

Property Research Request Form:

Information Requested: Floodplain Information Property Division/split history
 Property Permit History Property Hearing History
 Property Zoning Info. Request Property Violation History
 Address Confirmation

Current Property Owners Name: _____

Property Physical Location: _____

Property Key Number: _____

Contact Name: _____ **Contact Phone Number:** _____

Contact Address: _____

Date of Request: _____

Shaded areas are to be completed by staff.

Date Response Given: _____ **Response Given to:** _____

Responded: Verbally by Phone; Verbally In person; Written

Response Given By: _____
(Initials)

Request response may take up to two (2) to three (3) weeks from the date of the original request. Please provide us with as much information as possible to assist us in a quicker response. Please note that the response given is based on all current information and the results may differ at a later date due to changes in circumstances, the nature of the property, or changes in the ordinances. If you have questions in completing this form, you may call (574) 372-2304. In instances that document copies are requested there may be a charge consistent with the county copy fee schedule.