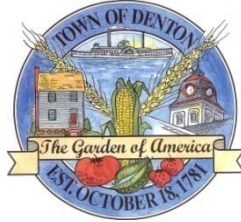


# Town of Denton

13 N. Third Street

Denton, MD 21629

410-479-2050 410-479-3534 Fax



## FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS SEARCH

*(Incomplete applications will not be processed)*

<b>Applicant's Name and Mailing Address</b>	<b>Property Description</b>
Applicant's Name	911 Address of Parcel
Mailing Address: Street Address or P.O. Box #	Map, Block, Parcel Numbers
Mailing Address: City, State, Zip	Lot # and Name of Subdivision (if applicable)
Applicant's Phone Number	Property Owner
Fax Records to:	Records Requested
Applicant's Comments	
Applicant's Signature	Date

*All requests for information contained within Town files must be in writing. Every effort will be made to promptly respond to such requests however, due to the limited amount of office staff and work load, such request may take up to thirty (30) days. There is a charge for copies \$0.50/per page and \$1.50/per page for color. Copies of plats larger than 11 X 17 must be outsourced; the charge will be \$7.00/per page. An additional administrative fee will be charged for processing requests that incur more than two hours of staff time. Fees for copying must be paid prior to release of information. Checks must be made payable to: Town of Denton.*