

Chief Executive Officer
Michael Thurmond

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Andrew A. Baker, AICP

OPEN RECORDS REQUEST FORM

CONTACT INFORMATION

DATE: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

EMAIL 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 & Sustainability 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".

Please give a detailed description of the records you are seeking and include the property address, year and any project, license, and/or permit numbers:

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Customer Signature: _____

As provided in O.C.G.A. §50-18-71, the only charges will be \$15.00 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 (8.5x11), legal (8.5x13), and ledger (11x17) and \$5.00 per sheet for larger plan sheets. Prepayment is required for any request with an estimated cost of \$25.00 or ore. 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 plansustain@dekalbcountyga.gov, or mailed to DeKalb Planning & Sustainability, Open Records Requests, 178 Sams Street, Decatur, GA 30030.