



PUBLIC RECORDS REQUEST

Department of Building, Planning, & Development

210 S Cedar St PO Box 506 Auburn IN 46706 | 260.925.6449 | 260.920.3342 fax | bpd@ci.auburn.in.us

A Public Records Request is a collection of existing documents the City has on file for a certain property. It does not include any site analysis for a property; please apply for a Zoning Verification Letter if this is the information needed.

Please allow five (5) working days for preparation of the documents.

APPLICANT INFORMATION

Name	
Address	
Phone / Email	

PROPERTY INFORMATION

Address			
Parcel Number(s)			
Requested Information	<input type="checkbox"/> Recent Project Filings	<input type="checkbox"/> Open Permits	<input type="checkbox"/> Open Violations
	<input type="checkbox"/> Site / Building / Drainage Plans		<input type="checkbox"/> Environmental Assessment
	<input type="checkbox"/> Other, please specify:		

DELIVERY INSTRUCTION

Addressed to (if different than applicant)	Name			
	Address			
	Phone / Email			
Send via	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Other:	

Office Use Only

BPD – INFO REQUEST - _____

Rec'd By _____ Date _____

Completed By _____ Date _____