

FIXED COST FEE SCHEDULE

PAPER COPIES:

8 1/2 " x 11" - Black and White	\$0.06 per page
8 1/2 " x 11" - Color Copies	\$0.11 per page
8 1/2 " x 14" - Black and White	\$0.06 per page
8 1/2 " x 14" - Color Copies	\$0.11 per page
Plan sheets exceeding 8 1/2" x 14"	\$0.25 per page

If it is determined that the volume of a set of plans is too large for the City of South Lyon to copy, these will be sent out and the requester will be charged for the actual costs to prepare the document.

COPIES WILL BE DOUBLE-SIDED IF AVAILABLE AND COSTS LESS

NON-PAPER PHYSICAL MEDIA:

Computer Discs w/sleeve	\$0.49 each
DVD w/sleeve	\$0.60 each

ELECTRONIC COPIES:

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

MAILING COSTS:

Actual cost of mailing records in a reasonable and economical manner. The City of South Lyon may charge for the least expensive form of postal delivery confirmation.

The City of South Lyon will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

WAIVERS AND REDUCTIONS:

\$20.00 for indigency or nonprofit organization as further described in the Procedures and Guidelines document.