

OPEN RECORDS REQUEST FORM

DATE: _____ NAME: _____

ADDRESS: _____ PHONE: _____
(If these records are to be mailed)

DATE RECORDS ARE NEEDED: _____
(Every effort will be made to fulfill your request in a timely manner)

RECORDS REQUESTED: _____

FEES: No fee will be charged for inspection of public records required under Section 19.31-19.39(3)(a)(b) of the Wisconsin Statutes. **Note:** Persons wishing to personally inspect records shall make written request to the Clerk after which an appointment will be made at a mutually agreeable time.

OTHER COSTS:

Photocopy costs: (per page).....	\$ 0.25
Zoning Ordinance Book.....	\$15.00
Chapter 20 Subdivision and Platting Book.....	\$ 5.00
Comprehensive Plan Book.....	\$20.00
Surface Water Drainage Book.....	\$ 8.00

MISCELLANEOUS COSTS: Photographing, tape recording copies, mail costs, mileage and other charges for miscellaneous direct expenses will be charged for the actual and direct costs as applicable.

RECORD LOCATING: Where records are not readily accessible, a charge for actual and direct costs of locating the required records will be made.

LABOR COSTS will be at Town's General Labor pay schedule @\$10.50/hr as of 1/1/09.

**Clerk or Designee will collect all fees prior to distribution.
Checks should be made payable to the "Town of Black Wolf"**