



DEPARTMENT OF PUBLIC WORKS

Information Request

Date: _____

Requestor's name: _____ Company: _____

Phone: _____ Fax: _____

Project name (if known, as indicated on associated civil plans): _____

Type of information requested:

Street improvements	Cross sections/details
Flood control facilities	Drainage study
Grading plans	Right-of-way documents
Plan & profiles	*Other (describe below)

APN(s): _____ Project location: _____

Description: Please provide a detailed description of the requested information. Indicate the nearest major intersection or attach a vicinity map.

I prefer the requested research in the following format: <input type="checkbox"/> 8½" x 11" <input type="checkbox"/> 11" x 17" <input type="checkbox"/> 24" x 36"
(Select one or indicate detailed preferences above) <input type="checkbox"/> Compact disc (.tif files)

Please fax this request along with a copy of the **Assessor's Parcel Map** to the Public Works Department at **649-4696**, attention **Angel Floyd or Jack Jackson**. Staff research is typically completed within four (4) to eight (8) working days. If the information is needed sooner, self-service research on the City's digital document archival system is available. To schedule an appointment, please contact **Angel Floyd or Jack Jackson** at **633-2804, 633-1947**, respectively.

Document Research/Retrieval Fee Schedule	
Research by staff	\$50 first ½ hour (min. 15 minute increments) \$25 each ½ hour thereafter (min. 15 minute increments) \$10.00 per CD
Research by customer	\$10 per CD \$1.00 per plan set/study on CD
Hard copy fees	\$1.00 per sheet - 8 ½" x 11" and 11" x 17" \$2.00 per sheet - 24" x 36"

- City of North Las Vegas Use Only -	
Comments: _____	
Total research time (min. 15 minute increments): _____	Fee: \$ _____