



**REQUEST TO VIEW OR OBTAIN INFORMATION
FROM ENGLEWOOD CITY CLERK'S OFFICE**

Print name of person requesting information _____

Address of person requesting information _____

Phone number _____ FAX number _____

E-mail address _____

Name of company requester represents _____

Documents/Information requested

Date of request _____

Time of request _____

Signature of person requesting information _____

The City of Englewood will respond to this request for information within three working days, per C.R.S. § 24-72-203 (3) (b) or, in the case of extenuating circumstances, the response period may be extended by seven working days. A modification of the request is considered a new request.

The day the request is received does not count as a day, neither do weekends or City of Englewood recognized holidays.

RESEARCH FEE: \$30.00 PER HOUR, AFTER THE FIRST HOUR.

STANDARD SIZE PAPER COPY FEE: 25 CENTS PER PAGE.

TOTAL COPY CHARGES OF \$5.00 AND UNDER WILL BE WAIVED.

A page is considered one side. [These are for "standard pages". CRS § 24-72-205 (5) (a) states that if the record is in a format other than a standard page, the fee cannot exceed the actual cost of providing the record.]

USB: \$5.00 EACH UNLESS OTHERWISE STATED (If a larger USB is needed, it will be charged at cost)

Staff will provide an estimate of the research time and copies involved and a 50% deposit will be required prior to processing the request.

Applicant notified that records are not readily available: _____verbal _____written

City of Englewood, City Clerk
1000 Englewood Parkway
Englewood, CO 80110
303-762-2430

E-mail: cityclerk@englewoodco.gov

Response: by _____

Date of response: _____

Time of response: _____