



CITY of CALABASAS

Community Development Department
Planning Division
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www.cityofcalabasas.com

Public Records / Research Request

GENERAL INFORMATION (print or type)

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Description of Records Requested: _____

The Planning Division staff can typically respond to most requests for information immediately (or within 24 hours). However, requests for public records taking greater than ten (10) minutes require that the request be filed in writing. Any copies will be completed as soon as possible at a maximum of ten (10) days from the date the request is received (in compliance with California Government Code Section 6253). If it is determined that it is not possible to comply with the request, the applicant will be notified within the ten (10) day period.

Note: Draft documents, notes and other working papers are not public record

Fees:
Copies: \$0.25 per page

TO BE COMPLETED BY PLANNING DIVISION STAFF

Date Completed: _____

Total Fees: _____

Receipt No: _____

Application Processing

File No: _____

Date Requested: _____

Staff Initials: _____

Comments: _____
