



City of Anaheim
Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
(714) 765-5166 • fax (714) 765-4105
www.anaheim.net

REQUEST FOR PUBLIC RECORDS

- STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
- STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; tbass@anaheim.net; fax (714) 765-4105.
- STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name : Cody Carter Date: 8/13/19

Company Name: First American CDS

(Mailing) Address: _____ City/State/Zip Code: Norman, OK 73072

Phone number. _____ Email: _____

Preferred method of contact in the event of questions: Email

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Information as to whether there are any current open building or fire code violations, copies of any variances or special/conditional use permits, certificate of occupancy, and approved site plan for the property located at 100 South Anaheim Blvd (APNs: 255-076-16 & 037-014-37

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records Will Pick-Up Records Please Mail

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.



SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request
Attachments: image001.png; ATT00001.htm; image002.jpg; ATT00002.htm; public records request.pdf; ATT00003.htm

From: "Carter, Cody"
Date: August 13, 2019 at 1:02:24 PM PDT
To: "tbass@anaheim.net" <tbass@anaheim.net>
Subject: Public Records Request

Good afternoon. Please find my request for records attached in this email. Please confirm that you have received this request.

If you have any questions, you may reach me at this email address, or at my office;

Thank you so much for your time and assistance, it is greatly appreciated.

Cody Carter
Lead Research Coordinator