



## REQUEST FOR PUBLIC RECORDS - COMMUNITY DEVELOPMENT DEPARTMENT

In accordance with the California Public Records Act ("Act"), Government Code Section 6250 et. seq., the City of Beverly Hills provides access to public records, except those exempt from disclosure by law. Pursuant to the Act, the City has ten (10) days from receipt of the request to determine whether the request, in whole or in part, seeks copies of disclosable public records in the City's possession and to notify the requestor of that determination. In unusual circumstances, the 10-day time limit may be extended by up to 14 days by written notice to the requestor, setting forth the reason for the time extension as required by the Act. If the City determines there are disclosable public records, the records will be made available as promptly as is reasonably practicable. A request for a copy of an identifiable public record must be accompanied by payment of fees to cover the direct costs of duplication before copies are released. Fees will be charged in accordance with the City's Schedule of Fees. **Make checks payable to City of Beverly Hills.**

### Requestor Information:

**Name:** \_\_\_\_\_  
**Company (if applicable):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**Record or document requested.** *Please be as specific and detailed as possible to enable City staff to identify and locate the documents requested. If known, please indicate in which department(s) the records reside. Also, please provide case number, location/address of property, date range or time period, and other information if known.*

- Development Services Division (Building & Safety)**
  - Property Information Webpage: <http://www.beverlyhills.org/propertyinfo>
- Planning Division**

**Property Address:** \_\_\_\_\_  
**Date Range:** \_\_\_\_\_  
**Other Details:** \_\_\_\_\_

I agree to pay for all applicable fees and charges for copies of records I have requested.

Under the federal copyright law, no person can duplicate copyrighted materials without the copyright holders' consent. Plans may not be photographed, drawn or traced at a records viewing appointment.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Email Community Development Public Records Request forms to: [cdpermits@beverlyhills.org](mailto:cdpermits@beverlyhills.org)  
Development Services Division records are available online at: [www.beverlyhills.org/propertyinfo](http://www.beverlyhills.org/propertyinfo)