

APPLICATION TO VIEW PUBLIC RECORDS

SECTION 123.04



**CITY OF WESTLAKE
BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
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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 REQUEST AND TO PROVIDE FOR ACCURATE RECORD OF ALL REQUESTS TO VIEW OR COPY RECORDS WITHIN THE CITY.

Description of records requested:

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

Optional:

Name: _____

Phone: _____

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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