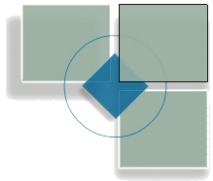




# DeKalb County Department of Planning & Sustainability

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.**

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Customer Signature: \_\_\_\_\_

As provided in O.C.G.A. §50-18-71, the only charges will be \$14.00 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, 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](mailto:plandev@dekalbcountyga.gov), or mailed to Planning & Sustainability, Open Records Requests, 330 W. Ponce de Leon Ave, 3rd Floor, Decatur, GA 30030