

**Town of Empire**  
 PO Box 100, 30 East Park, Empire, CO 80438  
 303-569-2978, [clerk@empirecolorado.us](mailto:clerk@empirecolorado.us)  
[www.TownOfEmpire.Colorado.Gov](http://www.TownOfEmpire.Colorado.Gov)

**EMPIRE CORA REQUEST FORM NORTH EMPIRE ROAD**

**REQUESTOR'S INFORMATION**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_ I understand that documents requested in accordance with the "Administrative Policy Memorandum: Empire CORA Policy" requires that if there is a charge for this request, I must pre-pay all applicable fees set forth in the current fee schedule, including any research/data extraction time. I also understand that by the nature of the document, access may be denied or limited, in accordance with applicable law.

**NORTH EMPIRE ROAD ANNEXATION DOCUMENTS MAY CONTAIN PERSONAL, PROPRIETARY, AND/OR SECURITY INFORMATION. DOCUMENTS MUST BE VIEWED IN TOWN HALL; NO COPIES OR PHOTOS ARE ALLOWED. NO FEE REQUIRED FOR INTERNAL VIEWING.**

*Please list documents that you would like to review.*

**Item #                      Description of Document(s) Requested**

1	Development Overview and Pre-Annexation Information

- Copy requests shall be charged at \$.25 per page.
- The shipping and handling charge is \$3.50 for mailed copy orders.
- A research fee of \$15.00 per hour for clerical research and \$30.00 per hour for legal/professional work or portion thereof in 15-minute increments will be charged.
- Prior to production of records, applicants shall pay the applicable fee based on the best estimate of the costs incurred to reproduce the records. If the final amount is greater than the estimate, the applicant shall pay the additional amount. If the final amount is less than the estimate, the amount of overpayment shall be refunded.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

<b>Administrative Use Only</b>
Date of response:
Attorney review required:
If denied, then why: