



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, by email, or by fax:

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

Fax

334-615-3149

Please contact the City Clerk's office at 334-615-3160 for assistance.

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
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Certification Fee

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

Research Time/per hour	\$	25.00
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Bid Packets	\$	30.00
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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