

**VERSAILLES-MIDWAY-WOODFORD COUNTY
PLANNING COMMISSION**

103 South Main Street, Courthouse – Suite 204
Versailles, Kentucky 40383
(859) 873-8611

REQUEST TO INSPECT PUBLIC RECORDS (KRS 61.870-61.884)

Date _____

1. I request to inspect the following document(s):

(For additional space, please use the back of this form).

2. By signing below I certify that this request **is / is not** (circle one) for a commercial purpose, as defined in KRS 61.870.

3. I request copies and format of the above documents at a cost of \$.10 per page, \$3.00 per cassette tape, \$5.00 per CD-ROM.

Number of copies and format of each document requested: _____

Enclosed \$ _____ Check _____ Money Order _____ Cash _____

Signature

Printed Name

Address

Company Name (if commercial request)

City, State, Zip Code

Telephone Number (Daytime)

DISPOSITION

The following disposition was made of the above request:

Custodian Signature

Date

Amount Received

NOTICE

RULES GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE VERSAILLES-MIDWAY-WOODFORD COUNTY PLANNING COMMISSION

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the Versailles-Midway-Woodford County Planning Commission are open for inspection by any person on written application to the Planning Director, whose address is 103 South Main St., Courthouse – Suite 204, Versailles, KY 40383 from 8:00 a.m. to 4:00 p.m., Monday through Friday except weekends and holidays. Application forms for the inspection of public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee upon request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them for a non-commercial purpose, on payment of a fee of ten (10) cents per page; copies of non-written records (photographs, maps, material stored in computer files, tapes, CD-ROMs, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

Applicants requesting copies of public records for a commercial purpose (KRS 61.874) shall provide a certified statement to the Commission stating the commercial purpose for which the records shall be used, and shall be required to enter into a contract with the Commission. The contract shall state the fee required by the Commission to produce copies of the commercial purpose record.

Authorized by the Versailles-Midway-Woodford County Planning Commission:

Commission Chairman

Date