


## Document Request Under Freedom of Information Act

kevincwhite70@yahoo.com <kevincwhite70@yahoo.com>

Thu 14-Apr-22 15:12

To:Pat Morse <pmorse@harpersferrywv.us>

 1 attachments (700 KB)

FoIA Request Form Completed.pdf;

Sir/Madam,

CBRE has been retained to complete a Property Condition Assessment (PCA) at the Mobile Home Community known as Oka Hill MHC and located at 3 Oak Hill Ct., Harpers Ferry, WV 25425.

Under the Freedom of Information Act please provide answers to the following questions and please provide e-mail copies of any substantiating documentation.

Building Code Enforcement:

Are there any open or active building code enforcement violations on file for the property?

Are routine Building Code Enforcement inspections carried out at the property? If so, date of most recent inspection?

Fire Department/Fire Marshal:

Are there any open or active fire code enforcement violations on file for the property?

Are routine Fire Department/Fire Marshal inspections carried out at the property? If so, date of most recent inspection?

Planning & Zoning:

Current zoning classification for the property and is the property a conforming use?

Are there any open or active zoning code violations on file for the property?

Are copies of original Certificates of Occupancy (C of O's) available?

Please find attached the City of Harpers Ferry FoIA request form in support of these questions.

Respectfully,

Kevin C. White, BPI-MFBA

CBRE Field Assessor

(240) 210-3996



# CORPORATION OF HARPERS FERRY

## Freedom of Information Act (FOIA) Request Form

1000 Washington Street • PO Box 217, Harpers Ferry, West Virginia 25425  
Tel. 304-535-2206 • Fax 304-535-3046 • foia@harpersferrywv.us

**APPLICATION MUST BE COMPLETE FOR PROCESSING.**

The Corporation of Harpers Ferry (the "Town") is committed to transparency in government. Pursuant to West Virginia Code § 29B-1-1 et seq., public records are available to every person for inspection or copying when there has been a request made to the custodian of records, and when those records are not specifically exempted from disclosure by WV Code § 29B-1-4. The request must identify the records the citizen is seeking "with reasonable specificity" as required by WV Code § 29B-1-3(d). The request must be specific enough for existing records to be identified and located. If a record does not exist, under FOIA, the Town is not required to create a new record.

The Town must respond to your request within five working days of receipt by either granting the request or giving written reasons for its denial. "Day One" is the day *after* the request is received. The five-day period does not include weekends or holidays.

Requester's Information					
Name	KEVIN C. WHITE, BPI-MFBA				
Mailing address	PO BOX 91				
City	MILLINGTON	State	MD	ZIP Code	21651
Telephone number	(240) 210-3996				
Email address	Kevinwhite70@yahoo.com				

Preferred method of delivery		
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Hard copies	<input type="checkbox"/> Other (specify):

Records requested (please be as specific as possible)
OAK HILL MOBILE HOME COMMUNITY, 3 OAK HILL CT., HARPERS FERRY WV, 25425 - COPIES OF OPEN/ACTIVE BUILDING CODE VIOLATIONS - COPIES OF OPEN/ACTIVE FIRE CODE VIOLATIONS - COPIES OF ORIGINAL CERTIFICATES OF OCCUPANCY (COCO'S) - COPIES OF OPEN/ACTIVE ZONING CODE VIOLATIONS

Pursuant to West Virginia Code § 29B-1-1 et seq., I hereby request that the Corporation of Harpers Ferry make the following public records available for inspection and copying. I understand that the cost for providing photocopies is \$0.15 per page (Letter-size documents, 8.5" x 11"). Double-sided copies will be considered two separate copies. CDs / DVDs or USB / Flash thumb drives are provided at actual cost. I agree that the provided information will not be used in any manner that violates or is inconsistent with Federal, State, or Municipal law.

I am willing to pay fees for this request up to a maximum of \$ \_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

Signature  Date of request 4/14/2022

<b>FOR OFFICE USE ONLY</b>	Received by	Date received	
Exempt materials? YES / NO	Receipt no.	Date complete	