

# Town of Denton

4 N. Second Street

Denton, MD 21629

410-479-3625 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 submitted 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. Hourly fees will apply for all request for information exceeding more than 2 hours of research time. There is a charge for copies: \$0.50/per page for B&W and \$1.50 per page for Color. Other fees will apply for copies larger than 11 X 17. Deposits for fees may be required. All fees for copying and staff time must be paid prior to release of information. Checks must be made payable to: Town of Denton.*