



DONALD R. GREBIEN  
MAYOR

# CITY OF PAWTUCKET

PUBLIC WORKS CENTER  
250 ARMISTICE BOULEVARD  
PAWTUCKET, RHODE ISLAND 02860



**PAWTUCKET  
DPW**  
WORKING FOR YOU

ENGINEERING DIVISION

## INFORMATION REQUEST FORM

Please check the appropriate box:

**TRAFFIC** - Right-of-way, dumpster, signs and banners, parking permits

**ENGINEERING** - Sidewalks, rain barrels, trees

**GIS MAPPING** - Sewer plans and cards, road plans, mapping requests

## INFORMATION REQUEST FORM

### Contact Information

Name

Email

Address

Phone Number

### Information Request

Assessors Map/Zoning Map (Circle one) Plat/Lot

Sewer Connection Card Address(s)

Sewer Main Location Street(s)

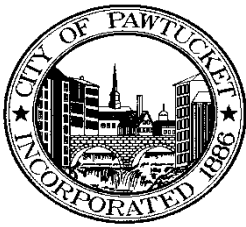
Street Line Plan(s) Street(s)

Plat Card Number

Other

Description of Information Needed

Request Form Contact Information: Engineering Department Email: [engineering@pawtucketri.com](mailto:engineering@pawtucketri.com) Phone: 401-728-0500



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**OFFICE OF THE PUBLIC WORKS CENTER**



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**WILLIAM ANKNER, Ph.D.**  
DIRECTOR

## **PROCEDURE FOR OBTAINING ENGINEERING DEPARTMENT RECORDS**

Pursuant to Rhode Island General Law 38-2-3(d) the City of Pawtucket Engineering Department hereby adopts the following procedure for requesting/obtaining public records:

1. A request to inspect and/or copy public records of the City of Pawtucket may be presented electronically by email at: [engineering@pawtucketri.com](mailto:engineering@pawtucketri.com) or in writing to the Public Works Center, Engineering Department, 250 Armistice Blvd, Pawtucket, RI 02860, by facsimile at (401) 727-4550.
2. The Engineering Department recommends submitting requests for information (RFI) using the form provided as Page 1 (of 2) of this document. At a minimum, an RFI must indicate the nature of the information sought (e.g. sewer system information, street line plan, etc.), the location (e.g. address, street intersection, etc.) at which the information is sought, and contact information for the person(s) seeking the information.
3. The Access to Public Records Act allows a public body ten (10) business days to respond, unless otherwise extended for good cause in accordance with the provisions of subsection 38-2-3(e). In such instances, a response will be provided within thirty (30) days of receipt of request.
4. If, after review of your request, the City determines that the requested records are exempt from disclosure for a reason set forth in R.I.G.L. 38-2-2(5)(i)(A) through (Y), the City reserves its right to claim such exemption.
5. In accordance with Rhode Island General Law 38-2-4, the City may charge a fee of fifteen cents (\$.15) per page for 8.5x11, and legal size copies, four dollars (\$4.00) for any size larger than legal and/or fifteen dollars (\$15.00) per hour, after the first hour, for search and/or retrieval of documents. Please be advised that for purposes of search and retrieval costs, multiple requests made by you within thirty (30) days to the City of Pawtucket shall be considered one (1) request.
6. The City of Pawtucket is not obligated to produce for inspection or copying of records that are not in the possession of the City of Pawtucket. Moreover, the City of Pawtucket is not required to reorganize, consolidate, or compile data that is not maintained by the City of Pawtucket in the form requested.

The City of Pawtucket is committed to providing public records in an expeditious and courteous manner consistent with the Access to Public Records Act.