



FREEDOM OF INFORMATION REQUEST FORM  
ZONING ADMINISTRATION

DATE: \_\_\_\_\_

(Please Print)

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

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

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

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Requesting documents (please be specific as possible – **type or print clearly**):

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

**I wish to receive the found document(s) for this request by:**

Mail      Email      or      Both email/mail

Send the completed FOIA request by mail or as an email attachment to one of  
the following: Greenville County Zoning Administration

Attn: Denise Montgomery  
301 University Ridge – Suite S-3200  
Greenville, SC 29601  
864-467-7425

Email: [zoningfoia@greenvillecounty.org](mailto:zoningfoia@greenvillecounty.org)

FOR OFFICE USE ONLY

Date FOIA Form Received: \_\_\_\_\_

Initials of Employee Receipt: \_\_\_\_\_

Date Receipt Response Due: \_\_\_\_\_

Date Response Sent to Requestor: \_\_\_\_\_

**Greenville County  
Freedom of Information Act (FOIA) Requests  
Fee Schedule**

Item	Fee
Black and White Copies	\$ 0.10 per page
Color Copies	\$ 0.25 per page
CD, DVD, or Flashdrive	\$ 10.00 each
Search, Retrieve, Redact, Reproduce	approx. \$20.00 per hour*
Information Systems Programming Fee	\$ 50.00 per hour

Freedom of Information Act (“FOIA”) requests can be made directly to all Greenville County departments and agencies. Additionally, requests can be sent to the Greenville County Attorney’s Office via fax (864.467.5964), mail (Greenville County Attorney’s Office, 301 University Ridge, Suite N-4000, Greenville, SC 29601), or hand delivery (Suite N-4000 at County Square).

In order to obtain information you must be able to provide a reasonable description of the public records you are seeking. Greenville County charges a fee for the cost of searching and/or making copies of records. In some instances, the fee to produce specialized records by County departments may exceed the costs listed in the fee schedule above. A deposit of 25% of the estimated costs for searching, retrieving, redacting and reproducing records may be required before searching for or making copies of records. The full balance must be paid at the time of production of the records.

\* The fee for the search, retrieval, or redaction of records can vary by County department, but will not exceed the prorated hourly salary of the lowest paid employee who has the necessary skill and training to perform the request.