



**Department of Public Works and Environmental Services  
Land Development Services**

12055 Government Center Parkway, Suite 506  
Fairfax, Virginia 22035  
Phone: 703-324-1833, TTY 711; Fax: 703-653-1341

**Request for Records**

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA), citizens have the right to access public records in the custody of a public body. All public records are available for inspection and copying upon request. A public body may charge for the costs of research and reproduction.

You will be charged for the costs of research and reproduction in accordance with the Code of Virginia 2.2-3704(F).

Staff will inform you in writing if the records you have requested are excluded from the provisions of the Virginia FOIA.

Please fill out the information below:

**Requestor Information:**

Request Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Property Location: \_\_\_\_\_

Project Name: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Permit # \_\_\_\_\_ Plan # \_\_\_\_\_

Please describe in detail the information you are requesting: