



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 : Charles Chen Date: 3/23/2016

Company Name: Diaz•Yourman & Associates

(Mailing) Address: _____ City/State/Zip Code: Santa Ana/CA/92705

Phone number: (_____) _____ Email: _____ @ _____

Preferred method of contact in the event of questions: Email or telephone

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

Under the Freedom of Information Act, I would like to request any and all of the information you have in your files regarding the property located at 1039 PacifiCenter Drive, Anaheim, CA 92806 [currently the Anaheim Canyon Metrolink Station]. Specifically, I am interested in original construction permits, certificate of occupancies, underground and/or aboveground storage tank information, chemical storage and usage information, list of any incidents that may have occurred at the property, outstanding or existing violations, septic tank information, and past property history/release information. Please distribute this request to the appropriate departments, including but not limited to the Community Development / Planning Department, Fire Department, Code Enforcement Department, Public Works Department, etc. The purpose of this request is for the completion of a Phase I Environmental Site Assessment (ESA) report.

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.

Charles Chen

Digitally signed by Charles Chen
 DN cn Charles Chen, o Diaz Yourman and Associates, ou,
 email Charles@diazyourman.com, c US
 Date 2016.03.23 16:36:54 -0700

SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Linda Andal
Sent: Wednesday, March 23, 2016 4:51 PM
To: Jennifer L. Hall
Subject: FW: Request for Public Records
Attachments: City of Anaheim PublicRecordsRequestForm_20160323.pdf

From: Charles Chen
Sent: Wednesday, March 23, 2016 4:48 PM
To: Linda Andal
Subject: RE: Request for Public Records

Sorry about that. See attached. Thanks.

Charles

From: Linda Andal [<mailto:landal@anaheim.net>]
Sent: Wednesday, March 23, 2016 4:43 PM
To: Charles Chen
Subject: RE: Request for Public Records

Hi Charles,

This email did not include the attachment. Can you please re-send?

Thanks
Linda

From: Charles Chen
Sent: Wednesday, March 23, 2016 4:39 PM
To: Linda Andal
Subject: Request for Public Records

Good afternoon Linda,

Please see attached records request pdf for the Anaheim Canyon Metrolink Station located at 1039 PacificCenter Drive. Please let me know if you need any additional information. Also, please confirm response. I appreciate your help.

Thank you

Charles Chen, PE
Project Engineer I
Diaz•Yourman & Associates

Santa Ana, CA 92705

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