

PLANNING & DEVELOPMENT SERVICES

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**FREEDOM OF INFORMATION ACT (FOIA)
REQUEST FORM**

INFORMATION NEEDED FROM

Department:

Name of Public Body: **Charter of West Bloomfield**

APPLICANT REQUESTING INFORMATION

Name:

Address:

Phone: _____

Email: _____

Description of Public Records:

NATURE OF REQUEST

Check one of the following:

Provide copy of requested public records

Provide a certified copy of requested public records

Allow an opportunity to inspect the requested public records prior to making copies

I understand that the public body may charge me a fee for providing a copy of a public record, including the cost of copying, mailing, searching, examining, reviewing, separating and deleting exempt information. Please see reverse side for fees.

Date:

Signature:



FOIA FIXED COST FEE SCHEDULE

PAPER COPIES:

8 ½" x 11" - Black & White Copies	\$0.05 per page
8 ½" x 11" - Color Copies	\$0.10 per page
8 ½" x 14" - Black & White Copies	\$0.05 per page
8 ½" x 14" - Color Copies	\$0.10 per page
Plan sheets exceeding 8 ½" x 14"	\$0.25 per page

If it is determined that the volume of a set of plans is too large for the Township to copy, these will be sent out and the requester will be charged for the actual costs to prepare the document.

COPIES WILL BE DOUBLE-SIDED IF AVAILBLE AND COSTS LESS

NON-PAPER PHYSICAL MEDIA

Computer Discs with sleeve	\$0.54 each
DVD with sleeve	\$0.56 each

ELECTRONIC COPIES

There will be no charge for copies of documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

MAILING COSTS

Actual cost mailing records in a reasonable and economical manner. The Township may charge for the least expensive form of postal delivery confirmation

The Township will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.

WAIVERS AND REDUCTIONS

\$20.00 for indigency or nonprofit organization as further described in the Procedures and Guidelines document.