

APPLICATION TO VIEW PUBLIC RECORDS

SECTION 123.04



**CITY OF WESTLAKE
BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
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OFFICE USE ONLY

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PAYMENT METHOD:

CASH CHECK

THIS FORM MAY BE FILLED OUT BY ANY INDIVIDUAL REQUESTING TO VIEW OR COPY PUBLIC RECORDS. THE CITY OF WESTLAKE CANNOT REQUIRE THAT YOUR REQUEST BE WRITTEN. IT IS SUGGESTED IN ORDER TO ASSIST YOU IN CLARIFYING YOUR REQUESTS AND TO PROVIDE FOR ACCURATE RECORD OF ALL REQUESTS TO VIEW OR COPY RECORDS WITH IN THE CITY.

Description of records requested:

Address of record(s) to be viewed or copied:

The following information is optional:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email: _____

Please check one:

- I wish to: Copy the document(s) described above – see [ordinance 123.04\(a\)](#) for price of copies.
Large rolls are sent off site to be copied at SE Blueprint or eBlueprint by request.
 View the document(s) described above.

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