

MALIBU REBUILDS

HOW TO RESEARCH OR REQUEST PUBLIC RECORDS

STEP 1


REQUEST YOUR TAX ASSESSOR RECORDS

The LA County Tax Assessor's office has given the city copies of tax assessor records for all properties affected by the Woolsey Fire. To access those records please:

1. If you're a Property Owner: Come to City Hall with proof of ownership and a matching ID.
2. If you are representing a property owner: Have this form completed and notarized before coming to City Hall.

STEP 2

RESEARCH EXISTING digitized public records using the City's electronic files system- ONBASE

1. Go to  [MalibuCity.org/Records](https://www.MalibuCity.org/Records)
2. Click on OnBase (logo with mouse click icon here)
3. To search for property records, use the drop down and select "ESD – Geology Files"
4. Enter in your street number and select street name
5. Repeat steps 3-5, selecting each ESD and PLN dropdown option

STEP 3

SUBMIT A REQUEST for hard copy public records online or in person

1. Go to www.MalibuCity.org/Records
2. Click on "Submit a request for public records here."
3. Create a new user account or sign in using existing credentials as needed
4. Fill out the request form, listing addresses in which you are interested and specifying that the request is fire related.
5. Staff will respond with a status update within 10 days. If there are files available for review, staff will arrange an appointment in which to do so.

* If you prefer to submit your request in person, please fill out the form attached to this document and return to City Hall during normal business hours.

STEP 4

REQUEST ADDITIONAL RECORDS for your property from the California Coastal Commission

Email Barbara Rodriguez at BRodriguez@coastal.ca.gov to request records from the South Central Coastal Commission office in Ventura with the assessor's parcel number (APN) and owner's name, or previous owner's name, in addition to your street number and name. Records available for properties in Malibu from this agency date as far back as 1977, when the Commission was created. The office can also be reached at (805) 585-1800, and is located at 89 South California Street in Ventura.



City of Malibu

23825 Stuart Ranch Road | Malibu, California | 90265-4861
Phone (310) 456-2489 | Fax (310) 456-3356 | www.malibucity.org

REQUEST FOR PUBLIC INFORMATION

Government Code Section 6250 *et seq.* provides for the opportunity for any person to receive a copy of a disclosable public record. Please complete the following information in order to request records. The City will inform you, **within 10 days of receipt of this request**, whether it is able to comply with the request and will notify you of the estimated cost for the records requested. **You will be called at the number indicated on this form once the information requested is available. Requested files will be held for one week following notification of availability. Please use one form per request.**

Date of request: _____ Name: _____

Phone: _____ Email: _____

Address: _____

Specify documents requested (include property address if applicable):

NO COPIES REQUESTED, REVIEW ONLY

-----Please do not write below this line – for office use only-----

Request received by: _____ Date received: _____

| | | | |
|--|-------|-----------------------|----------|
| Number of black/white pages: | _____ | \$0.10 per page | \$ _____ |
| Number of color pages: | _____ | \$0.25 per color page | \$ _____ |
| Number of Certified copies: | _____ | \$16.00 per document | \$ _____ |
| Number of oversized pages: | _____ | \$5.00 per page | \$ _____ |
| Electronic Records: | _____ | \$5.00 per disc | \$ _____ |
| DVD of City Council/Planning Commission meetings | _____ | \$5.00 per disc | \$ _____ |
| Postage type: | _____ | | \$ _____ |

DEPOSIT: \$ _____ TOTAL DUE: \$ _____
BALANCE: \$ _____

Date completed: _____ Date Requestor Notified: _____ Date picked up: _____

