

Date: \_\_\_\_\_ Private Individual Request \_\_\_\_\_ Commercial Request \_\_\_\_\_

Individual making request: \_\_\_\_\_

Company Name & Contact (if commercial request): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Please describe the public records you are requesting. In order to expedite the search for records, please be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate if you wish to review the material or require copies. The fees vary due to the type or information requested.

Copy \_\_\_\_\_

Inspect \_\_\_\_\_

UNLESS OTHERWISE NOTIFIED IN WRITING, YOUR REQUEST FOR PUBLIC RECORDS WILL BE COMPLIED WITH WITHIN FIVE (5) WORKING DAYS AFTER IT'S RECEIPT AND AVAILABLE FOR PICKUP AT THE VILLAGE CLERK'S OFFICE.

NOTE: COMMERCIAL REQUESTS WILL BE COMPLIED WITH WITHIN TWENTY-ONE (21) WORKING DAYS.

.....  
Approval

Date: \_\_\_\_\_

By: \_\_\_\_\_

No. of copies: \_\_\_\_\_

.....  
Denial

Date: \_\_\_\_\_

By: \_\_\_\_\_

Reason: \_\_\_\_\_

.....  
Charges:

Photocopies of first fifty (50) pages of standard, black & white copies ..... Free

Photocopies of page fifty-one (51) and up (per page) of standard, black & white copies..... \$ .15 Photocopies of

Police Accident Reports\*\* ..... \$ 5.00

Small Street Maps\* ..... Free

Village Maps\* ..... Actual Reproduction Cost

Municipal Code\* ..... Actual Reproduction Cost

Development Code\* ..... Actual Reproduction Cost

Comprehensive Plan\* .....Actual Reproduction Cost

Village Records certified by Village Clerk (per document) .....\$ 1.00

\*These documents are on our website for downloading at shilohil.org

\*\*These documents can be obtained at docview.us.com