



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 : Shelly Labus Date: 01-15-2016

Company Name: Global Zoning LLC

(Mailing) Address: _____ City/State/Zip Code: Oklahoma City, OK 73132

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)

RE: RE: 3100 East Frontera Street, Anaheim, CA

Please find this to be a request for:

Copies of any open/active Building, Zoning or Fire Code Violation on file for this property

Copies of the Certificates of Occupancy

Copies of any variances, resolutions, conditional or special permits issued or site plan approval documents applicable to this property

Copies of record of any pending condemnation proceedings for the properties 3100 E Frontera Street, Anaheim, CA. In other words, are there any plans for construction, sidewalk improvements, or any other work that would cause this property to lose any land for improvements?

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.

Shelly Labus

Digitally signed by Shelly Labus
 Date: 2016.01.15 14:34:58 -06'00'

SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Linda Andal
Sent: Friday, January 15, 2016 12:41 PM
To: Jennifer L. Hall
Subject: FW: Public Records request--3100 East Frontera Street, Anaheim, CA
Attachments: Record Request.pdf

From: Shelly Labus [
Sent: Friday, January 15, 2016 12:38 PM
To: Linda Andal
Subject: Public Records request--3100 East Frontera Street, Anaheim, CA

Please find the attached request for public records for the property located at 3100 East Frontera Street, Anaheim, CA

If you require any additional information, please feel free to contact me at (405) 286-2470. Thank you for your assistance with this matter.

Regards,
Shelly



Global Zoning
Shelly Labus
Co-Owner/Managing Member
Global Zoning LLC