



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; landal@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: Alexandre woodward Date: 10/22/15 11:51 AM
Company Name: Tetra Tech
(Mailing) Address: City/State/Zip Code: 92614
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)

To whom it may concern:
We are representing a client with interests in a property located in Cypress, California. We are creating a Phase I ESA and request relevant environmental documents and permits for these properties. This letter is intended as a formal request for photocopies of files for the address detailed below. Any kind of records including waste discharge permits, hazardous materials inventories,HAZMAT permits, underground storage tank UST permits, fire inspection records, any inspection records, any building alteration/renovation/construction, and/or occupancy permits, legal description of property, tax ID with block and lot number for property located at.
2350/2394 W. Lincoln Ave.
Anaheim California
Please contact me if there are any or no records found. If there are any questions regarding this request please call me directly at
Thank you for your time and help.

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.

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

Electronically Signed/Submitted 10/22/15 11:51 AM

SIGNATURE OF REQUESTER