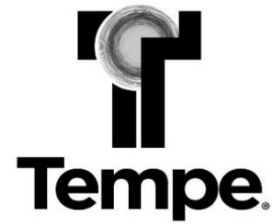


PUBLIC RECORDS REQUEST



**Please complete the request below in its entirety and email to CDpr@tempe.gov
 Partial submittals will not be processed.**

AVERAGE PROCESSING TIME: 20 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 (Only 1 per request): (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 complete "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: _____
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>	

Requested documents will be provided in an electronic format unless otherwise indicated.

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

	How will the information be used?
<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

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 e.g. you and/or your company were hired to research this information

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.)

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.

Requester Signature: _____

Date: _____

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/original 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 property owner or original consultant contact information to expedite the process for approval.

Property Owner/Original Design Firm Name: _____

Email and/or Phone Number: _____