

REQUEST FOR PUBLIC DOCUMENTS

The undersigned has requested copies of City of Trussville documents as follows:

Name: _____

Company/Firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Documents Requested: _____

Purpose: _____

I understand that original copies may not be removed from the building. I understand that a retrieval fee of \$25.00 is due at the time a request for public records is made and that an additional \$10.00 fee is due at the time a request is made if I wish to have the records certified by the custodian of records. I understand that a reproduction fee of twenty-five cents (\$.25) per page will be charged should copies be requested. I further understand that should retrieval of requested documents require more than one hour, time thereafter spent copying, researching or preparing documents for review, will be at a rate of fifteen dollars (\$15.00) per hour or portion thereof in addition to the per copy fee both of which shall be due at the time the records are inspected or produced.

Signature: _____

Date: _____

Released By: _____

Begin Time: _____ End Time: _____

Fee:	Non-Zoning Retrieval	\$25.00	Zoning	\$50	\$100	\$200
	Non-Zoning Certification	_____ (\$10.00 if checked)				

Total Due at time of request \$ _____

_____ Pages @ \$.25 = \$ _____

_____ Hours @ \$15.00 = \$ _____

\$50 digitally standard zoning cert letter

\$100 above, plus open building and/or zoning code violations

\$200 above, plus approved site plans, variances, ordinances, resolutions, special permits, conditional and/or special use permits, zoning cases, certificates of occupancy, road project plans

Total Due at time of production \$ _____