



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: 4-29-20  
NAME: Anna Morales  
COMPANY: Leighton Law, P.A.  
ADDRESS: 1401 Brickell Ave, Ste 900, Miami, FL 33131  
PHONE: 305-496-2531 FAX: \_\_\_\_\_  
EMAIL: anna@leightonlaw.com

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

\* Please see online  
request attached.

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-115  
ASSIGNED DEPT: Building/Code

DATE FORWARDED: 4-29-20

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_

## Melissa Dodge

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 29, 2020 11:06 AM  
**To:** Missy Arocha; Melissa Dodge  
**Subject:** Online Form Submittal: Public Records Requests

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

### Public Records Requests

PUBLIC RECORDS REQUEST [Public Records Policy](#)  
FORM

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Date	4/29/2020
Name	Anna Morales
Company	Leighton Law, P.A.
Phone Number	305-496-2531
Email Address	anna@leightonlaw.com
Address	1401 Brickelle Ave, Suite 900, Miami, FL 33131
Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No
Public Record Request(s):	<p>Pursuant to Chapter 119 (the public records law), Florida Statutes, I Anna C. Morales, Esq., of Leighton Law, P.A, respectfully request non-certified photocopies of the following pertaining to the following address: Village Homes &amp; Condos at Palmetto Bay located at 17255 SW 95 Avenue, Palmetto Bay, Florida.</p> <ul style="list-style-type: none"><li>• Any and all survey/site plans;</li><li>• Original Construction Plan(s);</li><li>• Any and all elevation plans;</li><li>• Any and all Open Violations Report(s);</li><li>• Any and all Closed Violations Report(s);</li><li>• Any and all Liens Violations Report(s);</li><li>• Any and all Building Card(s);</li><li>• Entire Permit History Report;</li><li>• Entire Inspection History Report;</li></ul>

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- All Permit Application(s);
- Any and all Blueprints available;
- Any and all variances submitted; and
- Any and all construction documents.

Should your office/department contend that the portions of the requested document(s) are exempt from disclosure, we request pursuant to Florida Statutes Section 119.07(2)(a)(2003), that you please state the basis for each claimed exemption and provide us with a redacted copy of the document(s). We will pay reasonable costs for the non-certified photocopies, as provided by statute.

We would like to receive the requested material within five (5) business days. Your prompt compliance is greatly appreciated. As soon as the records are ready, please do one of the following: phone me at 305.347.3151, forward the non-certified photocopies to my attention at the above address, or you may e-mail them to Anna@LeightonLaw.com. Please call me if you have any questions. Thanking you in advance for your prompt attention in this regard.

Anna C. Morales

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Thank You

*Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at [marocha@palmettobay-fl.gov](mailto:marocha@palmettobay-fl.gov)*

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Email not displaying correctly? [View it in your browser.](#)