

Freedom of Information Act (F.O.I.A.) Request Form

County of Charleston Zoning/Planning Department

Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
Phone 843-202-7200
Fax 843-202-7222



Under The S.C. Freedom of Information Act

PURSUANT TO S.C. CODE §30-2-50, OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THE STATE OF SOUTH CAROLINA IS UNLAWFUL, AND IS PUNISHABLE BY A FINE OF UP TO \$500 AND IMPRISONMENT UP TO ONE YEAR, OR BOTH.

Please fill out this form, which may be submitted in person or by mailing it to the Zoning/Planning Department at the address above. A response regarding the F.O.I.A. request will be provided within **the timeframes noted below**. Please also note on this form if you would like to be added to the Community Interest Notice list to receive notifications of Planning Commission and Board of Zoning Appeals cases in a particular area of the County.

Name: _____

Mailing Address: _____

City, State, Zip Code: _____ Daytime Phone: _____

Email Address: _____ Fax #: _____

Information Requested (please add additional sheet, if necessary):

Applicant Signature: _____ Date: _____

Response and Production Times:

- Documents two (2) years old or less: The response time is **10 working days** from the date received and the documents will be produced no later than **30 days** from the response date.
- Documents more than two (2) years old: The response time is **20 working days** from the date received and the documents will be produced no later than **35 days** from the response date.
- *Working days exclude Saturdays, Sundays, and legal public holidays.*

NOTE: FOIA requests with estimated labor costs of \$200 or more may require a 25% deposit that must be paid prior to initiation of research for the requested information. The production time will begin when the deposit is paid.

FOR STAFF USE ONLY:

Date Received:	Invoice Total Cost:
Written Response (date):	Fee Paid:
Documents 2 years old or less produced (date):	Date Processed:
Documents more than 2 years old produced (date):	Date Processed:
	Requestor Notified: Yes/No

Completed by Signature: _____ Date _____