



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 : Maria Cofano Date: 7/10/2019

Company Name: Planning and Zoning Resource Company

(Mailing) Address: _____ City/State/Zip Code: OKC/OK/73108

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 a copy of the site plan for property located at 3370 East La Palma Ave.
 Parcel:34512102
 Conditional Use Permit associated with this property is CUP3768.
 Please NTE\$25 without approval
 (our ref# 131088-1)

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.

Maria Cofano

 SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Open records request for property located at 3370 East La Palma Ave. (our ref# 131088-1)
Attachments: SP request.pdf

From: Johnson, Taryn
Sent: Wednesday, July 10, 2019 10:22 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Open records request for property located at 3370 East La Palma Ave. (our ref# 131088-1)

Please see attached request for the above mentioned property. At your earliest convenience please forward a response or estimated turnaround time to Maria Cofano at as we are working together. If you have any questions or concerns please do not hesitate to contact us. Thank you in advance for your time and assistance.

Taryn Johnson
Information Specialist
Planning & Zoning Resource Company

Oklahoma City, OK 73108

This message, and any attachments hereto, is confidential and intended exclusively for the use of the individual or entity to whom it is addressed. This communication may contain information that is confidential, proprietary, privileged, subject to a confidentiality and/or non-disclosure agreement, or otherwise exempt or protected from disclosure (either by contract or under applicable law). If you are not the intended recipient, you are hereby notified that printing, retaining, reproducing, copying, disclosing, disseminating or using this message or any information contained herein (including any reliance thereon) is strictly prohibited. If you have received this message in error, please contact the sender immediately and destroy the message (including any attachments) and any copies in their entirety, whether in electronic or hard copy format. Nothing contained in this e-mail shall be considered a legally binding agreement, amendment or modification of any agreement with The Planning & Zoning Resource Company or any of its affiliates, each of which requires a fully executed agreement to be received by The Planning & Zoning Resource Company or such affiliate.