

**CITY OF HESPERIA**  
**Request to Review Records/Receive Photocopies**

The California Public Records Act (Government Code Section 6250 et. seq.) was enacted to ensure public access to public records. This form will enable staff to accurately and efficiently fill your request. Requests can be submitted online at [www.cityofhesperia.us/recordsrequest](http://www.cityofhesperia.us/recordsrequest).

If the request involves substantial costs, you may be required to make a deposit towards the estimated final total.

**Requester Information:** \_\_\_\_\_ **Date Information Requested:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

Records may be sent via email when possible. Providing an email address may reduce copying costs.

**Records Requested: (Please be as specific as possible - use another sheet if necessary)**

Example: "garage addition permits for 12345 Any Street"

**I agree to pay the costs involved in retrieving and copying the records requested above:**

\_\_\_\_\_  
Signature

\*\*\*\*\*

**Charges for Copies/Records**

**For Staff Use Only**

<b><u>COPYING</u></b>	<b><u>PLOT COST PER/</u></b>	<b><u>COPY COST PER/</u></b>	<b><u>TOTAL</u></b>
<b>1. Non-Color Documents</b>			
a. Letter (8 1/2" x 11") and Legal (8 1/2" x 14")	\$ 1.00/page	\$ 0.25/page	\$ _____
b. Landscape (11" x 17")	\$ 2.50/page	\$ 0.50/page	\$ _____
c. Plan Size (24" x 36") Xerox	\$ 7.00/page	\$ 7.00/page	\$ _____
d. Presentation Size (36" x 48")	\$20.00/page	\$20.00/page	\$ _____
<b>2. Color Documents</b>			
a. Letter (8 1/2" x 11") and Legal (8 1/2" x 14")	\$ 2.50/page	\$ 1.00/page	\$ _____
b. Landscape (11" x 17")	\$ 5.00/page	\$ 5.00/page	\$ _____
c. Plan Size (24" x 36")	\$15.00/page		\$ _____
d. Presentation Size (36" x 48")	\$30.00/page		\$ _____
e. Zoning and General Plan Maps		\$30.00/page	\$ _____
<b><u>ELECTRONIC MEDIA</u></b>			
a. Information placed on Compact Disk or USB Drive		\$15.00	\$ _____
<b><u>SALE OF PRINTED MATERIAL</u></b>			
a. Plans and Specifications		\$50.00	\$ _____
b. Master Plan of Drainage (3 volumes)		Actual Cost	\$ _____

If more than 10 days are required to retrieve records, notification transmitted to requestee:

Reason for extension: (See Public Records Policy as reference)

Time to research/located documents: \_\_\_\_\_

Time to assist requestor to determine records (SB90 reimbursement): \_\_\_\_\_

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

Staff signature: \_\_\_\_\_