



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: Clerk (Attn: AORO)

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.

Please advise if the below address has any OPEN/PENDING/EXPIRED Permits and demolition permits that needs 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.

Property Add: 110 Wendy Cir, Coatesville, PA 19320

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: Date Received: Response Due (5 bus. days):

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



West Caln Township

PO Box 175

Wagontown, PA 19376

610.384.5643

June 17, 2024

RE: Right-To-Know Response
110 Wendy Circle, Coatesville, PA

To Whom It May Concern:

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

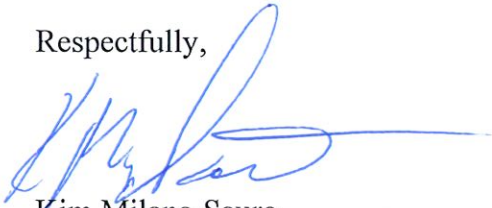
On June 17, 2024, you submitted a Right-To-Know request to the Township. (Copy attached) Your request is denied for the following reason, as permitted by Section 705 of the RTKL. Based on a thorough examination of records in the possession, custody and control of the Township and any relevant third-party contractors, the records you requested do not exist.

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 request with our office as permitted by law.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Kim Milane-Sauro', with a long horizontal flourish extending to the right.

Kim Milane-Sauro
Township Manager
Open Records Officer

Enclosure