



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
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 EMAIL: visitor@claremontnh.com

Request for Information

Please provide the following information in order to expedite a response to your request for release of public information. All requests for public documents, other than City publications, will be considered requests for information under RSA 91-A, more commonly known as the "Right-to Know" law. Under the provisions of RSA 91-A, the Department of Planning and Development has 5 business days of the date of this request to respond. If we are unable to provide the requested documents within 5 business days, we will respond to you within that time in writing why we are not able to meet the 5-day deadline. If the documents you request do not exist or are exempt from disclosure under state law, we will also respond in writing as to why the Department is unable to provide the documents requested.

State law also permits the City to charge fees either for copying the documents or researching their existence. However, you will not be charged both a copying *and* a research fee.

Requestor		
Name:	Address:	Telephone #:
Date Request Made:	Applicable Fee(s) (if any):	Date Fee(s) Paid (if any):
Information Requested:		

Fees:

Publications:	
Zoning Ordinance	\$50.00
Subdivision Regulations	\$10.00
Site Plan Review Regulations	\$10.00
Book- Zoning Ordinance, Subdivision and Site Plan Review Regulations Book	\$60.00
Master Plan	\$50.00

Copies:	
8 ½" x 11"	25¢ per page
8 1/2" x 14"	50¢ per page
11" x 17"	\$1.00 per page
Tax Cards and Map	\$1.00 per page
Deeds, Plans, Large Map, Blueprint Copy, Small Zone Map	\$10.00 per copy
Large Zone Map	\$35.00 per copy

Research:	
Rate for City employee research time when necessary	\$40.00/ hr.

All associated fee(s) (if any) must be paid prior to receipt of requested information.

Requestor Signature: _____

Date: _____

Received By: _____

Date: _____