



Clark County, Comprehensive Planning Department RECORDS REQUEST FORM

Name: _____ Date: _____
 E-mail: _____ Telephone: _____

I hereby request the following Clark County public record(s):

Records are to be (Check one): Copied **or** Copied and certified.

Copies are to be provided in one of the following formats (Check one):
 Paper copy DVD **or** USB.

Please list your Application Number and/or Address/Parcel Number below and indicate the type of Record(s) Requested:

Fee Schedule

	FEE
Paper Copies	(Up to 8.5" X 14") – Up to 10 pages, \$1 per page. Additional pages over 10, \$.50 per page (11" X 17") \$2 per page
DVD	\$50, plus \$1 per hit for each document type, plus \$3 if mailed
USB	\$55, plus \$1 per hit for each document type, plus \$3 if mailed
Certified Copies	\$2 per DVD/USB \$2 per page for paper copies
Research Costs	\$50 per half hour plus \$25 per every half hour after

Note: Our website has many of our records available for download that do not require the use of this form. For more information, please visit <http://www.clarkcountynv.gov/comprehensive-planning/services/Pages/LandUseDocuments.aspx>. Additionally, if copies of plans are requested, the County will only provide 11" x 17" or smaller in paper format.

I understand that the Nevada Public Records Act (NRS § 239.001, et seq.) does not supersede or in any manner affect the federal laws governing copyrighted records, documents or other materials. Copyrighted materials may be duplicated, without risk of copyright infringement, under the "fair use" provisions of 17 United States Code § 107. Any commercial use of copyrighted records, documents or other materials is strictly prohibited without the prior written permission of the document owner.

Please note that if your request requires payment, this form must be submitted in person at our office.

By signing below, I hereby declare that I intend to use the requested records described above for non-commercial purpose(s).

Signature _____ Date _____
 Accepted by _____