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|  | County of Santa CruzPLANNING DEPARTMENT701 Ocean Street, 4th floor, Santa Cruz, Ca 95060(831) 454-2580  **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:

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Received by: Date Received:

**Send to:** **Records Room Staff**