



Long Hill Township
OPEN PUBLIC RECORDS ACT REQUEST FORM
Long Hill Township

Date Received: 3/19/2025
Tracking Number: OPRA-Req-25-084

Important Notice

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

Requestor Information

Payment Information

Name: Jillian M
Address: _____
City: _____ State: NJ Zip: _____
Telephone: _____ Fax: _____
Email: opra+request-73813-b2b7f602@requests.opramachine.com
Preferred Delivery: E-Mail

Maximum Authorized Cost 0
Letter size pages - \$0.05 per page
Legal size pages - \$0.07 per page
Other materials (CD, DVD, etc) - actual
cost of material

☐ If you are requesting records containing personal information: Under penalty of N.J.S.A.
2C:28-3, I certify that I HAVE NOT been convicted of any indictable offense under the laws of
New Jersey, any other state, or the United States.

Signature: _____ Date: _____

Record Request Information:

Location: _____

Dear Long Hill Township,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

Please provide all building and zoning department records for 111 Circle Dr including (a) a record of all permits affecting the property whether open or closed, (b) violations if any, and (c) surveys if any.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Jillian M.

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-73813-b2b7f602@requests.opramachine.com

Is municipalclerk@longhillnj.gov the wrong address for OPRA requests to Long Hill Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=long_hill_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/opra_111_circle_dr

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

AGENCY USE ONLY:

Est. Document Cost: _____
Est. Delivery Cost: _____
Est. Extras Cost: _____
Total Est. Cost: _____
Deposit Amount: _____

AGENCY USE ONLY:

Disposition Notes:

Custodian: If any part of request cannot be delivered in seven business days, detail reason here.

AGENCY USE ONLY:

Tracking Information:

Tracking # _____
Rec'd Date _____
Ready Date _____
Total Pages _____

Final Cost:

Total _____
Deposit _____
Bal. Due _____
Bal. Paid _____

Records Provided:

Date Printed: 3/19/2025

Printed By: Construction
Department

QA

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Estimated Balance: _____

Deposit Date: _____

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

Custodian Signature: _____

Date: _____

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the Name of Agency, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the Name of Agency.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Name of Agency custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the Name of Agency must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If the Name of Agency is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of your request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Name of Agency to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.
12. Information provided on this form may be subject to disclosure under the Open Public Records Act.



Construction

Property Summary

[Portal](#) | [Refresh](#) | [Open All](#)
[Close All](#)

Owner: ALVINO, JEANNE E
 Location: 111 CIRCLE DR
 Block: 11804 (Old Block:105.02)
 Lot: 9.16 (Old Lot:9.16)
 Lead Parcel: Yes
 Qualifier:
 Zip Code: 07946 Millington
 Census: 340270441012006
 DPW District: Zone 1

- ▼ About the Owner...
- ▼ About the Property...
- ▼ About the Taxes...
- ▼ Projects...
- ▲ Construction...

Applications... [Shorten](#)

Permit Issue Date	Control Number	Permit Number	Work Type	Subcodes	Status	Close Date	Certificates	Total Cost	Agent
11/1/2013	14608	20130699	Alteration	P E F	CA and Close Date Issued	1/22/2014	CA	\$6,275	DIXON BROTHERS INC
CENTRAL AIR CONDITIONING, FURNACE INSTALL/REPLACE									
4/18/2011	12550	20110141	Alteration	P E	CA and Close Date Issued	5/2/2011	CA	\$400	VECCHIONE, GERALD M
REPLACE ELECTRIC WATER HEATER									
4/21/2008	10590	20080155	Alteration	B	CA and Close Date Issued	4/30/2008	CA	\$7,000	American Home Remodeling Inc.
roof									
11/14/1996	2673	19969761+A	Addition	B P E F	Closed with Date	8/11/1997		\$500	
8/1/1996	2517	19969761	Addition	B	CO and Close Date Issued	8/11/1997	CO	\$10,000	
7/10/1995	1922	19959330	Alteration	B	CA and Close Date Issued	4/29/1996	CA	\$6,500	
6/3/1993	593	19938377	Alteration	B	CA and Close Date Issued	8/27/1993	CA	\$1,595	

Would you like to add a application to this parcel? [Yes](#)

Inspections... [Shorten](#)

[Control](#) [Permit](#)

<u>Date</u>	<u>Number</u>	<u>Number</u>	<u>Subcode</u>	<u>Type</u>	<u>Inspector</u>	<u>Result</u>	<u>Comment</u>	<u>Result Comment</u>
1/16/2014	14608	20130699	Plumbing	Final	Vincent Franchino	Pass	Inspection: Inspection Type 1: FINAL Date Requested: 1/16/2014 Date Inspected: 1/16/2014 Requested by: Requested by Phone: Inspector: VF Entered By: Melissa Special Instructions: Comments:	
12/12/2013	14608	20130699	Electrical	Final	BG	Pass	Inspection: Inspection Type 1: FINAL Date Requested: 12/12/2013 Date Inspected: 12/12/2013 Requested by: Requested by Phone: Inspector: BG Entered By: Melissa Special Instructions: Comments:	
12/5/2013	14608	20130699	Fire	Final	SM	Pass	Inspection: Inspection Type 1: FINAL Date Requested: 12/5/2013 Date Inspected: 12/5/2013 Requested by: Requested by Phone: Inspector: SM Entered By: Melissa Special Instructions: Comments:	
							Inspection: Inspection Type 1: FINAL Date Requested: 12/4/2013 Date Inspected: 12/4/2013	

12/4/2013	14608	20130699	Plumbing	Final	VF	Fail	Requested by: Requested by Phone: Inspector: VF Entered By: Melissa Special Instructions: Comments: Inspection: Inspection Type 1: FINAL Date Requested: 4/27/2011 Date Inspected: 5/2/2011
5/2/2011	12550	20110141	Plumbing	Final	VF	Pass	Requested by: Requested by Phone: Inspector: VF Entered By: Donna Special Instructions: Comments: Inspection: Inspection Type 1: FINAL Date Requested: 4/20/2011 Date Inspected: 4/20/2011
4/20/2011	12550	20110141	Electrical	Final	BG	Pass	Requested by: Requested by Phone: Inspector: BG Entered By: Donna Special Instructions: Comments: Inspection: Inspection Type 1: FINAL Date Requested: 4/29/2008 Date Inspected: 4/29/2008
4/29/2008	10590	20080155	Building	Final	TY	Pass	Requested by: Requested by Phone: Inspector: TY Entered By: Cindy Special Instructions: 973-374- 6702

Comments:

Violations...

There is no violation data for the selected parcel.

Would you like to add an violation to this parcel? [Yes](#)**Ongoing Applications...**

There is no application data for the selected parcel.

Would you like to add an application to this parcel? [Yes](#)

- ▼ Pet...
- ▼ Complaints...
- ▼ Clerk...
- ▼ Land Use...
- ▼ Engineering...
- ▼ Code Enforcement...
- ▼ Health Pro...
- ▼ Fire...
- ▼ Fire Prevention...
- ▼ Public Works...
- ▼ Water Utility...
- ▼ Attachments...
- ▼ Comments...

Block ~~405~~ ¹¹⁸⁰⁴ 105.02

9.16
Lot 9-16

111 Circle Drive, Millington

1813	3/7/56	Dwelling	Cloverhill Estates	
2453	8/29/60	Garage	J. Schwenker	
2867	10/15/63	Porch	" "	12/31/64
4628	6/4/79	Elec. Only	Barnes	6/22/79
7526	7/19/90	Install. of gas line	Vincent Vecchione	10/3/90
8377	6/3/93	New shed	V. Vecchione	8/27/93
9330	7/6/95	new roof, vinyl siding	V. Vecchione	4/29/96
9761	8/1/96	Extention to porch/Fdtn. only	V. Vecchione	8/11/97
9761U	11/14/96	Update electrical, fire, plumbing	V. Vecchione	
05-0155	4/1/08	NOV	Vecchione	4/30/08
8011-0141	4/1/11	Agel. Electric made made	Arvino	5/3/11
003-0699	11/1/13	CENTRAL AC/FURNACE	ARVINO	1/00/14