



RTK 697



### 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 abby.gibb@springettsbury.com (Attn: AORO)  
Attn: Abby Gibb

Date of Request: July 29, 2020 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Name: Kacey French Company (if applicable): CorrellGreen, LLC

Mailing Address: 41 W Philadelphia St

City: York State: PA Zip: 17401 Email: [REDACTED]

Telephone: [REDACTED] Fax: NA

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.*

Building Permit documentation for: Five Guys on Concord Road, York, PA  
Store/Restaurant current unoccupied. New Tenant will be Presto Pasta/O.N.E. Hospitality  
(Owner/Tenant)

Approved for permit construction documents

Certificate for Occupancy when occupied by Five Guys

Any other pertinent documents which may be used to expedite installation of the new restaurant/retail outlet

- 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- 697 Date Received: 7/29/2020 Response Due (5 bus. days): 8/5/2020

30-Day Ext.?  Yes  No (If Yes, Final Due Date: 9/4/2020) 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.

## Gibb, Abby

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**From:** [REDACTED]  
**Sent:** Wednesday, July 29, 2020 3:09 PM  
**To:** Gibb, Abby  
**Cc:** [REDACTED]  
**Subject:** Five Guys at Concord Road Right to Know Request  
**Attachments:** RTK request for documents.pdf

CAUTION: External message!

Good Afternoon Abby,

I have been advised that "Yes" I would need to submit a right to know request for information regarding existing record documents for the now empty Five Guys restaurant located on Concord Drive Springettsbury.

If I read the application correctly, the request will be turned around in 5 days. If the request is denied, I have 15 days to appeal.

I have request both electronic and paper copy of the documents. Since, I do not know what documents exist in the file, it is difficult to request hard/paper copies. Once the request is approved, a call to review what is in the file would be helpful for you and I.

Thank you for your assistance.

Kacey French  
CorrellGreen  
[REDACTED]



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

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July 31, 2020

Kacey French  
CorrellGreen, LLC  
41 W Philadelphia Street  
York, PA 17401

Re: **RIGHT-TO-KNOW REQUEST – Former Five Guys Concord Road**

Dear Ms. French,

Thank you for writing to Springettsbury Township with your request for:  
“Building Permit documentation for: Five Guys on Concord Road, York, PA Store/Restaurant current unoccupied. New Tenant will be Presto Pasta/O.N.E. Hospitality (Owner/Tenant) Approved for permit construction documents Certificate of Occupancy when occupied by Five Guys Any other pertinent documents which may be used to expedite installation of the new restaurant/retail outlet.”

The Community Development Department has reviewed their files and related records are included with this response, sent electronically via email. If you would rather receive view this information in person or receive printed copies, please let me know.

The Community Development Department has indicated that at minimum the new tenant would need to apply for a New Business Certificate of Occupancy form available at this link and included with this response email:

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 690