

DIRECTIONS

From I-5 Fwy South Exit Broadway, go South on Broadway, turn right on Santa Ana Blvd. And right again on Ross. A parking lot will be on your right & Ross Annex is the 4-story building on your left.

From I-5 Fwy North Exit on First St. and go west. Turn right on Ross St. Cross over Santa Ana Blvd. A parking lot will be on your right & Ross Annex is the 4-story building on your left.

From I-22 Fwy East Merge with 5 Fwy South, exit on Broadway, and go south. Turn right on Santa Ana Blvd. Turn right on Ross St. A parking lot will be on your right & Ross Annex is the 4-story building on your left.

From I-22 Fwy West Exit Main St., turn left on La Veta, turn left on Main St., turn right on Santa Ana Blvd. Turn right on Ross St. A parking lot will be on your right & Ross Annex is the 4-story building on your left.

Parking lots are available throughout the Civic Center complex, and metered parking is available on the street. Since all parking facilities are either privately or County-owned, **Central Files staff are not authorized to validate parking.**

City of Santa Ana
Public Works Agency
Central Files
20 Civic Center Plaza M33
3rd Floor – Ross Annex
Santa Ana, CA 92702

714-647-5065

714-647-5056

HOURS OF OPERATION

(Open to the Public)

8-12pm; 1-4pm Monday-Thursday
8am-12 noon Friday

Closed

- 12pm-1pm Monday – Thursday
- 12 noon-5pm Friday
- All City Holidays: in 2005, the City will be closed: January 17, February 21, May 30, July 4, September 5, November 11, November 24, November 25, December 23, December 26



WELCOME To the City of Santa Ana PUBLIC WORKS CENTRAL FILES



OPERATIONAL POLICIES

Central Files does not accept requests for service over the phone or by email. Patrons must be prepared to conduct their own research on the premises. Staff will provide assistance in finding the appropriate materials, but cannot do the actual research.

Reproduction of materials is subject to charge as shown on the Fee Schedule below.

DOCUMENTS AVAILABLE FOR PUBLIC VIEWING



- Aerial Photos (limited years & areas)
- Street Improvement Drawings
- Channelization Drawings
- Traffic Control Drawings
- Traffic Signal Drawings
- City Structures Plans
- Storm Drain Drawings
- Sewer Drawings
- Water Facilities Drawings
- Sewer and Water Atlas Drawings
- Construction Standards
- Centerline Tie Information

RECORDS NOT AVAILABLE

- Right of Way – Public Works Design Engineering
- Assessor’s Parcel (AP) Maps – Orange County Assessor
- Tract/Parcel Maps – Orange County Assessor
- Topographic Maps – Allied Map Services
- Flood Control Information – Orange County Flood Control
- Building Plans for Non-City structures – Building & Planning Agency
- Private Development information – Public Works Development Engineering
- Benchmarks – Geomatics
- City maps with index – Available on 1st Floor - Ross Annex



FEE SCHEDULE

(Effective 07/01/05)

Photocopies from Originals

8-1/2 x 11	\$.20 ea
8-1/2 x 14	\$.20 ea
11 x 17	\$ 2.00 ea
24 x 36	\$ 9.00 ea
30 x 42	\$13.00 ea

Microfilm Prints

11 x 17	\$ 2.00 ea
18 x 24	\$ 4.50 ea

Computer Generated Prints

11 x 17	\$ 2.00 ea
22 x 34	\$ 7.00 ea

Cash or checks only.

We are not able to accept credit cards.

STATEMENT OF PURPOSE

Central Files functions as Custodian in the Public Trust through the accurate, efficient, and economical processing, safeguarding and retaining of all documentary materials made or received by the Public Works Agency and transmitted to Central Files in the course of normal operations; and following applicable record keeping requirements, to ensure reasonable access to such documents.

OTHER RESOURCES:

Orange County Assessor
12 Civic Center Plaza
Santa Ana, CA 92702
714-834-2727

Allied Map Services
966 N. Main Street
Orange, CA 92867
714-532-4300

Orange County Flood Control
300 N. Flower Street
Santa Ana, CA 92702
714-834-6192

Geomatics
300 N. Flower Street
Santa Ana, CA 92702
714-834-3478