

City of Brookfield, Wisconsin
PUBLIC RECORDS REQUEST FORM

IN EFFORT TO FILL YOUR REQUEST IN THE SHORTEST AMOUNT OF TIME, PLEASE BE AS SPECIFIC AS POSSIBLE IN REQUESTING THE RECORD OR DOCUMENT. ALSO, PLEASE FILL IN ALL OF THE INFORMATION REQUESTED. YOU WILL BE CONTACTED WHEN YOUR REQUEST IS READY FOR REVIEW OR PICK UP, IN COMPLIANCE WITH WISCONSIN STATUTE SEC. 19.35 (4). IF NO PHONE NUMBER IS PROVIDED, THE RESPONSE WILL BE LEFT FOR PICK UP FOR A PERIOD OF SEVEN (7) DAYS. PLEASE NOTE: A REQUEST FOR ACCESS TO A PUBLIC RECORD MAY NOT BE REFUSED "BECAUSE THE PERSON MAKING THE REQUEST IS UNWILLING TO BE IDENTIFIED OR TO STATE THE PURPOSE OF THE REQUEST" PURSUANT TO WISCONSIN STATUTE SEC 19.35(1)(i). YOU ARE BEING ASKED TO PROVIDE THE INFORMATION ON A VOLUNTARY BASIS AND AS A MEANS TO FACILITATE YOUR REQUEST. THANK YOU.

Date of Request:

Requestor's Name:

Street Address:

City, State, Zip:

Phone Number:

Email Address:

Specific Record or Document Requested:

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Please be aware of the following:

- ✓ The charge for copies of records is \$0.20 per page (color); \$0.15 per page (black and white); Photos on photo paper – actual cost to reproduce; Copies or printouts on paper larger than 8.5” x 14” or on specialized paper – actual cost to reproduce. §3.24.050.R., City of Brookfield Code.
- ✓ Records already in electronic format at the time of the request provided by: Email No charge; DVD \$0.25 per disc; Flash drive \$3.20 per 16GB drive; Other electronic format -to be determined as to actual cost.
- ✓ The charge for any other media is at the actual cost.
- ✓ Pursuant to 19.35(3)(f), Wisconsin Statutes, if the amount to be imposed is more than \$5.00, the authority may require prepayment.
- ✓ Pursuant to Section 19.35(3)(c), Wis. Stats., if the cost to locate the record will cost more than \$50.00, the authority may require payment of the location costs.
- ✓ If a record request response is mailed, the authority may charge the actual postage amount, to be paid before mailing.
- ✓ The City is not obligated to provide records in the format requested. *Grebner v. Schiebel*, 2001 WI App 17, 240 Wis.2d 551.
- ✓ The City is not obligated to provide records in a timeframe established by the requester. Reasonableness of the response time is determined by the volume of records requested, the ability to locate the records, review of records for possible redaction, and other work assignments. *Journal Times v. City of Racine Bd. of Police & Fire Comm’rs*, 2015 WI 56, 362 Wis.2d 577; *WIREData Inc. v. Village of Sussex*, 2008 WI 69, 310 Wis.2d 39

PLEASE NOTE THE FOLLOWING AS IT RELATES TO ZONING RECORDS:

The zoning classification of property located with the City of Brookfield, Wisconsin, can be found through the following link: <http://www.ci.brookfield.wi.us/61/Zoning>

- District zoning restrictions applicable to the property can be found at the following link: <https://www.codepublishing.com/WI/Brookfield/#!/Brookfield17/Brookfield17.html>
For a specific zoning record to be created for a property, submit a written request for the issuance of a “Zoning Letter”, with prepayment of the zoning letter fee of \$69.00 payable to the City of Brookfield, c/o Department of Community Development, 2000 N. Calhoun Road, Brookfield, WI 53005 with tax key identification and address of the requested property.

SUBMIT YOUR COMPLETED REQUEST TO THE OFFICE OF THE CITY CLERK AT THE ADDRESS LISTED BELOW OR EMAIL YOUR REQUEST TO cityhall@ci.brookfield.wi.us. ONCE YOUR REQUEST HAS BEEN RECEIVED, THE APPROPRIATE CITY STAFF RESPONSIBLE FOR THE RECORDS DETAILED IN YOUR REQUEST WILL EVALUATE THE REQUEST AND WILL PROVIDE FURTHER INFORMATION TO YOU, AS IT BECOMES AVAILABLE.