



# CITY OF DANA POINT PUBLIC RECORDS REQUEST FORM

City Clerk's Department

Action Required By:  
 City Clerk Office  PW  
 Admin.  CD

The City of Dana Point ("CITY") shall, upon receipt of a request for City records, determine within ten (10) calendar days if the records are public and available within the City's records system and notify the requesting party of such determination (see California Public Records Act [Cal. Govt. Code § 6250 et seq.] for full text of this Act).

Photocopy fees: \$0.10 per page (letter/legal/tabloid size only); \$0.20 per page if photocopies from microfiche  
\$0.50 per page for faxes; \$6.00 per page for large format photocopies (copies larger than tabloid size)

If photocopies are to be mailed, postage fees will apply. If a request is made for building plans, per Health and Safety Code § 19851, postage fees will apply for a certified letter(s) to be sent to the owner, architect, and/or engineer.

Dana Point Boaters Association

Name/Organization  
P. O. Box 461, Dana Point, CA 92629

Mailing Address  
webmaster@danapointboaters.org

Email Address (Optional) [Redacted]  
714-715-8784 949-240-3439

Phone Number FAX Number Signature

Date requested: 09/26/14 I wish to review:  I wish to obtain copies:  of the following records:

*Please list each document, file or record separately, and describe the specific records as completely as possible. If known, please include a limited timeframe of the documents you are seeking. If your inquiry encompasses multiple addresses, please use a separate Public Records Request Form for each address:*

(1) Street Address: \_\_\_\_\_ Tract/ Parcel No.: \_\_\_\_\_  
Closest Cross Street: \_\_\_\_\_  
Requested Information: \_\_\_\_\_

(2) Non-Property Related Information Requested: Request copies of documents submitted to the City of Dana Point & City Staff / Report documents that have modifications or additions to the original Dana Point Harbor Revitalization (CCP) CDP Application. This request is referring to the CDP Appeal #A-5-DPT-14-0036, CDP-13-0018 & CDP-13-0018(I).

City Attorney Review: \_\_\_\_\_  
Approved By \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**For Internal Use**

**Disposition of Request**

Documents/response provided on (Date): \_\_\_\_\_ by (check one):  Mail;  Pick-up;  Fax;  Email;  Phone

Documents Reviewed Immediately on: \_\_\_\_\_

Completed by: \_\_\_\_\_ # of Copies \_\_\_\_\_ Copy Fee: \$ \_\_\_\_\_

Documents Provided: \_\_\_\_\_

Comments: \_\_\_\_\_