



Minnesota Government Data Practices Act Request

CITY OF MONTICELLO
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711

Submit one data request per form to:
 Data Practices Contact
Data.Requests@ci.monticello.mn.us

REQUESTOR INFORMATION	
Person/Firm Requesting Information	
Contact Person	
Requestor Address	
Requestor Phone Number	
Requestor Email Address	
PROPERTY/BUSINESS INFORMATION RELATED TO REQUEST	
Property/Business Name	
Property/Business Address	
PID Number	
Legal Description	
Date of Request	
Desired Response Date	
Explanation of Information Requested <small>(If a flash drive is requested or required for electronic data, requestor must provide at their expense)</small>	

Upon receiving your written request, we will respond within ten business days (or as soon as reasonably possible) with the estimated cost of providing the data and timeframe within which the data will be provided.

Minnesota Government Data Practices Act Request Routing Response and Action

INTERNAL CITY USE ONLY		
Data Request Identifier		
Date of Receipt of Request (Date Stamp)		
Date of Initial Response		
Date of Final Response		
Method of Response	___ Emailed Response	___ Mailed Response
Charges Applicable	___ Yes	___ No
Amount	\$	
Date Filed to Records		

Routing: Departments for Review	Responder	Comment/ Info Provided	Response Date
City Clerk			
Finance			
Community Development/Planning			
Department of Building Safety/Code Enforcement			
Administration			
Public Safety			
Public Works			
Engineering			
Data Privacy Contact			
Other _____			

COMMENTS FROM DATA PRACTICES OFFICER