



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

Approved

Edward Silva, Village Manager

Date

REQUEST FOR PUBLIC RECORDS

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

DATE: 6-29-18
NAME: Javier Enriquez
COMPANY: First American CDS
ADDRESS: _____
PHONE: 405-253-2431 FAX: _____
EMAIL: Jae Enriquez @firstam.com

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

* Please see attached
email for description of
request.

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2018-200
DATE FORWARDED: 6-29-18 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: noreply@civicplus.com
Sent: Friday, June 29, 2018 10:19 AM
To: Missy Arocha; Melissa Dodge
Subject: Online Form Submittal: Public Records Requests

Public Records Requests

PUBLIC RECORDS REQUEST FORM

[Public Records Policy](#)

Date	6/29/2018
Name	Javier E Enriquez
Company	First American CDS
Phone Number	4052532431
Email Address	Jaenriquez@firstam.com
Address	3rd Floor
Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No

Public Record Request(s): Subject Properties: 17305 S Dixie Hwy (33-5032-055-0010) Palmetto Bay, FL At our client's request, please provide the following information- 1. Any Variances, Special Permits or Conditions: Please note the existence of these items as they relate to the subject property and supply documentation, if available 2. Code Violations: Please note whether or not there are currently any open/outstanding zoning, building, fire code violations that apply to the subject property 3. Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate. Also, please specify if a new Certificate of Occupancy would be required in the event of a change in ownership. 4. Approved Site Plan and/or Conditions of Approval, if applicable: Please supply one or both of these documents, particularly if the subject property is located in a Planned Development Please

advise me at your earliest convenience of any required fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. I am on a strict timeline so your prompt attention to this matter is greatly appreciated. Upon completion, please forward the information to me via fax (800-986-0586) or via email jaenriquez@firstam.com and US mail. I truly appreciate your help with this matter and look forward to your reply. Please do not hesitate to contact me with any questions or concerns you may have. Thank you very much for your assistance! This telecopy contains privileged and confidential information intended only for the use of the individual named above. If the reader of this telecopy is not the intended recipient you are notified that any dissemination or reproduction is prohibited. If you have received this telecopy in error, please call us collect and return the original telecopy to the address above via US Mail

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

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