

[DATE]

**Via E-Mail**

**NAME, TITLE,**

**XXXXXXX County, Georgia**

**ADDRESS**

**CITY, STATE, ZIP**

**EMAIL ADDRESS**

Re: Georgia Open Records Act Request for Information related to **[Parcel Number(s) XXXXXXX / GPS LOCATION / ADDRESSES]**

Dear **[NAME]**:

**[YOUR NAME]** submits this request under the Georgia Open Records Act, O.C.G.A. §§ 50-18-70 to -77 (GORA) for any and all permit applications, site development plans, soil, erosion, and pollution control plans, stormwater management plans, clearing permits and tree protection plans, other proposed development actions and their related plans, draft and final versions of any permit, internal or external communications related to **XXXXXX County** review of the sites, any final determinations made by **XXXXXX County**, and any other documents created or relied on during **XXXXXX County**'s review, permitting, or approval process for the **development activities at Parcel Number(s) XXXXXXX / GPS LOCATION / ADDRESSES**.

For the purposes of this request, the term "documents" includes all written, printed, recorded or electronic materials, communications, correspondence, emails, surveys, comment cards, memoranda, notations, copies, permits, diagrams, charts, maps, plans, photographs, tables, spreadsheets, formulas, directives, observations, impressions, contracts, letters, messages, and mail in the possession or control of the Georgia Environmental Protection Division, in final or draft form.

We are prepared to pay reasonable search and retrieval fees if necessary. Should your estimate of those fees exceed \$100.00, please advise us of the costs before they are incurred. We request that all records compiled pursuant to this request be either 1) made available to me for review and collection, 2) sent to the address above, or 3) if available electronically, sent by email to **[YOUR EMAIL ADDRESS]**.

If this request is denied in whole or in part, we ask that you justify all deletions by references to specific exemptions of GORA. See O.C.G.A. § 50-18-71(d). We also ask that you release all segregable portions of otherwise exempt material, per O.C.G.A § 50-18-72(b).

Thank you for your assistance in this matter. Should you have any questions, please contact me by phone at **[YOUR PHONE NUMBER]**, or email at **[YOUR EMAIL ADDRESS]**.

Sincerely,

**[YOUR NAME]**