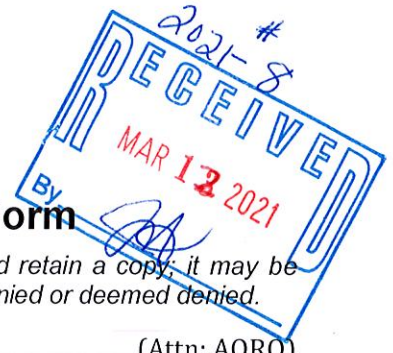


pennsylvania

OFFICE OF OPEN RECORDS



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: Easton Borough Manager (Attn: AORO)

Date of Request: 03/12/2021 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Lazar Stefanovic Company (if applicable): Terradex, INC.

Mailing Address: _____

City: Palo Alto State: CA Zip: _____ Email: Lazar@terradox.com

Telephone: _____ Fax: _____

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.*

Terradex INC would like to request records of building permits issued from 02/01/21 to 02/28/21. We monitor building permit activity for select properties to help track new construction activity near areas that are undergoing or have undergone environmental cleanup. Please, if possible send the file in excel or csv format. If there is a fee or charge, please let us know.

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) ☒ \$10.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: 3/12/21 Response Due (5 bus. days): 3/19/21

30-Day Ext.? ☐ Yes ☒ No (If Yes, Final Due Date: _____) Actual Response Date: 3/15/21

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.

NOTE: In most cases, a completed RTKL request form is a public record.
 More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020