



PUBLIC INFORMATION REQUEST

Guidelines for obtaining copies of public information.
Cost for copies of any documents is 10 cents a page.
The department requires 10 days to produce documents.
Confidential documents are not privy under the Public Information Records Act.

Requesting Party Date of request _____

Name: _____

Mailing Address: _____ Town _____ Zip _____

Phone Number _____ Email: _____

Signed: _____

Identification: _____

Property for requested information

Street Address: _____ Town _____

Assessor's Parcel Number: _____ Zoning _____

Property owner's name: _____

Description of documents requested:

COMMENTS: _____

Date completed _____ By whom _____

Total Pages _____ Total Cost _____ Paid _____

STAFF

/ /
Date Completed/ Mailed or picked up.

COMMUNITY DEVELOPMENT DEPARTMENT
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