



101 W. First Street  
Lowell, North Carolina 28098

Phone: 704-824-3518  
www.lowellnc.com

## CITY OF LOWELL Request for Public Information

The City of Lowell appreciates your interest. Please complete this form as accurately as possible to help ensure that we respond with the information needed in a timely manner. Please print.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the records requested. Be as specific as possible and include sufficient details to assist the City of Lowell in retrieving the record(s). Attach additional sheets if necessary.

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

Call when ready and I will pick up documents at Lowell City Hall. (*Note: Charges of 25 cents per page will apply to copies.*)

**The request may be submitted in person or by mail only to:  
Email submission of form will not be accepted.**

Lowell City Hall  
101 West First Street  
Lowell, NC 28098  
Attn: Cheryl Ramsey,  
City Clerk

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Completed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Date of Delivery: \_\_\_\_\_