



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 : Abby Sorenson Date: 8/2/2018

Company Name: METZ & HARRISON, LLP

(Mailing) Address: _____ City/State/Zip Code: El Segundo, CA 90245

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)

Please see attached.

RECEIVED
2018 AUG -2 A 11:10
OFFICE OF CITY CLERK
CITY OF ANAHEIM

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.

Abigail Jensen
SIGNATURE OF REQUESTER

METZ & HARRISON, LLP

ATTORNEYS AT LAW

August 2, 2018

VIA FACSIMILE ONLY

City of Anaheim
Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
Fax: (714) 765-4105

Re: *Public Records Act Request*
Our File: Keno's Restaurant

Dear City Clerk's Office:

We would like to obtain information and documentation in your office's custody regarding the property – *including, but not limited to, all structures and related parking and paths of travel* – located at 2661 W. La Palma Avenue, Anaheim, CA 92801 (APN 070-762-07). Pursuant to the California Public Record Act, Cal. Govt. Code § 6250, we ask that you please provide copies of the following documents related to the above address and/or parcel number:

1. All building/construction permits finalized from January 1, 1982 to present;
Please note: We do not need permits related solely to lighting/electrical; banners/signs; HVAC; or grading matters.
2. All hardship exemptions granted from January 1, 1982 to the present;
3. All certificates of occupancy for this facility issued from the original date of construction and any others issued from January 1, 1982 to present;
4. Any and all correspondence between the property owner and contractor and the Department and/or the City from January 1, 1982 to present; and
5. Any and all complaints received by the Department and/or the City concerning this facility from January 1, 1982 to present.

Please contact our office at your earliest convenience to request payment for any copying and shipping costs. If available, we would prefer the aforementioned documents in electronic format, and we will accept documents that have personally identifying information redacted. We look forward to receiving your response within the ten (10) days required by law.

City of Anaheim
Re: *Public Records Act Request*
August 2, 2018
Page 2

If you have any questions regarding this request, please do not hesitate to contact us.
Thank you for your assistance in this matter.

Sincerely,


Abby Sorenson