Public Information Act (PIA) Records Request Form

All requests for records maintained by the Department of Planning and Zoning pursuant to the Maryland Public Information Act should be submitted on this form. Please type or print.

Individual Name ___________________________ Phone Number ________________________

Business/Organization Name ___________________________

Mailing Address ____________________________________________

Email ________________________________________________

A “person in interest” is a person who is the subject of the record, that person’s designee or that person’s parent or legal representative if the person has a disability. Under law, certain records that would not otherwise be available may be available to a “person in interest.” Are you a “person in interest”? No____ Yes____ If yes, please explain below:

________________________________________________________________________________________

Address of the records that you want to inspect or have copied ____________________________________________

Related Permit/Project # if applicable: ____________________________

Does any part of this request relate to any City-owned building or property? Yes____ No____

Have you submitted related requests to any other City Departments? No ____ Yes____ If yes, please identify them:

Describe in detail what particular information you are interested in:

____________________________________________________

____________________________________________________

____________________________________________________

The City of Annapolis charges a fee of $.25 per page for copies of most standard documents. Copying charges may be more for larger size items or other specialty type record (i.e. plan drawings). There may also be a fee of $30.00/hour for retrieval and review of the records if the retrieval and review take more than 2 hours. In the case of an unusually large expense, prepayment may be required in advance. If the request is for a Zoning Verification letter, a flat fee of $35.00 must be pre-paid to the City of Annapolis.

____ I am willing to pay all fees for this request without prior notification.

____ I am willing to pay fees for this request up to a maximum of $_________. If the estimated fees exceed this limit, please contact me prior to completing the request.

____ I am requesting that fees be waived on the following grounds: ____________________________

Signature ______________________________________________ Date ______________________

BELOW FOR CITY USE ONLY

We will make every effort to respond to your request within 72 hours, however, some requests may take up 30 days to fulfill depending on the time required for retrieval and review.

Received by ______________________ on _____________

Request completed date ________________________ by ______________________

Fees charged ______________________ received on _____________