

FREEDOM OF INFORMATION ACT POLICY

The following policy requirements apply to sediment control and stormwater management:

1. The request must be in writing and state that the request is pursuant to the Freedom of Information Act.
2. The request must contain the following information:
 - File to be viewed (by project name)
 - Reason for viewing file
 - If the viewing is for someone other than the individual or firm at the viewing, please state individual, firm, partnership, or corporation name and contact person
3. Copies of the request may be faxed to our office for verification with this policy, but the original must be mailed prior to any viewing of the file, or hand delivered.
4. Appointments to view the file must be arranged through the office manager. Appointments must be made *prior* to viewing, and will be set up within five (5) working days after the request is made.
5. The following fee schedule applies:
 - Copies can be made in our office while you wait (8 ½ x 11, 8 ½ x 14, 11 x 17). The cost is \$1.00 per copy. An inventory of copies requested will be made during the viewing. Payment is due upon delivery of the copies.
 - The District can provide copies of approved construction plans. The cost is \$10.00 per sheet and is limited to 24" x 36". These copies will be ready within 24 hours. Payment is due upon delivery of the copies.
 - The first ½ hour of viewing is at no charge. For the second ½ hour, and any ½ hour thereafter, or a portion thereof, a fee of \$15.00 per ½ hour will be charged. Arrangements will be made for billing.
6. Under no circumstances, other than a valid court order, will any original information (notes, calculations, diagrams, plans, etc.) be allowed to leave the District office. **PLEASE DO NOT ASK.**
7. Projects with pending or potential litigation are not subject to the Freedom of Information Act.
8. This only applies to plans that have been approved.