

**CITY OF SACHSE  
PUBLIC INFORMATION REQUEST**

**Deliver request to the City Secretary for processing.**

**DATE:** \_\_\_\_\_

In accordance with the Texas Public Information Act, Public Information requests must be submitted in writing. Requests should be for documents, or other information that is already in existence. The City of Sachse is not required to answer questions, perform legal research, or comply with a continuing request to supply information on a periodic basis. The City may, however, ask for clarification if it is uncertain what is being requested. Some records of the City of Sachse may be exempt from disclosure.

**PERSON REQUESTING INFORMATION:** \_\_\_\_\_

**REPRESENTING FIRM OR COMPANY (if applicable):** \_\_\_\_\_

**REQUESTER'S ADDRESS:** \_\_\_\_\_

**REQUESTER'S PHONE & EMAIL** \_\_\_\_\_

**DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED:** *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Police Specific Records:** Report Number(s) \_\_\_\_\_ Date(s) of Report(s): \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Address Involved: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

*By my signature, I acknowledge that the City of Sachse has up to ten (10) Business days (excluding weekends and holidays) in which to review and respond to my request. I understand that requests for active investigations, reports of suspected child abuse or neglect, reports naming juvenile offenders, reports of sexual offenses, and reports regarding mental health will be forwarded to the City Attorney's office for an opinion regarding the public or private nature of the documents in question.*

If inquiring about zoning compliance, please contact the Development Services Department directly at 469-429-4781 or [mjay@cityofsachse.com](mailto:mjay@cityofsachse.com) for a Zoning Verification Letter.

**You may email, mail or fax this form to Leah Granger, City Secretary, at [lgranger@cityofsachse.com](mailto:lgranger@cityofsachse.com); 3815 Sachse Rd., Bldg B. Sachse, Texas 75048. Fax 972-530-0426**

**NOTE:** The cost of copies for public information contained in any other format "shall be an amount that reasonably includes all costs related to reproducing the public information, including costs of materials, labor, and overhead." Ref: Texas Public Information Act, Sections 552.261 through 552.275.

**STAFF USE ONLY:** Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_

1) Notified Ready to Pick Up/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

2) Cost: \$ \_\_\_\_\_

3) Information Released & Costs Paid/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_