



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 : Jessica Pitts Date: 7/19/17

Company Name: Armada Analytics

(Mailing) Address: _____ City/State/Zip Code: Greenville / SC/29601

Phone number: _____ Email: _____

Preferred method of contact in the event of questions: email and retrieval of records

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Please provide information regarding any open Fire Code Violations for the following property:

303 E Center Street
 Anaheim, CA 92805

405 Lincoln Ave
 Anaheim, CA 92805

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: FW: Request for Records- Village at Heritage
Attachments: DOC2017-07-19-202916.pdf

From: Jessica Pitts
Sent: Wednesday, July 19, 2017 1:49 PM
To: Theresa Bass <TBass@anaheim.net>
Subject: FW: Request for Records- Village at Heritage

Good afternoon,

The parcel numbers for both addresses are
– 255-075-16 (303 E. Center Street) and 035-187-71 (405 Lincoln Ave).
Thank you

Jessica Pitts-Johnson
Zoning Data Coordinator
ZIPline Zoning
Armada Analytics, Inc.

www.ArmadaAnalytics.com
www.ZIPlineZoning.com

From: Jessica Pitts
Sent: Wednesday, July 19, 2017 4:47 PM
To: 'tbass@anaheim.net' <tbass@anaheim.net>
Subject: Request for Records- Village at Heritage

Good afternoon,

Please see the attached records request form.

Thank you

Jessica Pitts-Johnson
Zoning Data Coordinator
ZIPline Zoning
Armada Analytics, Inc.

www.ArmadaAnalytics.com
www.ZIPlineZoning.com

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