

Freedom of Information Act Request

Persons requesting information pursuant to the S.C. Freedom of Information Act from the Greenville County Land Development Division may use the form to obtain information. In order to obtain information please provide a detailed description of the public records you are seeking.

Greenville County charges a fee for the cost of searching and/or making copies of records.

Greenville County Freedom of Information Fee Schedule

ITEM	FEE
Black and White Copies (8 1/2 x 11)	\$0.10 per page
Color Copies (8 1/2 x 11)	\$0.25 per page
Plats & Construction Plans (24 x 36)	\$2 per sheet
CD's & Flash Drives	\$5 each
Search, Retrieve, Redact, Reproduce	approx. \$20 per hour

Please be reminded that Section 30-4-30(B) allows the County to require a twenty-five percent (25%) deposit to be submitted **before** we **begin** researching requests. We have **10** business days to respond with the FOIA costs if the records are **2 years or under** and **20** business days if the records are **over 2 years old**. Once the 25% deposit is received, we have 30 days (if records are 2 years or under) or 35 days (if records are older than then 2 years) to produce the documents. At that time, you will be provided with the exact cost in responding to your request, and the remainder of the FOIA cost will be due at the time of pickup.

**FREEDOM OF INFORMATION REQUEST FORM
LAND DEVELOPMENT DIVISION**

DATE: _____

(Please Print)

Name (Mr., Mrs., Ms.): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Email Address: _____

Under the Freedom of Information Act (FOIA), I would like to request the following:

As a public body under the South Carolina Freedom of Information Act, Greenville County may collect fees not to exceed the actual cost of searching for and making copies of requested records.

Request should be emailed or mailed to:

Greenville County Land Development Division
301 University Ridge, Suite S-3300
Greenville, SC 29601
Email: Landdevelopment@greenvillecounty.org

CHARGES WILL APPLY TO ALL FOIA REQUESTS (note page 1 for the fee schedule).

FOR OFFICE USE ONLY:

RESEARCH TIME: _____ **TOTAL # OF COPIES** _____

TOTAL COST: _____