

REQUEST FOR WRITTEN VERIFICATION

PLEASE PRINT: DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

INFORMATION REQUESTED: (PLEASE BE SPECIFIC)



Clerk's Office: Expected date of availability: _____
Person taking request: _____
Person assigned research: _____



Per F.S. 119.07, if record request requires extensive use of information, technology, resources or extensive clerical or supervisory assistance by personnel, this agency may charge, in addition to actual cost of duplication, a special service charge, based on the labor cost of the person providing the service.

Estimated cost of extensive research and copy must be paid in advance. Any difference will be collected or refunded when material is picked up.

All attempts will be made to fill your request within two (2) working days. However, in the case of extensive research more time may be required.



FEES: \$30.00 per Resolution 01-17, Section 1 - Administrative Fees, A.22. Written verification of the availability of town services or verification of zoning information.