



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

PLANNING DEPARTMENT

Public Records Request Form

*** This form may be used to request records for properties located in unincorporated Alameda County. For properties within city limits, refer to that city. For convenience there is a [Community Locator](#) on our website, you may use this to see if the address in question lies within unincorporated Alameda County. This form is being provided as a courtesy. It is not required in order to submit a public records request. ***

Sandra Rivera
Agency Director

Albert Lopez
Planning Director

224 West Winton Ave
Room 111

Hayward, California
94544-1215

phone
510.670.5400

fax
510.785-8793

www.acgov.org/cda

Person Requesting Records

Name _____
Address _____
Phone # _____
Email _____

I am making a request to inspect public records pursuant to the provisions of the California Public Records Act, Government Code Sections 6250 et seq. I understand that Alameda County has ten (10) days to respond to my request (Government Code § 6253(c)). I further understand that there is a copying charge of \$.10 per page for any document produced per my request. Payment must be received before copies are provided.

Records Request

Please be specific and provide as many details as possible.

PLN # _____
APN # _____
Project Address _____
Project Description _____
Type of Document/Subject _____

**Please mail request to:
Alameda County CDA
Planning Department
224 W. Winton Ave. RM 111
Hayward, Ca 94544**

OR

**Email request to:
planninginfo@acgov.org**