



# City Planning & Development Department Development Services

DATE: June 28, 2006 (Revised August 14, 2006)  
TO: CPD-DS Associates  
FROM: Donald N. Booth, Assistant Engineering Director  
SUBJECT: Cost for CPD-DS Staff Researching Records and Copying Documents

Administrative Regulation No. 1-20, Access to Public Records and Meetings, Section 6.0, Fees, allows Departments to establish a fee, which does not exceed the actual cost incurred, for researching records and copying documents. Therefore, when citizens make a request of staff to research records and/or copy documents for them, the followings fees shall apply:

Record retrieval	\$19.00 per hour
Record retrieval for engineering records	\$23.00 per hour
Copying documents (11"x17"max) (Staff assisted \$2.00 for the first copy and \$0.20 thereafter)	\$0.20 per page*
Microfilm reader/printer copies	\$0.50 per page

\*If copying the requested documents will take a half-hour or more, the hourly rate for researching records will also apply.

Note:

These fees waived when writing permits covered under the standard fee structure.

DNB:pw