



# PUBLIC RECORDS REQUEST

If request exceeds 1 hour of staff time the Town will contact you for authorization to continue.

**Time in excess of 1 hour will be billed at \$33.58 per hour per CRS 24-72-205(6)(b)**

Deposit is required & remaining fees must be paid prior to records release.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## REQUESTOR INFORMATION

Your Name:	Homeowner	Yes	No
Company Name:			
Email Address:			

**Individual unit addresses must be provided for an apartment or housing complex address**  
**\*One street address per form please**  
**RFPs are posted on BidNet - please access their website for this information**

<b>Address or Subject:</b>	
Purpose of Request:	
Date Range:	_____ to _____

- Indicate Records Requested
- Certificate(s) of Occupancy
  - Zoning Code Violations
  - Building Code Violations
  - Building Permits
  - ILC (*shows improvements on a parcel of land including position of house and utilities related to parcel boundary*)
  - Plot Plan (*architectural, engineer or landscape plan for single family home showing the house, utilities & easements*)
  - Site Plan (*subdivision or planned development plan showing several structures*)
  - Fire Code Violations
  - Last Annual Fire Inspection
  - Hazardous Material Event Reporting
  - Project Bid Award Results
  - Other

Additional Details  
**PLEASE BE SPECIFIC**

**Records are emailed or uploaded to OneNote for retrieval**  
**Copies - \$.25 per page after 20 pages, Zip Drives - \$10, Certified Copies - \$3 per page**  
**RECORD REQUESTS ARE COMPLETED WITHIN 3 BUSINESS DAYS UNLESS A 7 DAY EXTENSION IS WARRANTED**