

230 N. Bluff Street  
PO Box 544 Lake City, CO 81235  
970-944-2333  
www.townoflakecityco.gov  
townclerk@townoflakecity.co

# TOWN OF LAKE CITY

## PUBLIC RECORD REQUEST

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Copies Requested Yes ☐ No ☐

USB Requested Yes ☐ No ☐

**Please indicate the information desired and/or list each requested document. Please be as specific as possible.**

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Pursuant to §24-72-203 C.R.S. three (3) working days may be allowed for a search of the records. This may be extended by seven (7) working days for extenuating circumstances, to include the records being in active use, in storage or otherwise not readily available. See Open Records Policy for further information.

**Records are available for viewing by appointment only during normal business hours between 9:00 am and 4:00 pm, Monday through Friday at Town Hall.**

**REQUEST MAY BE EMAILED TO: [townclerk@townoflakecity.co](mailto:townclerk@townoflakecity.co)**

**[All e-mailed requests must be followed up with a phone call to be sure it was received.]**

Charges: To be completed by Town Clerk (See attached fee schedule)

_____	=	_____
_____	=	_____
_____	=	_____
_____	=	_____

**Total** = \$ \_\_\_\_\_

Staff Use Only

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Time Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

Summary of Response \_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE OF COPYING CHARGES AND MISCELLANEOUS FEES**  
(§24-72-205 C.R.S.)

<b><u>USB Flashdrive:</u></b>	Per USB	\$3.00 (USB provided by Town)
<b><u>Lake City Municipal Code:</u></b>	Available through Town of Lake City website: <a href="http://www.townoflakecityco.gov">www.townoflakecityco.gov</a>	
<b><u>Certification of Document :</u></b>	Each copy  This applies to: Requests from citizens/agencies for certified true copies of Town documents	\$5.00 for staff time
<b><u>Copies of Documents:</u></b>	Per 1-sided 8½" X 11" page; 1-sided 8½" X 14" page; or 1-sided 11" X 17" page  Documents requiring outside printing will be assessed the actual cost to the Town  <b>Note: Many documents are available through Town of Lake City website: <a href="http://www.townoflakecityco.gov">www.townoflakecityco.gov</a></b>  <b>For voluminous records request, the Town will require a 50% deposit before work starts on the request. Please see policy for details.</b>	<u>1-sided 8½" X 11" page</u> \$.25 Black & White each \$.35 Color each  <u>1-sided 8½" X 14" page</u> \$.35 Black & White each \$.45 Color each  <u>1-sided 11" X 17" page</u> \$.50 Black & White each \$.60 Color each
<b><u>Model Traffic Code:</u></b>	Available through the Colorado Department of Transportation	
<b><u>Other Requests and Documents</u></b>		Actual cost to the Town to obtain or reproduce
<b><u>Staff Time:</u></b>	When information gathering, printing, producing or retrieval of a document requires staff research, consultation, labor or travel time, the hourly charge begins after 60 minutes and will be assessed and pro-rated in quarter hour increments.	\$40.00 per hour
<b><u>Uniform Fire, Plumbing, Building Codes, etc.</u></b>	Sold by: International Code Council: ( <a href="http://www.constructionbook.com">www.constructionbook.com</a> )  Copies of sections no more than 10 pages may be made on the Website. Full copies will have to be ordered through the publisher.	