



CITY OF LAKE OSWEGO  
PLANNING, BUILDING & ENGINEERING SERVICES

380 A Avenue  
PO Box 369  
Lake Oswego, OR 97034


503-635-0290  
www.ci.oswego.or.us

# Public Records Request

This form is used to process public records requests for the Planning, Building & Engineering Services in accordance with the Oregon Public Records Law (ORS 192). Persons wanting to inspect or obtain copies of public records need to complete this form and submit to:

**Lake Oswego Planning, Building & Engineering Services**  
380 A Avenue / PO Box 369  
Lake Oswego, OR 97034

**Phone: 503-635-0296**  
**Fax: 503-635-0269**

**Note: If this is a records request that pertains to or may involve potential litigation, please disclose.** 

### REQUEST SUBMITTED BY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_  I am interested in personally inspecting records

**Property Location:** \_\_\_\_\_  I am interested in obtaining copies

Signature of Requestor: \_\_\_\_\_  I am obtaining copies for potential or pending litigation

**Description of Public Records Requested:** (Include as much detail as possible, i.e., **site address**, type of document, date, title, land use number, ordinance number, etc.) [Use back if more space is necessary].

Per state law, the City will follow response timelines set forth under ORS Ch. 192. Within five business days City staff will acknowledge receipt of your records request and advise of the custody status of the requested public record. If it is estimated that the fee to locate and make the records available for inspection and/or copying will exceed \$25, you will be advised and a deposit of the estimated fee will be required before City records are searched and/or photocopied. No later than ten business days after the date the request is acknowledged by staff or the deposit, if required, is paid, whichever occurs later, City staff will complete its response to the public records request or provide a written statement that the City is still processing the request, along with a reasonable estimated date that City staff expects to complete its response.

### Fees:

Copy Fee (General Service Documents 8 1/2 x 11, 8 1/2 x 14, 11 x 17)	\$0.25 per page
Copy Fee (Oversized Documents/Blue Prints)	\$1 to \$7 per page depending on map size plus \$0.50 to \$3.50 for overlays
Records Research	\$25 per 15 min./request (Minimum \$25) plus copies and material charges

### FOR OFFICIAL USE ONLY:

Date Received: \_\_\_\_\_ Date Provided: \_\_\_\_\_

Date Estimate Provided: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_ Fee Amount: \_\_\_\_\_