



ELKHART COUNTY PLANNING AND DEVELOPMENT

OPEN RECORDS REQUEST

Return to:

Elkhart County Planning & Development

4230 Elkhart Rd.

Goshen, IN 46526

Fax: (574) 971-4578

Email: dps@elkhartcounty.com

Date: _____

Name of Requestor: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____ Email: _____

Identify the information you are requesting with specific details as needed.

The County is only obligated to provide pre-existing public records that are not subject to attorney-client privileges. The County has seven business days to provide the records requested. A copying fee may apply to the request.

Office Use Only

Date Request Received: _____

Employee Processing: _____

Date Request Fulfilled: _____

Date Request Denied (if applicable): _____

Reason Denied (if applicable): _____

Amount Charged & Collected (if applicable): _____