

# Township of Cheltenham

Montgomery County, Pennsylvania

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## Administration Building

8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215-887-1000  
Fax: 215-887-1561  
[www.cheltenhamtownship.org](http://www.cheltenhamtownship.org)

**RE: Right to Know Law ("RTKL") Request Form received on October 30, 2023**

I am the Planning and Zoning Open Records Officer for Cheltenham Township ("Township"). On October 30, 2023, the Township received a RTKL request ("Request") from you asking "1. Please advise if the below address has any Open/Pending/Expired permits and demolition permits that need attention and any fees due currently. 2. Also advise if there are any open Code Violation or fines due that needs attention currently. 3. Advise if there are any unrecorded liens/fines/special assessments due. Address; 323 E. Laurel Ave, Cheltenham, PA 19012 Parcel: 31-00-16750-00-4. Owner; Michelle Samad." You also indicated that you don't want to inspect the records.

**Your Request is denied.** The RTKL provides a statutory right of "access to records." See: RTKL §702. Records that document the institution, progress or result of a noncriminal investigation are exempt from disclosure. See: RTKL §708(b)(17)(vi)(A). Also, to qualify as a RTKL under RTKL §703, the request must clearly seek "records" as that term is defined under the RTKL. You are not seeking access to records.

**Please note:** The information you are seeking can be obtained through an Outstanding Code Violation Report forms. The request forms to obtain a Code Violation Report are available online at

<https://cheltenham.municipalcms.com/files/documents/OutstandingCodeViolationReport1740011251010522PM.pdf>

. This report entails a fee of \$75 for residential properties or \$125 for non-residential properties per request.

Under the RTKL, you have the right to appeal this response, in writing, within fifteen (15) business days of the date of this letter to: Executive Director, Office of Open Records, 333 Market Street, 16<sup>th</sup> Floor, Harrisburg, PA 17101-2234. Please note that this letter will serve to close your Request with the Township as permitted by law and in accordance with the terms of this response.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Habgood".

Robert J Habgood  
Planning and Zoning Open Records Officer