



**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; [landal@anaheim.net](mailto:landal@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: 12/10/18

Company Name: \_\_\_\_\_

(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)

Can you please provide verification of any open building, zoning, or fire code violations and copies of Certificates of Occupancy, site plan, and any variances/special permit/entitlements for the Rancho La Paz located at 501 and 601 East Orangethorpe Avenue?

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 **email**

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.

Shannon Vogele  
 SIGNATURE OF REQUESTER

## Jennifer L. Hall

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**Subject:** Rancho La Paz located at 501 and 601 East Orange Thorpe Avenue  
**Attachments:** Request for Public Records Anaheim.pdf

**From:** Shannon Vogele <  
**Sent:** Monday, December 10, 2018 4:02 PM  
**To:** Linda Andal <[landal@anaheim.net](mailto:landal@anaheim.net)>  
**Subject:** Rancho La Paz located at 501 and 601 East Orange Thorpe Avenue

Good evening,  
Attached is my records request for information on the above-mentioned property. Please let me know if you have any questions regarding my request.  
Sincerely,  
Shannon



**Shannon Vogele, Partner | Key Zoning Assessments, LLC**  
Corporate Office | Necedah, WI 54646

Your *Key* Partner for Zoning Due Diligence [www.keyzoning.com](http://www.keyzoning.com)