

**TREDYFFRIN TOWNSHIP**  
1100 DUPORTAIL ROAD, BERWYN, PA 19312  
Phone: 610-644-1400 Fax: 610-699-1213

**PUBLIC RECORD REVIEW/DUPLICATION REQUEST**

Date of request:

Name of Requestor:

Address of Requestor:

Telephone of Requestor:

I, \_\_\_\_\_, request to review the following public record (s) for the address:  
\_\_\_\_\_ (The address is required to pull a property file.)

Circle the type of record requested:

1. Tax parcel map (outline of property)
2. Property File (may or may not have a site plan in file)
3. Land Development File
4. Subdivision File
5. Other

I hereby certify that I have read and agree to be bound by the conditions attached hereto as Exhibit A (on back of this page)

If requesting copies, and **not** the owner, a letter of authorization is attached

Signature of requestor (Upon fulfillment of request) \_\_\_\_\_

The Township Records Clerk will notify the requestor when file is available for review at the Township Administrative Office. The file will be available for review for 30 days.

Staff Member's Initials \_\_\_\_\_

**EXHIBIT A**

1. I will not remove any original Tredyffrin Township (the “Township”) records from the Township building.
2. This request is made on my behalf. If the request is made on behalf of a client or any other party, I have revealed the client or other party **in writing** to Township staff.
3. I hereby agree to indemnify fully and hold harmless Tredyffrin Township and Township staff for all and every claim arising in any way out of my review of Township records or presence on Township property.
4. I hereby agree to indemnify and hold harmless Tredyffrin Township and Township staff for any and all damage to Township records and/or Township property done during the course of my review of Township records.
5. In the event that I file exceptions and/or an appeal from any decision of the Township regarding review or copying of Township records and my exceptions or appeals are denied, I agree to reimburse the Township for all reasonable legal costs incurred, including attorney fees.
6. If my request is granted, I agree to all reasonable terms regarding the timing, dates, and locations for my review and/or copying of records, as determined by Township staff.

**Reviewing/Copying of Township Records**

Official records are to be viewed during the hours of 8:00 AM and 4:00 PM on regular Township business days.

It is not the responsibility of the records clerk to research information requests, but only to provide information in the form that is available.

The Township reserves the right to oversee all reviews.

The owner of the property may request copies to be made by the Township, at the Township’s convenience. Appropriate charges will be made **in advance** for all copied material. The Township does not have the capability to copy blueprints. Requestor may take a document from the Township building solely for the purpose of copying, provided that the requesting party leaves a \$100 deposit, which will be refunded upon the document’s satisfactory return **the same day.**

FEES

Copies:	\$.25/page
Fax:	\$.25/page
Mail:	Copies + postage
GIS Map	\$15.00
Review of property file by Zoning Officer -	\$50 for 1 <sup>st</sup> hr.; \$25 per ¼ hr. thereafter