



**Calvert County Department of Public Works**  
**County Services Plaza, 150 Main Street Suite 202, Prince Frederick, MD 20678**  
**Phone 410-535-2204 - Fax 410-535-2129**

### PUBLIC INFORMATION REQUEST

<i>Name/Organization</i>		<i>Date</i>				
<i>Address</i>						
<i>City</i>	<i>State</i>	<i>Zip</i>				
<i>Phone Number</i>	<i>Alternate Number</i>	<i>Email Address</i>				
<i>Is it okay to leave a message if we are unable to reach you?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>						
Please give us a brief description of what you would like to review or receive copies of:						
<input type="checkbox"/> <i>Request to view</i> <input type="checkbox"/> <i>Request copies from the file(s) of the following address:</i>						
<i>Tax ID #</i> _____	<i>Tax Map #</i> _____	<i>Parcel #</i> _____				
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 2px;"><i>Deed Reference</i></td> </tr> <tr> <td style="padding: 2px;"><i>Liber</i> _____</td> <td style="padding: 2px;"><i>Folio</i> _____</td> </tr> </table>	<i>Deed Reference</i>		<i>Liber</i> _____	<i>Folio</i> _____
<i>Deed Reference</i>						
<i>Liber</i> _____	<i>Folio</i> _____					

#### Property Information Includes File No.

<input type="checkbox"/> Utility Permit Files	<i>Utility Permit #</i> _____
<input type="checkbox"/> Public Works Agreement Files	<i>PWA #</i> _____
<input type="checkbox"/> Subdivision Files	<i>Subd #</i> _____
<input type="checkbox"/> Road Plan Review Files	<i>Road #</i> _____
<input type="checkbox"/> Stormwater Management Files	<i>SWM #</i> _____

**I understand that I will be contacted by the Department of Public Works when the requested items are available. I understand there is a charge for each copy and I will pay the total due prior to receipt of the requested copies. You will be notified in writing or by email, if it will take more than ten working days to produce responsive records.**

**Upon receipt of these documents, I agree to pay the cost of copies at the following rates:**

B/W Copies (letter/legal & double-sided)	\$.25/page
Color Copies	\$.75/page
18" x 24"	\$4/page
24" x 36"	\$6/page
Larger than 24" x 36"	\$10/page

**Make all checks payable to: CALVERT COUNTY TREASURER**

Payment is due upon receipt of documents. There is no charge to review files. Documents may not be photographed.

Requestor \_\_\_\_\_  
Signature
Printed Name