

MPIA DOCUMENT REQUEST FORM

Board of Municipal and Zoning Appeals
417 East Fayette Street, Suite 922
Baltimore, Maryland 21202
Email: BMZA@baltimorecity.gov



Requester Name: _____ Date: _____

Requester's Address: _____ Phone No.: _____

City/County: _____ State: _____ Zip Code: _____

Email Address: _____

Official Address for which information is being requested: _____

BMZA Hearing Number: _____

Time frame (dates) for the records you are requesting: _____ Through _____

DHCD Permit Number: *(if applicable)* _____

Any Additional Information: *(if applicable)* _____

Please complete all of the above information. Incomplete forms will not be processed.

- Return the completed form via email to bmza@baltimorecity.gov or by mail to BMZA, Attn: MPIA Request, 417 E. Fayette Street, Suite 922, Baltimore MD 21202
- Requests for documents will be responded to promptly, and in any event within 30 days, absent circumstances justifying taking more time. You will be notified within 10 days if your request will take between 11 and 30 days to answer.
- The MPIA allows an agency to charge a "reasonable fee" for copies of records. An agency may also charge a reasonable fee for searching for a public record. This charge may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time-consuming and, therefore, expensive.

For Internal Use Only

Date Received _____ Date Issued _____ Issued By _____