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## SCHEDULE OF FEES - BURLINGTON TOWN CLERK

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Description	Fee (10/1/09)
<b>BUSINESS</b>	
DBA (Doing Business As) Filing certificate of a person conducting business under any title other than his real name.	\$40 (4 yrs.)
DBA amendments.	\$20
Filing a copy of written instrument of declaration of trust by the trustees of an association or trust, or any amendment thereof, as provided by Sec. 2, Ch. 182.	\$20
Flammable Storage Permit Renewals.	\$15
For furnishing certified copy of certificate of person conducting business under any title other than his real name.	\$5
Receiving and filing of a complete inventory of all items to be included in a "closing out" sale, etc.	\$10 (1st page), \$2 (each add'l. page)
<b>BYLAWS/MAPS</b>	
General Bylaws	\$10
Maps	\$2
Zoning Bylaws w/maps.	\$15
<b>DATABASES/LABELS</b>	
Address Labels	.05/label
Customized Reports - administrative cost plus minimum fee of:	\$50
Electronic Records	.02/record
Labels of registered Voters/Residents (per name) for Burlington candidates.	.02/label
Printouts	.50/page
<b>LICENSES:DOGS/KENNELS</b>	
1 Year Dog License	\$15
2 Year Dog License	\$25
3 Year Dog License	\$35
Duplicate Tags	\$2
Guide/Police Dogs.	No Charge
Kennel License for 10 dogs or more.	\$150
Kennel License for under 10 dogs	\$100
<b>MISCELLANEOUS</b>	
Administrative time for research and/or copying over 30 minutes billed in 15 minute increments.	rate of lowest paid department employee
Document Certification	\$2

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In accordance with the provisions of MGL Chapter 40, Section 22F accepted by a vote of Town Meeting on 5/21/99 and as provided by: Chapter 262, Section 34, Clauses 1-79 and Section 41; Chapter 166, Section 22; Chapter 182, Section 2. PREPAYMENT MAY BE REQUIRED.  
 CASH OR CHECK MADE PAYABLE TO: "TOWN OF BURLINGTON".

<b>Description</b>	<b>Fee (10/1/09)</b>
<b>MISCELLANEOUS</b>	
Document preparation by request.	\$20
Document preparation, copying, and postage related to administering the qualifying oath of office for persons appointed as Notary Public or Justice of the Peace.	\$5
Notary Services	\$2.00
Photocopies	.20/page
Recording any other documents.	\$20 (1st page); \$2 (each add'l. page)
Subscription services by the week or month.	\$100/yr.
<b>POLES/CONDUITS</b>	
Recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166	\$40(each utility/vendor); \$10 each add'l. street/way
<b>PROFESSIONAL REGISTRATION</b>	
Recording the name and address, the date and number of the certificate issued to a person registered as a physician, optometrist, osteopath, or podiatrist in the Commonwealth or issuing a certified copy thereof.	\$20
<b>VITALS</b>	
Burial Permits	\$10
Copying any manuscript or record pertaining to a birth, marriage, or death.	\$5 per page
Correcting errors in a record of birth, marriage, or death.	\$35
Entering certificate of marriage filed by persons married out of the Commonwealth.	\$20
Entering delayed record of birth.	\$20
Entering notice of intention of marriage and issuing certificate and certified copy thereof.	\$35
Establishing a vital record.	\$20
Examining records or papers relating to a birth, marriage or death upon the application of any person, the actual expense thereof, but not less than \$5.00.	\$10
For furnishing certificate of birth, marriage, or death.	\$15

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