

**INDIAN RIVER COUNTY, PUBLIC WORKS DEPT.
REQUEST FOR INFORMATION**

ALL REQUESTERS OF INFORMATION SHOULD FILL OUT THIS FORM IN ORDER TO FACILITATE COMPLIANCE WITH THE REQUEST

NAME: _____ ADDRESS: _____ TELEPHONE #: _____ FAX #: _____ ORGANIZATION OR INDIVIDUAL'S NAME: _____ E-MAIL ADDRESS: _____ Who should be contacted when information is available? _____
DESCRIPTION OF REQUEST: _____ _____ _____

NOTICE: FS119.07 requires public records may be examined by any person, at any reasonable time, under reasonable conditions and under supervision by the Custodian, or the custodians designee. If your request will require extensive use of information technology, or clerical or supervisory assistance the agency may charge a service charge for such assistance. Our charge is \$30.00 per hour, \$10.00 minimum. Because of the variation in requests we cannot state how long it will take to produce the records or copies requested but every effort will be made to produce them within the requirements of the Florida Statutes. For reference see FS119. Payment is due upon delivery of the information.

CHARGES: Single sided copies to 8 1/2" x 11" = \$.15 Single sided copies to 8 1/2" x 14" = \$.15 Double sided copies to 8 1/2" x 14" = \$.20 Engineering size drawings, 11" x 17" = \$.20 Engineering size drawings, 24" x 36" = Actual Cost (out-sourced) Xerographic size drawings, 24" x 36" = \$3.00 CD request = \$10.00	TOTAL DUE FROM CUSTOMER: _____ _____ <i>Please note: Exact change or check only.</i>
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| <p>GUIDE TO RECORDS KEPT IN PUBLIC WORKS DEPARTMENT:</p> <ol style="list-style-type: none"> 1. Land Development Permits and associated files 2. Site Plan files 3. Project Plans and files 4. Petition Paving Project Plans and files 5. Survey Records and Maps 6. Right-of-Way Maps and files 7. Right-of-Way Permits and files 8. Bridge Plans and files |
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Public Works is NOT the custodian of Plats; those are held by the Clerk's Office in the Courthouse and may be obtained there. Building Permits and Elevation Certificates are held by the Building Division and available with an Archive Request from the Building Division.