



**TOWN OF BLUFFTON
FREEDOM OF INFORMATION ACT (FOIA) REQUEST**

20 Bridge Street
PO Box 386
Bluffton, SC 29910
(843) 706-4522
Fax (843) 706-4518
www.townofbluffton.sc.gov
applicationfeedback@townofbluffton.com

Applicant	
Name:	Company:
Phone:	Email:
Mailing Address:	
Information Requested	
Town Department:	
Project/Subdivision:	
Pursuant to the Freedom of Information Act, Se 30-4-10, et seq., Code of Laws of South Carolina (1976, as amended), I request a copy of the following (please be as specific as possible):	
Fee Schedule	
Black and White Photocopies (8.5" X 11" or smaller)	\$ 0.20 per Page
Color Photocopies & Photocopies Larger than 8.5" X 11"	\$ 0.25 per Page
Photocopies Plotter/Large Format Copies of Plans	\$ 6.00 per Page
CD Copy	\$ 5.00 per Disc
Staff Time (no less than a 30 minute charge)	\$ 25.00 per Hour

I understand that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited under Section 30-2-50 of the South Carolina Code of Laws. I understand that under Section 30-4-30 c of the South Carolina Code of Laws, the Town will provide a response within fifteen days (excepting Saturdays, Sundays and legal public holidays) of the receipt of a Freedom of Information Act (FOIA) Request. I also understand that I will be required to pay the costs of copying, research, and postage associated with my request.

Signature: _____

Date: _____

For Office Use	
Application Number:	Date Received:
Received By:	Date Approved: