



To Applicant:

Please be aware that the document you submitted to the City will become public record. As such, your submittal may be subject to public examination and disclosure pursuant to A.R.S. §§ 39-121 and 39-121.01. Upon request, the City will make the requested documents available to the public unless such disclosure is prohibited by law or enjoined by a court order.

Obtaining Copies:

Customers requesting public records that may be protected by Federal Copyright Regulation must file a public records request with the Department's custodian of record. The public records request form will contain the following copyright acknowledgement statement:

The City is reproducing the document pursuant to the public records request you made under A.R.S. §§ 39-121 and 39-121.01. Please be aware that the document may be protected by the Federal Copyright regulation. The use of the document without copyright holder's consent may be a copyright infringement subject to civil sanctions and criminal penalties.

Once the public records request is submitted, staff should treat the request as a normal public records request.

Copyright and Public Records Procedures:

Generally, plans, drawings and other documents submitted by design professionals to Planning & Development (P&D) for review are public records. Under Arizona Public Records Law, the public has the right to examine and request copies of public records in the City's possession. Some public records, such as site plans and construction plans, may have copyright protection under Federal Copyright Regulation Title 17 of the United States Code.

Replacing Prior Copyright Procedures:

This policy supersedes Copyright Procedure adopted on December, 2011.