



pennsylvania
OFFICE OF OPEN RECORDS

RTK 434



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: Lisa Silver _____

STREET ADDRESS: 70 West Red Oak Lane _____

CITY/STATE/COUNTY (Required): White Plains, NY 10604 _____

TELEPHONE (Optional): [REDACTED] _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information. CBRE requests a Zoning Verification Letter, copy of CO, and knowledge of open fire, building and zoning code violations for the property located at Wendy's 2802 East Market Street. . We prefer email copies.*

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: ABEGALE GIBB
abby.gibb@springettsbury.com

DATE RECEIVED BY THE AGENCY: 3/10/17

AGENCY FIVE (5)-DAY RESPONSE DUE: 3/17/17

30 Day Response Due: 4/16/17

***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



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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

William H. Schenck, III

Blanda E. Nace

TOWNSHIP MANAGER

Benjamin B. Marchant

March 16, 2017

Ms. Lisa Silver
70 West Red Oak Lane
White Plains, NY 10604

Re: **RIGHT-TO-KNOW REQUEST – 2802 East Market Street Wendy’s**

Dear Ms. Silver,

Thank you for writing to Springettsbury Township with your request for information: “Zoning Verification Letter, copy of CO, and knowledge of open fire, building and zoning code violations for the property located at Wendy’s 2802 East Market Street.”

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 April 16, 2017.

- 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.

Please be advised, the records will be provided in the format in which they exist as per Right to Know Law Section 705: *Creation of record. When responding to a request for access, 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 in which the agency does not currently compile, maintain, format or organize the record.*

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 434



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1701-1731

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Blanda E. Nace

TOWNSHIP MANAGER

Benjamin B. Marchant

April 11, 2017

Ms. Lisa Silver
70 West Red Oak Lane
White Plains, NY 10604

Re: **RIGHT-TO-KNOW REQUEST – 2802 East Market Street/Wendy’s**

Dear Ms. Silver,

Thank you for writing to Springettsbury Township with your request for information:
“Zoning Verification Letter, copy of CO, and knowledge of open fire, building and zoning code violations for the property located at Wendy’s 2802 East Market Street.”

Your request is approved and requested records are included with this response.

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 434