



**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, I agree in advance to pay for copies of the above 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.