



# Information Request

Date: \_\_\_\_\_

Requestor's name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Type of information requested: *Check all that apply*

<input type="checkbox"/>	Street improvements	<input type="checkbox"/>	Cross sections/details
<input type="checkbox"/>	Flood control facilities	<input type="checkbox"/>	Drainage study
<input type="checkbox"/>	Grading plans	<input type="checkbox"/>	Right-of-way documents
<input type="checkbox"/>	Plan & profiles	<input type="checkbox"/>	*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.

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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/.pdf files) or, <input type="checkbox"/> I'll bring a replacement CD

Please email to [fords@cityofnorthlasvegas.com](mailto:fords@cityofnorthlasvegas.com) along with a copy of the **Assessor's Parcel Map(s)** to the Public Works Department attention **Stephani Ford**. Staff research is typically completed within eight (8) to ten (10) 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, contact Stephani at **702-633-1564**.

Document Research/Retrieval Fee Schedule	
Research by staff	\$50 first ½ hour \$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"

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