



CITY OF BROADVIEW HEIGHTS ENGINEERING DEPARTMENT

9543 BROADVIEW ROAD
BROADVIEW HEIGHTS, OH 44147
(O):440-838-4705
(F): 440-717-4013

ENGINEERING RECORDS REQUEST

CONTACT INFORMATION

Name*: _____ Company: _____

Phone: _____ Fax: _____

E-mail*: _____

Address: _____

Lot: _____ Subdivision: _____

INFORMATION REQUESTED

(Please fill out and check pertinent information)

Are copies needed? Yes | No Electronic | Paper Copy (see below for fees)

Please check all that apply:

- As Builts
- Subdivision Plat
- Flood Zone
- Water and Sewer
- Benchmark Elevation
- Miscellaneous
- Other

Please detail the information you are requesting:

If you have any questions please call (440) 838-4705 or email gyelenosky@broadview-heights.org

* Please visit <http://www.broadview-heights.org/DocumentCenter/Home/View/370> for details regarding Broadview Heights Open Record Policy.

FEES FOR PUBLIC RECORDS

222.03 COPIES OF PUBLIC RECORDS.

The following schedule is hereby established as a schedule of charges for copies of all public records in the City:

- (a) For copies of all public documents copied at City Hall and copied by any City employee at City Hall, ten cents (\$.10) per page.
 - (b) For all City documents copied and provided by an outside source but stored with City Hall and purchased by the public, the actual cost of said documents to the City.
 - (c) For audio of meetings, ten dollars (\$10.00), including the cost of the audio tape itself.
 - (d) For video tapes, the actual cost of the video tape itself plus the cost of reproduction billed to the City by the reproduction company.
 - (e) For copies of oversized building or engineering plans copied by any City employee at City Hall, three dollars (\$3.00).
 - (f) For CD copies of meetings or other documents, five dollars (\$5.00).
- (Ord. 35-98. Passed 2-17-98; Ord. 230-99. Passed 12-20-99; Ord. 38-04. Passed 4-5-04; Ord. 155-12. Passed 10-15-12.)