



**CORPORATION OF HARPERS FERRY**  
**Freedom of Information Act (FOIA)**  
**Request Form**

1000 Washington Street • PO Box 217, Harpers Ferry, West Virginia 25425  
 Tel. 304-535-2206 • Fax 304-535-3046 • foia@harpersferrywv.us

**APPLICATION MUST BE COMPLETE FOR PROCESSING.**

The Corporation of Harpers Ferry (the "Town") is committed to transparency in government. Pursuant to West Virginia Code § 29B1-1 *et seq.*, public records are available to every person for inspection or copying when there has been a request made to the custodian of records, and when those records are not specifically exempted from disclosure by WV Code § 29B-1-4. The request must identify the records the citizen is seeking "with reasonable specificity" as required by WV Code § 29B-1-3(d). The request must be specific enough for existing records to be identified and located. If a record does not exist, under FOIA, the Town is not required to create a new record.

The Town must respond to your request within five working days of receipt by either granting the request or giving written reasons for its denial. "Day One" is the day *after* the request is received. The five-day period does not include weekends or holidays.

<b>Requester's Information</b>					
Name		Christy Huddle			
Mailing address		1220 W Ridge St			
City	Harpers Ferry	State	WV	ZIP Code	25425
Telephone number		304-997-9779			
Email address		huddlec@yahoo.com			

<b>Preferred method of delivery</b>		
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Hard copies	<input type="checkbox"/> Other (specify):

<b>Records requested (please be as specific as possible)</b>
What were the conditions placed on the construction permit under section 909.03 of the town code when the town council approved the opening of the street for utilities, to deal with timing of the repaving and removing dirt tracked onto W Ridge St at Cambridge Street?

Pursuant to West Virginia Code § 29B-1-1 *et seq.*, I hereby request that the Corporation of Harpers Ferry make the following public records available for inspection and copying. I understand that the cost for providing photocopies is \$0.15 per page (Letter-size documents, 8.5" x 11"). Double-sided copies will be considered two separate copies. CDs / DVDs or USB / Flash thumb drives are provided at actual cost. I agree that the provided information will not be used in any manner that violates or is inconsistent with Federal, State, or Municipal law.

I am willing to pay fees for this request up to a maximum of \$ 0.00. If you estimate that the fees will exceed this limit, please inform me first.

Signature Christy Huddle Date of request 5/8/21

<b>FOR OFFICE USE ONLY</b>	Received by		Date received	
Exempt materials? YES / NO	Receipt no.		Date complete	