



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; tbass@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: Javier E Enriquez Date: 2/28/19 10:06 AM

Company Name: First American CDS

(Mailing) Address: _____ City/State/Zip Code: 73072

Phone number: _____ Email: _____

Preferred method of contact in the event of questions:

Email/ Phone

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

Subject Property/Parcels: 2900 West Lincoln Avenue, Anaheim, CA- APN- 216-012-26

At our client's request, please provide the following information-

- *Any Variances, Special Uses or Conditions: Please note the existence of these items as they relate to the subject property and supply documentation, if available (this includes any applicable Special Use Permissions, Conditional Uses Permissions, Zoning Board of Appeals, Planning Cases, etc)*
- *Zoning, Building, or Fire Code Violations: Please state if there are any open/outstanding zoning, building or fire violations active at this time*
- *Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. Please state (even if a Certificate of Occupancy was located and provided) if the lack of a Certificate of Occupancy on file would activate any enforcement*

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 2/28/19 10:06 AM

SIGNATURE OF REQUESTER



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DESCRIPTION OF REQUESTED RECORD(S)-Continuation

actions/adverse actions against the property. Also, please specify if a new Certificates of Occupancy would be required in the event of a change in ownership, use, or renovations.

- *Approved Site Plan and/or Conditions of Approval, if applicable: Please supply one or both of these documents, particularly if the subject property is located in a Planned Development*

Please advise me at your earliest convenience of any required fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. I am on a strict timeline so your prompt attention to this matter is greatly appreciated. Upon completion, please forward the information to me via fax _____ or via email _____ and US mail. I truly appreciate your help with this matter and look forward to your reply. Please do not hesitate to contact me with any questions or concerns you may have. Thank you very much for your assistance!

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