

Department(s):
Building

Township of Wayne
OPEN PUBLIC RECORDS ACT REQUEST FORM
 475 Valley Road, Wayne NJ
 973-694-1800
 opr@waynetownship.com
 Paul V. Margiotta

OPRA No. **25-627**
 Date Received: **5/21/25**
 Date Due: **June. 2**

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 **M.** MI _____ Last Name **Salem**
 E-mail Address **opra+request-76568-2b9A4ecp@requests.opramachine.com**
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ FAX _____
 Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☐
 Under penalty of N.J.S.A. 2C:28-3, I certify that
 1. I ☐ **HAVE** / ☐ **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
 2. I, or another person, ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial purpose;
 3. I ☐ **AM** / ☐ **AM NOT** seeking records in connection with a legal proceeding. ***See note below.**
 Signature _____ Date _____

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 has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

***NOTE:** If you checked "I AM " above for question #3, please identify that legal proceeding in the boxes below. (Legal proceeding shall include a party subject to a court order, any attorney representing that party, any person acting as an agent for or on behalf of that party and if there is a pending discovery request.)

List all records being sought in the space below. Please be as specific as possible in describing the records being requested.

See attached

Information on a Specific Property: Address: _____ Block: _____ Lot: _____	Name of Legal Proceeding: _____ _____ Docket # _____
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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 Tracking # _____ Rec'd Date _____ Ready Date _____ Total Pages _____ Records Provided	Final Cost Total _____ Deposit _____ Balance Due _____ Balance Paid _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
		Custodian Signature		Date	

Panzino, Tammy

From: M. Salem <opra+request-76568-2b9a4ec0@requests.opramachine.com>
Sent: Wednesday, May 21, 2025 9:49 AM
To: OPRA
Subject: OPRA request - OPRA Request—Certificates

Dear Wayne 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.

Yours faithfully,

Salem

Panzino, Tammy

From: M. Salem <opra+request-76568-2b9a4ec0@requests.opramachine.com>
Sent: Wednesday, May 21, 2025 2:35 PM
To: OPRA
Subject: RE: OPRA request - OPRA Request—Certificates

Dear Tammy Panzino,

I apologize for not adding the disclosures.

I am writing to add the required 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 under common law

Thank you for your attention.

Yours sincerely,

Salem

-----Original Message-----

Good Morning,