

MONCLOVA TOWNSHIP REQUEST FORM FOR PUBLIC RECORDS *

REQUEST RECEIVED BY MONCLOVA TOWNSHIP ON: _____ (DATE)

INDICATION FROM TWP. PERSONNEL RE: PICK UP DATE: _____

NAME (optional): _____ A source of contact is requested

COMPANY/BUSINESS, IF APPLICABLE (optional): _____

ADDRESS (optional): _____

CITY (optional): _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER (optional): _____ EMAIL _____

MATERIAL REQUESTING:

PAPER DOCUMENTATION (\$0.05/page)-DESCRIBE: _____

MINUTES TO PUBLIC MEETINGS: *SPECIFY DATE(S) OF MEETING* (\$0.05/page)
 BOARD OF TRUSTEES _____
 ZONING COMMISSION _____
 BOARD OF ZONING APPEALS _____
 JOINT ECONOMIC DEVELOPMENT DISTRICT I (JEDD I WITH WHITEHOUSE) _____
 JOINT ECONOMIC DEVELOPMENT DISTRICT, AIRPORT _____
 JOINT ECONOMIC DEVELOPMENT ZONE (JEDZ) _____

AUDIO COPIES OF PUBLIC MEETINGS: *SPECIFY BOARD AND DATE(S) OF MEETING*

REQUESTING TO LISTEN TO AUDIO OF A PUBLIC HEARING AT ADMINISTRATION BUILDING, 4335 ALBON ROAD. SPECIFY MEETING AND DATE: _____
ADMINISTRATIVE PERSONNEL WILL MAKE CONTACT AND SET AN APPOINTMENT.

INFORMATION WAS PROVIDED: (check one)

- BY MAIL
- ELECTRONICALLY
- IN PERSON signature or indication of receipt: _____
- FACSIMILE (ATTACH CONFIRMATION RECEIPT)

IF COPIES ARE TO BE MADE, COMPLETE THE FOLOWING:

AMOUNT DUE: _____ NOTIFIED REQUESTER ON: _____

DATE INFORMATION WAS PICKED UP: _____ HOW PAID: ___ cash ___ check

INDIVIDUAL THAT PICKED UP INFO (OPTIONAL TO VERIFY TRANSACTION) _____

HOW MANY PAGES WERE COPIED/PREPARED, DESCRIBE OUTPUT WORK: _____

* INFORMATION IS REQUESTED, NOT MANDATORY; TOWNSHIP PERSONNEL MAY FILL OUT FORM TO FULFILL RECORDS REQUEST DOCUMENTATION