

ST. CHARLES PARISH - Sec. 2-2 FEES OF DOCUMENTS

| DOCUMENT TYPE | | FEE | |
|--|--|---------|-------------|
| Code of Ordinances | | 50.00 | |
| Code of Ordinances-Supplements | | 30.00 | |
| Bid specification packet - As determined in bid advertisement | | Varies | |
| Miscellaneous photostatic copies per page | | 0.25 | |
| Viewing Documents | | 0.00 | |
| Electronic Documents / Transferred In Public Records Office (must purchase hardware from St. Charles Parish to transfer documents) | | 0.00 | |
| Electronic Documents Public Records Portal | | 0.00 | |
| DVD duplications of video recordings | | 5.00 | |
| Hardware: | | | |
| DVD DVD-R 4.7 GB – 0.35 per DVD | | 0.35 | |
| USB Flash Drive 8 GB – \$9.00 per Flash Drive | | 9.00 | |
| USB Flash Drive 16 GB – \$10.00 per Flash Drive | | 10.00 | |
| Zoning Ordinance of 1981 - Code Book-Appendix A | | 10.00 | |
| Subdivision Regulations of 1981 - Code Book Appendix C | | 7.00 | |
| Miscellaneous council records generated on plotter printer per sheet | | 5.00 | |
| Any adopted long range plan (revise per M. Albert) | | 50.00 | |
| Budget book | | 30.00 | |
| Unaudited financial statements | | 35.00 | |
| Audited financial statements | | 35.00 | |
| Nonsufficient fund check fee | | 30.00 | |
| Mailing labels on computer diskette(s), per label \$50.00 minimum fee | | 0.05 | |
| Postage - The actual costs for postage shall be added to all documents which are mailed | | Varies | |
| 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 |
| | Whole parish on provided hard drive | | \$500.00 |

(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.

(See attached current revised ordinance 19-4-3)

2019-0096

INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT

ORDINANCE NO. 19-4-3

An ordinance to amend the St. Charles Parish Code of Ordinances, Chapter 2, Article I. In General, Section 2-2. Fees of copies of documents (a).

WHEREAS, in keeping up with technology it is the desire of St. Charles Parish to revise and add fees to more clearly reflect the actual cost of reproduction.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 2, Article I. In General, Section 2-2. Fees of copies of documents. (a) is hereby amended by updating line items with new text underlined and deleted text in ~~strikethrough~~: as follows:

| Document | Fee |
|--|-------------------------------|
| General parish maps | \$ 1.00 |
| <u>Viewing Documents</u> | <u>0.00</u> |
| Computer-generated documents, <u>Electronic Documents / Transferred</u> <u>In Public Records Office (must purchase hardware from St. Charles Parish</u> <u>to transfer documents-hardware fees listed below) Per-page</u> | 0.25 <u>0.00</u> |
| <u>Electronic Documents / Public Records Portal</u> | <u>0.00</u> |
| <u>DVD duplication of video recording</u> | <u>5.00</u> |
| | Hardware fee: |
| <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 - Code Book-Appendix A | 10.00 |
| Subdivision Regulations of 1981 - Code Book Appendix C | 7.00 |
| Zoning Ordinance and Subdivision Regulations of 1981 | 12.00 |
| Land use report | 7.00 |
| Miscellaneous planning and zoning maps | 5.00 |
| Miscellaneous council records generated on plotter printer maps, per sheet | 5.00 |
| Air photo maps Per sheet paper copy | 5.00 |
| Air photo maps Per sheet Mylar copy | 20.00 |
| Parish long range plan <u>Any adopted long range plan</u> | 20.00 <u>50.00</u> |
| Mailing labels, per label | 0.05 |

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: BENEDETTO, HOGAN, CLULEE, GIBBS, WOODRUFF, BELLOCK,
 FLETCHER, FISHER-PERRIER

NAYS: NONE

ABSENT: WILSON

And the ordinance was declared adopted this 8th day of April, 2019, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: [Signature]

SECRETARY: [Signature]

DLVD/PARISH PRESIDENT: April 9, 2019

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: April 10, 2019

AT: 3:15 pm RECD BY: [Signature]