

Chief Executive Officer  
Lorraine Cochran-Johnson

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Interim Director  
Cedric G. Hudson

**OPEN RECORDS REQUEST FORM**

**CONTACT INFORMATION**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Under the Freedom of Information Act, I am hereby requesting copies of the items listed below. I agree to purchase these copies at a pre-determined amount to include the hourly rate of a Planning & Sustainability Department staff member after the first quarter hour (See below). I acknowledge that DeKalb County does not warrant the accuracy of this information and that the information is furnished "As Is".

**Please give a detailed description of the records you are seeking and include the property address, year and any project, license, and/or permit numbers:**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Signature: \_\_\_\_\_

*As provided in O.C.G.A. §50-18-71, the only charges will be \$15.00 per hour (no charge for the first 15 minutes) to cover the administrative cost of assisting you with your request, plus a charge for copies. The fee for copies will be \$.10 each page for letter (8.5x11), legal (8.5x13), and ledger (11x17) and \$5.00 per sheet for larger plan sheets. Prepayment is required for any request with an estimated cost of \$25.00 or ore. If prepayment applies, document copying will not be done until after payment is received. If estimated cost is under \$25.00, payment is due when collection of documents and any copying is done.*

\*Form may be submitted in person, [orr\\_development@dekalbcountyga.gov](mailto:orr_development@dekalbcountyga.gov), or mailed to DeKalb Planning & Sustainability, Open Records Requests, 178 Sams Street, Decatur, GA 30030.