

**Schedule A - Fees for Right to Know Requests**

|   | <b>Item</b>  | <b>Fee</b>                         | <b>Notes</b>  |
|---|--|------------------------------------|---|
| 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.**