

California Public Records Act Request

Date:

To: Public Records Coordinator

Los Angeles County Department of

Regional Planning

320 West Temple Street, Los Angeles, CA 90012

Email: pra@planning.lacounty.gov

From:

Attention:

Email:

Phone:

Subject: CPRA Request for Records – re property identified as:

Dear Public Records Coordinator:

Pursuant to the California Public Records Act (Cal. Gov't Code §§ 7920.000 et seq.), I request inspection and copies of all non-exempt public records in the possession, custody, or control of the Los Angeles County Department of Regional Planning (and any divisions, units, or contractors acting on its behalf) concerning the real property identified

as (the “Property”).

Records Requested

Please produce the following records, regardless of format (including but not limited to emails, memoranda, letters, notes, photographs, forms, logs, databases/exports, GIS layers, audio/video, and text messages), from the earliest date on record to the present:

All reports, complaints, service requests, code enforcement files, investigations, field notes, inspection records, and correspondence related to the Property for the last five years.

All permits, applications, plans, plan checks, approvals, denials, notices of violation, warning letters, administrative citations, hearing notices, hearing officer decisions, and related correspondence concerning the Property.

Any photographs, videos, site sketches, GIS layers/overlays, or survey records maintained or consulted by Planning relating to the property.

Any interagency communications, referrals, or transmittals with or to other County departments or outside agencies regarding the Property, including but not limited to Los Angeles County Public Works (Building & Safety, Grading, Geotechnical/Materials Engineering), Fire Department, Environmental Health, and the Assessor.

If any of the above records are maintained by another County

department (e.g., Los Angeles County Public Works – Building & Safety/Grading), please so indicate and either transfer this request to the appropriate custodian or provide the correct point of contact, pursuant to your obligations under the CPRA.

Timeframe and Search Instructions

Timeframe: All dates available to present, and within the last five years,

Search locations: Please search all reasonably likely repositories, including but not limited to permitting and enforcement systems, email servers, shared drives, project files, archives, and off-site storage.

If responsive records are available in electronic form, please produce them in native electronic format with all associated metadata intact.

For databases, please provide exports in CSV or other reasonably usable formats, along with data dictionaries or field definitions.

Format, Delivery, and Fees

Delivery: Please provide records via email to grant@jgrantkennedy.com

If file size limits require, please provide a secure download link or shared folder access.

Rolling production: Please produce records on a rolling basis as they become available.

Fees: We request a waiver of fees to the extent permitted by the CPRA.

If fees will be assessed for duplication or for electronic media, please provide an itemized written estimate and obtain our approval before incurring any costs. We do not agree to pay costs beyond the direct cost of duplication.

Redactions: If you contend any exemptions apply, please:

Identify each record withheld or redacted,

State the specific exemption(s) asserted, and

Produce all reasonably segregable portions. See Cal. Gov't Code § 7922.505.

Statutory Response Deadlines

Please confirm receipt and provide a determination within the time required by the CPRA, generally within 10 calendar days of receipt, subject to any permissible extension. See Cal. Gov't Code § 7922.535. If you assert unusual circumstances, please identify them in writing and state when a determination will be made.

Preservation

To the extent not already preserved, please take reasonable steps to prevent deletion or alteration of potentially responsive records during the pendency of this request, including electronic communications and archived materials.

Point of Contact

If you have questions, anticipate any delays, or need clarification to

facilitate a thorough search, please contact me promptly. We are willing to discuss reasonable narrowing if needed after you describe the volume and nature of potentially responsive records.

Thank you for your prompt attention.

Sincerely,