

RTK 312



**pennsylvania**  
OFFICE OF OPEN RECORDS

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

DATE REQUESTED: 4-8-15

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

REQUEST SUBMITTED TO (Agency name & address): \_\_\_\_\_

NAME OF REQUESTER : Tarah Jones-Briscoe

STREET ADDRESS: 3555 NW 58th Street #400

CITY/STATE/COUNTY/ZIP(Required): Oklahoma City, OK 73112

TELEPHONE (Optional): 405-525-2998-115 EMAIL (optional): tbriscoe@zoning-info.com

RECORDS REQUESTED: *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary* Re: North Hills 1800 North Hills Road

1. Copy of Certificate of Occupancy for each building in complex
2. Copy of the approved site plan
3. Copies of open/outstanding zoning, building or fire code violations from the last inspection
4. Copies of approved variances, special exceptions, conditional use permits or zoning cases related to property.
5. Copy of current or up and coming road projects that will affect the right of way from this property.

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

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES or NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

**FOR AGENCY USE ONLY**

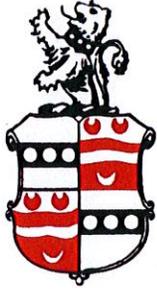
OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request Completed

DATE RECEIVED BY THE AGENCY: 4/8/15

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: 4/15/15 30 days: 5/15/15

*\*\*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.)*



COAT OF ARMS OF SPRINGGETT PENN  
1701-1731

# SPRINGGETTSBURY TOWNSHIP

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

Mark M. Swomley  
Chairman

George M. Dvoryak  
Vice Chairman

Kathleen A. Phan  
Assistant Secretary/Treasurer

William H. Schenck, III

Julie A. Landis

## TOWNSHIP MANAGER

Kristen L. Denne

April 15, 2015

Ms. Tarah Jones-Briscoe  
3555 NW 58<sup>th</sup> Street #400  
Oklahoma City, OK 73112

Re: **RIGHT-TO-KNOW REQUEST – 1800 North Hills Road**

Dear Ms. Jones-Briscoe,

Thank you for writing to Springgettsbury Township with your request for:

1. Copy of Certificate of Occupancy for each building in complex
2. Copy of the approved site plan
3. Copies of open/outstanding zoning, building or fire code violations from the last inspection
4. Copies of approved variances, special exceptions, conditional use permits or zoning cases related to property.
5. Copy of current or up and coming road projects that will affect the right of way from this property.

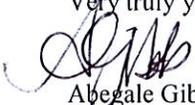
I have reviewed the request and an extension of time to respond is required due to the reasons set forth below. The Township anticipates responding to your request no later than May 15, 2015.

- The extent or nature of the request precludes a response within the required time period.
- The request requires the retrieval of historic records.
- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

The applicable fees associated with your request are unknown at this time. You will be advised of the estimated fees after completion of review of your request.

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

Very truly yours,

  
Abegale Gibb  
Right To Know Officer

cc: Kristen Denne, Township Manager  
Patricia Lang, Director of Community Development  
Mark Hodgkinson, Director of Public Works and Wastewater Treatment  
Dori Bowders, Manager of Administrative Operations  
File: Right-to-Know – 312



COAT OF ARMS OF SPRINGGETT PENN  
1701-1731

# SPRINGGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
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Julie A. Landis

## TOWNSHIP MANAGER

Kristen L. Denne

April 24, 2015

Ms. Tarah Jones-Briscoe  
3555 NW 58<sup>th</sup> Street #400  
Oklahoma City, OK 73112

Re: **RIGHT-TO-KNOW REQUEST – 1800 North Hills Road**

Dear Ms. Jones-Briscoe,

Thank you for writing to Springgettsbury Township with your request for:

1. Copy of Certificate of Occupancy for each building in complex – **No records found**
2. Copy of the approved site plan – **No records found**
3. Copies of open/outstanding zoning, building or fire code violations from the last inspection – **No records found**
4. Copies of approved variances, special exceptions, conditional use permits or zoning cases related to property. – **No records found**
5. Copy of current or up and coming road projects that will affect the right of way from this property. – **No records found.**

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.

Ms. Lang indicated she completed a form, from your office, on April 16 and returned it to you with a copy of a public pool certificate of occupancy.

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,

Abegale Gibb  
Right To Know Officer

cc: Kristen Denne, Township Manager  
Patricia Lang, Director of Community Development  
Mark Hodgkinson, Director of Public Works and Wastewater Treatment

File: Dori Bowders, Manager of Administrative Operations  
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