



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Public Information Act Request

In accordance with the Public Information Act, General Provisions Article § 4-101 *et seq*, Md. Code Ann., I hereby request access to inspect a public record under the custody of the Talbot County Office of Planning and Permits.

Date of Request: _____

Requestor's Name: _____
(Print Name)

Street Address: _____

Mailing Address (if different): _____

Telephone Number: _____ Cell Number: _____

Specific description of the public records sought: _____

I, hereby agree to pay all costs required by this request prior to receiving the information I requested, including but not limited to: all copying fees, either by staff or a professional copy service, tapes, transcript fees, postage, and all search, preparation, and review fees pursuant to the Talbot County PIA Policy, as amended from time to time. **I understand the official custodian has up to 30 days in which to supply the requested information. If any request or any part of the request is denied, the custodian shall provide me with a written statement within 10 working days.**

Requestor's Signature

Date

Completed by Staff

Date

