



# *Township of Monroe*

**County of Middlesex**

**PATRICIA REID**

*Township Clerk*

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**OFFICE OF TOWNSHIP CLERK**

Municipal Complex

1 Municipal Plaza

Monroe Township, NJ 08831-1900

(732) 656-4573

(732) 521-3190 FAX

October 24, 2022

**SENT VIA ELECTRONIC MAIL**

[opra+request-36126-5e64eb24@requests.opramachine.com](mailto:opra+request-36126-5e64eb24@requests.opramachine.com)

Peter Hunt

RE: Open Public Records Act (OPRA) Request – received October 20, 2022 – 2022-01050

To whom it may concern:

In response to the above mentioned OPRA request I offer the following response:

**Open and Closed Permits and Septic Plans For 384 Hoffman Station Road Monroe NJ 08831 1952 through 2022**

The Construction Department has provided a list of permit applications for 384 Hoffman Station Road, Monroe Township which shows there is one open permit. If you have any further questions regarding that open permit the Construction Department can be contacted at 732-656-4585. The Planning and Zoning Department has stated that in addition to the provided permit there was an approved/closed permit on file from 2002 (ZP-02-663) for a shed. That Zoning permit from 2002 has been destroyed in accordance with the New Jersey Records Retention Schedule for Municipal Planning and Zoning Boards of Adjustment under record series number 0020-0001. Regarding **Health Records, Septic Tanks, Wells**, the Township does not have a Health Department, but rather is under contract with the Middlesex County Office of Health Services and records may be obtained by contacting:

Middlesex County Office of Health Services Attn: Kimberly Ho  
35 Kennedy Boulevard  
East Brunswick, NJ 08816  
(P) 732-745-3100 / (F) 732-745-2568

If you have any further questions regarding this request, I can be reached at [AGonzalez@monroetwp.com](mailto:AGonzalez@monroetwp.com) or 732-656-4573.

Sincerely,

*Alicia Gonzalez*

Alicia Gonzalez

Records Management Coordinator