CITY OF DANA POINT
PUBLIC RECORDS REQUEST FORM
City Clerk's Department

Action Required By:
☐ City Clerk Office ☐ PW
☐ Admin. ☐ CD
_____

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 available within the City's records system and notify the requesting party of such determination (see California Public Records Act [Cal. Govt. Code § 6250 et seq.] for full text of this Act).

Photocopy 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. If a request is made for building plans, per Health and Safety Code § 19851, postage fees will apply for a certified letter(s) to be sent to the owner, architect, and/or engineer.

_____
Name/Organization

_____
Mailing Address

_____
Email Address (Required)

_____ _____ _____
Phone Number FAX Number Signature

Date requested: _____ I wish to review:_☐_ I wish to obtain copies:_☐_of the following records:

Please list each document, file or record separately, and describe the specific records as completely as possible. If known, please include a limited timeframe of the documents you are seeking. If your inquiry encompasses multiple addresses, please use a separate Public Records Request Form for each address:

(1) Street Address: _____ Tract/ Parcel No.: _____
Closest Cross Street: _____
Requested Information: _____
_____
_____
_____

(2) Non-Property Related Information Requested: _____
_____
_____
_____

City Attorney Review: _____ _____
Approved By Date

Comments: _____
_____

For Internal Use

Disposition of Request

Documents/response provided on (Date): _____ by (check one): ☐ Mail; ☐ Pick-up; ☐ Fax; ☐ Email; ☐ Phone
Documents Reviewed Immediately on: _____
Completed by: _____ # of Copies_____ Copy Fee: $ _____
Documents Provided: _____
Comments: _____

Office Hours Monday – Thursday 7:30 a.m. to 5:30 p.m. and Friday 7:30 a.m. to 4:30 p.m.
33282 Golden Lantern, Suite 203, Dana Point, CA 92629-1805
(949) 248-3500 FAX (949) 248-9920
Email Completed Form to ssharke@danapoint.org

Revised: 10/20/15