



CITY OF DANA POINT

CITY CLERK'S DEPARTMENT

PUBLIC RECORDS REQUEST FORM

949-248-3501 | FAX 949-248-9920

33282 Golden Lantern, Suite 203, Dana Point CA 92629-1805

Office Hours: Mon-Thu 7:30AM-5:30PM, Fri 7:30AM-4:30PM

Email Completed Form to RECORDS@DANAPOINT.ORG

DUE DATE

ENTERED BY

ASSIGNED TO

EXTENSION DUE DATE

COMPLETED

DATE STAMP

STAFF USE

PLEASE PRINT

NAME OF REQUESTER	EMAIL (REQUIRED)		
BUSINESS/ ORG. NAME	PHONE		
MAILING ADDRESS	DATE SUBMITTED		
CITY, STATE, ZIP CODE	I PREFER TO RECEIVE RESPONSIVE RECORDS: <input type="checkbox"/> BY EMAIL <input type="checkbox"/> REVIEW <input type="checkbox"/> PRINTED <i>(see fees below)</i>		

PROPERTY INQUIRY (USE ONE FORM PER ADDRESS)

NON-PROPERTY INQUIRY

STREET ADDRESS	
TRACT/PARCEL NUMBER	
TYPE OF RECORDS	<input type="checkbox"/> PERMITS <input type="checkbox"/> PLANS* <input type="checkbox"/> GEOTECH. REPORTS <input type="checkbox"/> CODE VIOLATIONS <input type="checkbox"/> OTHER (SPECIFY BELOW)
OTHER	

Please clearly describe the type of records requested, including a limited timeframe (if applicable). Please be as specific as possible.

INSTRUCTIONS: Please list each record separately, and describe each record as specifically as possible. If known, please include a limited timeframe of the documents that you are seeking (e.g., from 1/14/19 – 2/23/19). If your inquiry encompasses multiple addresses, please use a separate Public Records Request Form for each address.

The City of Dana Point ("City") shall, upon receipt of a request for City records, determine within ten (10) calendar days if the records are public and within the City's possession and notify the requesting party of such determination (see California Public Records Act ("Act") [Cal. Govt. Code § 6250 et seq.] for full text of this Act). If the City requires additional time to make its determination, the Act provides that the City may notify you that it requires an extension in order to do so.

FEES: \$0.10 per page (letter/legal/tabloid size only); \$0.20 per page if photocopies from microfiche, \$0.50 per page for faxes; \$6.00 per page for large format photocopies (copies larger than tabloid size). If photocopies are to be mailed, postage fees will apply. Additional fees may apply per statute.

*Note: Per Health and Safety Code §19851, building plans may be reviewed in our office, but may not be distributed or duplicated without written permission of both (1) the owner and (2) the architect and/or engineer, and postage fees will apply for the required certified letter(s).