



# 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](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: Brian Frawley Date: 8/3/18 2:02 PM

Company Name: Partner Engineering & Science

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 92121

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)

*I am a consultant performing a Site Assessment and a Property Condition Assessment of 5109 La Palma Ave, ANAHEIM, CA 92807. As such, I am required to inquire of the local building, fire inspections and code enforcement departments, if there are any "open incidents" of engineering, fire or code violations concern on file for this subject property within the past three years.*

*I am requesting the following, Building, Zoning and Fire & Safety Information:*

- *Are there any outstanding building code violations on the property?*
- *What is the frequency of building inspections by your department of the property?*
- *When was the last inspection?*
- *A copy of the most recent building inspection report for the building*
- *A copy of the Certificate of Occupancy (CO)*
- *Are there any open building permits on the property?*
- *What is the current zoning of this property?*
- *Are there any outstanding zoning and/or building code violations on the property?*
- *Are the current uses of the subject property legally conforming to the local zoning code/ordinance?*
- *Are there any outstanding fire code violations on the property?*

*The information entered to request for public records is continued on succeeding page(s)*

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

*Electronically Signed/Submitted 8/3/18 2:02 PM*

**SIGNATURE OF REQUESTER**



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### DESCRIPTION OF REQUESTED RECORD(S)-Continuation

- *Are there any outstanding fire incident records on the property?*
- *Is your department aware of any activity & use limitations (AULs – easements, use restrictions, etc.) on the property?*

*Please email reply to:*