



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: Gareth Howell Date: 5/18/16 5:45 PM

Company Name: EFI Global

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

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)

This firm is performing a Phase I Environmental Site Assessment for the property located at the following addresses:

1674 & 1676 W. Lincoln Ave, Anaheim, CA 92801 (APN: 250-091-18)

We are requesting any information from your departments pertaining to:

- building permit records including demolitions, construction, tenant improvements, major sewer installations/removals, and certificates of occupancy*
- any reports of the storage, release or spillage of hazardous materials (HAZMAT), or substances or petroleum products that have ever been located on the property.*
- underground storage tanks (USTs), aboveground storage tanks (ASTs), on the property*
- industrial wastewater discharge, clarifiers, storm water, or industrial waste water, including permits to operate and notices of violation*
- contaminated ground water or soil records*
- air emissions, including permits to operate, equipment lists and notices of violation*

The information entered to request for public records is continued on succeeding page(s)

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 5/18/16 5:45 PM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

Please feel free to contact me if you have any questions or concerns regarding this request. We thank you for your attention to this matter.