

STATE OF VERMONT AND TOWN OF RUTLAND FEE SCHEDULE

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY RETAINS ¹
Act 250 Disclosure Statement	10 V.S.A. § 6007(a); 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Alcoholic Beverages			
First Class License	7 V.S.A. §§ 204(a)(4), (b)(2), 206	\$230.00	\$110.00/\$5.00
Second Class License	7 V.S.A. §§ 204(a)(5), (b)(2), 206	\$140.00	\$65.00/\$5.00
Standalone Third-class License (6-month)	7 V.S.A. § 204(a)(6)	\$600.00	\$50.00
Standalone Third-class License (annual)	7 V.S.A. § 204(a)(6)	\$1,145.00	\$50.00
Attachment Lien of Real Property			
Discharge	12 V.S.A. § 3293(d)	\$4.00	All
Recording	32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Big Game, Report	10 App. V.S.A. § 2(b)	\$1.00 (paid by Commissioner)	All
Birth Certificate			
Certified copy	18 V.S.A. § 5017; 32 V.S.A. §§ 1712(5)	\$10.00	All
Search for certified copy	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
Noncertified copy	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Burial Certificate			
To entomb or move body	32 V.S.A. § 1714	\$5.00	All
	32 V.S.A. § 1714	\$1.00	All
Voter Checklist	32 V.S.A. § 1671(a)(7)	at actual cost ^{3 4}	All
Death Certificate			
Certified copy	18 V.S.A. § 5017; 32 V.S.A. § 1712(5)	\$10.00	All
Search for certified copy	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
Noncertified copy	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Dog/Wolf Hybrid License	see VLCT Dog/Wolf Hybrid License Poster		
Examination of Town Records			
By clerk	32 V.S.A. § 1671(a)(3)	\$5.00/hour, \$25/day maximum	All
By others	32 V.S.A. § 1671(a)(4)	\$4.00/hour	All
Grand List, Copy	32 V.S.A. § 1671(a)(7)	at actual cost ³	All

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Green Mountain Passport	31 V.S.A. § 1002(b)	\$2.00	All
Hunting/Fishing/Big Game/Combination License	10 V.S.A. § 4254(e)(9)	see 10 V.S.A. § 4255	All (\$1.50 per regular license and \$5.00 per super sport license)
Hunting License, Lost License Certificate	10 V.S.A. § 4261(a)	\$5.00	All
Lien, Municipal Personal Property Tax, Recording Lien or Discharge of Lien	32 V.S.A. § 5078	\$12.00 (paid by town) ^{5,6}	\$6.00 to Clerk, \$6.00 to Tax Collector
Recording of Judgment Lien, Assignment, or Discharge	24 V.S.A. § 1158; 32 V.S.A. & 1671(a)(6)	\$15.00/page ⁷	All ²
Lumber			
Lien, Recording	9 V.S.A. § 2014	\$5.00	All
Certified Registration, Recording	9 V.S.A. § 2013	\$6.00	All
Civil Marriage/Civil Union License			
Certified copy	18 V.S.A. § 5017; 32 V.S.A. §§ 1712(5)	\$10.00	All
Search for certified copy	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
Noncertified copy	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Issuing and Recording	32 V.S.A. & 1712(1)	\$80.00	\$15.00
Military Honorable Discharges or Certificates of Service, Recording	24 V.S.A. § 1175	\$0.50 (paid by town) ⁵	All
Minutes of Meetings	32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Mobile Home Uniform Bill of Sale, Recording/Filing	9 V.S.A. § 2602(b); 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Mortgage			
Assignment of Mortgage, Recording	24 V.S.A. § 1158; 32 V.S.A. & 1671(a)(6)	\$15.00/page	All ²
Complaint to Foreclose, Recording	12 V.S.A. § 4932 (b); 32 V.S.A. § 1671(a)(2)	\$15.00/page	All ²
Discharge of Mortgage, Recording	24 V.S.A. § 1158; 32 V.S.A. & 1671(a)(6)	\$15.00/page ⁷	All ²
Trust Mortgage Deed, Recording	24 V.S.A. § 1155; 32 V.S.A. § 1671(a)(1)	\$15.00/page	All ²
Chattel Mortgage, Conditional Vendor's Lien, Recording or Discharge	24 V.S.A. § 1156; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Motor Vehicle, Snowmobile or Motorboat Registration Renewal	23 V.S.A. § 6	see Title 23, Chapter 7, Subchapter 2	\$3.00

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY RETAINS ¹
Printed, Stamped, or Typed Name, failure to include on instrument to be recorded	32 V.S.A. § 1405	\$2.00	All
Name Change (regarding real estate), Recording of Certificate	27 V.S.A. § 350; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Nonjudicial Foreclosure, Notice of Sale, and Recording of Sale	12 V.S.A. §§ 4964, 4967; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Posted Land, Recording	10 V.S.A. & 5201(c)	\$5.00	All
Property Transfer Tax Return, Recording or Filing	32 V.S.A. §§ 9606(a), 1671(a)(6)	\$15.00	All ²
Public Document/Record, Certified Copy	32 V.S.A. § 1671(a)(6)	\$10.00/page	All
Recording/Filing any Public Record	32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Report request, Police or Fire Department	1 V.S.A. § 316(d)	\$42.00 / report	All
Survey Plats Recording			
11x17 inch, 18x24 inch, 24x36 inch	32 V.S.A. § 1671(a)(8)	\$25.00/sheet	All
Tobacco License, or Renewal	7 V.S.A. § 1002(d)(1)(8)	\$110.00	None
Tobacco Substitute Endorsement, or Renewal	7 V.S.A. § 1002(d)(1)(C)	\$50.00	None
Uniform Commercial Code			
Filing and indexing a record under Article 9 other than an initial financing statement	9A V.S.A. § 9-525(a)	\$35.00 ⁸	All
Filing and indexing an initial financing statement	9A V.S.A. § 9-525(b)	\$6.00 per page	All
Responding to information request or issuing certificate showing statement on file	9A V.S.A. § 9-525(c)	\$25.00	All
Uncertified Copies of Recorded and Filed Documents	32 V.S.A. § 1671(a)(7)	\$100/page (\$2.00 minimum)	All
Veterans, Copy of records for VA benefits determination	14 V.S.A. § 3116	no charge	
Waterfowl Stamp	10 V.S.A. & 4277(d)	\$7.50	\$1.00

1. If the clerk receives salary in lieu of fees, town retains entire amount. 32 V.S.A. § 1401.
2. Not less than \$4.00 per page from the per-page recording fees established under 32 V.S.A. § 1671 shall be placed into the town's Restoration and Preservation Reserve Fund. A town may allocate less than \$4.00 per page from recording fees if the town clerk certifies that the town has sufficient dedicated reserve funds for the restoration, preservation, digitization, storage, and conservation of town records. A copy of such a certification must be submitted to the House Committee on Government Operations on or before the third Monday of each year. 32 V.S.A. § 1671(c).
3. "Actual cost" means the fees established by the Secretary of State's Uniform Schedule of Public Record Charges, unless the town has adopted its own schedule of fees, as set forth by 1 V.S.A. § 316(e). The Uniform Fee Schedule sets costs as follows: for photocopies, \$.05 per single-sided page and \$.09 per double-sided page for pages up to 8.5 by 14 inches; for computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches; for color photocopies, \$1 per single-sided page.
4. Upon request, one copy of checklist must be provided free of charge to the chair of each political party in town. 17 V.S.A. § 2141(c)(1).
5. If clerk receives salary in lieu of fees, there is no payment by the town and no funds are retained by the clerk.
6. If the municipal personal property lien is performed by the delinquent tax collector who receives salary in lieu of fees, there is no payment by the town and no funds retained by the delinquent tax collector.
7. The fee to record a mortgage or lien discharge applies only when filed as a separate instrument for recording. Alternatively, a mortgage or lien may be discharged by entry on the margin of the mortgage or lien document itself pursuant to 27 V.S.A. § 461 or 24 V.S.A. § 1158, in which case there is no charge for recording. A schedule of all fees shall be posted in the town clerk's office. 32 V.S.A. § 1671(b). Municipal clerks may require fees for all filing, recording, and copying to be paid in advance. 32 V.S.A. § 1671(a)(5). Under 32 V.S.A. § 1751, when no other provision is made, an officer or person whose duty it is to record documents shall be allowed:
 - (A) the sum of \$.60 a folio thereof with a minimum fee of \$1.00;
 - (B) the sum of \$2.00 for each official certificate;
 - (C) for the authentication of documents, \$2.00; and
 - (D) for other services such sum as is in proportion to the fees established by law.

These fees are subject to review by the General Assembly, so clerks should check current statutes to determine if the fees have been changed. You may also contact the Vermont League of Cities and Towns Municipal Assistance Center (MAC) at 800-649-7915 or info@vlct.org.

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