

NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE HENDERSON CITY-COUNTY PLANNING COMMISSION

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named agency of the Commonwealth of Kentucky are open for inspection by any person on written application to Brian Bishop, Henderson City-County Planning Commission Executive Director, official custodian of the public records of the Henderson City-County Planning Commission which is located at 1990 Barrett Ct., Suite C, Henderson, Ky. 42420. The hours of the office are Monday thru Friday 8 a.m. to 5 p.m., except for holidays.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

Brian Bishop, Executive Director

Applicant: _____

Address: _____

Phone Number: _____

Email/Fax: _____

Description of Items/Records Requested (Please attach separate sheet with description):

Signature of Applicant, Date