



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR

DATE STAMP

PUBLIC RECORDS REQUEST FORM

You are not required to complete this form but completing it will assist us in providing your requested records

☐ REQUEST TO ACCESS RECORDS

☐ REQUEST FOR COPIES

☐ View electronic version OK, if available

☐ electronic copies OK, if available

REQUESTOR INFORMATION (PLEASE PRINT OR TYPE)

REQUESTOR NAME: _____

MAILING ADDRESS: _____

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

PHONE: _____ MOBILE: _____

E-MAIL: _____

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

Assessor's Parcel Number(s): _____

Property Address: _____

Type of Records, if known:

☐ Planning ☐ Building ☐ Code Enforcement ☐ Other ☐ All

Time Period for Records: Beginning Date ____/____/____ Ending Date ____/____/____

Description: _____

Received by: _____ Date Received: _____

Send to: Executive Secretary and Records Room Staff immediately