

Melissa Dodge

From: Melissa Dodge
Sent: Thursday, March 29, 2018 4:44 PM
To: permitandallcorp@aol.com
Cc: Missy Arocha
Subject: FW: Public Records Request - 2018-086
Attachments: PublicRecRequest-2018-086.pdf

Dear Mr. Borgs:

In response to your recent public record request – 2018-086, the Clerk's office received from Administration that there are no plans with the Village of Palmetto Bay. The business was at the location prior to our incorporation. You will need to check with Miami-Dade microfilm at 786-315-2340.

Sincerely,

*Melissa Dodge
Administrative Assistant
Office of the Village Clerk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, FL 33157
Ph: 305-259-1234
Fax: 305-259-1290*

Please Note: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

From: Melissa Dodge
Sent: Wednesday, March 21, 2018 11:13 AM
To: 'permitandallcorp@aol.com'
Cc: Missy Arocha
Subject: Public Records Request - 2018-086

Dear Mr. Borgs:

This email is to acknowledge that the Village Clerk's office is in receipt of your request for: **Copy of plans for the following property addresses: 9847 SW 184th Street and 9849 SW 184th Street.**

Your request has been logged as **Public Records Request 2018-086** and will be submitted to Village Administration. As soon as the information is received, the Village Clerk's office will contact you.

Florida law states that an agency must respond within a "limited reasonable time." This is the time it takes to review the request, search, retrieve and process records for release. Some requests may only take a few minutes while others may take weeks. The length of time it takes largely depends on activity, volume and scope, but the City is committed to providing requested records as quickly and efficiently as possible. Florida Statute 119.01, referred to as the Florida Sunshine Law, governs the public's right to inspect and obtain copies of public records. The Office of the Attorney General's Government-In-The-Sunshine Manual contains

additional helpful information, including summaries of what exemptions apply to public records requests. Anyone can request a public record in person, verbally over the telephone, in an email, or in writing. You do not have to give your name or explain why you are making a request. The Village of Palmetto Bay will provide all documents in the format in which we have them. We are not required to create documents in response to Public Records requests. There may be a fee associated with your request. If so, you will be notified in advance. To view a copy of the Village's existing Public Record Request Policy, please click [HERE](#).

Sincerely,

*Melissa Dodge
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