



Plan and Correspondence Request

Hamilton County Soil & Water Conservation District

*29 Triangle Park Drive, Suite 2901
Cincinnati, Ohio 45246-3411
Phone: 513-772-7645
Fax: 513-772-7656*

*Administrator: Holly Utrata-Halcomb
Urban Conservationist: Dan Taphorn
Urban Technicians: Chey Alberto and
Nate Sturm
Geotechnical Engineer: Mohammad Islam
Design Technician II: Willie Potter*

Date _____

I hereby request a copy of the:

- development plans
- inspection records
- correspondence
- digital photo's

for the following:

Address

Project Title

Department Project Number

I understand that the plan documents are protected under copyright regulations and may not be used for other than informational purposes without the express written consent of the preparer of the documents, and I will assume such responsibility. **All reproduction costs will be paid for by the person requesting copies.**

Signature: _____

Name: (print/type) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____