



## REQUEST FOR PUBLIC RECORDS

### CITY OF CALIMESA

908 Park Avenue  
Calimesa, CA 92320  
(909) 795-9801  
(909) 795-4399 FAX

### Section I – To Be Completed by Customer

Date Requested: \_\_\_\_\_

- Provide Print Copy
- View Documents Only

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Documents Requested: (If possible, please provide specific subject, document number, date, parcel number, address, property owner or agenda item, etc.) Please be as specific as possible.

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*The City of Calimesa is committed to providing prompt, courteous access to Public Records. All requests for documents will be reviewed within 24 hours and responded to within 10 days, in compliance with the California Public Records Act.*

*Please contact the City Clerk's Office at (909) 795-9801, ext. 233 for assistance.*

**Section II – Office Use Only**

This document request has been processed as follow:

- Requested copies are attached and an invoice for any associated costs is included.
- We are unable to process this request at this time due to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Staff Contact:** \_\_\_\_\_

**Date Contacted:** \_\_\_\_\_

**Fees Collected:** \$ \_\_\_\_\_

**Public Records Fees:**

<b>Photocopies</b>	.10 per page
<b>Documents requested under the Public Records Act</b>	.10 per page
<b>Documents listed in the Political Reform Act</b>	.10 per page
<b>Copies of Printed Materials</b> General Plan (Excludes EIR) General Plan EIR Redevelopment Plan City Zoning Map Miscellaneous Maps	Actual Cost
<b>Copies of Media</b> CD Video Audio Tapes CD recording of Meeting	\$1.00 \$2.00 \$1.00 \$1.00
<b>Notary Fees – (State Limit)</b>	\$10.00