



SOLDOTNA

Office of the City Clerk
177 N. Birch Street
Soldotna, Alaska 99669

For Official Use Only

PUBLIC RECORDS REQUEST FORM

Phone: (907) 262-9107
Fax: (907) 262-4389
cityclerk@ci.soldotna.ak.us

Name: _____ Phone: _____ Cell: _____

Name of Business, Law Firm and/or Company: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Fax: _____

I certify that I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the City of Soldotna to which the requested record is relevant; and

The requested public record is strictly for:

My own personal use. On behalf of: _____

Date: _____

Requestor's Signature

Documents Requested

Identify and describe the documents you seek. Be specific; indicate if you want copies to be made.

Title of Record:

Date of Record: _____

Description of Record:

I would like the requested documents to be delivered to me by:

Mail (address listed above) Fax (listed above) E-mail (address listed above)

If requesting documents be sent to another location other than those listed above please provide specific details:

I understand that I will be charged a fee of .25 cents plus tax for each page that I request to be reproduced. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c). Initial: _____

Public Records and the Law: Information on Alaska's Public Records Laws can be found in Alaska Statutes 40.25-100 – 220, and in Soldotna Municipal Code 2.22. Exceptions to the policy that a city document should be released to the public when there is a request can be found in Alaska Statutes 40.25.120 and Soldotna City Code 2.22.040.



SOLDOTNA
City of Soldotna, Alaska

177 N. BIRCH STREET
SOLDOTNA, ALASKA 99669
WWW.SOLDOTNA.ORG

CITY OF SOLDOTNA

SCHEDULE OF FEES AND CHARGES

PHONE: (907) 262-9107
FAX: (907) 262-4389
CITYCLERK@SOLDOTNA.ORG

SCHEDULE OF CHARGES FOR COPIES AND PUBLICATIONS

Reproduction of City Records:

Copies (per page to include documents scanned and emailed)	\$ 0.25
Color Copies (8½ x 11)	\$ 0.50
Color Copies (11 x 17)	\$ 3.00
Certified Copies (copy charges not included)	\$ 5.00
Digitally Produced Records, Audio or Video Recordings (per CD/DVD)	\$ 15.00
Operating and Capital Budget	\$ 20.00
Annual Audit and Financial Report	\$ 15.00
Plats, City Maps (per sheet)	\$ 5.00
Blue Line Copies (per sheet)	\$ 1.00
Builder's Handbook (also available online)	\$ 2.00
Standard Construction Specifications	\$ 25.00
Plotted Maps (including Zoning)	
17X22 up to 22x34	\$ 15.00
34x44 up to 28x40	\$ 25.00

City Code of Ordinances and Adopted Plans:

City Code, Complete (also available online)	\$ 100.00
Supplement Service (annual fee)	\$ 40.00
Comprehensive Plan	\$ 15.00
Zoning Code (also available online)	\$ 2.00
Sign Code (also available online)	\$ 2.00
Airport Master Plan	\$ 15.00
Roads, Trails, Walkway Plan	\$ 15.00

A sales tax of 6% will be added to the final chargeable amount. Payment may be by cash, check or money order (made payable to the City of Soldotna).

(Records pertaining to current city project proposals are not subject to this fee schedule.)

Soldotna Police Department Schedule of Fees and Charges

Copying Case Reports (<i>up to the first four pages</i>)	\$ 5.00
Each additional page	\$ 0.50
Copying Photographs (<i>photograph fee not included</i>)	\$ 30.00
Digital Photos, Audio Recordings, Video Recordings	\$ 15.00
Catering/Special Event Permits	\$ 25.00
Expedited Permits (<i>72 hours prior to event</i>).....	\$ 75.00
Vehicle Storage Fees (<i>per day</i>)	\$ 20.00
Reviewing of other evidence on premise (<i>per hour</i>)	\$ 50.00

A sales tax of 6% will be added to the final chargeable amount. Payment may be by cash, check or money order (*made payable to the City of Soldotna*). No personal checks accepted for payment of Vehicle Storage Fees.