

Request # \_\_\_\_\_

**ENGINEERING DIVISION - PLAN**  
**REQUEST FORM**

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Please indicate in detail the information you are requesting. If this is a plan request, indicate the limits of the area you are requesting with street names. Please see the fee schedule below. The approximate time for staff to research your request is as follows:

<u>Types of Request</u>	<u>Days</u>
Plan requests	7-10
Right-of-way	1-2
Centerlines & Benchmarks	1

Information requested:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Fee Schedule:

Blueprint/Map Reproduction: \$3.00 per sheet  
Photo copies: First 5 copies are free; 15¢ per copy thereafter

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**OFFICE USE ONLY**

Date Due: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Distribution: Engineering Division  
6/2014