


FOIA Request

Good, Steven @ Assessment & Consulting Services <Steven.Good@cbre.com>

Wed 06-Apr-22 18:48

To:Pat Morse <pmorse@harpersferryww.us>

 1 attachments (971 KB)

Freedom of Information Request.pdf;

Please see the attached completed Freedom of Information Act (FOIA) request form. Please let me know if you have any questions or need additional information and thank you in advance for your assistance.

Regards,
Steven Good/CBRE

Steven Good

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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.

Requester's Information					
Name	Steven Good / CBRE				
Mailing address	1908 Sage Trail				
City	Hurst	State	TX	ZIP Code	76054
Telephone number	817-395-8909				
Email address	steven.good@cbre.com				

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

Records requested (please be as specific as possible)
<p><i>I am requesting any available records of environmental concern, such as chemical spills, cleanups, underground storage tanks, et al; as well as any available building permits or certificates of occupancy for 3 Oak Hill Court, occupied as Oak Hill Mobil Home Park.</i></p>

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 \$ 50. If you estimate that the fees will exceed this limit, please inform me first.

Signature *Steven Good*

Date of request April 6, 2022

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