

# PUBLIC RECORDS REQUEST FORM

CITY OF DELTONA, FLORIDA

(386) 878-8500

Per Florida Statutes, the Requestor is **Not Required** to provide a name or other contact information. If the Requestor does not wish to leave contact information, an estimated time will be provided for when the Requestor should contact the City to determine if the request has been completed.

Name of Requestor: \_\_\_\_\_ Date/Time Received: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Document/File(s) requested or description of request:

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Date Range/Timeframe of File(s):

**FEES:** (per page or each unless otherwise noted)

1 sided copies – to 8 ½"x11":	\$0.15	Certified copy of public record:	\$1.00 / document and copy cost
2 sided copies – to 8 ½"x11":	\$0.20	Staff time in excess of 15 minutes:	Hourly rate of staff member qualified to fill request
1 or 2 sided 11"x17" copies:	\$0.20	Audio Tape: (Citizen provides tape)	No Charge – unless extensive staff time involved

Contact the City Clerk's Office for current price of the following publications:

Maps / blueprints / large size copies; duplicate audio tape (cassette); CD of electronic or audio public records; DVD of electronic or audio public records; reprints of color photographs up to 5" x 7"; and larger size color photographs are based on actual cost of duplication.
Code of Ordinances with or without tabs, Zoning Code, Land Development Code, or the Comprehensive Plan are available on-line or for purchase directly from Municipal Code @ <a href="http://WWW.MUNICODE.COM">WWW.MUNICODE.COM</a>

**TOTAL CHARGES:**

Number of copies: _____ @ \$ _____ and _____ @ \$ _____			\$ _____
Other Records: _____ @ \$ _____ and _____ @ \$ _____			\$ _____
_____ @ \$ _____ and _____ @ \$ _____			\$ _____
Staff Time in excessive of 15 minutes: _____ hours x \$ _____ /hour			\$ _____
_____ hours x \$ _____ /hour			\$ _____
<b>TOTAL DUE:</b>			<b>\$ _____</b>
Requestor Contacted – Date/Time: _____			
Comments: _____			
Staff initials and Department #: _____			