

Town of Clifton - Schedule of Misc. Fees (8/2023)

Copy and/or Print of Documents: \$.20 per page \$.30 for front and back for B&W
\$.40 per page \$.60 for front and back for color

Fax Service: \$1.00 per page send and/or receive

Scan & Email Service: \$1.00 per page

Council Minutes, Misc. Public Records Request*

1-5 pages	\$5.00
6-10 pages	\$10.00
11-15 pages	\$15.00
16-20 pages	\$20.00
21-35 pages	\$35.00
356+ pages	\$50.00

*For Commercial records requests, staff members’ hourly rate may also be applied.

Verbatim Transcripts: \$250 flat fee and \$10.00 for first page, \$7.00 each additional page

Marquee Rental: Monday – Thursday \$15.00 for message \$5.00 additional for an image when available.

Park Permits: \$25.00 per park per day, no refunds due to bad weather or any circumstances beyond the Town’s control.

Train Station/Community Center: \$100.00 per function plus \$100.00 refundable deposit based on rental terms

*Non-Profit Organization(s) must provide proof of non-profit status prior to reserving the facility **with a \$50 refundable deposit**. Otherwise, standard charges apply.

Commercial Property Rentals: Individual Agreements will be negotiated for terms and fees on a case-by-case basis.

End of Year Utility Billing Summary Report (Tax Purposes): \$5.00

Cemetery Plots: \$200.00 ea.

Magistrate NSF Fee: \$12.00

Lost or Destroyed Library Items: Pay replacement fee or replace the item

Library for Sale Items:	\$.10 Magazines
	\$.25 Paperback
	\$.50 Hard Cover

Police Report Fees including accident reports:

1-5 pages	\$5.00	16-20 pages	\$20.00
6-10 pages	\$10.00	21-35 pages	\$35.00
11-15 pages	\$15.00	36+ pages	\$50.00

Call for Service: \$2.00

Background Check (Self Only or Authorized Release): \$10.00

Clearance Letter (for immigration and travel purposes): \$5.00

Court Document Service: **\$35.00**

Photo Disc: **\$5.00 per Disc**

Digital Media Disc: **\$25.00**

Processing fee for any other Law Enforcement Records request involving research or data compilation: \$20.00 per hour

*Victims of crimes against persons i.e., domestic violence, assault, etc. will NOT be charged a fee for copies of reports.

Verbatim Transcripts: \$250.00 flat fee and \$10.00 for first page, \$7.00 each additional page

SERVICES BY APPOINTMENT ONLY

Impound Hearings **\$150.00** non-refundable cash or money order to be paid at Town Hall. (Monday’s only C1 will call with time).

Fingerprinting **\$10.00** Upon officer’s availability