



pennsylvania

OFFICE OF OPEN RECORDS

RTK 518



Springettsbury Township

1501 Mt. Zion Road

York, PA 17402

717-757-3521

717-757-7856 (Fax)

www.springettsbury.com

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 03/14/2018

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

NAME OF REQUESTOR: Tiffany Jordan

STREET ADDRESS: 1300 S Meridian Ave, Suite 400

CITY/STATE/COUNTY/ZIP (Required): Oklahoma City, OK 73108

EMAIL (Optional): [REDACTED] PHONE (Optional): [REDACTED]

RECORDS REQUESTED (Please use additional sheets if necessary):
*Provide as much specific detail (dates, addresses, etc.) as possible so the agency can identify the information.
Please provide a zoning verification letter, copies of any open/active zoning, building and fire code violations, copies of any certificates of occupancy, any variances (special or conditional use) and a final approved site plan for the property located at 2618 E Market St, Parcel # 46000210008000000. Please do not exceed \$100 without prior approval. Our Reference # 110926-1.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

**** PLEASE NOTE: Retain a copy of this request for your files; it is a required document if you file an appeal.****

For Agency Use Only:

RIGHT-TO-KNOW OFFICER: **Abby Gibb**: abby.gibb@springettsbury.com 717-505-0415

DATE RECEIVED BY THE AGENCY: ~~3/14/18~~ 3/15/18

AGENCY FIVE (5)-DAY RESPONSE DUE: 3/22/18

Agency 30-Day Response Due: 4/20/18

****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.)**



The Planning & Zoning Resource Company

1300 South Meridian Avenue, Suite 400, Oklahoma City, OK 73108

Telephone (405) 840-4344 · Fax (405) 840-2608

Toll Free (800) 344-2944

[REDACTED]
Please fax to my direct fax number 405-328-7380

To: Abby Gibb
Fax:
Email: abby.gibb@springettsbury.com
Date: 03/14/2018
Subject: Request of Information
Ref. Number: 110926-1
RE: Autumn House East, 2618 East Market Street, York, Pennsylvania

Add'l Info: Parcel # 460002100080000000

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to [REDACTED]

It is my understanding that there will be fees associated with this request. Please be advised that the total fees are not to exceed \$NTE \$100 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension [REDACTED]. You may also reach me by email at: [REDACTED]

Sincerely,
Tiffany Jordan

(PLEASE COPY ONTO YOUR LETTERHEAD)

The Planning & Zoning Resource Company
1300 South Meridian Avenue, Suite 400
Oklahoma City, OK 73108

03/14/2018

ATTN: Tiffany Jordan

Ref. No. 110926-1

RE: Autumn House East, 2618 East Market Street, York, Pennsylvania

Add'l Info. Parcel # 460002100080000000

The current zoning classification for the subject property is: _____

Adjacent property zoning designations:

North: _____

South: _____

East: _____

West: _____

Is the subject property part of a Planned Unit Development?

_____ Yes, part of a PUD (See comment)

_____ No, not part of a PUD

Comment: _____

Is the subject property part of an Overlay District?

_____ Yes, within an Overlay District

_____ No, not within an Overlay District

Comment: _____

The subject property is currently regulated by:

_____ Section _____ of the Zoning Ordinance

_____ Planned Unit Development Ordinance No. _____ (copy attached)

_____ Site Plan Approval Case No. _____ (copy of plan and case attached)

Comment: _____

According to the zoning ordinances and regulations for this district, the use of the subject property is a:

- Permitted Use by Right
- Permitted Use by Special/Specific Use Permit
- Copy Attached
- Copy Not Available (see comment)
- Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)
- Non-Permitted Use

Comment: _____

The subject structure(s) was developed:

- In accordance with Current Zoning Code Requirements and is
 Legal Conforming
- Non-Conforming (see comments)
- In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal Non-Conforming to current zoning requirements
- Prior to the adoption of the Zoning Code and is
 Grandfathered/Legal Non-conforming to current zoning requirements.
- In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: _____

Information regarding variances, special permits/exceptions, ordinances or conditions:

- There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property.
- The following apply to the subject property (see comments):
 - Variance - Documentation attached or is otherwise, no longer available (see comment)
 - Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
 - Ordinance Documentation attached or is otherwise, no longer available (see comment)
 - Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: _____

Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

- May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section _____ of the current zoning code/ordinance for details.

Comment: _____

To the best of your knowledge, do your records show any unresolved zoning code violations?

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made.

To the best of your knowledge, do your records show any unresolved building code violations and/or complaints?

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made.

To the best of your knowledge, do your records show any unresolved fire code violations and/or complaints?

- Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made.

Site Plan Information:

_____ The subject property was not subject to a site plan approval process.

_____ The subject property was subject to site plan approval: a copy of the approved site plan is attached.

_____ The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (was lost or destroyed). All other existing documents applicable to site plan approval for the site are attached if available.

_____ An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.

_____ Other, (as noted here): _____

Were Certificates of Occupancy issued? If so, please provide all available copies. If copies are unavailable, please fill out our attached form letter.

Please call the undersigned at _____, extension _____ if you have questions or concerns.

Sincerely:

Name: _____ Department: _____

Title: _____ Email: _____

(PLEASE COPY ONTO YOUR LETTERHEAD)

3/14/2018

Ref. No. 110926-1

RE: Autumn House East, 2618 East Market Street, York, Pennsylvania

Add'l Info: Parcel # 460002100080000000

Based on our records [choose one]:

- A valid final certificate of occupancy has been issued and is in effect for the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. (See Attached Copy Issued)
- Certificates of Occupancy are not required. Final Building Permits have been issued and are now outstanding for the Project. (See Attached Copy Issued)
- Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The Project was constructed in _____. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).
- We are unable to locate a certificate of occupancy for the Project from our records. We have evidence in our records, however, one was issued and has been subsequently lost or misplaced. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity, restoring, renovating or expanding the Project or any part thereof.
- This site is still being constructed. The absence of a certificate of occupancy for the Project will not give rise to any enforcement action affecting the Project. A certificate of occupancy for the Project will be issued when all final inspections have been passed.
- There are no records of a certificate of occupancy in any of our files; however, we consider the structures to be legally occupied.

Please call the undersigned at _____, extension _____ if you have questions or concerns.

Sincerely:

Name: _____

Title: _____

Name:

SINGLE TENANT BUSINESS

(Assist living, WAREHOUSE / INDUSTRIAL, GAS STATIONS, HOTEL, CELL TOWERS, RETAIL, School ECT..)

SITE #

USE:

JURISDICTION:

INFORMATION FROM: _____

TITLE: _____

ALL:

Do you require Certificates of Occupancy to be issued? Yes or No

If yes, since when, approximately: _____

Do you issue a certificate of occupancy for: (circle all that apply?)

New Construction Change of Use Change of Owner New Tenant Renovate/Remodel

Can you provide copies of any that have been issued?

Is owner or tenant required to do anything if one is not on file with your office (Is it a Violation)?

Single Tenant Business (warehouse/industrial, gas station, hotel, cell tower, school etc...)

1---Do you issue a c of o for the building shell at original construction?

2---After original construction would the first tenant or subsequent tenants also be required to get a c of o?

NOTES:



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. Swornley
Chairman

George M. Dvoryak
Vice Chairman

Kathleen A. Phan
Assistant Secretary/Treasurer

Blanda E. Nace

Charles A. Wurster

TOWNSHIP MANAGER

Benjamin B. Marchant

March 16, 2018

Ms. Tiffany Jordan
Planning and Zoning Resource Co/PZR
1300 S Meridian Ave, Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – Autumn House 2618 East Market Street**

Dear Ms. Jordan,

Thank you for writing to Springettsbury Township with your request for information: "Please provide a zoning verification letter, copies of any open/active zoning, building and fire code violations, copies of any certificates of occupancy, any variances (special or conditional use) and a final approved site plan for the property located at 2618 E Market St, Parcel #4600021000800000." You have also requested included documents to be completed.

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 21, 2018.

- 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, but you will be notified if the amount meets or exceeds \$100.

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 518



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
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Assistant Secretary/Treasurer

Blanda E. Nace

Charles A. Wurster

TOWNSHIP MANAGER

Benjamin B. Marchant

April 20, 2018

Ms. Tiffany Jordan
Planning and Zoning Resource Co/PZR
1300 S Meridian Ave, Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – Autumn House 2618 East Market Street**

Dear Ms. Jordan,

Thank you for writing to Springettsbury Township with your request for information: "Please provide a zoning verification letter, copies of any open/active zoning, building and fire code violations, copies of any certificates of occupancy, any variances (special or conditional use) and a final approved site plan for the property located at 2618 E Market St, Parcel #46000210008000000." You have also requested included documents to be completed.

The Township has reviewed its files, available records and requested documents are included with this response electronically.

Please note, the Township does not maintain fire service for Springettsbury Township. A separate agency, York Area United Fire and Rescue (YAUFR) manages service for the Township. Please contact YAUFR directly for records they may or may not maintain on fire code violations.

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,

Abegale Gibb
Right To Know Officer

File: Right-to-Know 518