



City of Emporia
PUBLIC RECORDS REQUEST

Step 1 – Applicant Information

Applicant Name

Applicant Mailing Address

City/Town

State

Zip Code

Applicant Telephone Number

Fax Number

e-mail address

Step 2 – Public Document Requested

Please check all that apply

Request	Price
<input type="checkbox"/> Council Agenda (paper)	\$.25 per page
<input type="checkbox"/> Council Packet on CD	\$5.00
<input type="checkbox"/> Planning Commission Agenda	\$.25 per page
<input type="checkbox"/> Board of Zoning Appeals Agenda	\$.25 per page
<input type="checkbox"/> Housing Authority Agenda	\$.25 per page
<input type="checkbox"/> Other (See attached request)	\$.25 per page

(An additional per hour labor charge will be applied to all "other" requests consuming a substantial amount of time to process.)

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- Check here if you want to receive the request indefinitely (or until you state otherwise) and be billed on a monthly basis.
 - Check here if you want the documents to be mailed to you via USPS. You will be billed for the actual postage.

Applicant Signature

Date

Additional Information:

- *Virginia State Code § 2.2-3704 allows for up to 5 working days to make a response.*
- *Please remit all payments to the City Treasurer's Office at 201 South Main Street.*