



MACOMB COUNTY DEPARTMENT OF ROADS

INFORMATION REQUEST

Pursuant to the Freedom of Information Act, please provide me with the following information (please include exact dates, locations and details):

Please send this information to:

Name _____

Address _____

City, State, Zip _____

Area Code/Phone Number _____

Email _____

(we can waive copying fees if the information can be emailed to you)

Signature

Date

IMPORTANT INFORMATION:

Please complete above information fully and return to Sue VanSteeandt at the address below, by fax at 586.463.8682, or via email at svan@rcmcweb.org.

Due to the time necessary to research and duplicate the requested information, the Macomb County Department of Roads hereby exercises its right to a 10-day extension for this FOIA request. Therefore, this request will be processed within 15 business days.

Please note our fees for copies and labor: First ten 8½ x11" copies are free; \$.25 each for 8½ x11" copies beginning with 11th page; \$1.00 each for engineering drawing copies; \$12.707 per hour for labor. You will be contacted by phone when information is ready for pick up. You may then visit the Road Commission of Macomb County Administrative Offices to submit payment and pick up the requested information.

If you prefer, you can mail payment to:

**Macomb County Department of Roads, c/o Finance Department
117 South Groesbeck Highway, Mt. Clemens, MI 48043.**

Upon receipt of your payment, we will mail the requested information to you.
Cash (exact change only) or check payable to the Macomb County Department of Roads accepted.
Thank you.