



FREEDOM OF INFORMATION REQUEST

Building Services Division, Community Development Department
116 W. Beverley Street, P.O. Box 58 Staunton, VA 24402
540.332.3862

Request Date: _____

Name: _____

Address: _____

Email: _____ Phone Number: _____

Location of Request: _____

Specific Information Being Requested:

Applicants Signature: _____ Date: _____

*NOTE: The provisions of the law allow a charge for information request. This request will be subject to appropriate fees.

(For Internal use Only)

DATE OF RECEIPT OF REQUEST: _____

DATE RESPONSE MAILED: _____

RESPONSE BY: _____

FEE AMOUNT: \$ _____ DUE DATE: _____ RECEIVED: _____
