



455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
(650) 363-4161
planning.smcgov.org

1. Person Requesting Records

Send request by: Email Mail or Will Pick Up

Name: _____ Date: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

2. Records Request

Date Range of Records Requested: -

Include as much as possible about the records you are requesting (i.e., dates, subject matter, resolution, ordinance number, etc.).

Property or Site Address: _____

City: _____ State: _____ Zip: _____ Assessor's Parcel #: _____

Multiple horizontal lines for providing details about the records request.

STAFF

I certify the public records request was received on: _____

Name (print): _____ Signature: _____

Please allow 10 days for a response, as some requests may require extensive research. Thank you.