



## CITY OF BELLEVUE PUBLIC RECORD REQUEST FORM

I, \_\_\_\_\_, hereby make this written public record request on this  
day of \_\_\_\_\_, . I am making this public record request to (please check all that apply):

City of Bellevue (request to check all departments)  
City of Bellevue – **Planning Department**  
City of Bellevue – **Permits & Inspections Department**  
City of Bellevue – **City Clerk**  
City of Bellevue – **Finance Department**  
City of Bellevue – **Library**  
City of Bellevue – **Public Works Department**  
City of Bellevue – **Police Department**  
City of Bellevue – **Fire Department**  
**OTHER** - City of Bellevue – Please Specify:

I am requesting:

hard/physical copies                      electronic copies                      inspection only (no copies)

(Inspection shall be during regularly scheduled business hours and shall still be written with specified information below)

of the following information (**specify in detail the nature and timeframe of your request**)

I understand that the City has four (4) business days to fulfill this request unless I am notified of an extension of said deadline. I further understand if the estimated cost is more than fifty dollars, the City may require me to furnish a deposit prior to fulfilling this request. I further understand that I will be required to pay any associated fees with this request prior to receiving the documentation requested.

My phone number is \_\_\_\_\_ . I am requesting the information be sent to:

Insert mailing address, email address, or specify whether you want to be notified to pick up the documents in person

The fees associated with this public record request are as follows:

Audio Taps, Video Tapes, CD/DVDs or other media	\$10 per tape, CD, DVD or other media
Comprehensive Plan	\$50
Zoning Map	\$5
Zoning Ordinance w/ Map	\$25
Subdivision Regulations	\$15
Bellevue City Maps	\$0.75 - \$20 depending on size (price range for all maps, plats, etc., reproduced by PW)
Fire Reports	\$50
Police Reports	\$10 (Digital \$20 per CD or other digital media device) (35 mm photos \$20 per roll)
Certification by City Clerk	\$5 certification fee + costs of copies
Record Search Fee (paper or electronic)	\$5 per request + applicable copy fee
Copy Fee (paper or electronic)	\$0.25 per page

A special service charge reflecting the calculated labor cost may be included in the fee for time required in excess of four cumulative hours.

**For all requests for hard/physical or electronic copies – send to legal department for fulfillment at:**

[publicrecordsrequest@bellevue.net](mailto:publicrecordsrequest@bellevue.net)