



pennsylvania
OFFICE OF OPEN RECORDS

RTE-589



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: 2/15/2019

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

NAME OF REQUESTOR: Lindsey Morse

STREET ADDRESS: 3000 S. Berry Road

CITY/STATE/COUNTY/ZIP (Required): Norman OK 73072

EMAIL (Optional): Lindsey.Morse@NV5.com PHONE (Optional): 800.787.8390

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.*

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

RTE 589

DATE RECEIVED BY THE AGENCY: 2/15/19

AGENCY FIVE (5)-DAY RESPONSE DUE: 2/25/19

Agency 30-Day Response Due: 3/27/19

****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.)**

Gibb, Abby

From: Lindsey Morse <[REDACTED]>
Sent: Friday, February 15, 2019 9:22 AM
To: Gibb, Abby
Subject: 3990 East Market Street York PA
Attachments: Zoning Letter Template 2019.doc; Right To Know Request Form.pdf

February 15, 2019

**Subject Property: 3990 East Market Street
York, PA**

RTK-589

Dear Abby Gibb,
Parcel:46000KJ0083B00000

At our client's request, we are seeking the following information:

- **Zoning Compliance/Verification Letter:** Please supply a letter (or use the enclosed template and copy onto letterhead) stating in which zoning district the subject property is currently located, if there are any overlay districts applicable to the subject property, permissiveness of current use and any compliance information you may be able to provide. Please use municipality letterhead, or, if this is not possible for some reason, please enclose a municipality fax coversheet showing that the zoning letter is enclosed.
- **Adjacent Property Designations and Uses (if known):** Current zoning district in which properties adjacent to the subject property (North, South, East & West) are located.
- **Any Variances, Special Permits, Conditions, etc:** Please note the existence of these items as they relate to the subject property and supply documentation, if available.
- **Code Violations:** Please note whether or not there are currently any open/outstanding zoning or building code violations of record that apply to the subject property
- **Certificates of Occupancy:** Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate copies.
- **Approved Site Plan and/or Conditions of Approval,** if applicable: Please supply available documents, particularly if the subject property is located in a Planned Development.

Please advise us at your earliest convenience of any additional fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. We are on a strict timeline, and your prompt attention to this request is greatly appreciated. Upon completion, please forward the information via email or toll free fax (877) 324-8133. We truly appreciate your help with this request and look forward to your reply. Please feel free to contact me toll-free at (800) 787-8390 or via email at [REDACTED] with any questions or concerns you may have regarding this request.

Thank you very much for your assistance!

Revised 2/15/19

Due 2/25/19
3/27/19

*Thank you,
Lindsey*

Lindsey Morse | Research Assistant | NV5
3000 S. Berry Road | Norman, OK 73072 | P: [REDACTED]

[Electronic Communications Disclaimer](#)



CREST OF SPRINGETTSBURY
INCORPORATED 1891

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

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Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

February 25, 2019

Ms. Lindsey Morse
NV5
3000 S. Berry Road
Norman, OK 73072

Re: **RIGHT-TO-KNOW REQUEST – 3990 East Market Street**

Dear Ms. Morse,

Thank you for writing to Springettsbury Township with your request for:
Property: 3990 East Market Street

- **Zoning Compliance/Verification Letter**
- **Adjacent Property Designations and Uses**
- **Any Variances, Special Permits, Conditions, etc.**
- **Code Violations**
- **Certificates of Occupancy**
- **Approved Site Plan and/or Conditions of Approval**

The Township has 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 March 27, 2019.

- The extent or nature of the request precludes a response within the required time period.
- 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,

A blue ink signature of Abegale Gibb.

Abegale Gibb
Right to Know Officer

File: Right-to-Know 589



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INCORPORATED 1891

SPRINGETTSBURY TOWNSHIP

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Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 13, 2019

Ms. Lindsey Morse
NV5
3000 S. Berry Road
Norman, OK 73072

Re: **RIGHT-TO-KNOW REQUEST – 3990 East Market Street**

Dear Ms. Morse,

Thank you for writing to Springettsbury Township with your request for:
Property: 3990 East Market Street

- **Zoning Compliance/Verification Letter**
- **Adjacent Property Designations and Uses**
- **Any Variances, Special Permits, Conditions, etc.**
- **Code Violations**
- **Certificates of Occupancy**
- **Approved Site Plan and/or Conditions of Approval**

The Township has reviewed its files and the requested records, including a zoning verification letter, are included 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 589