

## PUBLIC RECORD REQUEST

APPLICANT INFORMATION	
Applicant's Name: <i>(Individual or Organization)</i>	
Mailing Address:	
Phone(s):	Email:
Contact person's name: <i>(If an organization is requesting the records.)</i>	
Email:	Phone:
Mailing Address:	

PROPERTY INFORMATION	
Address: <i>(The address in which you are requesting records for.)</i>	
Description of records you are requesting: <i>(Failure to adequately describe the records may result in a delay.)</i>	
Reason for request:	
Please check one: <input type="checkbox"/> Paper copies <input type="checkbox"/> Email of PDF	
Fees: 8.5x11 B&W: \$0.05 per page      11x17 B&W: \$0.25 per page      24x36 B&W: \$5.00 per page 8.5x11 Color: \$0.25 per page      11x17 Color: \$0.50 per page      24x36 Color: \$10.00 per page <b>Note: Some requests can take up to 30 days to fulfill, as materials may be located in offsite storage.</b>	

**The undersigned hereby accepts obligation to pay applicable fees for copies of records requested and that no copies be shall returned for credit.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application continues on reverse side of page: →

**FORMS OF PAYMENT ACCEPTED:**

- Exact cash
- Check *(Make payable to Boardman Township)*
- Credit *(Visa, MasterCard, or Discover)*  
*(Note: If you pay via credit or debit card, your statement will include a separate 2.95% or \$2.50 minimum service fee with this transaction. This fee is assessed by the credit card processor, not the Township)*

**PLEASE MAIL COMPLETED APPLICATIONS TO:**

Boardman Township Zoning Department  
8299 Market Street  
Boardman, Ohio 44512

**OR EMAIL:**

Julie Pitzer at [Jpitzer@Boardmantwp.com](mailto:Jpitzer@Boardmantwp.com)

**REVISED: 1/15/2020**