



# CITY OF RANCHO MIRAGE

CITY CLERK

RECORDS DIVISION

69-825 Highway 111, Rancho Mirage, CA 92270

General: 760.324.4511, EXT. 401

## REQUEST FOR PUBLIC RECORDS

Name of Requestor/Organization Making Request:

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Email:

Phone:

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Mailing Address:

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City:

State:

Zip Code:

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In the box below, please describe or identify the record(s) requested (development name, street address, APN #, business name, tract #, parcel #, etc.)

Please indicate how you would like to receive responsive records (*select one*):

- Electronic copies via email (*free*)
- Review/inspect on-site (*free*)
- Paper copies via regular mail (*fees will apply*)
- Paper copies for pick-up (*fees will apply*)

**Fees:** The City does not charge for electronic copies of public records. Fees will be assessed for physical copies (first 10 pages provided at no charge and .13¢ per page charged thereafter). Other fees may apply. Requestor will be notified of and required to pay any associated costs prior to production of records. Charges are based on the City Fee Schedule adopted by City Council Resolution No. 2020-35.

**Contact Us:** Please call the Records Division at (760) 324-4511 with questions regarding public records requests.

**Notice:** Please be advised this request form is a public document and subject to disclosure.

### Please Submit this Form in One of the Following Ways

<p>E-MAIL TO: <b>Records@RanchoMirageCA.gov</b></p>	<p>MAIL OR HAND DELIVER TO: <b>Office of the City Clerk City of Rancho Mirage 69-825 Highway 111 Rancho Mirage, CA 92270</b></p>	<p>FAX TO: <b>(760) 324-8830</b></p>
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