

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Knoxville-Knox County Planning  
Executive Director (Public Records Request Coordinator)  
400 Main Street, Suite 403, Knoxville, Tennessee 37902  
contact@knoxplanning.org / 865-215-2500

## REQUESTOR

Name	Email Address	Phone Number
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Address	City	State	ZIP
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Is the requestor a Tennessee citizen? ☐ Yes ☐ No (Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of ID) is required as a condition to inspect or receive copies of public records.)

## REQUEST

☐ Inspection (The TPRA does not permit fees or require a written request for inspection only, except as provided by law.)

☐ Copy/Duplicate (Charges may apply. See "Fees/Charges and Procedures for Billing and Payment" below.) If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$  ? If so, initial here:

Delivery preference: ☐ On-site pick-up ☐ Electronic ☐ USPS first class mail

☐ Other (specify):

## RECORDS REQUESTED

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor and Date Submitted  
(By signing, I hereby certify that I am a citizen  
of the State of Tennessee)

Signature of Public Records Request Coordinator  
(or Designee) and Date Received

January 2025

## FEES/CHARGES AND PROCEDURES FOR BILLING AND PAYMENT

For copies of records only. Fees and charges do not apply to inspection requests, except as provided by law.

1. \$0.15 per page for letter-size and legal-size black and white paper copies.
2. \$0.50 per page for letter-size and legal-size color paper copies (production of black and white copies of color originals may be available on request).
3. A charge for two separate pages may be applied for each duplex (front and back) copy.
4. Labor when time exceeds one (1) hour (no charge for first hour).
5. If an outside vendor is used, the actual costs assessed by the vendor.
6. Other charges:
  - a. Map (paper) copies:

Addressing/subdivision	GIS
• 18"X24": \$2.00	• 36"X48": \$30.00
• 18"X36": \$5.00	
• 24"X36": \$8.00	
• 36"X36": \$10.00	
  - b. Electronic storage device: actual cost.
7. Delivery: No charge for on-site pick-up or electronic delivery. Actual cost for other methods.
8. Payment is to be made in cash, by check, or by credit/debit card, payable to Knoxville-Knox County Planning.
9. Payment in advance is required when costs are estimated to exceed \$25.00 or when production services are provided by an outside vendor.