



Henry County Department of Planning & Zoning

Request for Public Records

Name of Requester: _____

Address: _____

Phone: _____

Pursuant to O.C.G.A. §50-18-70, et seq., I am formally requesting to inspect these specific public records.

Date records are requested to be made available: _____

I agree to pay any copying and/or administrative costs incurred in fulfilling my requests to the extent permitted by Georgia law. Such costs may include copying charges of \$.25 (8 1/2 x 11 paper) per page and a reasonable charge for the search, retrieval and other administrative costs, including postage expenses. The hourly charge for such services shall not exceed the salary of the lowest paid, full-time employee who has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour.

Name (Print): _____

Signature: _____

For Office Use Only

_____ Pages and/or documents at \$.25 cents per page \$ _____

_____ Maps at \$3.00 or \$4.00 depending on size \$ _____

\$ _____ Per hour multiplied by _____ (the number of Administrative hours to assist you with your request)

TOTAL COST \$ _____

Henry Parkway • McDonough, Georgia 30253
MAIN: (770) 288-7526 • FAX: (770) 288-7550