



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**

Address or Subject:	
Purpose of Request:	
Date Range:	_____ to _____

- Indicate Records Requested
- Certificate(s) of Occupancy
 - Zoning Code Violations
 - Building Code Violations
 - Building Permits
 - Zoning Verification
 - 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**