



City of Marco Island

Public Records Request Please Return This Form to the City Clerk's Office

To be filled out by staff or public (**not required** to be filled out by the public). This document is for follow up in fulfilling the request and contacting the requestor at a later date if the request cannot be filled at the time of the request.

Name: _____ Address: _____

Phone: _____ Email: _____

Specific documentation requested. Identify and describe the documents sought.

Inspect Records YES_____ NO_____ Make Copies YES_____ NO_____

If building permit information is requested, please include as much of the following as possible:

- Parcel Number: _____
- Legal Description (Lot, Block, Subdivision): _____
- Name of Property Owner: _____
- Name of Business: _____
- Physical Location: _____

Provide a copy of this form to the requestor after completing the first line below.

	Name of Person or Department	Date & Time
1. Request Received	_____	_____
2. Request Reviewed (Dept. Head)	_____	_____
3. Documents Located	_____	_____
4. Retrieval Time	_____	_____
5. Fee Calculated	_____	_____
6. Requestor Notified	_____	_____
7. Documents Picked Up	_____	_____

Staff – Please, if not able to fulfill the request immediately, attempt to fulfill the requests within one week of the date the request was received from the requestor or contact the requestor within that time frame to keep them informed of your progress.

Number of Pages: _____ Number of Copies: _____

(\$0.15 for one sided, 14"X 8 1/2" or less; \$0.20 for 2 sided; \$1.00 for each page certified (plus cost of copies). Special service charge for extensive use of clerical or supervisory labor or information technology resources: over 30 min. clerical staff rate of pay (entry level) or charges for DVD's, CD's or audio tape). Total Cost: _____.

(If request totals less than 20 pages do not collect, round amounts over \$1.00 down to the nearest dollar)

PUBLIC RECORDS AND THE LAW: You will find information in Florida's State Statutes, Chapter 119.