



RTK 671



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.

Attn: Abby Gibb

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

Date of Request: 03.19.2020 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Alexis King Company (if applicable): PZR

Mailing Address: 1300 S Meridian Ave Suite 400

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

Telephone: [REDACTED] Fax: 405-328-7364

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, zoning and building code violations on file at this time, certificates of occupancy, special/conditional use permits, and variances for the properties located at 2501 East Market Street, 2537 East market Street Parcel: 46000JJ0005C000000, 75 memory lane Parcel: 460000200030000000, 2415 East Market Street, 2551-2555 East Market Street, 2449 East Market Street Parcel: 46000JI0002A000000, 2411 East Market Street Parcel: 460000200030000000 (PZR ref#137894-1).

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) \$50.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK-671 Date Received: 3/19/2020 Response Due (5 bus. days): 3/26/2020

30-Day Ext.? Yes No (If Yes, Final Due Date: 4/25/2020) 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.



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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

March 19, 2020

Alexis King
PZR
1300 S Meridian Ave Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – Multiple Addresses**

Dear Alexis King

Thank you for writing to Springettsbury Township with your request for information: “Please provide a zoning verification letter, zoning and building code violations on file at this time, certificates of occupancy, special/conditional use permits, and variances for the properties located at:

- 2501 East Market Street,
- 2537 East Market Street Parcel: 46000JJ0005C000000
- 75 Memory Lane Parcel: 460000200030000000
- 2415 East Market Street
- 2551-2555 East Market Street
- 2449 East Market Street Parcel: 46000JI0002A000000
- 2411 East Market Street Parcel: 460000200030000000”

I have reviewed the request and given the extenuating circumstances affecting Township operations in response to COVID-19, 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 April 25, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.

At this time there are no fees anticipated 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 671



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

Mark M. Swomley
Chairman

George M. Dvoryak
Vice Chairman

Charles A. Wurster
Assistant Secretary/Treasurer

Donald P. Bishop

Robert F. Cox

TOWNSHIP MANAGER

Benjamin B. Marchant

April 24, 2020

Alexis King
PZR
1300 S Meridian Ave Suite 400
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – Multiple Addresses**

Dear Alexis King

Thank you for writing to Springettsbury Township with your request for information: “Please provide a zoning verification letter, zoning and building code violations on file at this time, certificates of occupancy, special/conditional use permits, and variances for the properties located at:

- 2501 East Market Street,
- 2537 East Market Street Parcel: 46000JJ0005C000000
- 75 Memory Lane Parcel: 460000200030000000
- 2415 East Market Street
- 2551-2555 East Market Street
- 2449 East Market Street Parcel: 46000JI0002A000000
- 2411 East Market Street Parcel: 460000200030000000”

The records approved for your request are available in PDF format. The file size of these records made them too large to transmit as email attachments. The records can be accessed via this link



*Pennsylvania Right To Know Law, Act 3 of 2008 Section 704. Electronic Access:
(b)(1) In addition to the requirements of section 701, an agency may respond to a request by notifying the requester that the record is available through publicly accessible electronic means or that the agency will provide access to inspect the record electronically. (b)(2) If the requester is unwilling or unable to access the record electronically, the requester may, within 30 days of following receipt of the agency notification, submit a written request to the agency to have the record converted to paper. The agency shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.*

The Community Development Department indicated that some of the parcel numbers and addresses provided were mis-matched. The correct parcel number/property:

JJ-5C

2501 E Market St
2537 E Market St
2449 E Market St
2415 E Market St

JJ-2A

75 Memory Lane

20-3

2411 E Market St

20-3A

2411 E Market St

Please note:

- 2501 East Market Street - No records exist
- 2551-2555 East Market Street – No records exist

At this time there are no active code violations on any of the properties listed; there also are no records of any special exceptions, conditional uses, or variances for these properties.

A prior zoning verification letter is included in the records. A template for the requested verification letter was not received, and the Community Development Department does not want to assume a specific format. If a new letter is requested, please provide a template with requested information and the Community Development Department will complete and return to you.

No additional records related to your request exist.

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 671