A. 316(d) and Acts 1996, No. 159 section 1, the following fees are established as the actual cost of providing a copy of a public record:*

For staff time involved in physically duplicating a record, \$.33 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, \$.57 per minute (there is no 30-minute exemption.).

For any other staff time for which cost can be charged under the law, \$.45 a minute after the first 30 minutes. (example: time spent reviewing the request material to segregate exempt information.)

**Note: there are fees for copies of public records that are established by statute that may override the fees established by this schedule.*