



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

David Glass
Mayor

Chris Albertson
Teresa Barrett
Mike Healy
Gabe Kearney
Dave King
Kathy Miller
Councilmembers

REQUEST FOR PUBLIC RECORDS

RECORDS REQUEST MADE BY:

NAME: _____ DATE: _____

COMPANY _____

ADDRESS: _____ PHONE: _____

PROPERTY/SITE LOCATION:

ADDRESS #1: _____ APN # _____

ADDRESS #2: _____ APN # _____

RECORDS INFORMATION:

The Petaluma Fire Department is the Certified Unified Program Agency (CUPA) for the City of Petaluma and typically maintains files and records that may be used for Environmental Site Assessments. City staff will pull matching files and may request clarifying information that could help identify the records sought. Within ten (10) days of receipt of a request, City staff will determine whether the request seeks non-exempt records or parts of records in the City's possession and inform the requester. In some circumstances, the City may have up to an additional fourteen (14) days to make its determination upon proper notice to the requester. The City will inform requesters of the time and date when non-exempt records or parts of records will be made available. (California Government Code sections 6253, 6253.1.)

Check the box for the type of records sought:

- Underground Storage Tank Records
- Above-ground Storage Tank Records
- Hazardous Materials/Waste Records
- Non-Hazardous Materials/Waste Records
- Fire Code
- Other (please be as specific as possible)

The City may require payment of the direct cost of duplication or of the applicable statutory fee before providing copies of City records. The direct cost of duplication of most City records is \$0.31 per page. The statutory fee that applies to copies of reports and statements filed under the Political Reform Act is \$0.10 per page plus a retrieval fee of \$5.00 per request. City staff can provide copy charges that apply to other media. Requests to ship copies may be subject to payment of shipping costs. (California Government Code sections 6253, 81008.)

Number of copies made at \$0.31 per page _____

Retrieval cost (if applicable) _____

Shipping cost (if applicable) _____

Amount due _____

07/13/2016

Fire Department
198 "D" Street
Petaluma, CA 94952

Phone (707) 778-4390
Fax (707) 762-4547

Fire Prevention Bureau
11 English Street
Petaluma, CA 94952

Phone (707) 778-4389
Fax (707) 776-3642