

**YORK COUNTY PLANNING COMMISSION
RECORD REQUEST FORM**

DATE OF REQUEST _____

NAME OF REQUESTER _____

ADDRESS _____

PHONE NUMBER _____

EMAIL _____

DESCRIPTION OF RECORDS (For more space, continue on back)

INSTRUCTIONS: PICK-UP FAX MAIL DISK EMAIL

When submitting this Record Request Form, the Requester acknowledges and agrees that the Requester shall be liable to pay to the York County Planning Commission the fees that are in effect at the time of the request. Should the York County Planning Commission be required to take any action to collect those fees, then it shall be entitled to recover all costs incurred.

SIGNATURE AND DATE (When request is submitted)

For Office Use Only:

Copies _____ Postage _____ Disk _____ Fax _____

TOTAL COST \$ _____ PAID _____ (Date)

DATE REQUEST FULFILLED _____ by _____ (Staff Signature)

SIGNATURE AND DATE (When request is fulfilled)

Signature

Date

SECOND PAGE OF RECORD REQUEST FORM

Current fees for responses to request of public records include the following:

1. Photocopies.
 - a. \$.10 per side for 8.5"x11" sheets that are black and white
 - b. \$.25 per side for 8.5"x11" sheets that are colored
 - c. \$.20 per side for 11"x17" sheets that are black and white
 - d. \$.50 per side for 11"x17" sheets that are colored
2. Oversized documents. The fee for oversized documents shall be the cost incurred by the Commission, whether it copies the documents itself or obtains copying through an outside source.
3. Certification. Ten Dollars (\$10.00) for an official certification by the Commission Director, legally verifying the public record.
4. Enhanced electronic access. (YCPC staff will provide estimate per request)
5. Postage. Postage costs shall be those actually incurred by the Commission for the mailing of records.
6. Prepayment. Prepayment of fees, which are estimated to exceed \$100.00 shall be required by the Commission.