



PLAT ROOM REQUEST

Date of Request: _____

Check here if you are requesting original mylars
Special approval is required. See below*.

Information Requested	
Please describe what you are looking for – Plat; Development Plan; Other drawings; Etc. Provide as much information as you can – Subdivision Name; Phase or Unit Number; Block; Lot; Owner's Name; Address.	
Number of copies requested: _____	
Property Information	
Address: _____	
Requested by	
Name: _____	
Address: _____	
Phone: _____ E-mail Address: _____	
Signature	
<i>I understand that I may be required to pay fees pursuant to the City of Santa Fe fee schedule. If mylars are being checked out, I commit to returning the mylars within 30 days. If the mylars are not returned, I will be financially and legally responsible for their replacement.</i>	
Signature: _____	Date: _____

*City Engineer Approval (for release of mylars only):	
Original mylars may only be released to the Engineer or Surveyor of Record unless otherwise approved in writing by the Land Use Department Director or City Engineer for Land Use.	
Staff Comments: _____	
City Engineer Signature: _____	
Mylar Return Date: _____	Staff Initials: _____