

Public Records Request Form  
Submit to City Clerk Lisa R. Dunbar CMC

City of Maysville  
216 Bridge St.  
Maysville, KY 41056



606-564-2718  
606-564-9416 fax  
openrecords@maysvilleky.net

Name: \_\_\_\_\_

Organization represented (if any): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will the requested records be used for a commercial purpose? No ☐ Yes ☐ If yes, certification of commercial purpose must be submitted.

Name/description of document(s) requested: \_\_\_\_\_

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

If the document name is unknown, provide brief, but specific description of document of information requested (note date of issuance and location of document, if known). A request, which is broad, vague or too voluminous, may cause a delay or denial of your request.

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 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 and public records of the City shall be furnished to any person requesting them upon payment of the fees prescribed by the Code of Ordinances section 400.16, as follows:

Zoning ordinance: \$25  
Zoning map: \$10  
Subdivision regulations: \$25  
Comprehensive plan: \$30  
Land use map: \$25  
Other documents: \$0.10 per page

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

Signature Required

Filing instructions: Open Records Requests should be submitted to the City Clerk, 216 Bridge St., Maysville, KY 41056 or fax to 606-564-9416.

For office use only:

Request received by City Clerk on: \_\_\_\_\_ Responded: \_\_\_\_\_ Sent to: \_\_\_\_\_

Records request completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed form to be filed with City Clerk.