



**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](http://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 : Jessica Johnson Date: 8/13/18

Company Name: Armada Analytics

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Greenville, SC 29601

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)

Please provide copies of any Certificate of Occupancy, Site Plans, Special Use Permits/ Conditional Use Permits for property located at:

Overlook at Anaheim  
 145 S. Festival Drive  
 Anaheim, CA 92808

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.

**Jessica**

Digitally signed by Jessica  
 Date: 2018.08.13 16:24:04 -04'00'

**SIGNATURE OF REQUESTER**

**Jennifer L. Hall**

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**Subject:** Records Request- Overlook at Anaheim  
**Attachments:** PRR.pdf

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

From: Jessica Pitts  
Date: 8/13/18 1:29 PM (GMT-08:00)  
To: Linda Andal <[landal@anaheim.net](mailto:landal@anaheim.net)>  
Subject: Records Request- Overlook at Anaheim

Please see the attached Request For Records. Please advise of any fees associated with this request and I will promptly send payment to your attention.

Thank you and have a good day.

Thank you – Have a great day on purpose!

**Jessica Pitts-Johnson**  
Zoning Data Coordinator  
**ZIPline Zoning**  
**Armada Analytics, Inc.**

Greenville, SC 29601