



Lawrence M. Walsh  
Will County Executive

# WILL COUNTY LAND USE DEPARTMENT REQUEST FOR RECORDS

*The intent of this form is to help identify the information that is being requested. Under Illinois State Law, the Land Use Department cannot require completion of this form to obtain records.*

**To:** **FOIA Officer**  
Will County Land Use Department  
58 East Clinton Street, Suite 500  
Joliet, Illinois 60432

**From:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

Will the records requested be used for commercial purposes? A commercial request is when the requestor seeks to use part or all of the public records for sale, resale, or solicitation or advertisement for sales or services. YES \_\_\_\_\_ NO \_\_\_\_\_

I hereby request to inspect the following records (provide a detailed description of items sought):

Request for records will be responded to within five (5) business days. Request for records to be used for commercial purposes will be responded to within twenty-one (21) business days. If you choose to fax back this request, please fax it to (815) 727-8638. Should you have any questions, please contact the Will County Land Use Department at (815) 774-3321.

**For Office Use Only**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
# of Pages Copied: \_\_\_\_\_ Cost: \_\_\_\_\_

There is no charge for the first fifty (50) copies of black and white letter or legal sized copies. After the first fifty (50) pages a fee of \$0.15 a page will be assessed. Information provided in the form of color copies, disc, tape, or recording medium will be charged at actual cost. In many cases, the Department can provide a digital copy of the requested records. The cost per CD/DVD is \$0.60.