



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 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](mailto: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: Jessica Toohey Date: March 30, 2016

Company Name: Huitt Zollars

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 92614

Phone number: \_\_\_\_\_ Email \_\_\_\_\_

Preferred method of contact in the event of questions:  
*Phone*

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

We would like to obtain a copy of tentative parcel map 2013-153, located at 1801 S. Harbor. Thank you, Jessica

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



SIGNATURE OF REQUESTER

## Jennifer L. Hall

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**Subject:** FW: Research  
**Attachments:** 0743\_001.pdf

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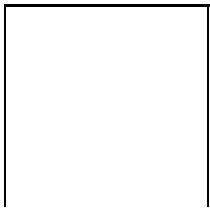
**From:** Toohey, Jessica  
**Sent:** Wednesday, March 30, 2016 10:23 AM  
**To:** Linda Andal; Tish Hurtado  
**Subject:** Research

Good morning,

We are trying to obtain a copy of TPM 2013-153 located at 1801 S. Harbor. Please let me know if this is the correct department to request the map from..

Thank you for your assistance!

Thank You,  
Jessica Toohey



| Irvine CA 92614-4250

[www.huitt-zollars.com](http://www.huitt-zollars.com)

NOTICE: This e-mail and any files transmitted with it are confidential and intended for the sole use of the individual or entity to which this e-mail is addressed. If you have received this email in error, please notify the sender and delete the e-mail from your system.