



Town of Boonsboro

21 North Main Street, Boonsboro, MD 21713

Public Records Request Form

Applicant Information

Name _____

Residential Address _____

Mailing Address (if different) _____

Phone Number _____ Email _____

Request Information

Description of the Requested Public Record:

I am requesting:

- To inspect the records in Town Hall during normal office hours (Monday – Friday, 8:00 am – 4:30 pm)
- Copies of the records
- For pickup
 - To be mailed to the above mailing address (**PREPAYMENT** of postage costs is required)

For letter-size (8.5" x 11") black-and-white copies, the fee is \$0.20 per page. Charges for standard engineering drawings (24" x 36"), half-sheet or right-of-way plat sizes shall be computed and charged based upon the approved fee schedule for Planning and Zoning documents. Additional charges may apply for other paper sizes and/or color ink. If records are not susceptible to photocopying (e.g., punch cards, magnetic tapes, blueprints, microfilm), the fee for copies will be the actual cost of reproduction; this may be required to be **prepaid**.

Effective November 10, 2020 - If this request requires more than 2 hours to research and compile, the hourly fee will be the sum of the hourly rates of each staff member.

By signing below, you are attesting to the truth of the above information and are agreeing to pay all applicable fees. The Town will respond within a reasonable period, not to exceed 30 days from the date of the request.

Applicant Signature _____ Date _____

FOR OFFICIAL USE ONLY

Request Number _____

Approved Denied

Signature of Reviewing Official _____ Date _____

Search/Preparation Cost \$ _____ + Copy Cost \$ _____ + Postage Cost \$ _____ = Total Cost \$ _____

Amount Paid _____ Date Paid _____ Date Mailed/Picked Up _____



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Staff Name	Hourly Rate	Total Hours Worked to Fulfill Request

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Request Number _____

Approved Denied

Signature of Reviewing Official _____

Date _____

Search/Preparation Cost \$ _____ + Copy Cost \$ _____ + Postage Cost \$ _____ = Total Cost \$ _____

Amount Paid _____

Date Paid _____

Date Mailed/Picked Up _____