



### PUBLIC INFORMATION REQUEST

Request must be submitted by mail, fax, email or in person to:  
City of Kemah, 1401 Highway 146, Kemah, Texas 77565  
fax (281)334-6583 email [mchilcote@kemah-tx.com](mailto:mchilcote@kemah-tx.com)

Date of Request \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

email address \_\_\_\_\_

Description and Detail of Request:

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

\_\_\_\_\_  
Please Print Name Here

\_\_\_\_\_  
Signature of Person Making Request  
(Entering your name here indicates that you  
have signed the request)

<i>For official use only:</i>
Request #: _____
10 Business Days: _____
AG #: _____
Labor Minutes: _____
Number of Copies: _____
Total Cost for Request: _____
Date Provided/Complete: _____