

REQUEST FOR PUBLIC RECORDS

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 be made with the department staff. Requests must be approved by the Executive Officer prior to work on the request beginning.

If copies are required LAFCO staff has up to 10 days from approval date to provide the copies or at the earliest opportunity allowed by the current workload of the department staff. Payment must be made prior to receiving copies. Checks are the only form of payment acceptable.

The below charges apply:

Copies - **\$2.00** for the first page and **\$.20** each page thereafter

Maps - **\$10.00** each

CDs - **\$10.00** each

\$50.00 per hour charges may be applicable per instruction by the Executive Officer

DATE REQUESTED:	NAME:	FOR LAFCO USE ONLY
DATE REQUIRED:	MAILING ADDRESS:	
CHECK ONE:		REQUEST APPROVED <input type="checkbox"/>
INSPECTION ONLY <input type="checkbox"/>		REQUEST DENIED <input type="checkbox"/>
COPYING ONLY <input type="checkbox"/>	PHONE:	DATE: _____
INSPECTION & COPYING <input type="checkbox"/>	EMAIL:	JURG HEUBERGER, AICP, CEP EXECUTIVE OFFICER

PROJECT NUMBER: _____ APN: _____

PROJECT NAME: _____

ADDRESS OR GENERAL LOCATION: _____

DESCRIPTION OF REQUEST: **(LIST EACH DOCUMENT, FILE OR RECORD SEPARATELY)**

FOR LAFCO USE ONLY

COMPLETED BY	DATE COMPLETED	TOTAL \$ DUE
_____	_____	_____