

**Section I. 2007 City of Lakewood Fee Schedule for Public Records Requested via a  
“Public Records Request Form” under the Colorado Open Records Act**

| Description  | Fee   |
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| Copies – standard page (defined as a document created from word processing, generated onto paper sized 8 ½ x 11 to 11” x 17” from a non-color printer) <ul style="list-style-type: none"> <li>✦ Copy, printout, or photograph in a format other than a standard page</li> <li>✦ Request for data in a form not used by the City</li> <li>✦ Research and Retrieval               <ul style="list-style-type: none"> <li>◆ A 50% advance deposit may be required for public records requests that will require significant staff time and resources to complete.</li> <li>◆ A 100% advance deposit may be required for requests from persons who have made previous records requests and not paid or not come in to view the requested information.</li> </ul> </li> </ul> | \$.25/page<br>Actual cost to the City<br>Actual cost to the City<br>Actual time spent in excess of one-half hour based on hourly rate, including benefits, of the least technically trained person capable of performing the search/retrieval |

**Section II. 2007 City of Lakewood Fee Schedule  
for City Records Requested Without a “Public Records Request Form”**

| Description   | Fee  |
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| <b>Audio-Visual Recordings &amp; Tapes</b> <ul style="list-style-type: none"> <li>✦ Audio recordings of Council, Board or Commission meetings</li> <li>✦ Audio tape recordings of Court proceedings (customer provides the tape)</li> <li>✦ Audio tape recordings of Court proceedings (Court provides the tape)</li> <li>✦ KLTv8 Programs (including video recordings of City Council meetings):               <ul style="list-style-type: none"> <li>◆ Copies from original master to DVD (may be limited to 2 hours)</li> <li>◆ Copies from original master tape to VHS</li> <li>◆ Copies from original master tape to BETA SP</li> <li>◆ Copies from original master tape to DVCAM</li> </ul> </li> </ul> | \$25.00/CD or DVD<br>\$25.00/Tape<br>\$30.00/Tape<br>\$20.00/DVD<br>\$25.00/Tape<br>\$40.00/Tape<br>\$40.00/Tape |
| Bid documents sold during bidding periods   | Varies   |
| Brochures and pamphlets provided to citizens and businesses   | No charge  |
| <b>City Code Book (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</b> <ul style="list-style-type: none"> <li>✦ Paper copy</li> <li>✦ Annual supplements</li> </ul>   | \$225.00<br>\$150.00   |
| City Charter  | \$10.00 each   |
| <b>City Council agendas and minutes (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</b> <ul style="list-style-type: none"> <li>✦ Faxed copy – local number</li> </ul>  | No Charge  |
| <b>Computer Information</b> <ul style="list-style-type: none"> <li>✦ Information on CD ROM or DVD               <ul style="list-style-type: none"> <li>◆ Engineering Details</li> <li>◆ All other information on standard CD</li> <li>◆ Info provided on self-launching CD (LaserFiche)</li> </ul> </li> <li>✦ Information on computer diskette</li> </ul>  | \$10.00 per CD/DVD<br>\$40.00 per CD/DVD<br>\$50.00 per CD/DVD<br>\$10.00 per Diskette                           |
| <b>Copies – includes standard sizes (8 ½ x 11” to 11 x 17”) produced from printer, copier or microfilm printer. All others fall into “Oversized Documents” category.</b> <ul style="list-style-type: none"> <li>✦ Black &amp; white copies</li> <li>✦ Color copies (see also GIS fees below)</li> <li>✦ Telefaxed copies – 10-page maximum excluding cover page. Charges due upon receipt.               <ul style="list-style-type: none"> <li>◆ Local</li> <li>◆ Long Distance</li> </ul> </li> </ul>   | \$.25/page<br>\$1.00/page<br>No charge<br>\$1.00/page  |
| Document certification  | \$2.00 each document   |
| E-mailed Records  | No charge  |
| <b>Geographic Information System (fees updated annually)</b> <ul style="list-style-type: none"> <li>✦ Digital Data               <ul style="list-style-type: none"> <li>◆ ArcView Shape Files, Arc Export Coverages/Image Files</li> <li>◆ Staff time</li> </ul> </li> </ul>  | \$10.00/CD + staff time<br>\$50/hour (1 hr minimum)  |

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|---|--|
| <ul style="list-style-type: none"> <li>✦ GIS Maps <ul style="list-style-type: none"> <li>◆ 8.5 x 11 prints</li> <li>◆ 11 x 17 prints</li> <li>◆ 24 x 36" print</li> <li>◆ 36 x 36" print</li> <li>◆ 36 x 42" print</li> <li>◆ 36 x 48" print</li> <li>◆ Custom maps that take more than 15 minutes of staff time to create will incur plotting/printing charge + staff time.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>\$3.00 each</li> <li>\$4.00 each</li> <li>\$15.00 each</li> <li>\$20.00 each</li> <li>\$25.00 each</li> <li>\$30.00 each</li> <li>\$50/hour staff time<br/>(minimum 1 hour charge)</li> </ul> |
| <ul style="list-style-type: none"> <li>Notary Services – Lakewood residents</li> <li>Notary Services – Non-residents</li> </ul>   | <ul style="list-style-type: none"> <li>No Charge</li> <li>\$2.00 each document</li> </ul>  |
| <ul style="list-style-type: none"> <li>Oversized Documents (larger than 11 x 17") <ul style="list-style-type: none"> <li>✦ 18 x 24" Copies – Black &amp; White (printed off Microfilm Reader/Printer)</li> <li>✦ 24 x 36" Copies – Black &amp; White</li> <li>✦ 24 x 36" Copies – Color</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>\$2.00 each</li> <li>\$5.00 each</li> <li>\$15.00 each</li> </ul>   |
| <ul style="list-style-type: none"> <li>Printed publications not specified herein</li> </ul>   | <ul style="list-style-type: none"> <li>City's cost</li> </ul>  |
| <ul style="list-style-type: none"> <li>Printed publications – Community Planning &amp; Development <ul style="list-style-type: none"> <li>✦ Comprehensive Plan</li> <li>✦ Neighborhood Plans</li> <li>✦ Light Rail Station Area Plans (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</li> <li>✦ Zoning Regulations (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</li> <li>✦ 2007 Land Use Report</li> <li>✦ Subdivision Plan (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</li> <li>✦ Design Guidelines (Free online @ <a href="http://www.lakewood.org">www.lakewood.org</a>)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>No charge</li> <li>No charge</li> <li>No charge</li> <li>\$20.00 each</li> <li>\$25.00 each</li> <li>\$20.00 each</li> <li>\$10.00 paper; \$3.00/CD</li> </ul>                                |
| <ul style="list-style-type: none"> <li>Printed publications – Finance <ul style="list-style-type: none"> <li>✦ City Budget (paper copies subject to availability)</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>\$20.00 paper; \$5.00/CD</li> </ul>   |
| <ul style="list-style-type: none"> <li>Printed publications – Public Works <ul style="list-style-type: none"> <li>✦ Drainage Criteria Manual ("Blue Book")</li> <li>✦ Drainage Report w/plans (copy – same price for any # pages)</li> <li>✦ Engineering Regulations &amp; Design Standards ("Pink Book")</li> <li>✦ Traffic Engineering Design Standards ("TEDS"; "White Book")</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>No Charge</li> <li>\$15.00 each</li> <li>No Charge</li> <li>No Charge</li> </ul>  |
| <ul style="list-style-type: none"> <li>Reports <ul style="list-style-type: none"> <li>✦ Code Enforcement Case Reports (R-2003-84)</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>\$5.00 each</li> </ul>  |
| <ul style="list-style-type: none"> <li>Research and Retrieval (in excess of ½ hour)</li> </ul>  | <ul style="list-style-type: none"> <li>See explanation, Section I</li> </ul>   |
| <ul style="list-style-type: none"> <li>Research and Retrieval – Building Permits</li> </ul>   | <ul style="list-style-type: none"> <li>\$50.00 minimum fee, or hourly rate as described in Section I, whichever is greater</li> </ul>  |
| <ul style="list-style-type: none"> <li>Verbatim Transcripts – Council, Board or Commission meetings <ul style="list-style-type: none"> <li>✦ Non-refundable deposit (applied against City cost)</li> <li>✦ Verification of accuracy of transcript &amp; certification</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>City's Cost</li> <li>\$300.00</li> <li>\$100/hour</li> </ul>  |
| <ul style="list-style-type: none"> <li>Ward Maps <ul style="list-style-type: none"> <li>✦ 24 x 36"</li> <li>✦ 8.5 x 11"</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>\$15.00 each</li> <li>\$3.00 each</li> </ul>  |

Fees include research and retrieval time not to exceed 30 minutes. Time spent inspecting documents and redacting exempt information will be included in fee calculations. Individual departments may, by administrative rule or action, establish fees and charges for research, retrieval, and reproduction of records specific to that department, as long as they do not exceed the actual cost to the City. All fees are subject to annual review and revision.

The City may require and collect a 50% advance deposit of estimated research, retrieval and copy fees for public records requests that will require significant staff time and resources to complete. The City may require and collect a 100% advance deposit of estimated research, retrieval and copy fees for public records requests from any person who has made a previous records request and not paid or not come in to view the requested information. Requestors who have not come in to view the requested information within 10 working days of being notified that the information is available for review will be required to submit a new public records request.

The City does not charge for public records requests for up to 20 pages of readily available documents from the following groups or persons: Members of City Council (see exception under "Fees and Charges", Administrative Regulation I/A), other governmental officials or organizations, professional associations, or students requesting documents for a specific class research project.