



REQUEST FOR INSPECTION AND EXAMINATION OF PUBLIC RECORDS
Community Development Department
Building Division – Engineering Division – Planning and Zoning Division
407-703-1712 (P) – 407-703-1791 (F)

In order to assist the City in making certain that your request is processed accurately, please complete this form.

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

PLEASE PROVIDE A DETAILED LIST THE PUBLIC RECORDS TO BE INSPECTED, EXAMINED, AND/OR DUPLICATED PURSUANT TO FLORIDA STATUTES:

Signature of Individual
Requesting Public Record(s)

Date _____

***** OFFICIAL USE ONLY *****

DATE INFORMATION PROVIDED: _____
(To be filled in by City representative)

Staff time to provide the requested information: _____

(Please list employee name and time spent)

City Official

Date