

*Danville-Boyle County Planning & Zoning Commission  
445 West Main Street P.O. Box 670  
Danville, Kentucky 40423*

**PUBLIC RECORDS INSPECTION REQUEST**

**1) REQUEST:**

Is the information requested to be used for commercial purpose?

YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REQUESTS TO INSPECT THE FOLLOWING PUBLIC RECORDS (Please Specify by Records Name)\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request for copies: \_\_\_\_\_ Yes, I agree in advance to pay for copies of the request  
\_\_\_\_\_ No

SIGNATURE OF PERSON MAKING REQUEST: \_\_\_\_\_

\*\*\*\*\*

**2) RECEIPT OF REQUEST:**

This request received by the Danville-Boyle County Planning & Zoning Commission on \_\_\_\_\_ (DATE)  
at \_\_\_\_\_ a.m./p.m. (time).

\_\_\_\_\_  
Signature of person receiving request

\*\*\*\*\*

**3) RESPONSE TO REQUEST:** (this section to be completed by person responding to request)

\_\_\_\_\_ The public records requested are available for inspection in the Office of the Danville-Boyle  
County Planning & Zoning Commission and may be viewed or copies received on \_\_\_\_\_ (DATE)  
at \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ The public records requested are *not available* at this time OR \_\_\_\_\_ inspection is *denied* for the  
following reason(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Official

\_\_\_\_\_  
Date and Time