



**City of Clovis
Planning and Development
Services**

1033 Fifth Street, Clovis, CA 93612
building@cityofclovis.com

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