THE CITY OF KENOSHA
CHART A BETTER COURSE

OFFICE USE ONLY

DATE FILED: _____

INITIALS: _____

PAYMENT AMOUNT: $_____

INFO PROVIDED DATE: _____

INFO PROVIDED VIA:
□ EMAIL □ US MAIL □ IN PERSON

PUBLIC RECORDS REQUEST
CLKPRR (rev. 11/17)
CITY ORDINANCE 27.01

PLEASE NOTE: Payment is required prior to delivery of record. In the event it is necessary to search for a record, the hourly wage rate, plus fringe benefits of the lowest paid employee capable of performing a record search where said costs equal or exceed fifty ($50.00) dollars will be imposed. See bottom of this form for fee schedule.
City Ordinance 27.01 is available to view online at kenosha.org or may be obtained by visiting the City Clerk's office.

CONTACT INFORMATION:

Name: _____
FIRST M.I. LAST

Address: _____
STREET CITY STATE ZIP

Phone Number: _____ Email: _____

DESIRED DELIVERY METHOD (CHECK ONLY ONE BOX):

□ Email □ US Mail □ In Person

REQUEST TYPE (PLEASE CHECK APPROPRIATE BOX):

□ Video Copy of City Meetings:

Meeting Type: _____ Meeting Date(s):_____

□ License Report:

License Type(s): _____

□ Current Year Real Estate Tax File (ELECTRONIC ONLY)

□ Annual Tax File Special Assessment List (ELECTRONIC OR PAPER)

□ Copies of the Following Document(s) (PLEASE DESCRIBE IN DETAIL, INCLUDE DATES IF POSSIBLE):

_____

_____

_____

FEE SCHEDULE:

TYPE OF REQUEST	FEE AMOUNT DUE	TYPE OF REQUEST	FEE AMOUNT DUE
REAL ESTATE TAX FILE	$325.00	COPIES OF EXISTING RECORDS	$0.0135 / PAGE BLACK & WHITE $0.0632 / PAGE COLOR
ANNUAL TAX FILE SPECIAL ASSESSMENT LIST	$52.75	COPIES OF EXISTING, MONTHLY SPECIAL ASSESSMENT LISTS	$0.0135 / PAGE BLACK & WHITE $0.0632 / PAGE COLOR
TAX SEARCH	$10.00 / PER 5 PARCELS		

NOTE: For a SPECIAL ASSESSMENT SEARCH, please use form CLKSAS, found at kenosha.org under the City Clerk's Department page. Fee: $10.00 per regular search (completed within 7 business days) or $20.00 per expedited search (completed within 3 business days).