

**WASCO COUNTY PLANNING
REQUEST FOR PUBLIC RECORD**

Date Submitted: _____ **Planner Initials:** _____ **Fee:** _____

Applicant(s) _____

Mailing Address _____

Phone (H) _____ **(W)** _____

Email _____

Detailed Request

This must include any record/file number requested, if you will review in the Planning Office, if you would like it photocopied and if you would like it mailed.

Pursuant to Wasco County policy, labor and materials costs to provide copies of public records, as well as research fees and postage costs, if applicable, will be paid in advance. If it is unclear what the final cost will be, a deposit will be required based on an estimated cost. If the deposit exceeds the cost of the request the remainder will be refunded. If the deposit does not cover the cost the additional amount will be required to be submitted prior to being able to review the record or having it provided to you.

Requested records may be provided no sooner than 24 hours (unless waived by the Director), and no later than 30 days from the date of the request.

Research Fee: \$40/hr
Copy Costs: \$0.25 per printed page (\$0.50 per double sided page)
Postage: Cost

Please be aware, if the requested record does not exist, Wasco County is under no obligation to create it.