



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: Township of South Park (Attn: AORO)

Date of Request: 05/22/2024 Submitted via: [X] Email [ ] U.S. Mail [ ] Fax [ ] In Person

PERSON MAKING REQUEST:

Name: Kevin Smith Company (if applicable): Stellar Innovation

Mailing Address: 2605 Maitland Center Parkway, Suite C

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

Telephone: (302) 261-9069 Fax: 407-210-3113

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.

Hello

Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT FEES on record in any city, town, village, or port authority.

Property Address : 4296 HAWTHORN DR SOUTH PARK, PA 15129 Parcel :1007-S-00241-0000-00

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) [ ] 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) [ ] \$0.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: Date Received: 05/23/2024 Response Due (5 bus. days): 05/31/2024

30-Day Ext.? [ ] Yes [X] No (If Yes, Final Due Date: ) Actual Response Date: 05/24/2024

Request was: [X] Granted [ ] Partially Granted & Denied [ ] Denied Cost to Requester: \$ 0.00

[ ] Appropriate third parties notified and given an opportunity to object to the release of requested records.



Township of South Park

2675 Brownsville Road, South Park, Pennsylvania 15129

Phone (412) 831-7000 Fax: (412) 851-9027 codeenforcement@southparktwp.com

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TO: Kevin Smith, Stellar Innovation

FROM: Thomas Bonidie, Code Enforcement Officer

DATE: May 24, 2024

RE: RTK- Request dated May 23, 2024

For: **4296 HAWTHORN DR, SOUTH PARK, PA 15129**  
**Parcel - 1007-S-00241-0000-00**

Our firm has been requested to research the referenced property for any record of the following:

1. BUILDING PERMITS - **NONE**
2. CODE VIOLATION - **NONE**
3. SPECIAL ASSESSMENT FEES – **NONE**
4. LIENS OR FINES - **NONE**

TB/sds