



**CITY OF SAN JOSE**

Planning, Building and Code Enforcement  
 200 East Santa Clara Street  
 San José, CA 95113-1905  
 tel (408) 535-3555 fax (408) 292-6055  
 Website: www.sanjoseca.gov/planning

**RESEARCH REQUEST FORM**

**INFORMATION FOR THE COUNTER PLANNER**

1. A Research request form must **ALWAYS** be used for any research of four or more files.
2. Submit \$62.00, minimum charge, at the time of filing this form to cover the first ½ hour of research.
3. The applicant will be contacted if additional fees are due when the research is completed. **PLEASE DO NOT** make an estimate concerning cost.
4. In most cases, a research request is completed within **two** or **three** business days.

**APPLICATION INFORMATION**

Applicant's Name:		Date of Request:
Company name (if applicable)		Daytime Telephone #:
Counter Planner:	Current Project Manager:	Fax Number #:
Assessor's Parcel Number(s):		
Location/Address:		Council District:
Permit Number(s):		Development Name:
Specific Information Requested:		

**CHARGES**

<ul style="list-style-type: none"> <li>• RESEARCH REQUEST:  <u>\$62.00</u> first ½ hr. then  <u>\$31</u> per ¼ hr</li> </ul>	<p style="text-align: center;"><b>Staff/Research Time:</b></p> <p>Total staff time _____ hrs. = \$ _____</p> <p><b>Amount to be collected:</b> = \$ _____</p>
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Completed by	Date of Completion:
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Notes:

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