



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: Jesse Tirado Date: 6/8/16 4:54 PM

Company Name: Partner Engineering and Science, Inc.

(Mailing) Address: _____ City/State/Zip Code: _____

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

Email or Phone

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

*My company is performing a zoning report on the Glen Forest Apartments located at 145 South Westchester Drive. I would need to obtain any available Certificate(s) of Occupancy relating to that apartment complex. If there are no available CO's? Does this constitute a code violation? I attempted to access your Property Permit Records Online but I was unsuccessful at locating a Certificate of Occupancy. I also need to know if there are any open or outstanding fire code violations at at complex.
Tax APN #'s: 135-311-18, 135-311-19, 135-321-42, 43, 44, 45 & 46*

Thank you for your time & assistance.

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

Electronically Signed/Submitted 6/8/16 4:54 PM

SIGNATURE OF REQUESTER