



**TOWN OF LONGBOAT KEY  
PLANNING, ZONING & BUILDING  
RECORDS REQUEST**

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_ OFFICE \_\_\_\_\_ CELL \_\_\_\_\_

I would like to request the following records for review and/or to be copied (if copying plans, please specify which plan sheets if not requesting the full set of plans):

File(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please be informed that our office has in-house capability to copy large plan sheets. We will attempt to provide copies of documents requested in a timely manner; however, please be aware that requests for voluminous documents may take several days to compile.

**Copying charges are as follows:**

**Blueprint Copies: \$5.00 per sheet black/white      \$7.00 per sheet color**

**Paper Copies:      \$ .15 per sheet black/white      \$ .20 per sheet color**

**Documents scanned to a file and placed on CD:      \$14.90 per staff hour plus \$10 CD**

**This request form is to be used for records maintained in the Planning, Zoning & Building Department. If the record is not within our department, you will need to contact the Town Clerk's Office at (941) 316-1999 for further information.**