Submit by Email

Chandler • Arizona
Where Values Make The Difference

Request for Public Records

Name		Date
Agency/Company Name	Telephone No.	Fax No.
Street Address	City, State	Zip Code

Describe the record(s) you are requesting. Please include all pertinent information such as address, permit number, zoning case number, date, etc

☐ Permit ☐ View ☐ Copy	
☐ Certificate of Occupancy ☐ View ☐ Copy	
☐ Residential Plot Plan ☐ View ☐ Copy	
☐ Building Plans* ☐ View ☐ Copy	
☐ Other ☐ View ☐ Copy	***Warning: in order to obtain copies you must have the copyright owner's written and notarized permission.**

Please indicate whether you will use the records for a non-commercial or a commercial purpose.

☐ **Non-Commercial**

I declare that I have read and understood the Public Records Request Policy and General Information sheet regarding requests for public records from the Planning and Development Department. The records that I am requesting are ***not*** for a commercial purpose as defined by Arizona Revised Statues §39-121.03(D). These records are for my use; I will not sell them to another person. I understand the City of Chandler does not guarantee the accuracy or completeness of these records and declare the City of Chandler, its officers and employees free from any and all damages, lawsuits, causes of action and liabilities that may result from my reliance upon and use of the above described information.

Print Name: _____ **Signature:** _____ **Date:** _____

☐ **Commercial – please complete the form for commercial use of public records.**

For Records Office Use

Cost of Reproduction: copies @ $ per copy. Postage charge (if any): $	Total: $
Completed by:	Date:
Comments:	

Mailing Address:
P.O. Box 4008, MS 401
Chandler, Arizona 85244-4008

Transportation and Development Department
Records Management Section
215 E. Buffalo St., Chandler Arizona

Telephone: (480) 782-3000
Fax: (480) 782-3009
www.chandleraz.gov

Form No: UDM-39/Planning
Rev: 4-30-13

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Public Records Request
Policy and General Information

Policy

It is the policy of the Planning and Development Department to comply with all City, State of Arizona, and Federal laws and regulations regarding the release of public records. Public records in the custody of the Planning and Development Department are open to inspection by any person at all times during regualar office hours (8:00 a.m. to 5:00 p.m. Monday-Friday). However, please be aware that the City may deny inspection of certain records if they are made confidential by State or Federal law, or involve the privacy interests of persons, or if disclosure would be detrimental to the best interests of the City

Requests for Public Records for a Non-Commercial Purpose

Please submit requests for inspection or copies of public records in writing, with adequate and detailed information. The City is not responsible for creating new documents or generating reports in response to non-specific requests.

Requests for copies of public records for a non-commercial purpose will be processed within 10 working days, unless the request is for an unusually large number of records. The City will charge a reasonable fee to cover reproduction expenses. Checks should be made payable to the City of Chandler.

Requests for Public Records for a Commercial Purpose

Requests for public records to be used for commercial purpose must be accompanied by a statement of that purpose, with a notary affidavit. These requests will be sent to the appropriate Division Manager's office for verification and authorization; please allow extra time for processing. The Arizona Revised Statues §39-121.03(D) defines a commercial purpose as:

- Sale or resale.
- Producing a document containing all or part of the copy, printout or photograph for sale.
- Obtaining names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation.
- Any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

It is a violation of the public record law to:

- Obtain a public record for a non-commercial purpose and use it for a commercial purpose.
- Obtain a public record for a commercial purpose and use it for a different commercial purpose.

Requests for Public Records That May be Protected Under Copyright Law

The City requires property developers to submit building plans and specifications for review in order to receive permits for construction. It is important that you understand the City of Chandler is not the owner of these public records, but rather the custodian. They are available for **viewing only** during regular office hours (8:00 a.m. to 5:00 p.m., Monday – Friday). ***If you need a copy, you must obtain the copyright owner's written permission with notary verification.***