

RTK-265



**pennsylvania**  
OFFICE OF OPEN RECORDS



**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: 4/22/14

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: Jon Woods

STREET ADDRESS: 815 North George st

CITY/STATE/COUNTY (Required): York, PA 17402

TELEPHONE (Optional):

**RECORDS REQUESTED:**

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

*Requesting Building permits for Commercial and residential.*

*Send via Email please.*

*Requesting For April 2014*

DO YOU WANT COPIES? YES or  NO

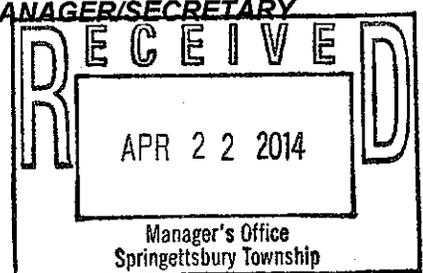
DO YOU WANT TO INSPECT THE RECORDS?  YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: **JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**  
[john.holman@springettsbury.com](mailto:john.holman@springettsbury.com)

DATE RECEIVED BY THE AGENCY: 4/22/14

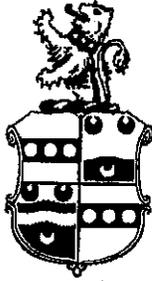
AGENCY FIVE (5)-DAY RESPONSE DUE: 4/29/14



*\*\*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 days 5/29/14*



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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### TOWNSHIP MANAGER

John J. Holman  
Secretary

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April 23, 2014

Mr. Jon Woods  
815 North George St.  
York, PA 17402

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

Dear Mr. Woods,

Thank you for submitting to Springettsbury Township a Right-To Know Request form dated April 22, 2014.

You requested "...building permits for commercial and residential..

You may obtain the record by going on the Springettsbury Township web site, [www.Springettsbury.com](http://www.Springettsbury.com) then Departments, sub menu - Building permits/planning/zoning, sub menu - Building permits and click link "2014 YTD Permits Approved." April 2014 permits may not be available until May 2014.

#### Section 704. Electronic Access

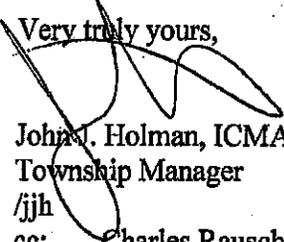
(b) (1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically.

(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.

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 - 265