



PUBLIC RECORDS INSPECTION REQUEST

1) REQUEST:

Is the information requested to be used for commercial purpose?

_____ YES _____ NO

NAME: _____ TELEPHONE: _____

ADDRESS: _____

REQUESTS TO INSPECT THE FOLLOWING PUBLIC RECORDS (be specific):

Request for copies: _____ Yes. Please send an electronic copy of the requested records at no charge.
_____ Yes. I agree in advance to pay for hard copies of the requested records.
_____ No.

SIGNATURE OF PERSON MAKING REQUEST: _____

2) RECEIPT OF REQUEST:

This request received by the City-County Planning Commission on _____ (DATE)
At _____ a.m./p.m. (time).

Signature of person receiving request

3) RESPONSE TO REQUEST: (this section to be completed by person responding to request)

() The public records requested are available for inspection in the Office of the City-County Planning Commission and may be viewed or copies received on _____ (DATE)
at _____ a.m./p.m.

() The public records requested are not available at this time OR _____ inspection is denied for the following reason(s): _____

Signature of approving official

Date and time.