



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

Department of Planning and Development  
Land Use Planning Division

## MICROFICHE REQUEST

We no longer offer Microfiche viewing by machine. All Microfiche film has been scanned and digitized. To view files, you may choose one of the following options:

1. You may purchase a CD containing all Microfiche files for a given address, for \$10.00.
2. If there are less than 100 pages, we will print them for a fee of \$.10 per page (each side).
3. Furnish us with your flash drive and we will load the files at no charge.

If ordering by mail, please complete this form and return it to this office with your payment (by check). *Do not send cash in the mail.* Allow approximately five (5) business days after receipt of order for processing.

If you are placing an order in person, complete this form, give it to a staff member to enter the price, and take it to the Permit Service Center (1<sup>st</sup> floor) for payment. We accept cash, checks (with proper ID), and all major credit cards. Bring your receipt to the 2<sup>nd</sup> floor and we will fill your order while you wait, if possible. If we are unable to complete your order at that time, we will mail it or call you to pick up.

**SITE ADDRESS:** \_\_\_\_\_

How would you like to receive CD/copies?     Pick-up     Mail

Name: \_\_\_\_\_  
(Please print clearly)                      First                      Middle Initial                      Last

If you would like the CD or copies mailed, please furnish mailing address:

\_\_\_\_\_  
Street Number                      Street Name                      City, State                      Zip Code

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_                      Cell: (\_\_\_\_) \_\_\_\_\_

*Disclaimer: There is no guarantee as to what is available. The CD will contain all documents in the file.*

<b>FOR OFFICE USE ONLY</b>	
____ CD's @ \$10 each: \$ _____ (Code P250)	____ Paper copies @ \$.10 each: \$ _____ (Code P341)
____ Customer's Personal Flash Drive: <u>No Charge</u>	
Date request received: _____	Staff: _____
Date Mailed to Customer: _____	Date Called for Pick-up: _____