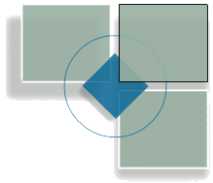




DeKalb County Department of Planning & Sustainability

Michael Thurmond
Chief Executive Officer

Andrew A. Baker
Director



Open Records Request Customer Form

CONTACT INFORMATION:

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

FAX NUMBER or E-MAIL ADDRESS: _____

Under the Freedom of Information Act, I am hereby requesting copies of the items listed below. I agree to purchase these copies at a pre-determined amount to include the hourly rate of a Planning and Development Department staff member after the first quarter hour. (See below) I acknowledge that DeKalb County does not warrant the accuracy of this information and that the information is furnished "As Is"

Give a detailed description of the records you are seeking and please include the property address, year and any project and/or permit nbrs.

Customer Signature: _____

As provided in O.C.G.A. §50-18-71, the only charges will be \$13.84 per hour (no charge for the first 15 minutes) to cover the administrative cost of assisting you with your request plus a charge for copies. The fee for copies will be \$.10 each page for letter, legal and 11x17 and \$5.00 per sheet for larger plan sheets. Prepayment is required for any request with an estimated cost of \$25.00 or more. If prepayment applies, document copying will not be done until after payment is received. If estimated cost is under \$25.00, payment is due when collection of documents and any copying is done.

*Form may be submitted in person, Faxed to 404-371-4556, emailed to plandev@dekalbcountyga.gov, or mailed to Planning & Sustainability, Open Records Requests, 330 W. Ponce de Leon Ave, 3rd Floor, Decatur, GA 30030