

Schedule A - Fees for Right to Know Requests

	Item	Fee	Notes
1	Standard 8.5 x 11 Document	\$0.25 per page/side	Payable upon receipt of copy
2	Standard 8.5 x 14 Document	\$0.50 per page/side	Payable upon receipt of copy
3	Standard 11 x 17 Document	\$1.00 per page/side	Payable upon receipt of copy
4	Assessment Card (if requested by property owner)	None	Can be emailed or picked up. If mailed, actual postage can be charged.
5	Assessment Card (if requested by realtor, bank, or title company/attorney)	\$1.00	Can be emailed or picked up. If mailed, actual postage can be charged.
6	Mailed Copy	Actual Postage Cost plus Copy Cost	Mailing to requestor is optional and not required. Town can require payment in advance.
7	Research by Town Staff	None	
8	Other Requests	Actual Cost	

Other:

Reduced Size Tax Map-Complete Set	\$50
Full Size Tax Map	May be borrowed to be copied off premises, with the understanding that the original will be returned to the Town's records the following day.
Current Zoning Ordinance Book/Sub-Division Book/Site Plan Book and Zoning Map	\$5 each
Owner's List CD	\$20

Revised 3/14/16

Request for Access to a Governmental Record

PLEASE COMPLETE THE FOLLOWING:

I _____, hereby request access under
Print full name

NH RSA 91-A to the following governmental record:

Record Date: _____ Record Name: _____

Other Information: _____

Signature _____ Request Date: _____

Mailing address: _____

Email address: _____

Telephone #: _____

IN ACCORDANCE WITH RSA 91-A, THE TOWN WILL DETERMINE WHETHER THE REQUESTED GOVERNMENTAL RECORD IS AVAILABLE FOR PUBLIC INSPECTION. UPON SUCH DETERMINATION IT SHALL, WITHIN 5 BUSINESS DAYS OF THE DATE OF REQUEST, MAKE THE RECORD AVAILABLE, DENY THE REQUEST IN WRITING WITH SPECIFIC REASONS, OR ACKNOWLEDGE THE RECEIPT THE REQUEST WITH STATEMENT OF THE TIME REASONABLY NECESSARY TO DETERMINE WHETHER THE REQUEST WILL BE GRANTED OR DENIED.