

Public Records Request

Please note that it is **NOT** required that you fill out this form to request records.

When using this form, please fill it out to the best of your knowledge to help us to manage and process your records request more efficiently.

Requestor's Information

Name: _____
Contact number: _____
E-mail Address: _____
Would you like a cost estimate before we fulfill your request? : _____

Records Requested

Section: _____ Township: _____ Range: _____
Parcel ID Number (PIN): _____
Year and Type of file or file number: _____
Applicant or Owners / Project Name: _____
Please describe what you would like (be as specific as possible):

Signature: _____ Date: _____

Office Use Only

Response Date: _____
Delivery Method: _____
Summary of Cost: # of copies x \$0.25 =Total Cost _____



Williams County Development Services
Planning Division

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