



1100 37th Street
 Evans CO 80620
 (970) 475-1170

Request for Public Records

Name:	Date of Request:
Mailing Address:	Email Address:
Signature:	Phone:

Detailed description of records requested:

Indicate the information you desire and/or list each requested document. Please be as specific as possible. Allow three (3) working days for a search of the records. Per the State of Colorado Open Records Act (C.R.S. 24-72-203), if the request is substantially large, an extension of seven (7) working days is permitted. You will be notified prior to the three (3) days of any extension and all estimated costs. The City also reserves the right to request a deposit for larger requests.

Fees

Public Records Request	\$.25 per page (black & white up to 11 x 17) \$2.00 per page (color)
Personal copies	\$.25 per page (computer lab printing) \$1.00 per page
Research & Retrieval of Files	Cost of staff time
CDs (Voice Recorded)	\$10.00 per CD
Street Map (3 pg – 8.5" x 11" w/ index 11" x 17")	\$5.00
Zoning Map Book	\$2.00
Maps (Blueprint Copies) – 24" x 36"	\$25.00
Maps (scanned copies) – 24" x 36"	\$5.00
36" x 48"	\$10.00
Other maps – 11" x 17" or smaller	\$20.00
17" x 22"	\$5.00
24" x 36"	\$10.00
36" x 48" or larger	\$15.00
	\$20.00
Memorabilia-City Lapel Pins	\$5.00 each
Memorabilia-Shirts, Jackets, Hats	Cost +25%
Return Check Fee	\$25.00 each
Notary Seal Stamp	\$2.00 each
City Charter	\$10.00
Comprehensive Plans	\$50.00 (color) \$25.00 (black & white)
Parks and Recreation Master Plan	\$50.00
Project Plans (Large)	\$25.00 each
Project Plans (Small)	\$10.00 each
Construction Standards Manual (Water, Sewer, Streets)	\$50.00
Drainage Criteria Manual	\$50.00
Reports (Bound), Drainage Standards, Irrigation Standards and Publications	\$20.00 each

Internal Use Only

Date request completed:	Balance Due:
Approved: _____ Denied: _____	Date Paid: _____ Receipt #: _____
If denied, provide reasons(s):	