



DEPARTMENT OF PLANNING AND BUILDING
STARKE COUNTY PLAN COMMISSION
53 East Mound Street, Knox, IN 46534
Office: 574-772-9133 | plancomm75@starke.in.gov

Public Records Request Form

SECTION 1: INTAKE LOG (OFFICE USE)

- **Date Received:** _____ **Time:** _____ **Received By:** _____
 - **Method of Receipt (Check One):**
 - In-Person / At Counter
 - Email / Electronic
 - U.S. Mail
 - Facsimile
 - Telephone (Follow-up written request required: Yes No)
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SECTION 2: REQUESTOR INFORMATION

- **Name:** _____
 - **Company/Organization:** _____
 - **Mailing Address:** _____
 - **Phone:** _____ **Email:** _____
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SECTION 3: DESCRIPTION OF RECORDS REQUESTED

*In the space below, please provide a detailed description of the records you are seeking. Per IC 5-14-3, requests must be made with **reasonable particularity**. Please include specific project names, permit numbers, Parcel IDs, date ranges, names of individuals involved, dates, etc..*

SECTION 4: PREFERRED ACCESS & DELIVERY

- **Action Requested (Check one):**
 - **INSPECT ONLY:** I wish to view these records in person at the Department office.

- **COPIES:** I wish to receive physical or digital copies of these records.
 - **Format:** Electronic (PDF/Email) Hard Copy (Paper) Certified Copy
 - **Acknowledgment of Fees:** I understand that I am responsible for all statutory fees (e.g., \$0.10 per page for standard copies) prior to the release of records.
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SECTION 5: SIGNATURE & LEGAL NOTICE

I understand that certain records may be confidential or exempt from disclosure under Indiana's Access to Public Records Act (APRA). If any part of my request is denied or redacted, I understand the Department will provide the specific statutory authority for such denial.

Signature: _____ **Date:** _____

SECTION 6: ADMINISTRATIVE DISPOSITION (OFFICE USE)

- **Statutory Deadline for Acknowledgment:** _____
- **Date Acknowledged:** _____ **Via:** Email Mail Oral
- **Estimated Completion Date:** _____
- **Exemptions/Redactions Applied:** _____
- **Total Fees Due:** \$ _____ **Date Paid:** _____ **Released By:** _____