



# CITY OF COCONUT CREEK

OFFICE OF THE CITY CLERK  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

## REQUEST FOR PUBLIC RECORDS

The City of Coconut Creek honors all public records requests, regardless of the means in which they are received. If you prefer to make your request in writing, you may use this form for convenience. If you do not wish to complete this form, you have the alternative options of making your request by: telephone, in person, or e-mail.

REQUESTER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

REQUESTED INFORMATION (Please include property address, lot/block number, and subdivision if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ACTUAL COSTS (To be completed by City Personnel):

A. DUPLICATION:		
Single-Sided Copies	_____ pages @ \$ .15 per page	\$ _____
Double-Sided Copies	_____ pages @ \$ .20 per page	\$ _____
Oversized	_____ pages @ \$ _____ per page (outside vendor)	\$ _____
B. CERTIFIED COPIES	_____ pages @ \$1.00 per document	\$ _____
C. AUDIO REPRODUCTION:	_____ CD @ \$.50 each	\$ _____
D. LABOR COSTS FOR RESEARCH AND REDACTION OF ABOVE RECORDS AND MATERIALS (extensive requests only)	_____ hours _____ minutes @ hourly rate \$ _____	\$ _____
E. MAILING COSTS		\$ _____
	<b>TOTAL COSTS DUE:</b>	\$ _____