

**Research Requests (NLVMC 2.44.020)**

If the requested information requires extensive research to locate information or extensive copying, the requesting party must submit in writing a list of the specific books, documents, records or information that the requesting party wishes to inspect or have reproduced not less than two weeks before the time he or she wishes to inspect or have reproduced the books, documents or records.

The requesting party should then be advised when the information may be available and a mutually convenient time for the requesting party to inspect such documents or records should be set. All appointments must be made during normal City facility office hours. City records may be inspected at City facilities only and may not leave the premises at any time.

The person requesting an inspection of public books, documents or records must pay a research and retrieval fee for the staff time necessary to research and retrieve the requested information. These charges are to cover the cost of retrieval plus the cost of City staff time to replace said documents or records in their original location and order. These charges do not cover any reproduction costs or costs for mailing. Charges may also be assessed if searches are unproductive or retrieval of requested books, documents, records or information is unsuccessful.

The person requesting an inspection of public books, documents or records shall pay a fee of forty dollars (\$40.00) per hour, or more, for the staff time necessary to research and retrieve the requested information. Fractions of hours will be charged by quarter hour minimums (i.e., ten dollars (\$10.00) per quarter hour or portion thereof). These charges are to cover the cost of retrieval plus cost of city staff time to replace said documents or records in their original location and order. These charges do not cover any reproduction costs.

Master Plan Land Use Map (large)	\$20.00
Master Plan Land Use Map (small)	10.00
Master Plan of Streets and Highways	\$10.00
Duplication of meeting tape	\$7.50
Verbatim Transcripts of meetings per hour (\$100 deposit required)	\$50.00
Capital Improvement Plan	\$10.00
Research and retrieval per hour	\$40.00

Document duplication (per page)	\$1.00
Copies of microfilmed documents	
1 <sup>st</sup> Page	\$4.00
Each additional page	1.00
Document certification	\$2.00
CNLV Master Plan Book	\$75.00
Executive Summary	10.00
Legal size NLV ward map	\$10.00
Poster size NLV ward map (unmounted)	25.00
Zoning Code (CNLVMC Title 17)	\$20.00
Zoning Map (Large)	\$15.00
Zoning Map (Small)	10.00