

## 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:** \_\_\_\_\_

**Address of Requestor:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** (\*C) \_\_\_\_\_ (H) \_\_\_\_\_

**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.

**Address & Records Requested:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please allow up to 5 days for a response with information regarding your Right-to-Know request\*\***

### Portion to be completed by Township Staff or Right-to-Know Officer:

Logged-In (date):	EGOV-
Emailed Requestor:	SHAREPOINT-
Left Message for Requestor:	EGOV ONLY(NO PAPER FILE)
Appointment Date/Time:	Confirmation Sent(date):
Files Reviewed By Requestor: Yes or No	Date:
Request Logged-Out (date):	By: