



PUBLIC RECORDS REQUEST FORM

Any person may request to examine or be furnished reproductions of any public record in Development Services during regular office hours
Hours 8:00 a.m. to 2:00 p.m., Monday through Friday

INSTRUCTIONS –

To request inspection and/or reproduction of public records, complete the form below. The form must be filled out completely including your contact information. Failure to do so could result in withholding of your request.

PLEASE PRINT ALL INFORMATION

On _____, I, _____, _____,
 Date Name Telephone number

Hereby request the custodian of records for the Planning and Development Services Department to provide for inspection and/or a copy or other reproduction of certain public records specified below.

NOTICE: Warning concerning copyright restrictions apply. The copyright law of the United States (title 17, U.S. code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of those specified conditions is that the photocopy or reproduction is not to be "used for any other purpose other than **private study, scholarship, or research.**" If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to not accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Agreed _____
 Signature of Applicant

PLEASE SPECIFY ADDRESS OF RECORDS YOU WISH TO INSPECT/HAVE REPRODUCED

ADDRESS _____

(please all that apply)

C of O Site Plan Floor Plan Inspection results

Other documents (specify) _____

(FOR OFFICE USE ONLY: Folder _____ 16mm jackets _____ 35mm jackets _____)

* Additional addresses – use back of form *

ADDRESS _____ TD # _____

(please all that apply)

C of O _____ Site Plan _____ Floor Plan _____ Inspection results _____

Other documents (specify) _____

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Fees charged for duplication are as follows:

_____ Xerox copies - \$1.10 1st copy (any size) _____ microfiche copies - 8 1/2 x 11 = \$1.65 per page

_____ Additional copies @ \$.27 each _____ microfiche copies - 11 x 17 = \$2.20 per page

Total Cost \$ _____