



VILLAGE OF PALMETTO BAY
9705 E. HIBISCUS STREET
PALMETTO BAY, FLORIDA 33157
(305) 259-1234 Fax: (305) 259-1290

Approved
_____ Gregory H. Truitt, Interim Village Manager
_____ Date

REQUEST FOR PUBLIC RECORDS

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 2/6/20
NAME: Christina Viteri
COMPANY: Chatburn Group
ADDRESS: _____
PHONE: 305-504-2790 FAX: _____
EMAIL: cviteri@chatburngroup.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of digital plans, if
available for property address:
15325 SW 74th place
Palmetto Bay, FL
*Prefer email response

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2020-054
DATE FORWARDED: 2-6-20 ASSIGNED DEPT: Building
DATE REQUEST FILLED: _____ NUMBER OF COPIES: _____
ESTIMATED TIME (IF APPLICABLE): _____ ESTIMATED COST: _____
HOW WAS REQUEST FILLED? _____
IF NOT FILLED, REASON: _____
BY: _____

Melissa Dodge

From: Christina Viteri <cviteri@chatburngroup.com>
Sent: Thursday, February 6, 2020 3:21 PM
To: Melissa Dodge
Subject: 15325 SW 74th Place Palmetto Bay 33157

CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.

Hi Melissa,

Hope you are well. I just left you a voicemail regarding the above mentioned property. Im purchasing the home and would like a copy of the digital plans if available. The current owner has the paper plans with her but she is currently out of town and was wondering if I can pay the village to email me a copy of them. I spoke to someone in the building department and they told me I needed to fill out a form and speak to you.

Please let me know if this is at all possible.

CHRISTINA VITERI
Vice President of Operations



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