

Tredyffrin Township Right-to-Know Request Form

Date Requested: _____ **Response Due:** _____ (up to 5 business days from request)

Request Submitted by: E-Mail _____ U.S. Mail _____ Fax _____ In-Person _____

Name of Requestor: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____

E-Mail Address: _____

Duplication: See current Fee Schedule, as established by the Township in compliance with the Right-to-Know Law, for duplication fees. Due to restrictions imposed by the Federal Protection Copyright Act, the Township cannot make copies of building, site, or subdivision & land development plans, including sealed architectural or engineered plans. The plans may be inspected by the requester at the Township offices, but may not photocopied or photographed. This restriction also applies to Zoning Hearing Board transcripts and other documents prepared by a professional stenographer.

Records Requested: Please specify provide as much detail as possible so that staff may identify the specific information being requested (address, document type, format, time frame, etc.). Description may be attached on separate sheet, if necessary.

*Please provide a date and time when you can come in and review the files (Monday-Friday, 8-4pm):
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Portion to be completed by Township Staff or Right-to-Know Officer:

Logged-In (date):	By:
Emailed Requestor:	
Left Message for Requestor	
Appointment Date/Time:	
Files Reviewed By Requestor: Yes or No	Date:
Request Logged-Out (date):	By: