



pennsylvania
OFFICE OF OPEN RECORDS

RTK 414



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: 12/9/16
REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON
NAME OF REQUESTOR: Paul Shiflet / Zeigler Concrete
STREET ADDRESS: 830 Loucks Mill Rd.
CITY/STATE/COUNTY (Required): York County 17403
TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

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

*list of approved commercial and residential bldg. permits for month of November.
please email to [REDACTED]*

DO YOU WANT COPIES? YES or NO or FAX to 843-3582

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: **ABEGALE GIBB**
abby.gibb@springettsbury.com

DATE RECEIVED BY THE AGENCY: 12/9/2016

AGENCY FIVE (5)-DAY RESPONSE DUE: 12/16/16

**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 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

Benjamin B. Marchant

December 14, 2016

Mr. Paul Shiflet
830 Loucks Mill Road
York, PA 17403

Re: **RIGHT-TO-KNOW REQUEST –Building Permits**

Dear Mr. Shiflet,

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

“List of approved commercial and residential bldg. permits for month of November.”

Your request is approved via electronic access. Please visit www.springettsbury.com, on the left-side column, select Departments and click Building Permits/Planning/Zoning, scroll to the end of the page and select the file titled **“2016 YTD Permits Approved (January – November).”**

- Pennsylvania Right To Know Law, Act 3 of 2008
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,

Abegale Gibb

Right to Know Officer

File: Right-to-Know 414