

CITY OF PORTAGE 2026 CHARGES FOR DOCUMENTS (FOIA FEES)

ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	ONLINE AVAILABILITY
Finance	Budget (Paper copy)	\$0.10/pg + *	Available Online
		Plus Mailing	
	Budget - digital	\$0.38*	Available Online
		Plus Mailing	
	Annual Comprehensive Financial Report (Paper Copy)	\$0.10/pg + *	Available Online
		Plus Mailing	
	Annual Comprehensive Financial Report - digital	\$0.38	Available Online
		Plus Mailing	
	Full Electronic Copy of Citywide Property Tax File	Staff Time to Compile	Only individual parcels available online.
	Tax Payment Receipts (duplicates requested other than time of payment)	No Charge	Available Online
	Individual Parcel Look-up Online	No Charge	Available Online
	Special Assessment/Tax History on computer (since 2004)	No Charge	Available Online
	Utility Bill History Information (upon availability)	No Charge	Available Online to Account Holders
Assessor	Property Record Card/Property Record Data	No Charge	Available Online
	Historical Property Record Card	No Charge	Not Available Online
	Sales Study Report	\$0.10/pg + *	Available Online
	Annual Database Download for Realtors Assn.	No Charge	Not Available Online
	Full Electronic Copy of Citywide Assessment Roll	Staff Time to Compile*	Individual parcels available online.
Purchasing	Bid Specifications (First copy)	No Charge	Available Online
	Contract Conditions & Specifications	No Charge	Available Online
	Additional Copy	\$0.10/pg + *	
City Clerk	City Charter	\$2.40	Available Online
	Precinct Maps (Color)	\$6.00	GIS Mapping Service Available Online
	Council Minutes and Agendas	No charge	Prior Year Available Online
	Council Agenda Packets	\$0.10/pg + *	Prior Year Available Online
	Advisory Board Minutes	No Charge	Prior Year Available Online
	Advisory Board Agenda Packets	\$0.10/pg + *	Prior Year Available Online
	Qualified Voter Information - Electronic Only	No Charge	Not Available Online
	Daily Absent Voter List (ongoing request)	\$10.00	Not Available Online
	Environmental Site Assessment Request	\$30	Various

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Human Resources	Employee Records - If Available to employee or designee		Not Available Online
	1st Copy	No Charge	
	2nd copy	\$0.10/pg + *	
	To non-employee	\$0.10/pg + *	
Fire	EMS Reports	\$0.10/pg + *	Not Available Online
	Environmental Impact Statements	\$0.10/pg + *	Not Available Online
	NFIRS Reports	\$0.10/pg + *	Not Available Online
	Research	*	Not Available Online
	Digital Photos to Disc	*	Not Available Online
Police	POLICE REPORTS:		Not Available Online
	Minor Incident Report	\$0.10/pg + *	
	Up to 20 pages	\$0.10/pg + *	
	From 21-40 pages	\$0.10/pg + *	
	From 41-60 pages	\$0.10/pg + *	
	Accident Reports:		Not Available Online
	UD-10 Form	\$0.10/pg + *	Not Available Online
	w/supplemental Info up to 20 pages	\$0.10/pg + *	
	From 21-40 pages	\$0.10/pg + *	
	From 41-60 pages	\$0.10/pg + *	
	Over 60 pages	\$0.10/pg + *	
	Police Reports Facsimile Charge	No Charge	Not Applicable
	Photographs		Not Available Online
	Booking Photo	\$0.38 + *	Not Available Online
	Booking Room Videos, Lobby Videos,	\$0.38 + *	Not Available Online
	Interview Videos, Evidence Videos and	\$0.38 + *	
	Mobile Video Digital Recordings	\$0.38 + *	
	*Digital Photos to Disc	\$0.38 + *	Not Available Online
	Visa Clearance	\$11.00	Not Available Online
	Audio Tapes	\$0.38 + *	Not Available Online
	Non-criminal Fingerprints		Not Available Online
	Resident or Portage Business	\$8.00/card	
	Non-resident	\$15.00/card	
	Application to Set Aside Conviction Permit	Through Court	Not Available Online
	Bond Fee	\$10.00	

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ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	ONLINE AVAILABILITY
Community Development	PAPER FORMAT - IN COLOR:		
(Maps, plans, tracings, plats, etc.)	8 x 11 ("A" size) without Aerial	\$1.00	Available as part of GIS Mapping Service
	11 x 17 ("B" size) without Aerial	\$2.00	Available as part of GIS Mapping Service
	18 x 24 ("C" size) without Aerial	\$3.00	Available as part of GIS Mapping Service
	24 x 36 ("D" size) without Aerial	\$5.00	Available as part of GIS Mapping Service
	30 x 30 ("E" size) without Aerial	\$10.00	Available as part of GIS Mapping Service
	8 x 11 ("A" size) with Aerial	\$2.00	Available as part of GIS Mapping Service
	11 x 17 ("B" size) with Aerial	\$5.00	Available as part of GIS Mapping Service
	18 x 24 ("C" size) with Aerial	\$10.00	Available as part of GIS Mapping Service
	24 x 36 ("D" size) with Aerial	\$20.00	Available as part of GIS Mapping Service
	30 x 30 ("E" size) with Aerial	\$25.00	Available as part of GIS Mapping Service
	Building Plan/Site Plan (24x36)	\$5.00/sheet	Not Available Online
	(copyright restrictions may apply)		
	Planning and Zoning Code with Land Development Regulations	\$0.10/pg + *	Available Online
	Zoning Map, Future Land Use Map (11x17)	\$5.00	Available as part of GIS Mapping Service
	Zoning Map, Future Land Use Map (24x36)	\$10.00	Available as part of GIS Mapping Service
	Subdivision and Land Division Regulations	\$0.10/pg + *	Available Online
	Comprehensive Master Plan	\$0.10/pg + *	Available Online
	Comprehensive Master Plan - digital	\$0.38 + *	Available Online
	Major Thoroughfare Plan Status update	\$0.10/pg + *	Available Online
	Capital Improvement Program (CIP)	\$0.10/pg + *	Available Online
	Capital Improvement Program (CIP) - digital	\$0.38 + *	Available Online
	Property Notification Address List	\$20.00	Available Online
	CDBG Consolidated Plan	\$0.10/pg + *	Available Online
	CDBG Annual Action Plan	\$0.10/pg + *	Available Online
	Analysis of Impediments to Fair Housing Study	\$0.10/pg + *	Available Online
	DIGITAL FORMAT:		
	Digital Aerial Photo of City	\$40/section	Available as part of GIS Mapping Service
	(one foot pixel resolution)		
	Digital Aerial Photo of Entire City - All Sections	\$750.00	Available as part of GIS Mapping Service
	Digital Topographic Maps	\$25/quarter	Available as part of GIS Mapping Service
		section	
	All 36 Sections	\$1,500.00	Available as part of GIS Mapping Service
	Digital (GIS) Map Layers (streets, hydrology, zoning, etc.)	\$0.00	Available as part of GIS Mapping Service

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ORIGINATING DEPARTMENT	DOCUMENT TITLE	CURRENT CHARGE	ONLINE AVAILABILITY
Community Development	Digital (GIS) Parcel Map Layer	\$0.10/parcel	Available as part of GIS Mapping Service
(cont'd)		\$25 minimum	
		\$750 maximum	
	Custom Mapping	*	Available as part of GIS Mapping Service
	Building/Site Plan e-mailed	*	Not Available Online
	(copyright restrictions may apply)		
Public Information Office	News Releases	\$0.10/pg + *	Two years prior
	<i>Portager</i> Newsletters	\$0.10/pg + *	Two years prior
Technology Services	USB Flash Drive - 16GB	\$8 + *	Not Applicable
	USB Flash Drive - 32GB	\$15 + *	Not Applicable
	USB Flash Drive - 64GB	\$22 + *	Not Applicable
	Research	*	

* NOTE: Charge per document is \$0.10/page, labor costs and up to 50% of the hourly wage for benefit costs of lowest paid individual capable of performing the work, plus mailing costs.

For requests involving in excess of 15 minutes of staff time, the charge will be based on the nearest quarter-hour increment after the first quarter hour rounded down.