

# Town of Cortland

59 South Somonauk Rd.  
P.O. Box 519  
Cortland, Illinois 60112-0519



www.cortlandil.org

# Office of the Clerk

Cheryl Aldis, Town Clerk  
Rita Nielsen, Deputy Clerk  
815-756-3030

## Request for Copies of Public Records

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

I, the undersigned, do hereby request to  examine and/or  copy those records maintained by the Town of Cortland which pertain to :

\_\_\_\_\_  
\_\_\_\_\_

(Please specify department and records sought.)

I have read and understand the fees set forth in the "Schedule of Duplication." I also understand that all fees must be prepaid.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Town of Cortland will respond to the above request within five (5) working days from the date of receipt unless one or more of the seven (7) reasons for an extension of time provided for in Section 3 (d) of the Act are invoked by the Town.

### Schedule of Duplication

FOIA COPIES	FREE (FIRST FIFTY (50) PAGES) 15 CENTS PER COPY AFTER 50 PAGES
COPIES...	
Black & White).....	25 CENTS PER COPY
Color.....	50 CENTS PER COPY
CERTIFICATION OF COPIES .....	\$1 PER COPY
FAX MACHINE.....	50 CENTS PER CALL <u>PLUS</u> 50 CENTS PER PAGE (IN OR OUT)
POLICE REPORT.....	\$5
COMPREHENSIVE PLAN with 8-1/2 x 11" map.....	\$33.75
SUBDIVISION ORDINANCE.....	\$21.80
ZONING ORDINANCE WITH 18x24" COLOR MAP.....	\$50.30
ZONING MAP (18X24") WITHOUT ORDINANCE.....	\$8