



St. Mary's County Metropolitan Commission  
23121 Camden Way California, MD 20619

Serving St. Mary's County  
Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400  
FAX: 301-737-7458

<b>STAFF ONLY</b>
INITIALS: _____
DATE: _____ (Received)

# Request for Information/Copies

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

Street: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Describe the location of the property that information is being requested for, and what type of information you are requesting.

Name of Property: \_\_\_\_\_

Address / Location: \_\_\_\_\_

Tax Map & Parcel No.: \_\_\_\_\_

**Check type of information being requested:**

\_\_\_\_\_ Water and/or Sewer Plans (Simple office copier size prints, *if available*)

\_\_\_\_\_ Location of existing taps

\_\_\_\_\_ Sewer Allocations Assigned

\_\_\_\_\_ Copies of sets of plans for development projects currently under construction, or previously improved. (Printing costs will be charged for reproduction of Construction Plans).

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fee Collected/Billed Amount: \_\_\_\_\_ Invoice No.: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Request for Information/Copies of drawings/Files: \$30\* + cost of copies** (Current Rate, subject to change).  
(\*This includes 1 hr of research time for general information. Additional time will be charged if more research time is required).