

Vermont League of Cities & Towns

VERMONT MUNICIPAL CLERK FEE SCHEDULE

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK 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
Green Mountain Passport	31 V.S.A. § 1002(b)	\$2.00	All

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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
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

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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
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

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