



**Department of Planning and Community Development**  
Public Records Request Form

**Requestor information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**File/information requested:**

Address (if applicable): \_\_\_\_\_

Description of information requested:

\_\_\_\_\_

Is information from the Compliance Department requested? ☐ Yes ☐ No

In what format would you like the information requested? ☐ Email ☐ Hard Copy (*includes a fee*)

Is this request related to litigation? ☐ Yes ☐ No

If so, please describe:

\_\_\_\_\_

**THIS FORM IS A PUBLIC RECORD**

For Administrative Use Only

Received By: \_\_\_\_ Phone \_\_\_\_ Electronic \_\_\_\_ Post \_\_\_\_ In-Person

Staff Signature: \_\_\_\_\_

Date Requested Information Provided: \_\_\_\_\_