



COUNTY OF SAN LUIS OBISPO
 DEPARTMENT OF PLANNING & BUILDING
 Public Records Act Request Form

GEN-1003
06/06/2017

This form is not required to submit a California Public Records Act (CPRA) request; however, this form assists staff in identifying the records or data you are requesting and in tracking your request. Please complete the form below. If this department does not maintain your requested records this form will be forwarded to the correct department, to the extent known.

Name:			Organization (if applicable):		
Mailing Address:			Telephone:	Fax:	
City:	State:	Zip Code:	Email Address:		
Requested records (where applicable, include a contract or RFP number, APN and/or address):					
Applicable time frame for requested records			How would you like to receive the requested records?		
From:			Paper copy (via US Mail)	Paper copy (via pick-up)	
To:			Electronic copy (via fax)	Electronic copy (via email)	
NOTE: Certified documents are only available as paper copies.					
Per the California Public Records Act (CPRA), I hereby request reproduction of the above records maintained by this department and understand that there may be fees incurred in the reproduction of the records.					
Signature (type name if completing electronically):			Date:		

Public Records Act requests may be submitted:

- Via Email: email the completed form to planning@co.slo.ca.us
- Via Fax: fax the completed form to (805) 781-5603
- Via US Mail: mail the completed form to 976 Osos Street, Room 300, San Luis Obispo, CA, 93408
- In Person: submit the completed form to front counter staff

A response will be sent to you within ten business days of receipt of your request by this department (in some instances, the department may require up to an additional 14 days to respond as authorized by the Act). All payments are due at the time the requested records are provided.

Questions? Please contact us at (805) 781-5600.

NOTE: The California Public Records Act (Gov't Code Section 6250 et. seq.) applies to writings in County files "containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." The County will provide those documents to you, unless they are exempt from disclosure under the Public Records Act or other legal reason prevents the documents from being disclosed to the public.