



Date Received _____
By _____
Reference # _____

## 2019 Public Records Request Form

<b>Name</b>			
<b>Address</b>			
<b>City, State Zip</b>			
<b>Daytime Phone</b>		<b>Email:</b>	

**Instructions:** Please indicate the information you are requesting and/or list each public record requested; be as specific as possible. Allow three (3) working days (not including the day of submittal) for a records search. In extenuating circumstances, an additional seven (7) working days may be necessary to respond to a request.

<b>Method of Delivery:</b> Review documents at City Hall    Email    Mail

**Fee schedule:** See fee schedule on the back for a summary of charges.

<b>COMPLETED BY STAFF:</b>		
<b>Total Due –other side</b>		
<b>Request Completed by :</b>	<i>Date</i>	
<b>Request denied <input type="checkbox"/> in whole <input type="checkbox"/> in part by</b>	<i>Date</i>	
<b>If denied, in whole or in part, basis for denial:</b>		
<b>Deposit required? <input type="checkbox"/> no <input type="checkbox"/> yes</b>		
<b>Amount of deposit:</b>		

**Please submit completed form to the City Clerk's Office (749 Main Street) or by email to [MeredythM@LouisvilleCO.gov](mailto:MeredythM@LouisvilleCO.gov).**

## 2019 Fee Table

**Fee schedule:** This schedule has been established pursuant to the City of Louisville Home Rule Charter and the Colorado Public Records Act.

Public Records Request – City Clerk				
Dept.	Description	Quantity	Price	Total
<b>Copies</b>				
CC/PLN/PW	8 ½ x 11 and 8 ½ x 14(No charge for first 25 pages)		\$ 0.10 / page	
CC/PLN/PW	11 x 17		\$ 0.20 / page	
CC/PLN/PW	24 x 36		\$ 3.00 / page	
CC	Certified Copies		\$ 1.25 / page	
CC/PLN	Photographs		\$15.00 plus cost of copies	
CC/PLN	CD/DVD		\$5.00 ea.	
<b>Research Fee – No charge for first 2 hours.</b>				
CC/PLN/PW	After 2 hours – charged in 15-minute increments		\$20.00 / hour	
<b>Postage – Mailing</b>				
CC/PLN/PW	Charged at standard postal or shipping rate.			
<b>Other Department Fees – Planning, Public Works</b>				
<b>City Maps</b>				
PLN/PW	Zoning Map (24" x 36")		\$ 5.00	
PW	City Street Map (small)		\$ 6.00	
PW	City Street Map (large)		\$12.00	
PW	Centerline Map (small)		\$ 6.00	
PW	Centerline Map (large)		\$19.00	
PW	Traffic Count Map (available on website)		\$ 6.00	
PW	Utility Atlas Plots		\$ 6.00	
PW	Custom Maps / Black & White		\$ 4.00 / SF	
PW	Custom Maps/ Color		\$ 6.00 / SF	
PW	Electronic Copies		\$ 5.00	
<b>Technical Data</b>				
PW	City Design Standards		\$50.00	
PW	Storm Drainage Standards		\$40.00	
PW	City Standard Details – CD		\$25.00	
PW	G.I.S. Information – 1/2 hr. minimum charge		\$30.00 / \$30.00 ea. ½. hr	
<b>Miscellaneous</b>				
PW	Mylar Printing		\$ 5.00 / page	

*Account Code: 101000-443010 (unless otherwise noted)*