



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

Approved
<hr/> Gregory H. Truitt, Interim Village Manager
<hr/> Date

**REQUEST FOR PUBLIC RECORDS**

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

DATE: 7-24-20

NAME: Janelle Olivo

COMPANY: Carlton Fields

ADDRESS: Miami Tower, 100 SE Second St, Ste. 4200, Miami, FL 33131-2113

PHONE: 305-539-7214 FAX: \_\_\_\_\_

EMAIL: jolivo@carltonfields.com

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

\* Please see attached email for description of request.

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FOR USE BY VILLAGE STAFF ONLY	TRACKING NO.: <u>2020-198</u>
DATE FORWARDED: <u>7-28-20</u>	ASSIGNED DEPT: <u>Building</u>
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:** Claudia Sotolongo  
**Sent:** Friday, July 24, 2020 3:22 PM  
**To:** Melissa Dodge; Angie Hewlett  
**Subject:** FW: Maticena- Public Records Request-9705 Hibiscus Street

FYI –

Thank you,  
Claudia Sotolongo  
Permit Clerk  
Village of Palmetto Bay  
9705 E. Hibiscus St  
Palmetto Bay, FL 33157  
Office: 305-259-1250  
Fax: 866-927-5576  
Inspection Request: 305-259-1253 or inspections@palmettobay-fl.gov

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**From:** Olivo, Janelle N. <jolivo@carltonfields.com>  
**Sent:** Friday, July 24, 2020 3:07 PM  
**To:** Liuvina Diaz <ldiaz@palmettobay-fl.gov>; Claudia Sotolongo <csotolongo@palmettobay-fl.gov>  
**Subject:** Maticena- Public Records Request-9705 Hibiscus Street

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

Good afternoon,

Please allow this email to serve as a public records request for **certified copies** of all permits, inspection reports, and renovation and/or demolition records pertaining to the following property:

**9705 Hibiscus Street**  
**Palmetto Bay, Florida**

Thank you.

**CARLTON  
FIELDS**

**Janelle N. Olivo**  
Paralegal

Miami Tower  
100 S.E. Second St., Ste. 4200  
Miami, Florida 33131-2113  
Direct: 305.539.7214 | Fax: 305.530.0055

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