



# PUBLIC INFORMATION SERVICES APPLICATION

## General Information

Site Address(es): \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

## Applicant Information:

Name & Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## APPLICATION SUBMITTAL REQUIREMENTS

### REQUIRED APPLICATION FORMS:

- Public Information Services Application (this Form)

### REQUESTED INFORMATION:

Select the type of public information you are requesting below. Any of the required documents must be submitted with this checklist form. ALL Required Forms and Information must comply with the City's [Universal Digital File Standards](#).

- Zoning Verification Letter** - This letter explains the zoning district of the subject property and the General Plan land use designation. Also includes information about parking requirements, variances, open Code Enforcement cases, and general legal nonconforming use guidance with links to additional information.

#### **Required Document:**

- Zoning Verification Description – Provide a complete description of the site’s existing land uses.

- Entitlement Status Letter** - This letter summarizes staff’s findings regarding the status of a an entitlement. Please see the [Automatic Extension Memorandum](#) for a summary of extensions which may be applicable to your project.

#### **Required Document(s):**

- Approved Resolution(s) - Provide a copy of any approved resolutions(s).

- Research Request/Other**

#### **Required Document:**

- Research Request – Provide a description of the requested research request.