



REQUEST FOR PHOTOCOPIES

CITY OF COOPER CITY
 P.O. BOX 290910
 COOPER CITY, FLORIDA 33329-0910
 (954) 434-4300

REQUEST NUMBER _____

NAME _____ **DATE OF REQUEST** _____

FIRM _____ **PHONE NUMBER** _____

PROPERTY ADDRESS OF REQUEST _____

FAX _____ **EMAIL** _____

I am requesting to examine ___ or be provided copies ___ of the following records:

DESCRIPTION OF MATERIAL TO BE RESEARCHED/COPIED (please be specific):

FOR STAFF USE ONLY

Number of Pages:	Copy Cost for Pages:
Number of Wide Format Pages:	Copy Cost for Wide Format:
Staff Time:	Staff Cost:
Date Notified:	
Staff Signature:	Total Cost:

CHARGE FOR COPIES

Letter Size Pages:	\$0.15 each
2-sided Pages:	\$0.20 each
Zoning Map:	\$2.00 each
Wide Format Copies:	\$0.75 per sq. ft.
Future Land Use Map:	\$3.00 each
Ledger Pages:	\$0.50 each
CD/DVD	\$5.00 each

Pursuant to Section 119.07 (4) (d), F.S., when a request for records is extensive, and will require extensive use of information technology resources, or extensive clerical or supervisory assistance by personnel of the City to identify, manage and compile the requested information, it is the policy of the City to charge a reasonable service fee based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both. A request is "extensive" when more than one-half hour of staff labor time is required.