



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: 07/16/2019

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) at 5100-5150 East La Palma Avenue, Anaheim Hills, CA 92807 (EBI Project No. 1119004705). As part of the ESA 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
- 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: 1119004705 Anaheim Public Records Request.pdf

From: Caitlin Rasche
Sent: Tuesday, July 16, 2019 9:56 AM
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 1119004705. Please let me know if you need anything else.

Thank you,

Caitlin Rasche
Research Associate

Burlington, MA | 01803

Visit our website: www.ebiconsulting.com

