

EXHIBIT “A”**CITY OF EDMONDS
PUBLIC RECORDS FEE SCHEDULE**

Updates to this fee schedule will be made as new documents become available. Any records not identified in this index will be charged on a cost basis.

Document Description	Department	Fee
Copies, standard or legal size	All Departments	\$0.15 per page (first 5 pages free, unless record exceeds five pages, then standard fees applies)
Electronic copies (pdf)	All Departments	\$0.10 per page
Electronic copies (pdf) on CD/DVD/Flash Drive or provided vial email or cloud storage	All Departments	0.05 per 4 electronic files
Quantity of data transmitted in electronic format	All Departments	\$0.10 per GB of data
Business license list	City Clerk	\$5.00 per report
Certification charge (blanket)	City Clerk	\$5.00/blanket
Certification charge	City Clerk	\$5.00 per page
Transcriptions	City Clerk	\$25.00 minimum per hour labor
Citizen/immigration letters	Mayor	No charge
Cemetery Deeds	Parks & Recreation	1 free copy
Land Use Files		
Land use files relating to subdivisions, Conditional Use Permits, variances, oversized plans, etc.	Planning	Cost per copy (See Note 2)
Code Books		
Community Development Code Book	Code Publishing Co.	\$75.00 plus tax
City Code Book	Code Publishing Co.	\$70.00 plus tax

Comprehensive Plans		
City Comprehensive Plan	Planning	See Notes 1 and 2
Comprehensive Park, Recreation & Open Space Plan	Parks & Recreation	See Notes 1 and 2
Pine Ridge Park Master Plan	Parks & Recreation	See Notes 1 and 2
Bikeway/Walkway Plan	Engineering	See Notes 1 and 2
Water, Sewer, Stormwater or Transportation Comprehensive Plan	Engineering	See Notes 1 and 2
Stormwater basin studies	Engineering	See Notes 1 and 2
Maps		
Aerial	Engineering	See Notes 1 and 2
Aerial base map including overlays	Engineering	See Notes 1 and 2
Aerial, reproducible (Mylar)	Engineering	See Notes 1 and 2
Miscellaneous maps (includes plat maps, as-built prints and quarter section maps)	Planning & Engineering	See Notes 1 and 2
Customized electronic maps	Planning	See Note 3
Construction Plans		
Construction plans	Building, Planning, Engineering	See Note 2
Electronic construction plans (pdf) sent via email	Building, Planning, Engineering	\$0.05 per 4 electronic files
Electronic construction plans (pdf) on CD or flash drive	Building, Planning, Engineering	Cost of CD or flash drive
Reports, Misc.		
Traffic collision reports or Investigation reports	Police	\$3.00 per report up to 10 pages. 15¢ for each additional page.
Incident Reports	Fire	15¢ for each page
Incident photographs and CDs	Fire	Reimburse actual cost

Photographs (4" x 6" size)	Police	\$1.00 per print
Photographs (larger size)	Police	Reimburse actual cost
Fingerprint cards	Police	\$5.00 each

Budget & Financial Reports		
Annual Budget Book	Finance	\$15.00
Comprehensive Annual Financial Report	Finance	\$10.00
Audio/Video Recordings		
Public meeting audio recordings	City Clerk	\$10.00 for audio duplication, per hour minimum of equipment use, plus materials
Municipal Court proceedings audio recordings	Municipal Court	\$10.00 for audio duplication, per hour minimum of equipment use, plus materials
City Council Meetings video recordings	Council Office	\$10.00 for video duplication per hour minimum of equipment use, plus materials

NOTES:

- Note 1: Documents are available for review. Copies may be obtained at the per page cost.
- Note 2: The City does not maintain equipment to copy oversized plans and maps. Therefore, where land use plans, maps, and oversized copies are requested, the City will send the requested records to a third-party vendor, which will copy the records and bill the requestor directly.
- Note 3: The city may provide customized electronic maps in response to a request and charge a fee for the customization.