



CITY OF AMESBURY  
IN THE YEAR TWO THOUSAND TWENTY-FIVE

SPONSORED BY: Kassandra Gove **BILL No. 2025- 111**  
**Kassandra Gove, Mayor**

**An Ordinance** to amend Amesbury Code of Ordinances Article I City Clerk/Clerk to Municipal Council § 132-7.1 City Clerk Fee Schedule.

**Summary:** The City of Amesbury recently updated the City Clerk Fee Schedule per Bill No. 2022-040. Prior to that time, the Fee Schedule had not been updated since 2008, per Bill No. 2008-071.

**Be it Ordained by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:**

1. That the City of Amesbury amend Amesbury Code of Ordinances Article I City Clerk/Clerk to Municipal Council § 132-7.1 City Clerk Fee Schedule to read as follows:

Service	Fee
Amendments- vital records	\$25
Auto dealers license Class I, II, and III	\$200
Auctioneer license	\$25
Automatic amusement license	\$50 per machine
Business certificate (DBA)	\$40
Business certificate (DBA) amendment	\$10
Certificates- birth, death, marriage	\$10
Certificates- birth only senior	\$5
Common victualler license	\$50
Declaration of trust filings	\$20
Dine, dance, and entertainment license	\$25 per day



Dog license- spayed/neutered	\$10
Dog license- male/female	\$15
Dog license- late fee	\$5.00 late fee per dog after May 1 <sup>st</sup> . *Every 30-day lapse thereafter will constitute a separate offense.
Dog license- duplicate tag	\$1
Dog license- tag transfer	\$1
Filing inventory- closing of business	\$20
Fortune tellers license	\$50
Geneology research	\$15 per hour
Hawker/peddler license	\$25
Home birth/delayed birth recording	\$25
Innholders license	\$5 per room
Junk dealer/antiques/2nd hand	\$75
Kennel license 4 dogs	\$40
Kennel license 5-10 dogs	\$60
Kennel license 11+ dogs	\$120
Kennel license- late fee	\$10 per dog
List of residents	\$10
Marriage intentions	\$40
Notary oath for nonresidents	\$20
Notary services for nonresidents	\$2 per signature
Parking Permit- Resident (Annual-Calendar Year)	\$50
Parking Permit- Commercial (Annual-Calendar Year)	\$200
Parking Permit- (14 Calendar Days)	\$25
Photocopies	\$0.20 per page
Physician registration	\$25
Pool and bowling (Sunday)	\$5 per lane/table
Pool and bowling (Weekday)	\$10 per lane/table
Public records request	Varies



Raffles and bazaar permit	\$10
Recording order-location of poles	\$100 plus cost of abutters postage
Storage license (new)	\$25
Storage license (renewal)	\$10
Sunday juke box	\$85
Taxi license application	\$150
Taxi vehicle and driver application	\$25
Taxi business license	\$350
Taxi vehicle license	\$100
Taxi license driver	\$25
Taxi business license renewal	\$100
Taxi vehicle license renewal	\$25
Taxi driver license renewal	\$25
Transient vendor license	\$25
Voter registration disk	\$20

2. That this City Clerk Fee Schedule will replace any existing City Clerk Schedule of Fees.
3. That In accordance with the City Charter, this Ordinance shall become effective at the expiration of 15 days after the date of adoption.





**CITY OF AMESBURY**  
**IN THE YEAR TWO THOUSAND TWENTY TWO**

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**SPONSORED BY:** Kassandra Gove, Mayor    **BILL No.** 2022-040

At the meeting of the Amesbury City Council held on May 10, 2022, the following action was taken:

**An Ordinance** to change various fees for the City Clerk's Office and to adopt a Schedule of Fees.

**Summary:** The City of Amesbury recently commissioned a Comprehensive Review of Municipal Fees by the Edward J. Collins, Jr. Center for Public Management. The report dated November 2021 provided the following recommendation: "The Project Team recommends increases in these three fees - Annual street listing book, Kennels, National Grid pole hearing. Additionally, there are several other new or increased fees proposed, which include Notary Oaths and Notary Services for Non-residents and Genealogy Research." The current fee schedule was last updated in 2008 per Council order 2008-071.

**Be it Ordained by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:**

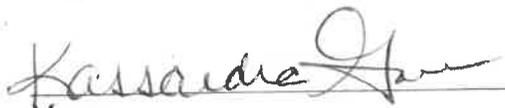
That various fees for the City Clerk's Office be amended as follows:

1. That various fees be changed as proposed on the attached Schedule of Fees and the same is hereby adopted.
2. That this order be effective as of July 1, 2022.
3. That this City Clerk Schedule of Fees will replace any existing City Clerk Schedule of Fees.
4. That the Amesbury Code of Ordinances Article I City Clerk/Clerk to the Municipal Council is hereby amended by adding the following section 132-8, entitled the City Clerk Fee Schedule.

Councilor Adrienne Lennon moved to approve Bill 2022-040 as amended on May 10, 2022, and she was seconded by Councilor Peter Frey. A roll call vote was taken, and the motion passed 7-2 (Councilor Stanganelli & Deschenes No).

Witness my hand and seal for the City of Amesbury this 11<sup>th</sup> day of May 2022

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor

May 11, 2022  
\_\_\_\_\_  
Date

### City Clerk Fee Schedule

Service	Fee
Amendments- Vital Records	\$25.00
Auto Dealers License Class I, II, & III	\$100.00
Auctioneer License	\$25.00
Automatic Amusement License	\$50.00 per machine
Business Certificate (DBA)	\$40.00
Business Certificate (DBA) Amendment	\$10.00
Certificates- Birth, Death, Marriage	\$10.00
Certificates- Birth only Senior	\$5.00
Common Victualler License	\$50.00
Declaration of Trust Filings	\$20.00
Dine, Dance, & Entertainment License	\$25.00 per day
Dog License- Spayed/Neutered	\$10.00
Dog License- Male/Female	\$15.00
Dog License- Late Fee	\$5.00 per dog
Dog License- duplicate tag	\$1.00
Dog License- tag transfer	\$1.00
Filing Inventory- Closing of Business	\$20.00
Fortune Tellers License	\$50.00
Geneology Research	\$15.00 per hour
Hawker/Peddler License	\$25.00
Home Birth/Delayed Birth Recording	\$25.00
Innholders License	\$5.00 per room
Junk Dealer/Antiques/2nd Hand	\$75.00
Kennel License 4 dogs	\$40.00
Kennel License 5-10 dogs	\$60.00
Kennel License 11+ dogs	\$120.00
Kennel License- Late Fee	\$10 per dog
List of Residents	\$10.00
Marriage Intentions	\$40.00
Notary Oath for Non Residents	\$20.00
Notary Services for Non-Residents	\$2.00 per signature
Photo Copies	\$.20 per page
Physician Registration	\$25.00
Pool & Bowling (Sunday)	\$5.00 per lane/table
Pool & Bowling (Weekday)	\$10.00 per lane/table
Public Records Request	Varies
Raffles & Bazaar Permit	\$10.00
Recording Order- Location of Poles	\$100 plus cost of abutters postage
Storage License (New)	\$25.00
Storage License (Renewal)	\$10.00
Sunday Juke Box	\$85.00
Taxi License Application	\$150.00
Taxi Vehicle & Driver Application	\$25.00
Taxi Business License	\$350.00
Taxi Vehicle License	\$100.00

These fees are effective July 1, 2022.

**§ 132-7.1. City Clerk Fee Schedule. [Added 5-10-2022 by Bill No. 2022-040]**

A. The City Clerk Fee Schedule is enacted as follows:

<b>Service</b>	<b>Fee</b>
Amendments- vital records	\$25
Auto dealers license Class I, II, and III	\$100
Auctioneer license	\$25
Automatic amusement license	\$50 per machine
Business certificate (DBA)	\$40
Business certificate (DBA) amendment	\$10
Certificates- birth, death, marriage	\$10
Certificates- birth only senior	\$5
Common victualler license	\$50
Declaration of trust filings	\$20
Dine, dance, and entertainment license	\$25 per day
Dog license- spayed/neutered	\$10
Dog license- male/female	\$15
Dog license- late fee	\$5 per dog
Dog license- duplicate tag	\$1
Dog license- tag transfer	\$1
Filing inventory- closing of business	\$20
Fortune tellers license	\$50
Geneology research	\$15 per hour
Hawker/peddler license	\$25
Home birth/delayed birth recording	\$25
Innholders license	\$5 per room
Junk dealer/antiques/2nd hand	\$75
Kennel license 4 dogs	\$40
Kennel license 5-10 dogs	\$60
Kennel license 11+ dogs	\$120
Kennel license- late fee	\$10 per dog
List of residents	\$10

<b>Service</b>	<b>Fee</b>
Marriage intentions	\$40
Notary oath for nonresidents	\$20
Notary services for nonresidents	\$2 per signature
Photocopies	\$0.20 per page
Physician registration	\$25
Pool and bowling (Sunday)	\$5 per lane/table
Pool and bowling (Weekday)	\$10 per lane/table
Public records request	Varies
Raffles and bazaar permit	\$10
Recording order-location of poles	\$100 plus cost of abutters postage
Storage license (new)	\$25
Storage license (renewal)	\$10
Sunday juke box	\$85
Taxi license application	\$150
Taxi vehicle and driver application	\$25
Taxi business license	\$350
Taxi vehicle license	\$100
Taxi license driver	\$25
Taxi business license renewal	\$100
Taxi vehicle license renewal	\$25
Taxi driver license renewal	\$25
Transient vendor license	\$25
Voter registration disk	\$20

B. These fees are effective July 1, 2022.

City Clerk Fee Schedule

Taxi License Driver	\$25.00
Taxi Business License Renewal	\$100.00
Taxi Vehicle License Renewal	\$25.00
Taxi Driver License Renewal	\$25.00
Transient Vendor License	\$25.00
Voter Registration Disk	\$20.00

These fees are effective July 1, 2022.

