

# MOLALLA PLANNING DEPARTMENT TAPE REQUEST FORM

NAME

ADDRESS APT/SUITE

CITY STATE ZIP / / PHONE

REQUEST

**\*IN THE REQUEST PLEASE MENTION THE FILE NUMBER, DESCRIPTION OF THE FILE, WHAT EXACT COPIES YOU NEED MADE. FAILURE TO DESCRIBE THE FILE AND YOUR NEEDS IN DETAIL MAY CAUSE A DELAY IN THE PROCESSING TIME.**

NO. TAPES IN SET NO. COPIES PRICE PER TAPE TOTAL COST

DATE REQUESTED DATE NEEDED DATE MADE DATE PICKED UP

**\*NOTE THIS OFFICE WILL HAVE UP TO 72 BUSINESS HOURS TO MAKE A TAPE.**

**COST IS \$10.50 FOR EACH TAPE. A HOLDING FEE OF \$20 MUST BE PAID PRIOR TO THE PLANNING OFFICE MAKING THE TAPES.**

SIGNATURE / / DATE

	Mail		Fax
	Date App Rcvd		Time Received
			Personal Pick Up
			Date Prepared