



## CITY OF HOLYOKE, OFFICE OF PLANNING & ECONOMIC DEVELOPMENT

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20 KOREAN VETERANS PLAZA, ROOM 406 HOLYOKE, MA 01040  
TELEPHONE (413) 322-5575 EMAIL: [Planning@holyoke.org](mailto:Planning@holyoke.org)

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### Public Records Request Form Instructions

**This form is only to be used to request public records from the Office of Planning and Development.**

**Property Address:** Please fill out the correct address. This may include multiple numbers such as 144-152. Only the number(s) you fill in this line will be searched for.

**Description of Property:** Provide a brief description of the property to aid in the search of documents (5-unit apartment). The address may include multiple structures. If the description does not meet what we have on file for the lot we may call for clarification.

**Map Block Lot:** This is the most accurate way to search for property documents. If you know the Map Block Lot, then it will include all addresses that are associated with the lot within the city. This number sequence will be 000-00-000.

**Records Requested:** In this area detail the type of documents you are looking to have copies of. Some common requests are Certificates of Occupancy, Letters of Violation, Building Permits (Specify types i.e. Plumbing, Building, Electrical or all). A request can also be made to have "any and all correspondence" related to a certain property. Requests will include a search of both paper documents and digital documents.

**Date Range:** A date range is needed to search for documents. It is usually one to ten years. Searches beyond the last ten years will take longer and be more extensive but can be done.

Commonwealth of Massachusetts

## City of Holyoke

### OFFICE OF PLANNING AND DEVELOPMENT

20 Korean Veterans Plaza, Room 406, Holyoke, Massachusetts 01040

Phone: (413) 322-5575 Email: Planning@holyoke.org

## PUBLIC RECORDS REQUEST

A records custodian for the Office of Planning and Development will evaluate your Public Records Request and determined the type and number of documents which are subject to disclosure under Massachusetts General Law Ch. 4 section 7(26) and Massachusetts General Law Ch. 66, Section 10. Please fill out in detail the information below. You will receive an estimate of costs associated with this request. If it is found that your request cannot be filled by this department we will forward it to the proper keeper of records.

Property Address(s) \_\_\_\_\_

Description of Property \_\_\_\_\_

Map. Block, Parcel if known \_\_\_\_\_

| Records Requested | Date Range by Year |
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The fees associated with this request are summarized as follows:

|                        |                  |
|------------------------|------------------|
| Photocopies            | \$0.20 per page  |
| Computer Printouts     | \$0.50 per page  |
| Digital Scan           | \$3.00 per page  |
| Digital Copy           | \$10.00 per CD   |
| Search and Segregation | \$19.00 per hour |

### Contact Information

Name \_\_\_\_\_  
PLEASE PRINT

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_