



RTK 683



### 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: 6-23-2020 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Allie Herring Company (if applicable): Planning & Zoning Resource Company

Mailing Address: 1300 South Meridian Ave. Suite 400

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

Telephone: [REDACTED] Fax: 405-562-9173

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 open building/zoning code violations, variances, and

certificates of occupancy for the property located at 2611 East Market Street.

Parcels: 46000JJ000400T0001 and 46000JJ00040000000

Please NTE\$50 without approval

(our ref # 139023-10)

- 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

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: RTK- 683 Date Received: 6/23/2020 Response Due (5 bus. days): 6/30/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 7/30/2020) 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

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June 19, 2020

Allie Herring  
Planning & Zoning Resource Company  
1300 South Meridian Ave. Suite 400  
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 2611 East Market Street REF #139023-10**

Dear Allie Herring,

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

**“Please provide a zoning verification letter, copies of open building/zoning code violations, variances, and certificates of occupancy for the property located at 2611 East Market Street. Parcels: 46000JJ000400T0001 and 46000JJ00040000000.”**

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 July 30, 2020.

- Timely response to the access cannot be accomplished due to bona fide and specified staffing limitations.
- The extent or nature of the request precludes a response within the required time period.

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 683



CREST OF SPRINGETTSBURY  
INCORPORATED 1891

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
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717 757 3521 Fax: 717 757 7856  
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Police and Fire Emergencies - Dial 911  
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Wastewater Treatment Facility  
3501 North Sherman Street  
717 757 3521 Fax: 717 840 0680

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Robert F. Cox

July 13, 2020

Allie Herring  
Planning & Zoning Resource Company  
1300 South Meridian Ave. Suite 400  
Oklahoma City, OK 73108

Re: **RIGHT-TO-KNOW REQUEST – 2611 East Market Street REF #139023-10**

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**“Please provide a zoning verification letter, copies of open building/zoning code violations, variances, and certificates of occupancy for the property located at 2611 East Market Street. Parcels: 46000JJ000400T0001 and 46000JJ00040000000.”**

The Township has reviewed its files and records related to your request, including the requested Zoning Verification Letter are available in PDF format and provided to you electronically, via this link (also provided in the email response): [REDACTED]

[REDACTED]

*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.*

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, 16<sup>th</sup> 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 683