pennsylvania
OFFICE OF OPEN RECORDS

RTK-546

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: July 10, 2018

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

NAME OF REQUESTOR: Eli Bracken

STREET ADDRESS: 691 Paxton Street

CITY/STATE/COUNTY/ZIP (Required): Steelton, PA 17113

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 see attached request for records

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: 7/10/18

AGENCY FIVE (5)-DAY RESPONSE DUE: 7/17/18

Agency 30-Day Response Due: 8/16/18

***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.)*

AEI Consultants
112 Water Street, 5th Floor, Boston, MA 02109
Environmental & Engineering Services
(857) 350-3519

To Whom It May Concern at Springettsbury Township

AEI has been retained to conduct a Zoning Analysis Report for a client at 3750 East Market Street (Parcel ID: 46000JJ00460000000).

Attached are several Freedom Of Information Requests (FOIAs) for information pertaining to this property & requesting the following items:

1) Zoning Verification Letter
2) Site Plans/Approvals
3) outstanding zoning/fire/building code violations
4) Any Variances or Special Permitting
5) Copies of Certificates of Occupancy

Completed documents can be sent to [redacted] or fax to (857) 233-5531. Please let me know if there are costs associated with obtaining these documents, and I will provide the proper payment.

Thank you so much for your time and consideration.

Regards,

Eli Bracken

Project Manager
AEI Consultants
691 Paxton Street
Steelton, PA 17113
[redacted]
f. 857.233.5531
[redacted]

AEI Consultants

112 Water Street, 5th Floor, Boston, MA 02109

Environmental & Engineering Services

(857) 350-3519

Planning & Zoning Department Information Request Letter

To: Springettsbury Township	**From:** Eli Bracken [redacted] Fax: (857) 233-5531 [redacted]	**Subject Property:** 3750 East Market Street (Parcel ID: 46000JJ00460000000)

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:_____

AEI Consultants

112 Water Street, 5th Floor, Boston, MA 02109

Environmental & Engineering Services

(857) 350-3519

Building Department Information Request Letter

To: Springettsbury Township	**From:** Eli Bracken [redacted] Fax: (857) 233-5531 [redacted]	**Subject Property:** 3750 East Market Street (Parcel ID: 46000JJ00460000000)

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: _____

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Environmental & Engineering Services

(857) 350-3519

Code Enforcement Department Information Request Letter

To: Springettsbury Township	**From:** Eli Bracken [redacted] Fax: (857) 233-5531 [redacted]	**Subject Property:** 3750 East Market Street (Parcel ID: 46000JJ00460000000)

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:_____

AEI Consultants

112 Water Street, 5th Floor, Boston, MA 02109

Environmental & Engineering Services

(857) 350-3519

Fire Department Information Request Letter

To: Springettsbury Township	**From:** Eli Bracken [redacted] Fax: (857) 233-5531 [redacted]	**Subject Property:** 3750 East Market Street (Parcel ID: 46000JJ00460000000)

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 fire code violations for the Subject? Yes_____ No _____

If Yes, please explain and email copies of same _____

_____

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Submitted by:_____

Date:_____

Printed Name & Title:_____

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

COAT OF ARMS OF SPRINGETT PENN
1701-1731

BOARD OF SUPERVISORS

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Chairman

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TOWNSHIP MANAGER

Benjamin B. Marchant

July 16, 2018

Mr. Eli Bracken
AEI Consultants
691 Paxton Street
Steelton, PA 17113

Re: **RIGHT-TO-KNOW REQUEST – 3750 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 3750 East Market Street (Parcel ID: 46000JJ00460000000).

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 regional organization, 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,

Abegale Gibb
Right to Know Officer

File: Right-to-Know 546