



Planning & Zoning  
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(505) 246-4759 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)

**Request for Public Records**

Requester (print name): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

I request copies of the following record(s):

*Please list records with reasonable particularity.*

<u>Documents</u>	<u>Quantity</u>

Should the cost exceed \$ \_\_\_\_\_ , please call me to discuss my request.

Signature: \_\_\_\_\_

If you have not received your requested documents within three business days, the custodian shall explain in writing when the records will be available. The three-day period shall not begin until the written request is delivered to the Planning & Zoning Office. Documents 8 ½" x 14" or smaller may be obtained for \$1.00 per page. 11" x 17" documents may be obtained for \$1.50 per page. Compact discs require a \$25.00 set-up fee and an additional \$5.00 per disc obtained.

**FOR OFFICE USE ONLY**

Number of pages: _____	Copying cost: _____
Method of delivery: _____	Receipt No.: _____
Received by: _____	Date: _____
Staff Comments: _____	
<b>APPROVED:</b>	