

From: M. Salem <msalem@roxbury-township.com>
Sent: Wednesday, May 21, 2025 9:09 AM
To: Amy Rhead
Subject: OPRA request - OPRA Request—Certificates

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Roxbury Township,

*This request is intended for the Building Department or the appropriate custodian of the requested records. If you are not the correct recipient, please forward this request to the appropriate department or individual that holds these records.

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

*Certificates of Occupancy

*Certificates of Continued Occupancy

*Certificates of Approval

*Certificates of Compliance

*Please provide records for all submissions made within the last 60 days, limited to commercial properties or spaces, in a spreadsheet or CSV format.

You are the best.

OPRA 20250521-001 Salem (Certs of Occupancy, Continued Occupancy, Approval, and Compliance) COMPLETED/CLOSED

Yours faithfully,

NO RECORDS AVAILABLE

Salem

Unable to create a report containing the information you are seeking. The Construction Department utilizes SDL software. If you have an example of a report from another municipality that contracts with SDL, we can contact them again, but as of this time, the specific information is not tracked in the system. Feel free to contact the department directly to discuss further. *(See attached emails from the department.)*

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

opra+request-76529-0675ab3e@requests.opramachine.com

Is xxxxxx@xxxxxxxxxx.xx the wrong address for OPRA requests to Roxbury Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=roxbury_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_request_certificates_148

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."

From: M. Salem <msalem@roxburytownship.com>
Sent: Wednesday, May 21, 2025 3:10 PM
To: Amy Rhead
Subject: Re: OPRA request - OPRA Request—Certificates

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Roxbury Township,

I apologize for not including this information in my original request.

I am writing to add the following disclosures regarding my recent OPRA request:

1. I have not been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
2. I intend to use the requested government records for a commercial purpose.
3. I am not seeking these records in connection with a legal proceeding.
4. I am not requesting these records under common law.

Thank you for your attention.

Yours faithfully,
Salem

Please use this UNIQUE email address for all replies to this request and no other:
opra+request-76529-0675ab3e@requests.opramachine.com

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

From: Diane Crossan
Sent: Friday, May 23, 2025 3:33 PM
To: Amy Rhead
Cc: Michele Roddy
Subject: RE: OPRA request - OPRA Request—Certificates

This is not something that can be generated in SDL.

Diane Crossan

Administrative Assistant
Construction Department
Township of Roxbury
1715 Route 46
Ledgewood NJ 07852
973-448-2011

Construction

From: Diane Crossan
Sent: Friday, May 23, 2025 3:39 PM
To: Amy Rhead
Cc: Michele Roddy
Subject: RE: OPRA request - OPRA Request—Certificates

(confirmation that 1st response was accurate after double checking)

Amy,
I checked with Jan, we can not provide this report from SDL.

Diane Crossan
Administrative Assistant
Construction Department
Township of Roxbury
1715 Route 46
Ledgewood NJ 07852
973-448-2011