



Spotsylvania County
Code Compliance Department
9019 Old Battlefield Boulevard, Suite 300
Spotsylvania, VA 22553
Main (540) 507-7222
Fax (540) 507-7281

Information Request Form
Please Check the Appropriate Box Below & Initial

- General Request for Information** _____
 Freedom of Information Request _____

In order for us to better serve you, please complete fully the information requested below. Not providing the information may cause a delay in your request. If you need assistance with obtaining some of the information requested, please ask one of our Technicians to assist you. Once you have submitted your request and wish to check on the request, please call 540-507-7259 for Zoning requests and 540-507-7222 for Building requests.

Name of party requesting information: _____

Address: _____

Phone number: _____

(Please list a number where you may be reached during normal business hours.)

Email Address: _____

Reason for request: *This information allows us to determine what entity of Code Compliance needs to handle your request if any further action needs to be taken by the Department.*

Date request received: _____

Tax map number of parcel: _____

Address of parcel: _____

Application/Permit/Public Hearing No. _____

Specific information requested:

(Example: Site Plans, Building Plans, Public Hearing Case-Please be detailed in your request for the information.)

Are the Plans you are requesting Fast Track - ___ Yes ___ No

Note: Additional fees may be due which will depend on the type and number of copies requested.

Signature of Requesting Party

Intake Date: _____

Intake Technician: _____

FOR OFFICE USE ONLY

- FOIA Request
 General Information Request

Signature of Director Approving
Request _____
Date of Approval: _____

Copy Cost: _____

Administrative Fee: _____

Balance Due: _____