



CITY OF DOTHAN

REQUEST FOR PUBLIC RECORDS

Name of Requestor: _____ Date: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____ Email: _____

I am requesting to: Inspect Records Obtain Copies

Description of Document(s) Requested: _____

Purpose of Request: _____

I agree that I will not cause harm or damage to any public record. I agree that these records will not be removed from City premises at any time. I understand there is a charge for requested copies, as set forth in the attached schedule, and I agree to pay fees as described on the fee schedule. A reasonable fee may be charged for research time required to retrieve requested documents.

Signature: _____ Date: _____

This form may be submitted in person, by mail, or by email:

Physical Address

City of Dothan
City Clerk's Office
126 N. St. Andrews Street, Room 213
Dothan, AL 36303

Mailing Address

P.O. Box 2128
Dothan, AL 36302

Email

cityclerk@dothan.org

City of Dothan Administrative Charges

Copies

| | | |
|----------------|----|------|
| B/W 8.5 X 11 | \$ | 0.50 |
| B/W 8.5 X 14 | \$ | 0.75 |
| Color 8.5 x 11 | \$ | 0.75 |
| Color 8.5 x 14 | \$ | 1.00 |

| | | |
|------------------------|----|-------|
| Accident/Media Reports | \$ | 15.00 |
| 911 Tapes/Cassett | \$ | 30.00 |
| Videos | \$ | 75.00 |
| Photo/regular size | \$ | 3.00 |
| Photo/ 8" x10" | \$ | 15.00 |

Computer Printouts

| | | |
|----------|----|------|
| Per Page | \$ | 1.00 |
|----------|----|------|

Certification Fee

| | | |
|------------------|----|------|
| Up To 5 Pages | \$ | 5.00 |
| Per Page after 5 | \$ | 1.00 |

| | | |
|------------------------|----|-------|
| Research Time/per hour | \$ | 25.00 |
|------------------------|----|-------|

| | | |
|-------------|----|-------|
| Bid Packets | \$ | 30.00 |
|-------------|----|-------|

Maps

| | Document Copier | Ink Jet | Electronic | Photo Paper |
|----------------------------|--------------------|------------|------------|----------------|
| Street 3' | N/A | \$ 5.00 | \$ 125.00 | N/A |
| Street 6' | N/A | \$10.00 | N/A | N/A |
| Zoning 36" x 30" | \$ 1.50 | N/A | N/A | N/A |
| Zoning 6' x 6' | \$ 5.00 | N/A | N/A | N/A |
| Subdivision Plat 24" x 36" | \$ 1.25 | N/A | N/A | N/A |
| Other Prints 24" x 36" | \$ 1.25 | N/A | N/A | N/A |
| Digitized & Topo 36" x 40" | \$ 1.50 | \$ 5.00 | \$ 25.00 | N/A |
| Books/City | \$ 10.00 | N/A | N/A | N/A |
| Books/County | \$ 10.00 | N/A | N/A | N/A |

Custom Maps

| | Document Copier | Ink Jet | Electronic | Photo Paper |
|--|--------------------|------------|------------|----------------|
| Property Line & Street Only | | | | |
| 8.5 x 11 | N/A | \$ 1.00 | N/A | N/A |
| 11 x 17 | N/A | \$ 2.00 | N/A | N/A |
| 24 x 36 | N/A | \$ 5.00 | N/A | N/A |
| 36 x 36 | N/A | \$ 10.00 | N/A | N/A |
| Aerial Only | | | | |
| 8.5 x 11 | N/A | \$ 1.00 | N/A | \$ 2.00 |
| 11 x 17 | N/A | \$ 4.00 | N/A | \$ 8.00 |
| 24 x 36 | N/A | \$ 6.00 | N/A | \$ 12.00 |
| 36 x 36 | N/A | \$ 12.00 | N/A | \$ 24.00 |
| Line & Aerial | | | | |
| 8.5 x 11 | N/A | \$ 2.00 | N/A | \$ 4.00 |
| 11 x 17 | N/A | \$ 6.00 | N/A | \$ 12.00 |
| 24 x 36 | N/A | \$ 9.00 | N/A | \$ 18.00 |
| 36 x 36 | N/A | \$ 15.00 | N/A | \$ 30.00 |

Disk/CD Maps

| | | | | |
|------------------------------|-----|-----------|-----|-----|
| Line Map/Center | N/A | \$ 50.00 | N/A | N/A |
| Line Map/Edge of Pavement | N/A | \$ 75.00 | N/A | N/A |
| Aerial/Image Only | N/A | \$ 50.00 | N/A | N/A |
| Aerial (Image & Coord. File) | N/A | \$ 100.00 | N/A | N/A |

Custom Work to be Determined by the GIS Manager of GIS Systems Analyst