



**Harford County Department of Planning and Zoning
PUBLIC INFORMATION ACT (PIA) RECORD REQUEST FORM**

All requests for records shall be made in accordance with Harford County Policy 05-20-02 for Public Information Act Requests and the Maryland Public Information Act (PIA), State Government Article Section 10 of the Annotated Code of Maryland.

Please type or print:

Name _____ Date: _____
Business/Organization Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact number: _____ E-mail address: _____

In order for The Department of Planning and Zoning ("the Department") to locate the records you are requesting, please provide as much detail as possible (e.g. location(s), person(s) involved, application number, date of hearing, etc.). If you attached additional pages, please note that below:

Harford County Government charges a fee of 25 cents for each black and white legal or letter size record. The fee for color copies of same is \$1.00 per page. The fee for nonstandard sized records shall be based on the actual cost of reproduction. The applicant is responsible for the cost of postage. The Department may charge the applicant for time spent responding to the request if it exceed two hours.

_____ I am requesting the records be made available for review only;
_____ I am willing to pay all fees for the request without prior notification;
_____ I am willing to pay all fees for this request up to a maximum of \$_____. If the estimate exceeds this limit, please contact me at the e-mail address above;
_____ I am requesting that all fees be waived on the following grounds:

Under the Public Information Act, the Harford County Department of Planning and Zoning has 10 (ten) working days to notify you if it will take more than ten (10) working days to fulfill this request for information, and, if so, the records shall be produced within thirty (30) days of the date of receipt of the request unless this time is extended by consent of the parties.

Signature: _____ Date: _____

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410.638.3103 | 410.879.2000 | 220 South Main Street, Bel Air, Maryland 21014 | www.harfordcountymd.gov

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST