



City of Glendora | Public Works
 116 E. Foothill Blvd.
 Glendora, CA 91741

ENGINEERING DIVISION PLAN REQUEST FORM

Date: _____

Name: _____

Company: _____

Contact Number: _____

Email: _____

Please indicate in detail the information you are requesting. If this is a plan request, indicate the limits of the area you are requesting with street names. Please see the fee schedule below. The approximate time for staff to research your request is as follows:

| <u>Types of Request</u> | <u>Days</u> |
|--------------------------|-------------|
| Plan requests | 7-10 |
| Right-of-way | 1-2 |
| Centerlines & Benchmarks | 1 |

Information requested:

Fee Schedule:

| | |
|-----------------------------|--|
| Blueprint/Map Reproduction: | \$3.00 per sheet |
| Photocopies: | First 5 copies are free; 15¢ per copy thereafter |

OFFICE USE ONLY

Date Due: _____

Date Completed: _____