



Date Received _____
By _____
Reference # _____

2020 Public Records Request Form

Name			
Address			
City, State Zip			
Daytime Phone		Email:	

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.

Method of Delivery: Review documents at City Hall Email Mail

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

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

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

2020 Schedule of Fees

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				
<i>Dept.</i>	<i>Description</i>	<i>Quantity</i>	<i>Price</i>	<i>Total</i>
Copies				
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		\$ 0.25 / page	
CC/PLN/PW	24 x 36		\$ 3.30 / page	
CC	Certified Copies		\$ 1.40 / page	
CC/PLN	Photographs		\$15.00 plus cost of copies	
CC/PLN	CD/DVD		\$5.50 ea.	
Research Fee – No charge for first 2 hours.				
CC/PLN/PW	After 2 hours – charged in 15-minute increments		\$22.00 / hour	
Postage – Mailing				
CC/PLN/PW	Charged at standard postal or shipping rate.			
Other Department Fees – Planning, Public Works				
City Maps				
PLN/PW	Zoning Map (24" x 36")		\$ 5.50	
PW	City Street Map (small)		\$ 6.60	
PW	City Street Map (large)		\$13.25	
PW	Centerline Map (small)		\$ 6.60	
PW	Centerline Map (large)		\$21.00	
PW	Traffic Count Map (available on website)		\$ 6.60	
PW	Utility Atlas Plots		\$ 6.60	
PW	Custom Maps / Black & White		\$ 4.60 / SF	
PW	Custom Maps/ Color		\$ 6.60 / SF	
PW	Electronic Copies			
Technical Data				
PW	City Design Standards		\$55.00	
PW	Storm Drainage Standards		\$45.00	
PW	City Standard Details – CD		\$28.00	
PW	G.I.S. Information – 1/2 hr. minimum charge		\$33.00 / \$25.00 ½. hr minimum charge	

The fees set forth above are subject to change without notice. The above procedures and fees are adopted pursuant to the Charter and CRS § 24-72- 203(1) and 24-72-205.

Account Code: 101000-443010 (unless otherwise noted)