



**pennsylvania**

OFFICE OF OPEN RECORDS

PT11-246



**Springettsbury Township**

1501 Mt. Zion Road  
York, PA 17402  
(717) 757-3521 (Phone)  
(717) 505-0455 (Fax)  
www.springettsbury.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:** \_\_\_\_\_

**REQUEST SUBMITTED BY:**

E-MAIL

U.S. MAIL

FAX

IN-PERSON

**NAME OF REQUESTOR:**

PARTNER ENGINEERING & SCIENCE, INC (GEORGE SYBERT)

**STREET ADDRESS:**

8422 BELDONA LANE, SUITE 301

**CITY/STATE/COUNTY (Required):**

BALTIMORE, MD. 21204

**TELEPHONE (Optional):**

[REDACTED]

**RECORDS REQUESTED:**

\*Provide as much specific detail as possible so the agency can identify the information.

*PLEASE SEE ATTACHED LETTER OF REQUEST.*

*THANK YOU*

*(PARTNER PROJECT NO.: 13-113002.1)*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

**RIGHT TO KNOW OFFICER:**

**JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**

john.holman@springettsbury.com

**DATE RECEIVED BY THE AGENCY:**

*12/23/2013*

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*01/02/2014*

\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

Questions: please contact the Office of Open Records at (717) 346-9903 or [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

*30 day 02/01/2014*

December 23, 2013

John J. Holman  
Township Manager  
Springettsbury Township  
1501 Mt. Zion Road  
York, PA 17402  
[717-757-3521]  
[717-757-7856-Fax]  
[john.holman@springettsbury.com]

**Subject: Building Code Compliance/Violations**  
[Partner Project No.: 13-113002.1]

Partner Engineering and Science, Inc. is conducting an *Environmental Site Assessment*, as well as a *Property Capital Needs Assessment*, of the following property:

**Greenspring Apartments**  
**100 Bridlewood Way,**  
**York, PA 17402**

This assessment is being conducted under HUD guidelines, and, therefore, we are requesting the following information under the Freedom of Information Act and the State Open Records Act:

- Current Local Building Codes in effect
- Local Building Codes in effect at time of original construction
- A copy of the most recent Building Inspection Report
- Copies of Final Inspection Reports
- Copies of any permits for previous or current underground or aboveground storage tanks
- **Copies of Certificate[s] of Occupancy**

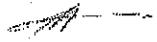
*A letter listing any outstanding citations, notices of violations, notices of corrective action or other unresolved issues related to Building Codes at the property is required for submittal with our report. If there are no such matters relating to the property, please have the letter state that there are no such items on file or pending with your department.*

The information that your department provides must be submitted *as soon as possible* in order for the loan process to proceed.

If you require additional information, have any questions regarding this request, or if this request must be submitted to a different department, please contact me at 443.877.4192 or e-mail at gsybert@partneresi.com.

Thank you for your time and assistance.

Sincerely,

  
George J. Sybert  
Project Team Assistant

December 23, 2013

John J. Holman  
Township Manager  
Springettsbury Township  
1501 Mt. Zion Road  
York, PA 17402  
[717-757-3521]  
[717-757-7856-Fax]  
[john.holman@srpingettsbury.com]

Re: **Request for Records**  
**Property Status, Zoning Classification and Compliance**  
**Notices of Violation/Corrective Notices**  
**[Partner File No.: 13-113577.1]**

Partner Engineering and Science, Inc. is conducting an *Environmental Site Assessment, as well as a Property Capital Needs Assessment*, of the following property:

**Greenspring Apartments**  
**100 Bridlewood Way,**  
**York, PA 17402**

This assessment is being conducted under HUD guidelines and, therefore, we are requesting the following information under the Freedom of Information Act:

- Current Zoning Designation
- Permitted use at the property for zoning designation
- Conditional uses established for the property (if any)
- Building Criteria under the zoning ordinance for the following:
  - Floor Area Ratio
  - Lot coverage
  - Height limitations
  - Building setbacks
  - Parking requirements
  - Site access limitations

**A letter listing any outstanding citations, notices of violations, notices of corrective action or other unresolved issues relating to zoning at the property is required for submittal with our report.**

If there are no such matters relating to the property, *please have the letter state* that there are no such items on file or pending with your department

The information that you provide must be submitted to HUD as soon as possible in order that the approval process might proceed.

If you require additional information or have any questions regarding this request, please contact me via email [gsybert@partneresi.com] or by phone. Thank you for your patience, time and prompt assistance.

Sincerely,



George J. Sybert, Sr.  
Project Team Assistant

Attached, please find a Letter of Request for Information regarding the above cited property, together with the appropriate request form for copies of the Public Records.

The information that your department provides should be submitted *as soon as possible* in order for the loan process to proceed.

If you have any questions, please contact me.

Thank you for your prompt response.

George J. Sybert  
Project Team Assistant

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**PARTNER ENGINEERING AND SCIENCE, INC.**  
T: 443-877-4192 | F: 443-459-8201

**Holman, John**

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**From:** George Sybert [REDACTED]  
**Sent:** Monday, December 23, 2013 11:51 AM  
**To:** "7177577856@metrofax.com"  
**Cc:** Holman, John  
**Subject:** Greenspring Apartments [13-113002.1 & .2] 100 Bridlewood Way, York, PA 17402  
**Attachments:** Greenspring Apts.-Bldg REq.pdf; Greenspring Apts. - Co. Zoning Req.pdf; Greenspring Apts-PaRTK Form.pdf

**Attached, please find a Letter of Request for Information regarding the above cited property, together with the appropriate request form for copies of the Public Records.**

**The information that your department provides should be submitted *as soon as possible* in order for the loan process to proceed.**

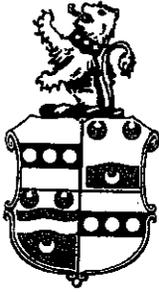
**If you have any questions, please contact me.**

**Thank you for your prompt response.**

George J. Sybert  
Project Team Assistant

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**PARTNER ENGINEERING AND SCIENCE, INC.**  
T: 443-877-4192 | F: 443-459-8201



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-505-0406

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0680

## BOARD OF SUPERVISORS

William H. Schenck, III  
Chairman

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Vice Chairman

Michael R. Bowman  
Assistant Secretary/Treasurer

George M. Dvoryak

Julie A. Landis

## TOWNSHIP MANAGER

John J. Holman  
Secretary/Treasurer

December 30, 2013

Mr. George Sybert  
Partner Engineering and Science, Inc.  
8422 Bellona Lane  
Baltimore, MD 21204

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Sybert,

Thank you for writing to Springettsbury Township with your request for information in regards to "Greensprings Apartments 100 Bridlewood Way, York, PA 17402 including:

- Current Local Building Codes in effect.
- Local Building Codes in effect at time of original construction.
- A copy of the most recent Building Inspection Report.
- Copies of Final Inspection Reports.
- Copies of any permits for previous or current underground or aboveground storage tanks.
- Copies of Certificates of Occupancy.

A letter listing any outstanding citations, notices of violations, notices of corrective action or other unresolved issues relating to Building Codes at the property is required for submittal with our report. If there are no such matters relating to the property, please have the letter state that there are no such items on file or pending with your department."

I reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than February 1, 2014.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-505-0406

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0680

## BOARD OF SUPERVISORS

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Julie A. Landis  
Vice Chairman

Mark M. Swomley  
Assistant Secretary/Treasurer

William H. Schenck, III

Kathleen A. Phan

## TOWNSHIP MANAGER

John J. Holman  
Secretary

January 28, 2014

Mr. George Sybert  
Partner Engineering and Science, Inc.  
8422 Bellona Lane  
Baltimore, MD 21204

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Sybert,

Thank you for writing to Springettsbury Township with your request for information in regards to "Greensprings Apartments 100 Bridlewood Way, York, PA 17402 including:

- Current Local Building Codes in effect - UCC
- Local Building Codes in effect at time of original construction – BOCA Code.
- A copy of the most recent Building Inspection Report - None on File.
- Copies of Final Inspection Reports – None on File.
- Copies of any permits for previous or current underground or aboveground storage tanks – None on File.
- Copies of Certificates of Occupancy – None on File. Department of Labor and Industry would have conducted the inspection for a C of O at the time this building was constructed.

Planning and Zoning information may be found on the Township web site at [www.Springettsbury.com](http://www.Springettsbury.com) under Township Municipal Ordinances, Chapter 127, Construction Codes, Uniform.

Section 704. Electronic Access

(b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically.

(b) (2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

The Township has no records of any outstanding citations, notices of violations, notices of corrective action or other unresolved issues relating to Building Codes at the property location.

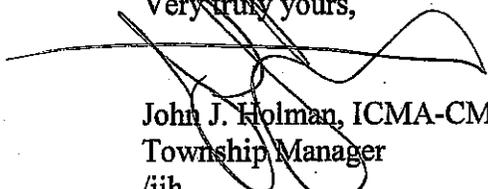
- Format of Report: Section 705: an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner which the agency does not currently compile, maintain, format or organize the record.

The Township always welcomes anyone who would like to review its' records. Please contact Ms. Patricia Lang, Community Development Director, at 717-757-3521 should you wish to schedule an appointment to review any of the Townships property record files.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions please do not hesitate to contact me.

Very truly yours,



John J. Holman, ICMA-CM  
Township Manager

/jjh

cc: Charles Rausch, Township Solicitor  
Patricia Lang, Director of Community Development  
Dori Bowders, Manager of Administrative Operations

File: Right-to-Know