Ref #89146

RTK 638

pennsylvania
OFFICE OF OPEN RECORDS

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: 9/19/2019 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Nicole Hertzog Company (if applicable): The Claims Center, LLC

Mailing Address: P.O Box 47604

City: Plymouth State: MN Zip: 55447 Email: [redacted]

Telephone: [redacted] Fax: 866-233-9627

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.*

Copy of Commercial building Permit: MOD Pizza
*Address: 2401 E Market Street, York, PA 17402
Requesting document that shows: issue date, contractor, owner, & Final date or Certificate of Occupancy.
*Verizon's underground Cable Sustained damage during construction.

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-638 Date Received: 9/20/19 Response Due (5 bus. days): 9/27/19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: 10/27/19) 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

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TOWNSHIP MANAGER

Benjamin B. Marchant

September 27, 2019

Ms. Nicole Hertzog
The Claims Center, LLC
PO Box 47604
Plymouth, MN 55447

Re: **RIGHT-TO-KNOW REQUEST – MOD Pizza**

Dear Ms. Hertzog,

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

"Copy of commercial building permit: MOD Pizza
*Address: 2401 E Market Street, York, PA 17402
Requesting document that shows; issue date, contractor, owner & final date or certificate of occupancy.
*Verizon's underground cable sustained damage during construction."

The Township has reviewed its files and records related to your request are included with this response, sent via email.

The documents included:

- Permit 258-2018 – Shell Building
- Permit 331-2018 – Tenant Fit Out
- Permit 445-2018 - Sign
- Permit 244-2018 - Demolition

Please contact Ms. Jessica Fieldhouse, Community Development Director, at 717-757-3521 should you have any questions related to the provided records. She is happy to assist you.

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 628