

Right-to-Know (RTK) Request Form – Town of Londonderry, NH

Pursuant to the New Hampshire Right-to-Know Law (RSA 91-A), the following individual requests public access to governmental records:

Requester's name: Christopher Davison (Zoning-Info)

Email address and/or phone number: cdavison@zoning-info.com (405-296-4623)

Address: 2509 Scripture Street, Suite 200, Denton, TX 76201

Date of request: 5/2/2024

Describe the records requested from the Town of Londonderry with enough detail for the Town to locate and respond to the request:

Property: 6 Rockingham Road, Londonderry, NH
(Map ID: 013/ 108/ 0/ /) (Vision ID/PID: 2091) (Account: 2111)

Please find this as a formal records request for the above listed property:

- 1) Requesting copies of any open/outstanding issued Building Code Violations.
- 2) Requesting copies of any pen/outstanding issued Zoning Code Violations.
- 3) Requesting copies of any pen/outstanding issued Fire Code Violations.
- 4) Requesting copies of any Approved Site Plans, Variances, Ordinances, Special Permits, Conditional/Special Use Permits, Zoning Cases and Resolutions associated with property
- 5) Requesting copies of Certificates of Occupancy for property.
- 6) Requesting copies of any project plans that would cause the described property to lose land area by means of eminent domain or purchase (plans or projects that may require additional right of way from the property).

Thank you

Timeframe in question (required):

From: 01/01/2002 To: 05/02/2024

While state law does not require a written Right-to-Know request, written requests assure all parties have a verifiable copy of the request, and there is no ambiguity as to what is being requested. If you choose not to fill out this form, a staff member will do so on your behalf. If you have any questions or concerns regarding this Right-to-Know request or the process in general, please reach out to Kirsten Hildonen, Administrative Support Coordinator, at 603-432-1100 x153 or khildonen@londonderrynh.org.

The Town of Londonderry reserves the right to require an appointment to review all physical documents found responsive to Right-to-Know requests. If, after reviewing the documents, the requester would like electronic or printed copies, they can request copies be made.

*Photocopies will be provided at the cost of \$.50/page for the first ten (10) pages of a document, and \$.10/page for each page of that document thereafter, payable upon completion. Photocopies may be picked up in person at Town Hall or shipped (**USPS shipping charges will apply**). The Town will inform the requester of the total cost and receive permission before proceeding.*

All charges must be paid in the Town Clerk's office before documents will be delivered.

Email, mail or hand-deliver this form to:

Town of Londonderry
ATTN: Right-to-Know
268B Mammoth Road
Londonderry, NH 03053
rtkrequest@londonderrynh.org

(Requests sent directly to departments will be forwarded to this email for fulfillment and tracking.)