



Sammamish Plateau Water and Sewer District



PUBLIC RECORDS or ENGINEERING INFORMATION REQUEST

Type of Request: <input type="checkbox"/> Public Records Request (official proceedings, documents, non-construction type records) (See Item I.) <input type="checkbox"/> Engineering Information Request (construction, design-type records) (See Item II.) Date: _____ Request Number (District use only): _____	Name: _____ Company/Org: _____ Address: _____ _____ Telephone: _____ Fax: _____ E-Mail: _____
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I. Describe Public Records Request: *(Please be specific in describing the record(s) being requested and any additional information that will aid in the location of the record(s) such as title or date of record)*

(Go To Item III.)

II. Describe Engineering Information Request: *(Please provide a general narrative. For example, "Requesting sewer/water asbuilt plans adjacent to and within 500 ft of project parcel.")*

Must provide the following:

Tax Parcel ID # (Ten digit): _____

Parcel Address: _____

Parcel Owner Name: _____

Developer/Purchaser: _____

Project Name (if applicable): _____

Project Scope (i.e. short plat, real estate inquiry, etc.): _____

Media Format: **Hardcopy:** ___ 8 1/2 x 11 ___ 11 x 17 ___ Custom Map ___ Other

Electronic: To be supplied in native file format (i.e. tif, dxf, shp, pdf, txt, doc, dbf)

Electronic Medium : ___ Email ___ CDROM ___ ftp

Delivery Notification via Telephone ___ E-Mail ___ Mail ___ Counter Pickup

(Go To Item III.)

III. District Policies and Intended Use:

It is the District's policy to respond to a records request within five business days of receiving a public records request by either: (1) providing the record; (2) acknowledging that the District has received the request and providing a reasonable estimate of the time the District will require to respond to the request; or (3) denying the request. Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request or to determine whether any of the information requested is exempt and that a denial should be made to all or part of a request. In acknowledging receipt of a request that is unclear, the District may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the District need not respond to it. See RCW 42.56.

Please check and sign.

I wish to have copies of the records indicated above. I understand that there will be a charge for duplication of the requested records. A minimum of \$0.15 per page will be charged to the requestor. The requestor may be required to provide a deposit in the amount of ten percent of the estimated cost of providing copies of the records. If the District provides copies of records on a partial or installment basis, the requestor shall pay the copy charge for each installment as it is provided to the requestor.

I wish to make an appointment to review the records indicated above before copies are made.

I certify that the requested records shall not be used for commercial purposes.

Signature _____ **Date** _____

For District Use Only			
Date Received:	Received By:	Forwarded to:	Responded By (date):
Comments/List information provided: _____			
Request was satisfied: Yes ___ No ___		Denied for the following reason:	
Date Completed:	District Representative:	GIS Proj #:	
Charges: U.S. Mail or UPS Res.# 1890 \$0.15 (8-1/2"x11" and 8-1/2" x 14") Res. # 1890 \$5.00 (24" X 36" Drawing Sheet) Res. #A-807 \$10.00 Aerial Mapped Sheet (\$5.00 for each overlay) Res. #A-807 \$50.00/hr for computer generated printouts Res. #A-807		Mailing: _____ Subtotal: _____ # Copies: _____ Subtotal: _____ # Copies: _____ Subtotal: _____ # Copies: _____ Subtotal: _____ # Copies: _____ Subtotal: _____ Total: _____ Receipt No. _____	