

City of Calimesa

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www.cityofcalimesa.net

"Preserving and enhancing the open space atmosphere and quality of life in Calimesa"



REQUEST FOR PUBLIC RECORDS

SECTION 1 – TO BE COMPLETED BY CUSTOMER

Date Requested:

Name:

Address:

City and State:

Zip Code:

Telephone:

Email Address:

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.

SECTION 2 – OFFICE USE ONLY

This document request has been processed as follow:

- Requested copies are attached and an invoice for any associated costs is included.
- Documents have been emailed to requestor at the email address listed above at no cost.
- We are unable to process this request as there are no documents on file.

Completion Date:

Completed By:

Fees Collected, if any:

Public Records Fees:

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

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.