Local Agency Formation Commission

Request for Public Records

However, requests for public records inspection and/or copying requiring staff time of ten (10) minutes or longer will require that a written request be submitted and an appointment made with the department staff. **If copies are required the department has up to ten (10) days to provide the copies or at the earliest opportunity allowed by the current workload of the department staff.** Copies are provided by the department at **$2.00** for the first page and **$.10** each page thereafter. Drawing size sheets (18"x24") are $5.00 each. Time may be charged at a minimum of $50.00 per hour. Payment must be made prior to receiving copies.

Date Requested:	**Date Required:**	**Name:**
Inspection Only ☐ Copying Only ☐ Inspection & Copying ☐	Request Approved ☐ Request Denied ☐ By: _____ **JURG HEUBERGER, CEP** *Executive Officer*	Mailing Address: _____ _____ _____ _____ Daytime Telephone:

Project Number: _____ APN: _____

Project Name: _____

General Location: _____

Description of Public Record: ***(list each document, file or record separately)***

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Office Use ONLY:

Date Completed:	**Completed By:**	**Total Amount:**

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