



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

Approved  

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Gregory H. Truitt, Interim  
Village Manager  

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Date

**REQUEST FOR PUBLIC RECORDS**

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

DATE: 06-22-20  
NAME: Pedro Moreno  
COMPANY: Holland & Knight, LLP  
ADDRESS: 701 Brickell Ave, Ste 3300, Miami, FL 33131  
PHONE: 954-548-0424 FAX: \_\_\_\_\_  
EMAIL: pedro.moreno@hklaw.com

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

\* Please see attached  
on-line request

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-169

DATE FORWARDED: 06-24-20

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**

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 22, 2020 8:07 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 FORM [Public Records Policy](#)

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Date 6/22/2020

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Name Pedro Moreno

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Company Holland & Knight, LLP

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Phone Number 954-548-0424

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Email Address pedro.moreno@hklaw.com

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Address 701 Brickell Avenue, Suite 3300, Miami, Florida 33131

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Preferred Delivery Method Electronic (via email- email address required)

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Are you a member of the media? No

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Public Record Request(s): Property address: 7504 SW 179th Ter., Palmetto Bay, FL 33157  
Folio: 33-5035-008-0050

Good morning,

Pursuant to Section 119.01, et seq., Florida Statutes (the "Florida Public Records Act"), we kindly ask that the City Clerk, Custodian of Public Records or other applicable department assemble the public records listed below for inspection and copying with regard to the above-referenced Property.

In accordance with Fla. Stat. § 119.07(2)(a), in the event that any records are withheld based upon a claimed exemption, please identify such records with particularity (e.g., date, parties and general description of subject matter) and identify

the exemption claimed, including the statutory citation to an exemption created or afforded by statute.

#### General Requests

1. All files, reports, documents, or photographs relating to the Property, including without limitation, all permits and permit applications made for the Property and all communications relating to all permits and permit applications for the property since January 1, 1985; and
2. The complete file relating to any and all code violations that have been issued regarding the Property since January 1, 1985, including any and all building and zoning code violation records.

#### Specific Request

1. All files, applications, permits, reports, documents, or photographs relating to the inclusion of the 198 sq. ft. addition to the property in 1987.

We request that the responsive documents be e-mailed to us at [brian.koch@hklaw.com](mailto:brian.koch@hklaw.com) and/or [pedro.moreno@hklaw.com](mailto:pedro.moreno@hklaw.com), alternatively, that the documents be mailed to us. We can send a pre-paid UPS envelope or courier or will pay the reasonable charges for the mailing of the documents.

Please advise us of the photocopying charges and any other charges associated with this request so that we may prepare a check or otherwise make payment in the amount specified to your designated payee.

Thank you for your cooperation and attention to this matter. Please contact me with any questions about this request.

Pedro

Pedro Moreno, CP | Holland & Knight  
Litigation Paralegal  
Holland & Knight LLP  
701 Brickell Avenue, Suite 3300 | Miami, Florida 33131  
Cell 954.548.0424  
Phone 305.789.7607 | Fax 305.789.7799  
[pedro.moreno@hklaw.com](mailto:pedro.moreno@hklaw.com) | [www.hklaw.com](http://www.hklaw.com)

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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*

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