



**City of El Centro
 Community Development Department
 Building & Safety/Code Enforcement/Planning & Zoning
 Public Records Request**

Date of Request: _____

Information Request #: _____

Section 1 – Records Requested

(Please list each document, file or record separately)

I wish to: Review

Obtain copies of the following public records:

1. _____
2. _____
3. _____
4. _____
5. _____

Section 2 – Requesting Party Information

Name of Individual making request: _____

Business Name/Organization: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email Address: _____

Signature of Person Making Request: _____

How would you like to receive the information?

- Email Fax Pick up copies

Do Not Write Below this Line – For City Use Only

Date Due: _____ Date Response was completed: _____

Number of pages: _____ Copy Fee: _____