



Island Co. Planning and Community Development
P. O. BOX 5000, COUPEVILLE, WA. 98239
Phone: (360) 679-7339

Request for Public Records

Submit to planningrecords@islandcountywa.gov

Today's Date: _____

Requestor Name: _____

Mailing Address: _____

Contact Number: (____) _____ Email: _____

Identification or description of records (include date, parcel, permit, etc.):

Preference on receiving disclosable records:

Choose only those that apply:

- Copy All
- In Person Review
- Electronic records only* (emailed or uploaded to FTP with link provided)
* fees can be assessed on a case by case basis per C-120-17
- Hard Copies (\$.15 per 8.5x11 pg, prices vary for oversized)
 Pick up in person or Mailed via USPS (postage rates apply)

Date desired: _____

Per **RCW 42.56.520** records will be dispensed or an estimated date of completion will be acknowledged within **5 business** days of date request was received.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes.

I understand that the County does not warrant the accuracy or completeness of data provided electronically. Many versions can exist electronically.

SIGNATURE: _____

DATE: _____

FOR COUNTY USE

DATE

INITIALS

DATE RECEIVED: _____

FIVE-DAY NOTICE SENT: _____

REQUEST COMPLETED/CLOSED _____