

## LONG LAKE TOWNSHIP INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: \_\_\_\_\_ Date of Request \_\_\_\_\_

Requester's Address: \_\_\_\_\_

Requester's Phone Number: \_\_\_\_\_ Signature \_\_\_\_\_

Description of the Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Town Use Only

The request is: ☐ Approved, ☐ Approved in Part, or ☐ Denied. Reason(s) for a partially approval or a denial: \_\_\_\_\_

Fees applicable to the request:

		Estimated Cost	Actual Cost
Labor	_____ x \$35.00	_____	_____
	# Hours      Hourly Rate		
Photocopying	_____ x \$35.00	_____	_____
Mailing	_____	_____	_____
Other Costs	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Totals: \_\_\_\_\_\*

Difference: \_\_\_\_\_ ☐ To be paid by requestor.  
☐ To be refunded by Town.

\* If the total estimated cost exceeds \$50, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.