



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; fbass@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 : Cheryl Manuel

Date: September 6, 2019

Company Name: Partner Engineering & Science, Inc.

(Mailing) Address: _____ City/State/Zip Code: Torrance, CA 90501

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: Telephone

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

Partner Engineering & Science, Inc. is conducting a Phase I Environmental Site Assessment on the following adjacent properties:

Carbon Creek Shores- 3050 and 3060 Frontera Street, Anaheim, CA 92806

As part of the investigation, we are requesting, under the Freedom of Information Act, any records you have for the above referenced properties pertaining to the following:

Building: Any outstanding building violations, building date of construction & permits, any underground storage tank installation or removal permits, certificates of occupancy and sign permits.

Zoning: Current zoning designation, permitted use at the property for zoning designation, conditional uses established for the property (if any), and any unresolved notices of violation to comply against the property.

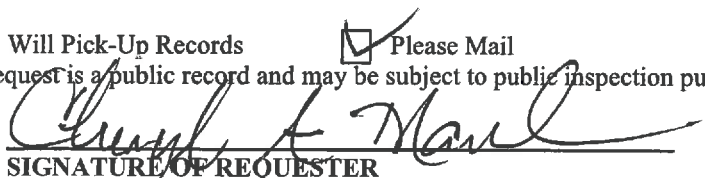
I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

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.


SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Public Records Request
Attachments: Building_Zoning_Fire.pdf

From: Manuel, Cheryl
Sent: Friday, September 6, 2019 10:54 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Public Records Request

Ms. Bass,

Please find attached a public records request form for the property located at 3050 and 3060 Frontera Street in Anaheim.
Please call or email should you have any questions. Thank you for your assistance.

Best Regards,

Cheryl Manuel
Project Scientist

PARTNER ENGINEERING AND SCIENCE, INC.