

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