

BAYFIELD COUNTY PLANNING & ZONING DEPARTMENT



Bayfield County Courthouse
 Post Office Box 58
 117 East Fifth Street
 Washburn, WI 54891

Telephone: (715) 373-6138
 Fax: (715) 373-0114
 E-mail: zoning@bayfieldcounty.org
 Web Site: www.bayfieldcounty.org/zoning

Open's Record Request

Property Owner (s) _____ Contractor _____

Property /Site Address _____ Authorized Agent _____

_____ Agent's Telephone _____

Owner's Telephone _____ Written Authorization Attached: Yes () No () _____

Accurate Legal Description involved in *this request* (specify **only** the property involved with this application)

PROJECT LOCATION	Legal Description: (Use Tax Statement)	Tax ID#				
_____ 1/4, _____ 1/4, of Section _____, Township _____ N, Range _____ W			Town of:	Lot Size		
				Acreage		
Gov't Lot	Lot #	CSM #	Vol. Page	Lot(s) No.	Block(s) No.	Subdivision:

I _____ do hereby request (be specific as to the item(s) you want) _____

The public records law does not require response within any specific time, such as "two weeks" or "48 hours."

DOJ policy is that ten working days generally is a reasonable time for responding to a simple request for a limited number of easily identifiable records. For requests that are broader in scope, or that require location, review or redaction of many documents, a reasonable time for responding may be longer. However, if a response cannot be provided within ten working days, it is DOJ's practice to send a communication indicating that a response is being prepared.

Signature of Requestor

Phone Number

Address

Date

The information requested has been fulfilled on _____.

The Planning and Zoning office requests payment of \$ _____ for the expenses incurred to fulfill this request (i.e. research, recording(s), preparing data, copies and postage). **This amount must be paid prior to receiving paperwork.**

Signature of County Official _____
Date

POLICY
FOR
OPEN AND/OR RECORDS REQUESTS

Fee must be paid in advance prior to giving the documents out

Black & White

8 ½ × 11	\$.25 per page
8 ½ × 14	\$.25 per page
11 × 17	\$.50 per page

Color Copies

8 ½ × 11	\$ 1.00 per page
8 ½ × 14	\$ 1.00 per page
11 × 17	\$ 2.00 per page

<u>Staff Charges</u>	\$ 25.00 per hour
	\$ 15.00 minimum

<u>Postage Charge</u>	@ Current postal rate
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<u>Reproduction of Tapes/CD's</u>	\$ 10.00 minimum (per mtg)
	\$ additional cost (from others outside the office)

<u>Phone Charges</u>	\$.10 per minute
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