

Sec. 2-2. - Fees of copies of documents.

- (a) The parish desires to establish a uniform procedure to recover a portion of the expenses incurred in providing documents to the general public. The parish does hereby establish the following fee schedule to be used by all parish departments:

Document	Fee
<del>General parish maps (example on table, constituents get these from Economic Dev Free)</del>	<del>\$ 1.00</del>
Code of Ordinances	50.00
Code of Ordinances-Supplements	30.00
Bid specification packet -As determined in bid advertisement	
Miscellaneous photostatic copies, Per page	0.25
<u>Viewing Documents</u>	<u>0.00</u>
<del>Computer-generated documents, Electronic Documents / Transferred In Public Records Office (must purchase hardware from St. Charles Parish to transfer documents – hardware fees listed below) Per page</del>	<del>0.25</del> <u>0.00</u>
<u>Electronic Documents / Public Records Portal</u>	<u>0.00</u>
DVD duplication <u>of video recording</u>	5.00
	<u>Hardware</u> <u>fee:</u>
<u>DVD / DVD-R 4.7 GB – per DVD</u>	<u>0.35</u>
<u>USB Flash Drive 8 GB – per Flash Drive</u>	<u>9.00</u>
<u>USB Flash Drive 16 GB – per Flash Drive</u>	<u>10.00</u>
Zoning Ordinance of 1981 - <u>Code Book-Appendix A</u>	10.00
Subdivision Regulations of 1981 - <u>Code Book Appendix C</u>	7.00
<del>Zoning Ordinance and Subdivision Regulations of 1981 (remove per M. Albert)</del>	<del>12.00</del>

Land use report	7.00
<del>Miscellaneous planning and zoning maps</del>	<del>5.00</del>
Miscellaneous council records <u>generated on plotter printer maps</u> , per sheet	5.00
Air photo maps Per sheet <del>paper copy</del>	<del>5.00</del>
Air photo maps Per sheet <del>Mylar copy</del>	<del>20.00</del>
<del>Parish long range plan</del> Any adopted long range plan (revise per M. Albert)	<del>20.00</del> <u>50.00</u>
Budget book	30.00
Unaudited financial statements	35.00
Audited financial statements	35.00
Nonsufficient fund check fee	30.00
Mailing labels, per label	<del>0.05</del>
Mailing labels on computer diskette(s), per label \$50.00 minimum fee	0.05

GIS MAPS			
Size	Matte	Glossy	Laminated
8.5 x 11	\$2.00	\$3.00	\$4.00
8.5 x 14	\$3.00	\$4.00	\$5.00
11 x 17	\$4.00	\$5.00	\$8.00

18 x 24	\$8.00	\$11.00	\$17.00
26 x 39	\$18.00	\$25.00	\$39.00
42 x 60	\$44.00	\$62.00	\$97.00
Data—CD/DVD (general data, streets, parcels, etc.)			\$20.00
Custom—CD/DVD (data, extents, tables, etc.)			\$40.00
Imagery—DVD/hard drive (hi resolution aerial photos)			\$75.00 per grid
			\$500.00 whole parish on provided hard drive

The actual costs for postage shall be added to all documents which are mailed.

- (b) Either the parish council or the parish president may, whenever the council or the president shall deem it of public interest, waive the charge for any photostatic copy or copies of any ordinance, motion, resolution, or other record of any proceeding of the council. The council secretary may waive the charge for any such copy or copies requested by a governing body, a public official or a parish board or agency.
- (c) Such fees as are collected under this section shall be the property of the parish and shall be accounted for by the officer or employee receiving same. All employees providing documents to the public shall complete the required invoice for proper billing at the time services are rendered.

(Ord. No. 82-5-6, §§ I—III, 5-17-82; Ord. No. 85-10-2, §§ I, II, 10-7-85; Ord. No. 92-8-7, § I, 8-3-92; Ord. No. 93-3-16, § I, 3-22-93; Ord. No. 93-12-9, § I, 12-20-93; Ord. No. 95-6-7, § I, 6-5-95; Ord. No. 96-6-8, § 1, 6-18-96; Ord. No. 96-9-4, § 1, 9-9-96; Ord. No. 01-11-2, § I, 11-5-01; Ord. No. 01-11-3, § I, 11-5-01; Ord. No. 03-8-2, § I, 8-4-03; Ord. No. 06-9-7, § I, 9-18-06; Ord. No. 11-8-8, § 1, 8-22-11)