



DATE RECEIVED:

INFORMAL REQUEST FOR INFORMATION/TO REVIEW FILE

Northampton County Conservation District
14 Gracedale Avenue, Greystone Bldg.
Nazareth, PA 18064
610-829-6276

DATE: _____
NAME: _____
COMPANY NAME: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

Files are maintained by specific names (Project Name/Property Owner/Business Name and/or Permit Numbers.)

FACILITY NAME/ADDRESS	MUNICIPALITY	PERMIT # (if applicable)
_____	_____	_____

[Check one]: REQUEST TO REVIEW FILE _____ or REQUEST FOR INFORMATION _____

PROPOSED DATE TO REVIEW FILE (if applicable): _____

REQUESTED INFORMATION:

Please Note: File reviews are scheduled by appointment only, Monday through Friday, between the hours of 8:00am and 4:00pm.

After a file search is conducted and file has been redacted, the file review coordinator will call you to set up an appointment.

Any copies requested will incur a charge per Appendix B. Outside copying services are available, however District staff will control all file handling. All other arrangements will need to be made between the requester and the copy center prior to delivery of the materials for copying. Please notify the Open Records Officer when arrangements have been made to initiate delivery of documents to the copy center.

We will accept payment in the form of cash or check, made payable to Northampton County Conservation District. Credit cards are NOT accepted.

Official Use Only:
CTY#: _____
Notes: _____
