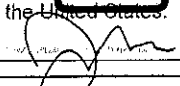


RIVERSIDE TOWNSHIP
OPEN PUBLIC RECORDS ACT REQUEST FORM
PO BOX 188 RIVERSIDE NJ 08075
856-461-1460 X-2
sdydek@riversidetwp.org
Susan M. Dydek

Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name	Jessica	MI		Last Name	Martin
E-mail Address	jmartin@resipro.com				
Mailing Address	513 Superior Rd				
City	EHT	State	NJ	Zip	08234
Telephone	609-453-5276		FAX		
Preferred Delivery:	Pick Up	US Mail	On-Site Inspect	Fax	E-mail
If you are requesting records containing personal information, please circle one under penalty of N.J.S.A. 2C:28-3, I certify that I <u>HAVE</u> / <u>HAVE NOT</u> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature				Date	4/23/19

Payment Information

Maximum Authorization Cost \$		
Select Payment Method		
Cash	Check	Money Order
Fees:	Letter size pages - \$0.05 per page Legal size pages - \$0.07 per page Other materials (CD, DVD, etc) – actual cost of material	
Delivery:	Delivery / postage fees additional depending upon delivery type.	
Extras:	Special service charge dependent upon request.	

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian of the technology means and the integrity of the records will not be jeopardized by such method of delivery.

- Open construction permits
- Any information regarding the presence of an underground oil tank, if applicable, including permits, remediation reports, environmental reports
- Survey showing underground oil tank location (if applicable)
- Information regarding the presence of a septic system (permits, drawings, survey, etc)
- Property Record Card

For:
11 Adams St & 321 Palmer ST

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Est. Document Cost	_____
Est. Delivery Cost	_____
Est. Extras Cost	_____
Total Est. Cost	_____
Deposit Amount	_____
Estimated Balance	_____
Deposit Date	_____

Disposition Notes	
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.	
In Progress	- Open _____
Denied	- Closed _____
Filled	- Closed _____
Partial	- Closed _____

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	