



Standard Right-to-Know Law Request Form

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

SUBMITTED TO AGENCY NAME: Springettsbury Township, York, Pennsylvania / Abegale Gibb (Attn: AORO)

Date of Request: 08-February-2022 Submitted via: [X] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

Name: Tedd Williams Company (if applicable): Williams Consulting Services

Mailing Address: 4200 Crossings Blvd, C103

City: Lancaster State: PA Zip: 17601 Email: [REDACTED]

Telephone: [REDACTED] Fax: n/a

How do you prefer to be contacted if the agency has questions? [] Telephone [X] 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. 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. Use additional pages if necessary.

I have a client who will be adding a new business location within the York Town Center Shopping Plaza. They will look to fit-out Unit A-3 (2809 Concord Rd, York, PA 17402) to align with their business needs.

By way of this RTK Request Form, I am requesting an electronic copy (PDF or similar) of the previous tenant's (The Deli of Italy) submitted Permit Documentation/Drawings, which would have been submitted to the Township for review and approval, prior to the issuance of a building permit. This request is being submitted to identify our full Scope of Work, based on the existing conditions. I am requesting to have this electronic document emailed to me as soon as (feasibly) possible. Thank you.

DO YOU WANT COPIES? [] Yes, printed copies (default if none are checked) [X] Yes, electronic copies preferred if available [] No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? [] Yes (may be subject to additional costs) [X] 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) [X] \$0.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: RTK 859 Date Received: 2/8/2022 Response Due (5 bus. days): 2/15/2022

30-Day Ext.? [] Yes [] No (If Yes, Final Due Date: 3/17/2022) 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

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Mark T. Hodgkinson

February 15, 2022

Tedd Williams
Williams Consulting Services
4200 Crossings Blvd, C103
Lancaster, PA 17601

Re: **RIGHT-TO-KNOW REQUEST – 2809 Concord Road A-3**

Dear Tedd Williams,

Thank you for writing to Springettsbury Township with your request for records pursuant to Pennsylvania's Right-to-Know Law ("RTKL"), 65 P.S. §§ 67.101 *et seq.*

On February 8, 2022, I received your request for information seeking, "...look to fit-out Unit A-2 (2809 Concord Rd, York, PA 17402) ..."
"...I am requesting an electronic copy (PDF or similar) of the previous tenant's (The eli of Italy) submitted Permit Documentation/Drawings, which would have been submitted to the Township for review and approval, prior to the issuance of a building permit. This request is being submitted to identify our full Scope of Work, based on the existing conditions."

The Community Development department reviewed their files and no records related to your request were found to exist. Community Development staff indicated that there was a certificate of occupancy issues for a change of ownership, but it did not list/include a related building permit.

As no records exist related to your request, your request is denied as permitted by Right to Know Law:

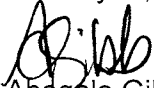
- Chapter 7, Section 705: Creation of record. When responding to a request for access, an agency shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the agency does not currently compile, maintain, format or organize the record.

You have a right to appeal this denial in writing to: Office of Open Records, 333 Market St., 16th Floor, Harrisburg, PA 17101-2234. Appeals can also be filed online at the Office of Open Records website, <https://www.openrecords.pa.gov>.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response. See 65 P.S. § 67.1101. Please note that a copy of your original RTKL request, the agency's extension notice (if applicable), and this denial letter should be included when filing an appeal. More information about how to file an appeal under the RTKL is available at the Office of Open Records website, <https://www.openrecords.pa.gov>.

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 me or the Department of Community Development, 717-757-3521.

Thank you,



Abegale Gibb

Right to Know Officer

abby.gibb@springettsbury.com

717-757-3521

File: Right-to-Know 859