

Kent



County

Department of Planning Services  
Division of Inspection & Enforcement

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Director

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**REQUEST FOR INFORMATION**

This form is provided for your convenience and to assist the staff in meeting your requests for information retained by Kent County. Your request will be reviewed upon submission and we will provide assistance in the most expeditious manner.

Please be as precise as possible in completing the request form. Once the form is submitted, the request will be reviewed for the following:

- A. All required information is provided
- B. Expense to applicant

The staff member serving you will gauge the length of time required to provide data.

1. Date of Request: \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_
3. Applicant's Address: \_\_\_\_\_
4. Applicant's Phone Number: \_\_\_\_\_

**Information Requested**

5. Name of Property Owner: \_\_\_\_\_
6. Location/Address of Property: \_\_\_\_\_
7. Tax Map Number: \_\_\_\_\_
8. Please explain in detail, what type of information that you are requesting:

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**STAFF ACTION REGARDING REQUEST FOR INFORMATION**

Date request is received: \_\_\_\_\_

Received by: \_\_\_\_\_

Estimated location of document(s): \_\_\_\_\_

Cost of providing data: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Ensure document is not restricted by State Code. Documents related to individuals personnel records, investigation files, information collected for purposes of enforcement, legal documents marked "privileged: and/or "confidential" and similar data should be reviewed by department managers as a minimum step before being released.

Date Information was provided: \_\_\_\_\_

Provided by: \_\_\_\_\_

Actual location of document(s): \_\_\_\_\_

Total funds collected: \_\_\_\_\_