City of Rockville — Get Into It

**Community Planning and
Development Services Inspection
Services Division
240-314-8240**
www.rockvillemd.gov/isd

Request For Records

Please Note: Requests can take up to 10 - 30 business days for staff to complete depending on the request.

(Please print clearly or type)

Date: _____

Type of Record Request: _____

_____

Address of Property or Properties: _____

_____

Person Requesting Information:

Name: _____ Title: _____

Address: _____

_____

Daytime Phone: _____ Email: _____

Organization Represented, (if any:) _____

Reason for Request (optional): _____

_____

_____

_____

_____

If you need additional space to be more specific about your request, please attach additional sheets. Requests should be emailed to Permits@rockvillemd.gov.

10/12/2023

Types Of Request We Can Process

- Board of Appeals agendas and minutes (when adopted)
- Comprehensive Master Plan, including Neighborhood/Area Plans
- Development Plan files for projects currently under review
- Forest Conservation Plans - approved.
- Historic District Commission agendas and minutes (when adopted)
- Planning Commission agendas and minutes (when adopted)
- Planning Commission resolutions
- Record Plats – approved.
- Sign Review Board agendas and minutes (when adopted)
- Site plans – approved.
- Use and Occupancy permit files (if requesting occupancy permits), list each tenant and suite number.
- Most permit documents.
- Property violation reports
- Rental Inspection reports
- Rental Licenses

If not listed, you should submit your request as an MPIA (Maryland Public Information Act). Public Information Request | Rockville, MD - Official Website (rockvillemd.gov)

Requested Processed by: _____

Date Sent to Requester: _____

10/12/2023