



Request for copies of Architectural Plans

PROCEDURE

1. **Deposit of 20 \$** at the time of the request, ***cash or check only***
2. **Cost per page:** Reproduction cost
3. **Method of payment upon receiving the requested copies:** cash, check or direct payment.
4. The city of Hampstead does not endorse the quality of the requested copies.
5. ***When the search for the documents is complete, you will be advised by phone of the total cost. After that, you will be able to pick up the copies of the plans***

INFORMATION ON THE REQUESTED COPY OF PLAN

Date: _____

Property Address for which the request of plan is made : _____

Requested Plans : full _____

Other _____

Which section of plan: _____

Raison for which the request of copy is made: _____

APPLICANT

Name: _____ Phone: _____

Address _____

Are you the owner ? Yes No, the owner must fill up the owner section _____

OWNER

By the present document, I _____, from _____
(Owner) (Address)

Authorize the city of Hampstead to make _____ copies of plans for the property mentioned above for :

Applicant Name _____

Phone : _____ Owner Signature : _____

Receive by: _____
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