



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 : Caitlin Rasche Date: 07/15/2019

Company Name: EBI Consulting

(Mailing) Address: _____ City/State/Zip Code: Burlington, MA 01803

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: Email or phone

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

EBI Consulting (EBI) is conducting a Phase I Environmental Site Assessment (ESA) and Property Condition Report (PCR) at the Sheraton Park Hotel, 1855 S. Harbor Boulevard Drive, Anaheim, CA 92802 (EBI Project No. 1119004472). As part of the ESA and PCR process, I would like to request access to records regarding the following, as applicable:

- Current and historical building permits
- Current and historical Certificates of Occupancy
- Date of construction
- Any open building and fire code violations on file
- Date of last building and fire inspections
- Any open zoning violations on file
- Current zoning of the property and any variances on file
- Dates of public sewer and water connection
- Installation or removal of storage tanks (above and underground)
- Hazardous materials storage or release
- Hazardous waste generation or discharge
- Asbestos or lead-based paint abatement

Please notify before proceeding if fees will exceed \$50, and email copies if possible

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.

Caitlin Rasche

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request
Attachments: 1119004472 Anaheim Public Records Request.pdf

From: Caitlin Rasche
Sent: Monday, July 15, 2019 1:21 PM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request

To Whom it May Concern,

I have attached a public records request for EBI Consulting project 1119004472. Please let me know if you need anything else.

Thank you,

Caitlin Rasche
Research Associate

| Burlington, MA | 01803

