

REQUEST FOR COPIES OF TOWNSHIP DOCUMENTS
RAVENNA TOWNSHIP

1. DESCRIPTION OF SERVICES. Copies of Township documents

2. DATE OF REQUEST: _____

3. REQUESTED COPIES:

4. PAYMENT. The requesting party will pay a fee to the Township for the service in the amount of \$.25 per copy, plus \$20.00 an hour for the time required to find and compile the data (Minn. Stat.13.03, subd. 3c).

5. COPIES. All copies may be picked up in person, or deposited in the United States mail, when payment and postage are prepaid, addressed as follows:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

6. Requests by mail may be sent to:

**Ravenna Township
20425 Red Wing Blvd.
Hastings, Minnesota 55033**

7. Name of party requesting services is optional (Minn. State. 13.05 subd. 12):

Name: _____

8. Help with this form may be obtained by calling 651-480-1902 or emailing clerk@ravennatownshipmn.com.