



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: City of Du Bois, PA (Attn: AORO)

Date Request Submitted: 11/18/24 Submitted via:  Email  U.S. Mail  Fax  In Person

**PERSON MAKING REQUEST:**

Full Name: Toni Fiasco

Company (if applicable): Key Zoning Assessments

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: PO Box 469

City: Necedah State: WI Zip: 54646 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.*

Property – 302 Aspen Way, Du Bois, PA 15801 – parcel 007401000002993

- Planning/Zoning/ Development: copies of any approved site plans, variances, special/ conditional use permits, planned developments, or zoning relief granted to the property, and notification of any outstanding zoning code violations
- Building/ Construction: copies of the existing Certificates of Occupancy, and notification of any outstanding building code violations
- Fire: notification of any outstanding fire code violations

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

**RECORDS REQUESTED (continued):**

**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)    \$50.00 \_\_\_\_\_.

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.***

G R O U P  
NIVIS

**Zoning Verification Request**

**Please Return Completed Letter to:**

**Toni Fiasco**



**Zoning Verification Letter Provided To:**

**Timothy Van Zant**

**Zoning Operations Manager, GRS Group**

|              |                      |                |
|--------------|----------------------|----------------|
| Name         | Zac Lawhead          | Zoning Officer |
| Municipality | City of Du Bois, PA  |                |
| Phone #      | 814-371-2000 ext 206 |                |

**Subject Property:**

|          |                                     |                     |
|----------|-------------------------------------|---------------------|
| Address  | 302 Aspen Way, Du Bois, PA<br>15801 | Aspen Way Warehouse |
| Parcel # | 007401000002993                     |                     |

1. Current Zoning of Property: Industrial

2. Abutting Zoning Districts:

| NORTH | SOUTH | EAST | WEST |
|-------|-------|------|------|
| R-2   | C-1   | R-2  | O-I  |

3. Is the property located in a Planned Development? Yes- \_\_\_ No-  Please provide copies of development documents.

4. Is the property located in any special, restrictive or overlay districts? Yes- \_\_\_ No-

5. Is the property in compliance with current Zoning Ordinances? Yes-  No- \_\_\_

Legal Conforming-  \_\_\_

Legal Nonconforming/Grandfathered- \_\_\_

Nonconforming- \_\_\_\_\_

6. Was the property granted any variances, special exceptions, conditional use permit, or any form of zoning relief? Yes- \_\_\_\_\_ (if yes, please provide copies of documents) No-

If copies are unavailable, please outline the conditions of approval:

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7. Do your records show any unresolved Zoning code violations?

Yes, there are open zoning code violations on file in our records. (See attached documents/lists/copies)

No, there are no open zoning code violations on file in our records. (\*Please note, not a request for an inspection, only for open violation of which you are aware)

8. Do your records show any unresolved Building code violations?

Yes, there are open building code violations on file in our records. (See attached documents/lists/copies)

No, there are no open building code violations on file in our records. (\*Please note, not a request for an inspection, only for open violation of which you are aware)

9. Do your records show any unresolved Fire/Safety code violations?

Yes, there are open fire/safety code violations on file in our records. (See attached documents/lists/copies)

No, there are no open fire/safety code violations on file in our records. (\*Please note, not a request for an inspection, only for open violation of which you are aware)

10. Was the property subject to Site Plan approval? Yes-  No- \_\_\_\_\_

If so, could a copy of the approved plan, and/or conditions, to include information pertaining to use, setbacks, density, height, and parking be provided? Yes- \_\_\_\_\_ No-  unable to locate

11. Was the property issued Certificate(s) of Occupancy? If so, please provide copies of all available Certificates of Occupancy

Based on our records research (Choose one):

A valid Certificate of Occupancy has been issued and is attached.

Certificates of Occupancy are not required. Final Building Permits have been issued, and are attached.

Certificates of Occupancy issued prior to 2011 are no longer on file with this office. The absence of a valid Certificate of Occupancy on file will \_\_\_/ will not  give rise to enforcement action against the property.

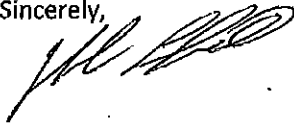
We are unable to locate Certificate(s) of Occupancy for the property in our records. One was issued; however, a copy cannot be located, and the absence of a valid Certificate of Occupancy on file will  will not  give rise to enforcement action against the property.

**12. When is a new Certificate of Occupancy required?**

New Certificates of Occupancy are required for the following:

- change of ownership
- change of use
- renovations, remodels, or expansions

Sincerely,



Name: Zachary Lowhead

Department: Codes/zoning

Title: Code/zoning officer

Municipality: City of Dubois

Phone #: 814-371-2000 ext 206

Date: 11-18-2024

# City of DuBois

City of DuBois  
Clearfield County

## PA. UNIFORM CONSTRUCTION CODE CERTIFICATE OF OCCUPANCY / COMPLIANCE

The following building, structure or equipment has been inspected and found to be in compliance with the Pennsylvania Construction Code Law (1999, November 10, P.L. 491, No. 45) and the plans approved by City of DuBois Building Inspection Services under the permit number and date listed below:

Permit Number: P2-18DCB Description: 16x30 office addition

Permit Holder: Mark Sullivan

Address: P.O. Box 1112, DuBois Pa 15801

Building/Structure Name: Sullivan & Smith Building

Building/Structure Address: 302 Aspen Way, DuBois Pa 15801

Approved Use and Occupancy classification(s): B

Approved Construction Type(s): III B

Indicate if Building is provided with sprinkler system: No

This certificate of Occupancy authorizes the occupancy and use of the above named building or structure as long as it is maintained in accordance with the Pennsylvania Construction Code Act, its regulations and all plans and specifications approved by City of DuBois.

Plan approval date: 2-28-2022

Design Code Used: 2018 IBC

Special Conditions or Variances: None

Date of Final Inspection: 5-17-2022

Building Code Official- 