

SAUK COUNTY CONSERVATION, PLANNING AND ZONING OPEN RECORD REQUEST FORM

PERSON REQUESTING RECORDS:	
Name (Last, First)	Phone
Address:	City, State, Zip
Email:	<input type="checkbox"/> Call When Ready <input type="checkbox"/> Please Mail <input type="checkbox"/> Will pick up record

RECORDS REQUESTED – Please check type(s):
<input type="checkbox"/> Permit / Permit related documents <input type="checkbox"/> Board of Adjustment Appeal/Public Hearing/Decision Letter <input type="checkbox"/> Conditional Use / PRD <input type="checkbox"/> Violation / Citation Complaint records <input type="checkbox"/> Conservation practices / Farm Plan <input type="checkbox"/> Rezoning / Public Hearing / Ordinance <input type="checkbox"/> CPZ Committee Agenda/Minutes <input type="checkbox"/> Septic maintenance / pumping history <input type="checkbox"/> Certified Survey Map <input type="checkbox"/> Other: _____

RECORDS RELATING TO OWNER/PROPERTY DESCRIPTION:		
Property Owner Name(s) (Last, First):		
Additional owner names, if applicable:		
Tax Parcel ID:	Subdivision/CSM#:	Lot:
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of:	Site Address:	

Please describe records being requested: _____

The requestor shall allow the department **10 business days** to respond to the records request. Charges/processing fees include: \$0.25/page plus postage. Photos will be charged at a rate of \$2.00/page. Copies of video/audio will be charged at a rate of time plus materials. Any records available via email will be charged at a rate of time plus materials. **All costs for processed open records requests shall be paid prior to release.**

I understand this request will become part of the files maintained by the Conservation, Planning and Zoning Department and is subject to open records. I agree to all processing charges noted above.

Signed: _____ Date: _____

(Signature of Requesting Party)

FOR OFFICE USE ONLY		
Reviewed by:	Date:	<input type="checkbox"/> Grant <input type="checkbox"/> Deny <input type="checkbox"/> Records Response Attached