



BERKELEY COUNTY PLANNING COMMISSION

400 West Stephen Street - Suite 203, Martinsburg, WV 25401-3838

Telephone: 304/264-1963, Fax: 304/262-3127

Web Page: www.berkeleycountycomm.org

REQUEST FOR INSPECTION/COPYING OF BERKELEY COUNTY PLANNING COMMISSION RECORDS PURSUANT TO CHAPTER 29B, WEST VIRGINIA CODE (FREEDOM OF INFORMATION ACT)

I, _____, request that the following records be: (circle)

a) Provided for inspection and/or copying,

or

b) Copied for me

(identify records specifically, using names, dates and locations)

I understand that I will be charged .50 per copy, or \$5.00 per plat copy, in advance.

Signature

Address

Date