



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: 4/4/2016

Company Name: Diaz•Yourman & Associates

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

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 following three properties:

1. 3601 E. La Palma Avenue, Anaheim, CA 92806
2. 1151 N. Tustin Avenue, Anaheim, CA 92807
3. 1171 N. Tustin Avenue, Anaheim, CA 92807

Specifically, I am interested in information regarding underground and/or aboveground storage tanks, chemical storage and usage information, previous environmental reports, no further action/completion of remedial action letters, list of any incidents that may have occurred at the property, 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 2016.04.04 11:43:57 -0700

SIGNATURE OF REQUESTER

Jennifer L. Hall

From: Linda Andal
Sent: Monday, April 04, 2016 12:06 PM
To: Jennifer L. Hall
Subject: Fwd: Request for Public Records
Attachments: PublicRecordsRequestForm_20160404.pdf

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Charles Chen
Date: 4/4/2016 11:54 AM (GMT-08:00)
To: Linda Andal <landal@anaheim.net>
Subject: Request for Public Records

Hi Linda,

Please see attached records request form for 3 properties.

Thank you

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

Santa Ana, CA 92705