HARFORD COUNTY HEALTH DEPARTMENT

120 S. Hays Street P.O. Box 797 Bel Air, Maryland 21014-0797

Susan C. Kelly, R.S.
Health Officer

Yngvild Olsen, MD, MPH
Deputy Health Officer

Bureau of Environmental Health
Public Information Act (PIA) Request for Information Form

Telephone: 410-877-2300
Fax: 443-643-0333

DATE OF REQUEST: _____

REQUESTER INFORMATION

Name (First, MI, Last)_____

Title _____

Organization _____

Category ☐ Attorney ☐ Citizen ☐ Interest Group
☐ Consultant ☐ Media ☐ Student ☐ Other

Street Address_____

City_____State_____Zip_____County_____

Telephone _____

Billing address (if different than above)

Street Address_____

City_____State_____Zip_____County_____

Telephone _____

PROPERTY/FACILITY FOR WHICH INFORMATION IS REQUESTED

Facility Name_____

Street Address_____

Subdivision_____

Tax Map _____ Grid_____ Parcel _____ Lot # _____ Tax ID#_____

PLEASE COMPLETE BACK PAGE

OFFICE USE ONLY

No. of photocopies _____

_____
(receipt/slip #)

_____
(processor)

7/09

Please check the HCHD program from which you are seeking records.

☐ Air Quality and Solid Waste Control

☐ Building Permits

☐ On-Site Sewage Disposal Permits, Inspection and Enforcement

☐ Percolation Tests

☐ Site Plans and Subdivision Review

☐ Well Permits

☐ Well Water Sampling

☐ Food Control/Food Facility Inspections

☐ Rabies/Vector Control

Please specify what information is being requested:

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_____

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I will pick this information up☐ after being called and notified that it is ready.

I wish this information to be☐ mailed at my expense.

PLEASE NOTE: Under the Public Information Act, the Harford County Health Department has 30 (thirty) days to fulfill this request for information, whereupon, if the request cannot be honored, you will be notified within 10 (ten) days regarding the denial.

FEE INFORMATION: Photocopies are $0.50 per page. Postage will be added to the photocopy fee for items mailed. Staff time is charged at $25 per hour <u>after</u> the first two hours.

<u>It is recommended that all concerned parties, including realtors, buyers, etc., come in and research the Health Department files for all information.</u>