



PUBLIC RECORDS REQUEST

Please complete the request below in its entirety.

Partial submittals will not be processed.

MAX PROCESSING TIME: 15 BUSINESS DAYS

Are you aware of any current litigation on this property in which the City of Tempe is a named party? Yes _____ No _____

(Note: If "Yes", this request will be forwarded to the City of Tempe City Attorney's office for processing.)

| | |
|--|---|
| Project Name: _____ | |
| Property Address(es): (For Commercial Property: Please include business name(s) and suite number(s), if applicable) | |
| <input type="checkbox"/> Planning and Zoning <input type="checkbox"/> Development Services <i>(For Building Plans please review and sign "Copyright Section" on reverse)</i> <input type="checkbox"/> Engineering - Private Development | <input type="checkbox"/> View Only <input type="checkbox"/> <input type="checkbox"/> Paper Copies <input type="checkbox"/> Electronic Documents (when applicable) |
| DESCRIPTION OF REQUEST <i>(Please specify what you are requesting: i.e.: Planning and Zoning Documents, As-Builts, Property Record Cards, Certificates of Occupancy, Building Permits, Building Plans etc.)</i> | |

Pursuant to A.R.S. §39-121.03, the applicant certifies that said documents (check one):

| | |
|---|---|
| <input type="checkbox"/> Will not be used for a commercial purpose. | <input type="checkbox"/> Will be used for a commercial purpose. <i>(Must complete "Statement of Commercial Purpose" on reverse)</i> |
|---|---|

My contact information is as follows:

| | |
|--------------------------------|---------------------------------|
| Requester Name: | Date: |
| Requester Address: | |
| Requester Phone Number: | Requester Fax Number: |
| Requester Signature: | Requester Email Address: |

| | | | |
|--------------------------------|-----------------------------|-----------------------------|-----------------------|
| For Department Use Only | | | |
| <i>Received by:</i> _____ | <i>Date Received:</i> _____ | <i>No. of Copies:</i> _____ | <i>Fee Due:</i> _____ |

STATEMENT OF COMMERCIAL PURPOSE AND PRICING COMPUTATION WORKSHEET

If the records requested will be used for a *commercial purpose** you must complete the statement below.

**Commercial purpose* is defined as the use of a public record for the purpose of:

1. sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photograph for sale, or
2. obtaining of names and addresses from such public records for the purpose of solicitation, or
3. for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.

There will be a minimum charge of \$42 for commercial requests that must be included with the request form. There may also be additional costs for the market value of the data, physical copies and/or custom reports.

The specific information which will be utilized from the record(s) requested is:

This will be used for:

1. Sale or resale to _____ (identify market) for \$ _____ (price or cost) per _____
2. Producing a document, information or other material containing all or part of the information in the public record (describe document or material and price): _____
3. Solicitation to _____ (identify market) for _____ (what purpose) or \$ _____ (price).
4. Soliciting a business or commercial relationship (describe and give price or value): _____
5. Other purpose (describe and give price or value): _____

I agree to pay all necessary fees related to this request for records. (Please see Community Development Copy Fee Schedule.)

*Requester Signature: _____

Date: _____

COPYRIGHTED MATERIALS NOTICE: IF YOU ARE REQUESTING COPIES OF PLANS PLEASE READ AND SIGN THE FOLLOWING –

If a requester of records makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. The City of Tempe, Arizona, does not indemnify, nor hold harmless users of material produced pursuant to a Public Records request, nor grant exclusive rights with respect to such material. Users who engage in excess of fair use may be subject to claims of copyright infringement. If there are any questions regarding "fair use", the requester shall consult their own legal counsel.

I am requesting a copy of the requested records and have read the above notice and acknowledge its contents.

*Requester Signature: _____

Date: _____