

## Kootenai County Building and Planning Public Records Request Form

All requests for public information must be made in writing. Please indicate whether you prefer to examine records or will request copies to be made. *Idaho Code* exempts certain documents from public disclosure (i.e. Investigatory records, environmental or public health studies, proprietary, personal records, etc.). Pursuant to *Idaho Code* §9-348, information may not be used to distribute or sell for use as a mailing list or telephone number list without first securing the permission of those on the list. As defined in *Idaho Code* §18-3202, any person who willfully destroys, alters, falsifies or commits the theft of any public record shall be guilty of a felony.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: (Print) \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

I am requesting to copy or to examine certain records of the Kootenai County Building and Planning Department which may be identified as follows:

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

Signature of Requestor \_\_\_\_\_

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### Agency Response

**Request Granted**

The requested record is attached.

**Response Delayed**

- Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
- The electronic record requested will have to be converted to another electronic format which will take more than ten (10) working days following the date of your request to respond. Please contact the Kootenai County Building and Planning Department to discuss when you will receive a response.

**Advance Payment**

The Kootenai County Building and Planning Department will require advance payment of the cost associated with responding to your request. Please contact the Kootenai County Building and Planning Department to discuss the amount and manner of the advance payment.

**Unable to Respond for One or More of the Following Reasons**

- Record not known to exist.
- Kootenai County Building and Planning Department is not the custodian of the requested record.

**Notice of Denial**

The requested record is exempt from disclosure pursuant to Idaho Code § 9-340\_\_\_ (A-H).

**Notice of Partial Denial**

Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code § 9-340\_\_\_ (A-H), and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, the attorney for Kootenai County has reviewed the request, or Kootenai County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code § 9-343, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

\_\_\_\_\_  
Signature of Kootenai County Building and Planning Representative

Date: \_\_\_\_\_