

Glen E. Stinson, P. C.

Attorney and Counselor at Law

35 Courthouse Square


Dallas, Georgia 30132

Tel: (770) 443-9481

Fax: (770) 443-9482

April 4, 2018

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Steven M. Lowe


RE: Open Records Request relating to Brew Pub Application, Including the
Application, any supporting documents and any emails

Dear Mr. Lowe:

The City of Dallas, Georgia, ("the City") does not have a form for an application for a Brew Pub. The City has an Occupational Tax/Business License application, a copy of which is enclosed. The City will attempt to provide you with any records requested, if they are records maintained by the City.

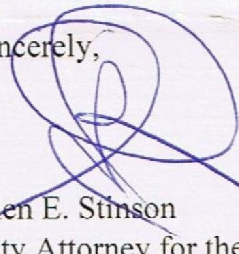
In further response to your March 15, 2018 request for open records, the City does not have applications for Certificates of Occupancy for businesses. As stated in the City's response dated March 22, 2018, the City attempted to research and locate such. However, the City does not have applications for Certificates of Occupancy for businesses. The City does have an application for building permits.

The City does not want to incur time and expense in searching for records which you request, when these records are not maintained by The City. The City is responding to your April 2, 2018 request within three (3) days as required by Georgia Law. The City also cannot determine prior to searching for, locating and reviewing records including redactions as to the amount such information will actually cost. Therefore, The City cannot predetermine for you that this cost will actually be \$25.00 or less. Therefore, are you still requesting any records or documents if the cost of obtaining this information exceeds \$25.00 for searching, locating, reviewing, redacting and copying these records? You will be charged the proper rates as allowed by Georgia Law for both copies and any records which are provided electronically. You can speed this process by answering these questions as soon as possible.

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The City will determine whether or not any such information must be redacted and will provide you with the reasons for such when the records which you request have been researched, reviewed and located.

Sincerely,



Glen E. Stinson
City Attorney for the City of Dallas, Georgia

GES/ds
Cc: Kendall Smith, City Manager