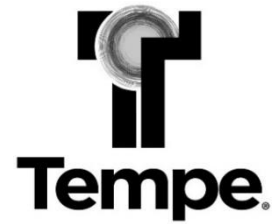


# PUBLIC RECORDS REQUEST



**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). Include map of location.

<input type="checkbox"/> Planning and Zoning <input type="checkbox"/> Community Development <i>(For Building Plans please review and sign "Copyright Section" on reverse)</i> <input type="checkbox"/> Engineering - Private Development	<input type="checkbox"/> Engineering Utility Permits Name of Utility Co: _____ <input type="checkbox"/> Engineering CIP Project #: _____ Engineering Project Manager: _____
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**DESCRIPTION OF REQUEST** *(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.)*

Requested documents will be provided in an electronic format only. Contact us if a different format is needed.

**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:**

<b>Requester Name:</b>	<b>Date:</b>
<b>Requester Address:</b>	
<b>Requester Phone Number:</b>	<b>Requester Fax Number:</b>
<b>Requester Signature:</b>	<b>Requester Email Address:</b>

**For Department Use Only**

*Received by:* \_\_\_\_\_ *Date Received:* \_\_\_\_\_ *No. of Copies:* \_\_\_\_\_ *Fee Due:* \_\_\_\_\_

**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.

**A \$43 non-refundable research fee is required at the time of submittal. The fee covers the first hour of research and each additional half hour is charged at \$21.50. These costs included but are not limited to market value of the data, time, materials, equipment and/or reports.**

**This will be used for:**

1. Sale or resale \_\_\_\_\_ (*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 \_\_\_\_\_ (*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. For reference § ARS 39-121.03(D)*

**OWNER and/or DESIGN FIRM AUTHORIZATION  
REQUIRED ONLY IF YOU ARE REQUESTING COPIES OF PLANS**

Building plans are typically copyrighted. We require the permission of the owner/design firm to obtain copies of building plans. Processing time will vary depending on when we receive approval from the owner/consultant, and information will not be released until we receive approval. Please provide the owner or consultant contact information to expedite the process for approval.

Owner/Design Firm Name: \_\_\_\_\_

Email and/or Phone Number: \_\_\_\_\_