HIDDEN VALLEY WATER DISTRICT

Request for Inspection/Copy of Public Records

Applicant Name: _____

Applicant Address: _____
City/State: _____ **Zip:** _____

Daytime Phone #:(____)_____ **Alt./Cell:** (____)_____

Email: _____

Detailed description of the records requested: (Please use additional sheets if necessary)

_____

_____

_____

Select a preferred format for the materials: Hard Copies _____ Electronic _____ View Hard Copy Only _____

I request the records described and agree to pay all charges incurred in processing this request at or before the time the records are made available. If over $10, I understand I must provide a deposit to pay for the cost incurred to obtain the records. I understand that the Estimated Charges are estimates only, and that the actual cost may vary. This request will be considered received when this form is complete and received by the Custodian and any required deposit is paid.

Signature: _____ **Date:**_____

Submit Request Form To:
Simonson & Associates, Inc.
32045 Castle Court, Suite 103, Evergreen CO 80439
PO Box 933, Evergreen, CO 80437
Email: nicki@jsimonson.com

If the records are available pursuant to §§ 24-72-201, *et seq*., C.R.S., the records shall be made available for viewing within three (3) working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three (3)-day period, the Custodian may extend the period by up to seven (7) working days. The requestor shall be notified of the extension within the three (3)-day period. Public records shall be viewed at the District's offices during regular business days at prearranged times.

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