



CITY OF NEW CASTLE • 230 N. Jefferson Street • New Castle, Pennsylvania 16101-2220

April 23, 2024

VIA: email to: cls@stellaripl.com

Danni Christopher
2605 Maitland Center Parkway, Ste. C
Maitland, FL 32751

RE: Right-to-Know Request of 04.07.24

Dear Ms. Christopher,

This correspondence is in response to your Right-To-Know request dated April 07, 2024, requesting the following ("Request"):

We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

PROPERTY ADDRESS: 1111 POLLOCK AVE, NEW CASTLE, Pa 16101

PARCEL: 05026100

- Please advise if the address has any OPEN/PENDING/EXPIRED Permits & demolition permits that need attention and any fees due currently
- Also advise if there are any Code Violation or fines due that needs attention currently
- Any unrecorded liens/fines/special assessments due

Please be advised that at this time our Code Enforcement department does not have any open code enforcement violations, open or expired permits, demolition orders or special assessments on file for this property. Please be advised that if this property is in the process of being sold the City requires that a Code and Zoning Occupancy Inspection take place prior to the closing date. Tax Lien information can be acquired through our tax office at a cost of \$10.00 per year/parcel, and Municipal Lien Statements should be directed to the Solicitor's office. Municipal Lien Statement forms can be found on our website at <https://www.newcastlepa.org/live/city-information-documents>.

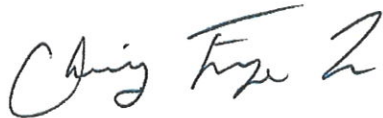
Please see the attached. Please let this correspondence serve as notice that we now consider this matter resolved and will close our file regarding the Request.

You have the right to appeal this decision to the Pennsylvania Office of Open Records (OOR). All appeals must be made in writing and must be submitted to the OOR within 15 business days of the mailing date of the City's response or the date that the Request was deemed denied. If that timeframe expires before you provide the required information to the OOR, you lose your right to appeal and may need to file a new Right-To-Know request with the City. You may contact the OOR at the following address or telephone number:

Office of Open Records
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234
717-346-9903

For more information on how to file an appeal, you can visit the OOR website,
<https://www.openrecords.pa.gov/Appeals/HowToFile.cfm>.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Frye Jr.", written in a cursive style.

Christopher Frye Jr.
Open Records Officer



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: The City of New Castle (Attn: AORO)

Date of Request: 04/07/2024 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Danni Christopher Company (if applicable): Stellar Innovations

Mailing Address: 2605 Maitland Center Parkway, Suite C

City: Maitland State: FL Zip: 32751 Email: cls@stellaripl.com & MLS@stellaripl.com

Telephone: 407- 210-3113302-261-9069 Fax: _____

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. 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.*

Hello,

We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

PROPERTY ADDRESS: 1111 POLLOCK AVE, NEW CASTLE, Pa 16101

PARCEL: 05026100

- Please advise if the address has any OPEN/PENDING/EXPIRED Permits & demolition permits that need attention and any fees due currently
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DO YOU WANT COPIES? Yes, printed copies (default if none are checked)
 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) 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: 04.07.24.1 Date Received: 04.18.24 Response Due (5 bus. days): 04.15.24

30-Day Ext.? Yes No (If Yes, Final Due Date: 05.20.24) Actual Response Date: 04.29.24

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.



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April 19, 2024

VIA: email to: cls@stellaripl.com

Danni Christopher
2605 Maitland Center Parkway, Ste. C
Maitland, FL. 32751

RE: Right-to-Know Request of 04.07.24

Dear Ms. Christoper,

We received the request for information pursuant to Pennsylvania's Right-to-Know Law dated **April 07, 2024**, regarding the above referenced matter. Please be advised that the request has been referred to the legal department and is being reviewed. It is being reviewed for the following reasons:

1. The request for access may require redaction of a public record in accordance with 65 P.S. §66.3-2;
2. A timely response to the request for access cannot be accompanied due to bona fide staffing limitations; and
3. A legal review is necessary to determine whether the record is a public record subject to access under the Right-to-Know Law.

The City will respond to your request within 30 days of your request. If a response is not forthcoming by the aforesaid date, your request is deemed denied.

Should you require further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Chris Frye Jr".

Christopher Frye Jr.
Open Records Officer