



**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](http://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](mailto: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 : Paula Everett Date: 9/12/2019

Company Name: AEI Consultants

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Midlothian, VA 23113

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)

Arbor View Apartments located at: 620, 624, 628 South Velare Street, Anaheim, CA 92804.

Building Department for copies of Certificates of Occupancy and building permits from the property's first development to current date (year, type of permit, and owner/applicant), any other environmental conditions at the property, AND copies of any outstanding violations.

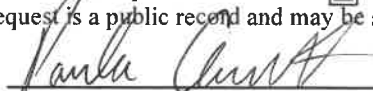
Planning and Zoning to identify if the property has Activity and Use Limitations (AULs), defined as legal or physical restrictions or limitations on the use of or access to the property, the legal status of the property (conforming, compliant, or nonconforming), AND copies of any outstanding violations

\*Please notify me in advance if fees for this request are estimated to exceed \$75

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



CITY OF ANAHEIM  
 ANAHEIM FIRE & RESCUE  
 201 S. ANAHEIM BLVD., SUITE 300  
 ANAHEIM, CA 92805  
 (714) 765-4040 • (714) 765-4608

# REQUEST FOR PUBLIC RECORDS

**Requestor Information:**

Date: 9/12/2019

Company Name: AEI Consultants		Address(es):
Contact Name: Paula Everett		Arbor View Apartments
Address:		620, 624, 628 South Velare St
City, State, Zip: Midlothian, VA 23113		Anaheim, CA 92804
<input type="checkbox"/> Phone:	<input type="checkbox"/> Fax:	(peverett@aeiconsultants.com)

Please check box to indicate the preferred method of contact in the event of questions

**Fire Incident Report \*\***

Fire Incident # (if known) A \_\_\_\_\_ Date of Incident: \_\_\_/\_\_\_/\_\_\_ Approximate Time: \_\_\_\_\_

Location of Incident (specific address or cross streets): \_\_\_\_\_

If the incident involved a vehicle, the following information must be completed:

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

**Hazardous Materials Section / Certified Unified Program Agency (CUPA)**

- Chemical Inventory
- Inspection Reports
- Risk Management Plan
- Hazardous Waste (HW) Generator Information
- Underground Storage Tank (UST) CUPA Information
- CUPA Consolidated Permit
- Investigation Reports/Complaints
- Correspondence/Referrals
- On-site Treatment (TP) Information
- Business Emergency Plan
- List of all USTs in Anaheim
- List of all ASTs in Anaheim

**Life Safety Section**

- Inspection Worksheet
- Correction Notice/Second/Final Notice
- 5-year Sprinkler Report
- Complaints
- Fire Code Permits
- Private Hydrant Test Report
- 850 Forms
- Correspondence
- Other

FEES: Photocopies \$0.20 per page      Color Copies \$0.45 per page      Laserfiche \$1.00 per page      Records copied on CD \$10 per CD for the initial record series and \$1.00 per additional records series

\*Please notify me in advance if fees are estimated to exceed \$50

Please note that HMS site maps are not provided and that chemical locations, financial information and personal phone numbers will be redacted/removed from all records. If items listed above are necessary for review, a certified release of information letter from the business must be presented with your request. Most HMS records are maintained in Laserfiche and have a five year retention length after they become obsolete. For UST records (prior to 1991) and HW and TP records (prior to 2001), contact Orange County Health Care Agency, Environmental Health at 714-433-6022. For UST Clean-up Information, contact the City of Anaheim Public Utilities Department at 714-765-4238. To review Anaheim Fire & Rescue records in person, call 714-765-4040 to make an appointment.

I understand that I will be notified within ten (10) calendar days from receipt of this public records request. 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. If arrangements for payment and production are not made within twenty (20) days of the date of the City's response, I understand that a new request may have to be submitted.

- I wish to inspect City records (\*\*not applicable for Fire Incident Reports)       I will pick-up records       Please mail records

Signature of Requestor: Paula Everett

For office use only: Record searches are retained for the current fiscal year, plus two prior fiscal years. Destruction date for documents contained in this request is 6/30/\_\_\_\_.

Emailed DC Operations \_\_\_/\_\_\_/\_\_\_       Emailed Request for Extension \_\_\_/\_\_\_/\_\_\_       Date Report Ready \_\_\_/\_\_\_/\_\_\_

Amount Due: \$ \_\_\_\_\_      Amount Received: \$ \_\_\_\_\_      Date Paid \_\_\_\_\_

Method:       Check# \_\_\_\_\_       Credit Card # \_\_\_\_\_ (last four digits only)       Cash

## Jennifer L. Hall

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**Subject:** FOIA Request - Arbor View - AEI 411756  
**Attachments:** Completed FOIA request form.pdf; Fire public records request-signed.pdf

**From:** Paula J. Everett  
**Sent:** Thursday, September 12, 2019 8:09 AM  
**To:** Theresa Bass <[TBass@anaheim.net](mailto:TBass@anaheim.net)>  
**Subject:** FOIA Request - Arbor View - AEI 411756

Hello,

AEI Consultants has been commissioned to complete a Project Capital Needs Assessment and/or Phase I Environmental Site Assessment for the following property: **Arbor View Apartments** located at: **620,624, 628 South Velare Street, Anaheim, CA 92804**. Is this property within your jurisdiction?

As part of this assessment, and due diligence, we are required to request the following information as described on the attached Public Records Forms.

Please let me know if you need anything else from me in order to process this request.

Thank you in advance for your help,

Paula Everett  
Administrative Assistant  
**AEI Consultants**

