

VILLAGE OF CHICAGO RIDGE

FREEDOM OF INFORMATION ACT RULES AND REGULATIONS 5 ILCS 140/1 *et. Seq.*

PROCEDURE FOR REQUESTS AND FEE STRUCTURE

The following information is being provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

All requests to inspect, copy, or certify public records of the Village of Chicago Ridge must be submitted to the Village in writing. The Village encourages to submit their requests on a form available at the Village Hall and on the Village's website. The Village will review all written requests in any form. The Village will review and respond to each written request in a manner consistent with the Illinois Freedom of Information Act.

Request shall be submitted to: Freedom of Information Officer
Village of Chicago Ridge
10455 S. Ridgeland
Chicago Ridge, Illinois 60415
Phone: (708) 425-7700
Fax: (708) 425-9942
E-mail: ctsr2@msn.com

Fees for copies of records are as follows:

Black and white copies (letter or legal size)	No charge/1 st 50 pages
Police Arrest Reports	\$0.15/page thereafter
Fire/Ambulance Reports	
Accident Reports	\$5.00/report
Certification	\$1.00
Maps (zoning, comprehensive plan or others)	\$30/large, \$15/small
Village Code Book	\$30/entire book
Comprehensive Zoning plan/Book	\$10/entire plan/book
Mailing	Cost of postage

All fees must be paid prior to release of public records.
Documents are furnished free of charge or at a reduced rate if:

A reduction or waiver of fees is in the public interest in that it is for the health, safety, welfare or legal rights of the general public; and it is for the principal purpose of personal or commercial benefit.

The Village of Chicago Ridge will respond to every commercial purpose request within (21) days and all other requests within (5) business days from the date of request unless the Village requires an extension pursuant to Section 3(e) of the Act. If an extension is requested or a request is denied, the Village will notify the requester in writing stating the specific reason or reasons for the extension or denial.