

FILE REQUEST FORMS

For Official Use Only

Required Information

Block and Parcel: _____

Useful Information if known

File (F) # : _____

Project / Permit #: _____

Contact Information

Name / Company: _____

Tel: _____

Email: _____

File Request Fee: \$25 is the standard file retrieval fee

Date Stamp

Planning Fee Paid Stamp

The Department of Planning will contact the person or company above once the file has been retrieved. The file will be retained at the Government Administration Building for a period of three days after which it will be returned to the warehouse.

Please note: If the file is not found the file request fee will be refunded. All other situations will result in the file request fee being processed and it will not be refunded.

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