

# BAYFIELD COUNTY PLANNING & ZONING DEPARTMENT



Bayfield County Courthouse  
 Post Office Box 58  
 117 East Fifth Street  
 Washburn, WI 54891

Telephone: (715) 373-6138  
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 Web Site: [www.bayfieldcounty.org/zoning](http://www.bayfieldcounty.org/zoning)

## Open's Record Request

Property Owner (s) \_\_\_\_\_ Contractor \_\_\_\_\_

Property /Site Address \_\_\_\_\_ Authorized Agent \_\_\_\_\_

\_\_\_\_\_ Agent's Telephone \_\_\_\_\_

Owner's Telephone \_\_\_\_\_ Written Authorization Attached: Yes ( ) No ( ) \_\_\_\_\_

**Accurate** Legal Description involved in this request (specify **only** the property involved with this application)

PROJECT LOCATION		Legal Description: (Use Tax Statement)				Tax ID#	
_____ 1/4, _____ 1/4, of Section _____, Township _____ N, Range _____ W		Town of:		Lot Size		Acreage	
Gov't Lot	Lot #	CSM #	Vol. Page	Lot(s) No.	Block(s) No.	Subdivision:	

I \_\_\_\_\_ do hereby request (be specific as to the item(s) you want) \_\_\_\_\_

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

The public records law does not require response within any specific time, such as "two weeks" or "48 hours."

DOJ policy is that ten working days generally is a reasonable time for responding to a simple request for a limited number of easily identifiable records. For requests that are broader in scope, or that require location, review or redaction of many documents, a reasonable time for responding may be longer. However, if a response cannot be provided within ten working days, it is DOJ's practice to send a communication indicating that a response is being prepared.

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Date**

\*\*\*\*\*  
 The information requested has been fulfilled on \_\_\_\_\_.

The Planning and Zoning office requests payment of \$ \_\_\_\_\_ for the expenses incurred to fulfill this request (i.e. research, recording(s), preparing data, copies and postage). **This amount must be paid prior to receiving paperwork.**

\_\_\_\_\_  
**Signature of County Official**

\_\_\_\_\_  
**Date**



