



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 : Shannon Vogele Date: Sept 12, 2019

Company Name: Key Zoning Assessments

(Mailing) Address: _____ City/State/Zip Code: Necedah WI 54646

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)

Sunrise Fountains Apartments at 2104 South Lewis Street Anaheim, CA - I need to request the below information for this property, please:

- 1) a copy of any open building or fire code violations currently on file (not requesting new inspections)
- 2) a copy of the certificate(s) of occupancy
- 3) a copy of the approved site plan (if readily available)
- 4) a copy of any applicable special use permits, variances, etc. on file for this property
- 5) a copy of any any road construction plans (i.e.: condemnation, easement, road widening, etc.) that will affect the subject property or adjacent roads

Please notify me prior to costs exceeding \$50 so that I may obtain cost approval on my end. Please email records, 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.

SIGNATURE OF REQUESTER

Jennifer L. Hall

Subject: Sunrise Fountains Apartments at 2104 South Lewis Street Anaheim, CA
Attachments: Public-Records-Request-Form.pdf

From: Tara Hood
Sent: Thursday, September 12, 2019 11:27 AM
To: Theresa Bass <TBass@anaheim.net>
Subject: Sunrise Fountains Apartments at 2104 South Lewis Street Anaheim, CA

Good day. I am researching the subject property for which I have attached my completed records request form. Would you please reply to confirm receipt? Thank you.

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Tara Hood, Researcher | **Key Zoning Assessments, LLC**
Corporate Office | | Necedah, WI 54646
Direct | | Fax
Your **Key** Partner for Zoning Due Diligence www.keyzoning.com