



# City of Thousand Oaks

COMMUNITY DEVELOPMENT  
DEPARTMENT  
PHILIP E. GATCH, DIRECTOR

BUILDING DIVISION (805) 449-2500  
PLANNING DIVISION (805) 449-2323  
HOUSING/REDEVELOPMENT  
DIVISION (805) 449-2393

## PUBLIC RECORD REQUEST

Date: \_\_\_\_\_

Name of requesting party: \_\_\_\_\_

Address/City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Your request to the Community Development Department of the City has been received regarding the following:

Information: \_\_\_\_\_

Document Title: \_\_\_\_\_

Date(s) of Document(s): \_\_\_\_\_

In order to provide the disclosable public record or information you have requested, you should be aware that the following fees will apply to your request:

**Copying Fee:** First ten pages — \$5; each additional page — .15 cents  
(If photocopy costs are prohibitive for you and the information is readily available, you have the option of reviewing the information at no cost.)

**Research:** First 30 minutes free; additional time charged at fully allocated hourly rate for personnel involved in request

**Other:** \_\_\_\_\_  
\_\_\_\_\_

**Box Retrieval Fee:** If a file is located in a box at our offsite storage facility, there will be a retrieval fee of \$9 per box for regular delivery; \$42 (plus \$11 **per box**) for rush delivery.

Our goal is to provide the information to you in the most cost-effective and efficient manner. An estimate of \$\_\_\_\_\_ and \_\_\_\_\_ day(s) is/are needed to gather and copy the information you have requested.

Please contact \_\_\_\_\_ in the Community Development Department at \_\_\_\_\_ if you would like your request processed. Please provide a phone number so that we may notify you when the documents have been copied or information gathered.

