



**City of Clovis  
Planning and Development  
Services**

1033 Fifth Street, Clovis, CA 93612  
Fax (559) 324-2844

***PUBLIC RECORDS REQUEST FORM***

**REQUESTOR INFORMATION (PLEASE PRINT OR TYPE)**

**REQUESTOR NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please indicate the best way for Staff to reach you regarding your request:

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**DESCRIPTION OF RECORDS REQUESTED** (If known, the following information will help fulfill the request)

Assessor's Parcel Number(s): \_\_\_\_\_

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

Please describe exactly what records you are requesting and the time period to help narrow the search and provide you what you are looking for.

Description:

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

**PLEASE NOTE:** The City has jurisdiction only within the incorporated parts of the city boundaries. Therefore, no research requests for parcels outside city limits can be honored.

**GUIDELINES**

Appointments for file review are made in advance only during normal office business hours, and subject to staff availability. Original records may not be removed from their original file jackets, reorganized or removed from the premises under any conditions. Copies will be provided and the requestor will be charged 10 cents per page. The City is allowed up to ten (10) days to respond to the request. Every effort will be made to provide the information earlier, but the City is allowed up to ten days to respond