

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

STAFF USE	DUE DATE
	ENTERED BY
	ASSIGNED TO
	EXTENSION DUE DATE
	COMPLETED



P L E A S E P R I N T L E G I B L Y

NAME OF REQUESTER	EMAIL <i>(REQUIRED)</i>
BUSINESS/ ORG. NAME	<i>Records will be provided by email when possible. Plans may be viewed by appointment.*</i>
MAILING ADDRESS	PHONE
CITY, STATE, ZIP CODE	DATE SUBMITTED

PROPERTY INQUIRY	
STREET ADDRESS	DANA POINT, CA
TRACT NUMBER	
H.O.A. NAME	
SPECIFY THE TYPE OF RECORDS REQUESTED	
OTHER/NOTES	

NON-PROPERTY INQUIRY
Please clearly describe the type of records requested, including a limited time frame (if applicable). Please be as specific as possible.

INSTRUCTIONS: Please list each record request separately, and describe each record as specifically as possible. If known, please include a limited time frame of the documents that you are seeking (e.g., from 1/14/19 – 2/23/19).

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).