

City of Ventura
How to Submit a Public Records Request
For Public Works

Record Drawings

Go to the City website (cityofventura.ca.gov). On the home page click on **HOW DO I...** located in the upper right side of the page.

On the **HOW DO I...** page under the **Submit** heading, click on **Public Records Request**.

This page summarizes the request system. Under the heading **Request Records**, click on **Public Records Request**.

Complete four steps to **Submit a Request**.

1. Select a topic: click on the button, **Public Records**. From the drop-down menu choose **Public Works – Record Drawing**.

2. Provide contact information.

3. Enter your request: under **Request Type**, choose **Information Only**. In the **Your Request** box include the following:

- Description of the scope, name and address (es) of your project. Please be specific so that we can send the most appropriate materials.
- List the types of records needed (for example, water, sewer, storm drain)
- Specify any requirements you may have regarding receiving the materials, (i.e. size limitations for receiving records via email).

4. Click on **Attach a file** and **attach a *project location map*** highlighting the area of the public right-of-way for which you need records. Attach any other appropriate documents.

Click the **Submit Request** button at the bottom of the page.

The system will send you a welcome email and assign your request a case number. Subsequently, you will be contacted by a City staff person.