



# 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](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: ALISON SYKES Date: 4/15/16 12:00 PM

Company Name: CBRE, INC.

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: ALTADENA, CA 91001

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

Preferred method of contact in the event of questions:

E-mail: \_\_\_\_\_

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

Hello,

*I am conducting a property condition assessment on 3100 E. Frontera Street, Anaheim (Embassy Suites Anaheim North).*

*I would like to know if there are any code violations on file with respect to Building and Planning/Zoning.*

*In addition, I'd like a copy of the Certificate(s) of Occupancy for the shell and any tenant improvements, as well as a finalized building permit for original construction and any seismic retrofits.*

*Please also forward any variances that may have been issued by the City.*

*In addition, should a change of ownership take place, please let me know if the property will be subject to any changes or requirements that may not be "grandfathered" in, ie. zone designation, parking requirements, etc.*

*Thank you in advance for your help.*

*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 4/15/16 12:00 PM*

**SIGNATURE OF REQUESTER**



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**DESCRIPTION OF REQUESTED RECORD(S)-Continuation**

*Sincerely,*

*Alison Sykes*