



## Pennsylvania Office of Open Records

### Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: Adams Township (Attn: AORO)

Date Request Submitted: 4/13/26 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

**PERSON MAKING REQUEST:**

Full Name: Christopher M Lobo

Company (if applicable): \_\_\_\_\_

Please send response via: ☒ Email ☐ U.S. Mail

*If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.*

Email: REDACTED

Mailing Address: REDACTED

City: REDACTED

State: REDACTED

Zip: REDACTED

Telephone: REDACTED

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

**By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.**

**RECORDS REQUESTED:** Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

# SEE ADDITIONAL PAGES

Form continues on page 2. Retain a copy of **both** pages.

RECORDS REQUESTED (continued):

# SEE ADDITIONAL PAGES

**DO YOU WANT COPIES?**   ☐ Yes, printed   ☒ Yes, electronic   ☐ No, in-person inspection

*Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.*

**I understand that my request may incur fees. Notify me before further processing if fees will be more than ☒ \$100 (or) ☐ \$\_\_\_\_\_.**

Do you want [certified copies](#)?   ☐ Yes (may be subject to additional costs)   ☐ No

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**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

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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.

***Retain a copy of both pages of this Form.***

Pursuant to the Pennsylvania Right-to-Know Law, I request access to the following records:

1. All records, including letters, memoranda, emails, and other communications sent or received by Adams Township, its employees, elected officials, or authorized representatives between January 1, 2025 and present pertaining to on-street parking within any Homeowners Association (HOA), including but not limited to Amherst Village.
2. Any records reflecting, referencing, or constituting discussions, determinations, or documentation regarding whether roads within Amherst Village or other HOAs are public or private, including ownership, maintenance responsibility, jurisdiction, and any related meeting minutes, agendas, recordings, or notes.
3. Any investigations, studies, reports, or analyses conducted by Adams Township, consultants, or third parties regarding on-street parking, traffic flow, or roadway conditions within Amherst Village.
4. Any records reflecting, referencing, or constituting limitations, restrictions, or constraints that would prevent or limit Adams Township from designing, modifying, or maintaining roads in a manner that accommodates on-street parking without interfering with traffic flow or safety.

Please include metadata for all electronic records (sender, recipient, date, and subject).

Please provide all records in electronic format. To the extent possible, please provide records in chronological order.

Please treat each item in this request as a separate and independent request. The inability to fulfill any individual item should not be construed as a basis for denying the request in its entirety.

If any portion of this request is denied, please provide the specific legal basis for the denial. If fees are expected to exceed \$100, please notify me in advance.