

GIS Mapping Services Fee Policy

Updated 08/23/2022

The purpose of this policy is to establish an official fee schedule for GIS related service, hardcopy mapping products, electronic data, and other GIS products available from the Mount Ascutney Regional Commission (MARC). This policy is consistent with Vermont Statute (Title 1 V.S.A. Chapter 5 §316)¹.

MARC shall, upon request, duplicate any GIS data or map that is a public record. After the first 30 minutes of work, MARC may charge and collect the cost of additional staff time associated with fulfilling a request for a copy of a public record. Fees are based on the actual cost to fulfill the request, consisting of the individual's current hourly rate and indirect rate.

Requests for GIS work not associated with copying a public record may be completed, time permitting, and MARC may charge and collect the cost of all staff time. Fees are based on the actual cost to fulfill the request, consisting of the individual's current hourly rate and indirect rate.

In addition, MARC may charge for all costs of electronic media or paper. All costs are listed below and include a prorated amount for maintenance and replacement of the machine or equipment used and a utility charge directly related to equipment use (if applicable).

All requests for a duplicate of a GIS public record and/or GIS work shall be made in writing. MARC reserves the right to require that all charges be paid, in whole or in part, prior to delivery. Upon request, MARC shall provide an estimate of the charge.

Cost of postage or delivery of items depends upon the method chosen. Postage is based on current rates of the US Post Office². Hand delivery includes a calculation of mileage reimbursement based on U.S. General Services Administration mileage reimbursement rates³. Cost of packaging may also be included.

	Task	Fee
Hard copy of GIS Map	8.5"x11" (Paper, Color or B&W)	\$1.00/sheet
	11"x17" (Paper, Color or B&W)	\$2.00/sheet
	22" x 34" (Paper, Color only)	\$15.00/sheet
	34" x 44" (Paper, Color only)	\$30.00/sheet
Electronic Copy of GIS Map or Data	Email (zipped folder – up to 20Mb)	Free
	Transfer using OneDrive or Google Drive (up to 250Gb)	Free
	External "Thumb" Drive (32Gb)	\$10
	External "Thumb" Drive (128Gb)	\$25

¹ <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=01&Chapter=005&Section=00316>

² US Postal Services and Prices <https://www.usps.com/ship/mail-shipping-services.htm>

³ US General Services Administration <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/private-owned-vehicle-pov-mileage-reimbursement-rates>