

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 \$72.00, 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:		
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CHARGES

<ul style="list-style-type: none"> • RESEARCH REQUEST: <u>\$72.00</u> first ½ hr. then 	<p style="text-align: right;">Staff/Research Time:</p> <p>Total staff time _____ hrs. = \$ _____</p> <p>Amount to be collected: = \$ _____</p>
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Completed by	Date of Completion:
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