pennsylvania
OFFICE OF OPEN RECORDS

RTK 622

Springettsbury Township
1501 Mt Zion Road
York, PA 17402
717-757-3521
717-757-7856 (Fax)
www.springettsbury.com

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Springettsbury Township Attn: Abby Gibb abby.gibb@springettsbury.com (Attn: AORO)

Date of Request: 7.31.2019 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Tara Jones Company (if applicable): PZR

Mailing Address: 1300 S Meridian Avenue, Suite 400

City: Oklahoma City State: OK Zip: 73108 Email: [redacted]

Telephone: [redacted] Fax: 405-335-0262

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

Please provide a Zoning Verification Letter, copies of any open/unresolved Zoning, and Building Code Violations (on file), Variances, Conditional and/or Special Use Permits (excluding signage), and the Final Approved Site Plan (excluding grading, landscaping, mechanical, etc.) for the property located at: 3400 Eastern Boulevard; Parcel Number: 460001800720000000. (our ref #131630-1) *also include Certificates of Occupancy as well.* added via Email 8/8)

DO YOU WANT COPIES? ☒ Yes, electronic copies preferred if available
☐ Yes, printed copies preferred
☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than ☒ $100 (or) ☐ $_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK- 622 Date Received: 7/31/19 Response Due (5 bus. days): 8/7/19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 9/6/19) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: $_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018

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

CREST OF SPRINGETTSBURY
INCORPORATED 1891

BOARD OF SUPERVISORS

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Chairman

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Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Justin A. Tomevi

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

August 7, 2019

Ms. Tara Jones
Planning and Zoning Resource Co. (PZR)
1300 S Meridian Avenue, Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 3400 Eastern Boulevard (Ref #131630-1)**

Dear Ms. Jones,

Thank you for writing to Springettsbury Township with your request for information:

"Please provide a Zoning Verification Letter, copies of open/unresolved Zoning, and Building Code Violations (on file), Variances, Conditional and/or Special Use Permits (excluding signage), and the Final Approved Site Plan (excluding grading, landscaping, mechanical, etc.) for the property located at 3400 Eastern Boulevard; Parcel Number: 460001800720000000."

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 September 6, 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,

AGibb

Abegale Gibb
Right to Know Officer

File: Right-to-Know 622

SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road
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TOWNSHIP MANAGER

Benjamin B. Marchant

September 3, 2019

Ms. Tara Jones
Planning and Zoning Resource Co. (PZR)
1300 S Meridian Avenue, Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 3400 Eastern Boulevard (Ref #131630-1)**

Dear Ms. Jones,

Thank you for writing to Springettsbury Township with your request for information: "Please provide a Zoning Verification Letter, copies of open/unresolved Zoning, and Building Code Violations (on file), Variances, Conditional and/or Special Use Permits (excluding signage), and the Final Approved Site Plan (excluding grading, landscaping, mechanical, etc.) for the property located at 3400 Eastern Boulevard; Parcel Number: 460001800720000000." An addendum to the original request sought Certificates of Occupancy as well.

The Township has reviewed its files and the requested Zoning Verification Letter is included with this response, sent via email.

No additional records related to your request exist within our files. Per Pennsylvania Right to Know Law, Act 3 of 2008, Section 705: *Creation of record. When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.*

You have a right to appeal denial of information in writing to Erik Arneson, Executive Director, Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234

If you choose to file an appeal, you must do so within fifteen (15) business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law.

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 622