



RTK-489



**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:** November 2, 2017

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

**NAME OF REQUESTOR:** Eli Bracken - AEI Consultants

**STREET ADDRESS:** 112 Water Street, 5th Floor

**CITY/STATE/COUNTY (Required):** Boston, MA 02109

**TELEPHONE (Optional):** 857-350-3519 x2911

**RECORDS REQUESTED:**

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

Please see attached request forms for the property located at 2990 East Market Street (Parcel ID: 460002100250000000)

**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:**      11/02/2017

**AGENCY FIVE (5)-DAY RESPONSE DUE:**      11/09/2017  
30-Day Response Due: 12/09/2017

*\*\*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)



## Planning & Zoning Department Information Request Letter

|                                    |   |  |
|------------------------------------|---|--|
| <b>To:</b> Springettsbury Township | <b>From:</b> Eli Bracken<br>(857) 350-3519 x2911<br>(717) 319-3342<br>Fax: (857) 233-5531 | <b>Subject Property:</b><br>Citizens Bank<br>2990 East Market Street<br>(Parcel ID:<br>460002100250000000) |
|------------------------------------|---|--|

AEI Consultants has been retained to conduct a Zoning Analysis of the above referenced property. Please respond to the following documentation/information requests on **Township Letterhead** to the above email address/fax number. Should you have any questions, or should there be any fees associated with same, please direct them to Eli Bracken at the above referenced telephone # / email address. Thank you in advance for your assistance.

- 1) What is the current zoning classification for the Subject Property? \_\_\_\_\_
- 2) When was this zoning classification adopted? \_\_\_\_\_
- 3) **Subject Property Use:** According to the zoning ordinances and regulations, the use of the subject property is a:
  - Permitted Use by Right
  - Permitted Use by Special/Specific Use Permit \_\_\_\_\_
  - Permitted Use by Conditional Use Permit \_\_\_\_\_
  - Legal Non-Conforming Use (Building was existing prior to adoption of the existing zoning ordinance)
  - Non-Permitted Use
- 4) **Subject Property Conformance:** As it pertains to the existing zoning ordinance, the current structures on the Subject are:
  - Legal Conforming (complies with existing zoning regulations)
  - Legal Non-Conforming (Does not meet current zoning requirements due to re-zoning, granted variances, amendments or is considered to be "grandfathered" due to development prior to zoning ordinance)
  - Non-Conforming (complies with existing zoning regulations)
- 5) Did the Subject Property require a Site Plan Approval prior to development?
  - No  Yes (comments): \_\_\_\_\_
- 6) Are there any Variances, Special Use Permits / Exceptions, Ordinances or Conditions related to the Subject Property?
  - No  Yes (comments): \_\_\_\_\_
- 7) **Casualty:** In the event of a catastrophic loss, can the subject property be rebuilt to its current density?
  - Yes  No (comments): \_\_\_\_\_
- 8) Are there any outstanding Zoning Code Violations on file for the Subject Property?
  - No  Yes (comments): \_\_\_\_\_
- 9) Does the subject property have a valid Certificate of Occupancy on file?
  - Yes (please fax or email)  No (comments): \_\_\_\_\_
- 10) Are there any requirements such as mandated improvements that are triggered by a change of ownership/title such as a re-issuance of Zoning Approval?  No  Yes (Comments) \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_



## Building Department Information Request Letter

|                                    |   |   |
|------------------------------------|---|---|
| <b>To:</b> Springettsbury Township | <b>From:</b> Eli Bracken<br>(857) 350-3519 x2911<br>(717) 319-3342<br>Fax: (857) 233-5531<br>[REDACTED] | <b>Subject Property:</b><br>Citizens Bank<br>2990 East Market Street<br>(Parcel ID: 460002100250000000) |
|------------------------------------|---|---|

AEI Consultants has been retained to conduct a Zoning Analysis of the above referenced property. Please respond to the following documentation/information requests to the above email address/fax number. Should you have any questions, or should there be any fees associated with same, please direct them to Eli Bracken at the above referenced telephone # / email address. Thank you in advance for your assistance.

- 1) Are there any outstanding material building code violations for the Subject? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please explain and **email copies of same** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2) When was the Certificate of Occupancy (CO) Issued for the Subject? \_\_\_\_\_
- 3) Is a copy of the CO on file at the Building Department? If yes, **please email a copy of same**  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 4) Does the lack of a valid Certificate of Occupancy represent a Code Violation? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5) If the lack of a valid Certificate of Occupancy represents a Code Violation, what is the penalty, and which department will enforce same? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) If the Subject does not have a Certificate of Occupancy, what is the process for obtaining a new CO, and what is the fee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_



## Code Enforcement Department Information Request Letter

|                                    |   |   |
|------------------------------------|---|---|
| <b>To:</b> Springettsbury Township | <b>From:</b> Eli Bracken<br>(857) 350-3519 x2911<br>(717) 319-3342<br>Fax: (857) 233-5531 | <b>Subject Property:</b><br>Citizens Bank<br>2990 East Market Street<br>(Parcel ID: 460002100250000000) |
|------------------------------------|---|---|

AEI Consultants has been retained to conduct a Zoning Analysis of the above referenced property. Please respond to the following documentation/information requests to the above email address/fax number. Should you have any questions, or should there be any fees associated with same, please direct them to Eli Bracken at the above referenced telephone # / email address. Thank you in advance for your assistance.

1) Are there any outstanding material **Building Code Violations** for the Subject? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please explain and email copies of same \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Are there any outstanding **Fire Code Violations** for the Subject? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please explain and email copies of same \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) Are there any outstanding **Zoning Code Violations** for the Subject? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, please explain and email copies of same \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) When was the Certificate(s) of Occupancy (CO) Issued for the Subject? \_\_\_\_\_

\_\_\_\_\_

Are copies of the CO(s) on file at the Building Department? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please email a copy of same.

5) Does the lack of a valid Certificate of Occupancy represent a Code Violation? Yes \_\_\_\_\_ No \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_





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

November 9, 2017

Mr. Eli Bracken  
AEI Consultants  
112 Water Street, 5<sup>th</sup> Floor  
Boston, MA 02109

Re: **RIGHT-TO-KNOW REQUEST – 2990 East Market Street**

Dear Mr. Bracken,

Thank you for writing to Springettsbury Township with your request for forms to be completed for the property at 2990 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 December 9, 2017.

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

At this time there are no fees associated with your request, you will be advised of any fees required upon the complete review of available records.

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 489

# SPRINGETTSBURY TOWNSHIP



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

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

December 8, 2017

Mr. Eli Bracken  
AEI Consultants  
112 Water Street, 5<sup>th</sup> Floor  
Boston, MA 02109

Re: **RIGHT-TO-KNOW REQUEST – 2990 East Market Street**

Dear Mr. Bracken,

Thank you for writing to Springettsbury Township with your request for forms to be completed for the property at 2990 East Market Street.

Your request is approved and requested records are included with this response electronically. Please be advised, the Township does not manage a Fire Department. The Township Fire Services are managed by a third party, regional organization titled York Area United Fire and Rescue, 50 Commons Drive, York, PA 17402.

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.

Thank you,

A handwritten signature in blue ink, appearing to read 'Abegale Gibb'.

Abegale Gibb  
Right to Know Officer

File: Right-to-Know 489