

Request for Public Records Disclosure

Today's Date: _____

Your Name: _____

Your Mailing Address: _____

Daytime phone number: _____ Email address: _____

In order to expedite your request and limit copies, please provide as much of the information below as possible.

Case Number (Example CDE2007-01234): _____

Street Address: _____

Tax Parcel Number (Example 123456-000): _____

Name of Development: _____

Dates of documents: _____

Other identifying information about the record: _____

Is this for Commercial purposes?

Yes () No () Per RCW 42.56.070(9), Public Records are not to be used for commercial purposes.

Copy fees may be charged. They do not include tax.

Black & White/Color
oversize @ 3.50 each

Public records requests are subject to RCW 42.56 Public Records Act. Full text is available on this Web site: apps.leg.wa.gov/RCW/

Please submit this form:

By fax: (360) 397-2011

By mail: Community Development
PO Box 9810

Vancouver WA 98666-9810

By email: ComDevRecordRequests@clark.wa.gov

The Public Disclosure Law requires that requests for access to records be responded to within five (5) business days by either providing the records or providing an estimate of time when the records will be available. **All requests are subject to review by the Clark County Prosecutor's Office.**

Per WAC 44-14-040(6)(b) the requestor has 30 days to review/pick up the records after Community Development sends a notification that the files are ready. The request will automatically close after this time period.

The inspection and copying of public records by Community Development is not meant to waive or restrict any copyright, proprietary, or other rights in said documents.

This request for Public Records will be maintained per Washington State Records Retention Schedule.

I have read and agree to comply with the above conditions.

Signature/Date

Revised 10/3/16



Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development



For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov