



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

Date Received: 5/21/2025
Tracking Number: OPRA-Req-25-162

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

Payment Information

Name: M. Salem
Address: _____
City: _____ State: NJ Zip: _____
Telephone: _____ Fax: _____
Email: opra+request-76465-0071d420@requests.opramachine.com

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

Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On Site Insp ☐ 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

Signature: _____ Date: _____

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 confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

☐ Includes Common Law Request Location: _____

Dear Long Hill 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

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

opra+request-76465-0071d420@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_request_certificates_84

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: _____
Estimated Balance: _____
Deposit Date: _____

AGENCY USE ONLY:

Disposition Notes:

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

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

AGENCY USE ONLY:

Tracking Information:

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

Final Cost:

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

Records Provided:

NO Cert. in Range

[Signature]

Custodian Signature:

5/22/25

Date: