



**pennsylvania**  
OFFICE OF OPEN RECORDS

RTK 563



**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: 09/13/2018

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

NAME OF REQUESTOR: Bahea Bratcher

STREET ADDRESS: 1300 S Meridian Ave, Ste 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, and building 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 100 Bridlewood Way, Parcel # 46000IJ0002A000000. Please do not exceed \$100 without prior approval. Our Reference # 123675-1

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](mailto:abby.gibb@springettsbury.com) 717-505-0415

DATE RECEIVED BY THE AGENCY: 9/13/18

AGENCY FIVE (5)-DAY RESPONSE DUE: 9/20/18

Agency 30-Day Response Due: 10/20/18

**\*\*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.)**



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

Blanda E. Nace

Charles A. Wurster

## TOWNSHIP MANAGER

Benjamin B. Marchant

September 20, 2018

Ms. Bahea Bratcher  
1300 S Meridian Avenue,  
Suite 400  
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 100 Bridlewood Way Ref #123675-1**

Dear Ms. Bratcher,

Thank you for writing to Springettsbury Township with your request for information: "Please provide a zoning verification letter, copies of any open/active zoning, and building 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 100 Bridlewood Way, Parcel #46000IJ0002A000000"

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 October 20, 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.

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.

Thank you,

Abegale Gibb  
Right to Know Officer

File: Right-to-Know 563

# SPRINGETTSBURY TOWNSHIP



COAT OF ARMS OF SPRINGETT PENN  
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Assistant Secretary/Treasurer

Justin A. Tomevi

## TOWNSHIP MANAGER

Benjamin B. Marchant

October 12, 2018

Ms. Bahea Bratcher  
1300 S Meridian Avenue,  
Suite 400  
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 100 Bridlewood Way Ref #123675-1**

Dear Ms. Bratcher,

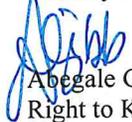
Thank you for writing to Springettsbury Township with your request for information: "Please provide a zoning verification letter, copies of any open/active zoning, and building code violations. Copies of any certificates of occupancy, any variances (special or conditional use) and a final approved site plan for the property located at 100 Bridlewood Way, Parcel #460001J0002A000000"

Available records and zoning verification letter are provided with this response electronically.

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 563