

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11/16/2017

1. Received from: Paul Sakson, Paul D. Sakson Associates, Inc.
(Name)
PO Box 154, Leonardo, NJ 07737-0154
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: See attached list
Property address 201 Clarkson St, Block 143, Lot 27

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

Municipal records requested:

1. Building Department permits for Underground Storage Tank closures
2. Municipal Health Department records (if municipality has a Health Department) relating to environmental inspections, permits, Notice of Violations, or official notices
3. Zoning Department site development applications
4. Engineer for any historic site plans
5. Fire Department records for any incidences involving hazardous substances, hazardous waste disposal or spills/discharges. Also include any permits for flammable or hazardous materials storage.
6. Tax Assessor for past ownership, appraisals, maps, sketches, photos

Please provide records as far back as reasonably obtainable, or a minimum of 10 years.

Thank you.

BURLINGTON CITY
OPEN PUBLIC RECORDS ACT REQUEST FORM
City Hall
525 High St.
Burlington, NJ 08016

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 Alex MI Paul Last Name Genato

E-mail Address _____

Mailing Address Archer & Greiner, P.C., 101 Carnegie Center, Suite 300

City Princeton State NJ Zip 08540

Telephone _____ FAX _____

Preferred Delivery: Pick Up US Mail 3rd On-Site Inspect Fax 2nd E-mail 1st

If you are requesting records containing personal information, please circle one: 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 [Signature] Date 11/16/17

Payment Information

Maximum Authorization Cost \$ 3.00

Select Payment Method

Cash ☐ **Check X** 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.

We request a copy of any and all State of New Jersey Non-Residential Development Fee Certification/Exemption forms (Form N-RDF) filed in Burlington City by any developer since January 1, 2016. Attached for your reference please find an example form.

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 reasons here.

In Progress ☐ Open _____

Denied ☐ Closed _____

Filled ☐ Closed _____

Partial ☐ Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature _____		Date _____	

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☒ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

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.

STATE OF NEW JERSEY NON-RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION

P.L. 2008, c. 46 (N.J.S.A. 40:55D-8.1 et seq.)

SECTION A: To be completed by Developer

Name of Developer: _____
 Address: _____
 Phone: _____ Fax: _____ E-mail: _____

Property Location

County: _____ Municipality: _____
 Block: _____ Lot: _____ Qual.: _____
 Street Address: _____

Date(s) on which Developer received preliminary and/or final site plan approval: _____

Construction/Demolition Permit Application Number: _____

Date on which Developer first sought construction or demolition permit (N.J.S.A. 40:55D-8.6): _____

Date on which Developer received construction/demolition permit: _____

Has the property been previously developed with a building, structure, or other improvement? _____

Exempt From or Not Subject to Fee [N.J.S.A. 40:55D-8.4] Check one if appropriate.

- | | | |
|--|--|---|
| ☐ Non-profit Educational Purposes | ☐ Transit Hub | ☐ Transit Village |
| ☐ House of Worship | ☐ Parking lots and structures | ☐ Transit Hub-Light Rail |
| ☐ Non-profit hospital or nursing home facility relocation or improvement | ☐ Public amenity (recreational, community, senior centers) (Attach Planning Board approval) | |
| ☐ State, County, and local government buildings | ☐ Commercial Farm or Use Group U Buildings and Structures | |
| ☐ Preliminary or final approval granted prior to July 1, 2013 and construction permit issued prior to January 1, 2015 | | |

Non-exempt status [N.J.S.A. 40:55D-8.6] Check one if appropriate.

- ☐ Prior payment or commitment for low and moderate income housing Amount paid: \$ _____
- ☐ Non-residential planned development, subject to a development or redevelopment agreement entitled to a 1% fee
- ☐ Full Fee Due (2.5%)

IF AN EXEMPTION OR REDUCED PAYMENT IS CLAIMED, DEVELOPER MUST ATTACH PROOF OF SUCH CLAIM.

I, the undersigned, understand that this declaration and its contents may be disclosed or provided to the State of New Jersey and that any false statement contained herein may be punished by fine, imprisonment, or both. I further declare that I have examined this declaration and, to the best of my knowledge and belief, it is true, correct and complete.

Signature of Developer: _____

Name: _____

Title: _____ Date: _____

SECTION B: To be completed by Assessor

	Estimated		Final	
Project's Assessed Value of Land & Improvements	\$	E1	\$	F1
Director's Ratio	%	E2	%	F2
Project's Equalized Assessed Value of Land & Improvements	\$	E3 (E1 ÷ E2)	\$	F3 (F1 ÷ F2)
If there are pre-existing improvements on the property, enter the equalized assessed value of land & improvements on this line; If new construction on vacant land, enter \$0.00 or NA on this line	\$	E4	\$	F4
Amount on which fee is calculated (if new construction on vacant land, will be the value of land & improvements of the final development; if there are pre-existing improvements on the property, will be the value of new improvements only)	\$	E5 (E3-E4)	\$	F5 (F3-F4)
Non-residential Development Fee	\$	E6 (E5 x 2.5%)	\$	F6 (F5 x 2.5%)

Signature of Assessor: _____

Date: _____

Name: _____

Exempt: ☐

SECTION C: To be completed by municipality

Payment Amount (Amount should equal E6 or F6): \$ _____

Payment received by (name): _____

Signature: _____

Name: _____

Title: _____ Date: _____



Alex Paul Genato
Also Member of New York Bar

Archer & Greiner, P.C.
101 Carnegie Center, Suite 300
Princeton, NJ 08540

November 16, 2017

VIA REGULAR MAIL

Clerk, Burlington City
City Hall
525 High St.
Burlington, NJ 08016

RE: OPEN PUBLIC RECORDS ACT REQUEST FORM

Dear Sir or Madam:

Enclosed herewith please find an Open Public Records Act Request Form. If possible, please send the documents requested to me via email at the email address above. Otherwise, please forward the documents to me via regular mail along with an invoice for any copying fees.

Please contact me if you have any questions.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Alex Paul Genato", written over a horizontal line.

ALEX PAUL GENATO

Enclosure

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11/16/2017

1. Received from: Paul Sakson, Paul D. Sakson Associates, Inc.
(Name)
PO Box 154, Leonardo, NJ 07737-0154
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: See attached list
Property address 201 Clarkson St, Block 143, Lot 27

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

Municipal records requested:

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2. Municipal Health Department records (if municipality has a Health Department) relating to environmental inspections, permits, Notice of Violations, or official notices
3. Zoning Department site development applications
4. Engineer for any historic site plans
5. Fire Department records for any incidences involving hazardous substances, hazardous waste disposal or spills/discharges. Also include any permits for flammable or hazardous materials storage.
6. Tax Assessor for past ownership, appraisals, maps, sketches, photos

Please provide records as far back as reasonably obtainable, or a minimum of 10 years.

Thank you.

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 11-15-2017

1. Received from: GURPREET SINGH
(Name)
115 FAIRBROOK DR BORDENTOWN NJ 08505
(Address)
2. Telephone No.: _____ ne _____ Work
3. Document / Information Requested: 200 E FEDERAS ST.
(FRESH 2 GO) BURLINGTON NJ - COPY OF
TAX RECORDS & EVERY SALE OF PROPERTY
RECORDS.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 11/15/17

1. Received from: Warren Trotto
(Name)
206 Jones Ave
(Address)
2. Artisha Billa
Telephone No.: () Home: 2 Warren Trotto rk
3. Document / Information Requested: code inspections
a year ago to present

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 11-8-17

1. Received from: Sukhwinder Singh
(Name)
10 Surney CT, Mt Laurel NJ 08054
(Address)
2. Telephone No.: 0-202-1-1111 Home SAME Work SAME
3. Document / Information Requested: Digital copy of minutes
Oct. 25, 2017 Land Use Board Meeting.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11-9-17

1. Received from: PA- RED Inc
(Name)
759 Bristol Pike Bensalem PA 19020
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: RE: 144 W. Pearl St.
Please advise if there are any open code violations
or municipal violations on this property.
This is now bank owned and we are managing
the property for the bank. Thank you.
[Signature]

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11/9/17

1. Received from: PA-REO Inc.
(Name)
759 Bristol Pike Bensalem PA 19020
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please advise if there are
any open code violations or municipal violations at
435 Locust St. This is now bank owned
and we are managing the property for the bank
Thank you

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11-9-17

1. Received from: PA-RED Inc
(Name)
759 Bristol Pike Bensalem PA 19020
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: RE: 344 W. Pearl St.
Please advise if there are any open code violations
or municipal violations on this property.
This is now bank owned and we are managing
the property for the bank. Thank You
[Signature]

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

11-05-17 10:21 AM

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: Nov 6th 2017

1. Received from: Louis Giano
(Name)

(Address)

2. Telephone No.: _____ Home _____ Work _____

3. Document / Information Requested: Building permit for
307 Fernwood Ave addition Late Eighties
Early 90' for Rear of House

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: October 25, 2017

1. Received from: David Vasso
(Name)
121 LINDBERGH Avenue
(Address)
2. Telephone No.: Home Work
3. Document / Information Requested: Developers agreement (Pilot)
for Pearle Pointe. Had State of
Please send to my email

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

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DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 10/24/17

1. Received from: Brandi Hascak
(Name)
Orange Coast Lender Services Title Company: 1000 Commerce Drive Suite 520, Pittsburgh, PA 15275
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: OPEN code violations: high grass/weeds,
garbage/rubbish, structural issues on the property. OPEN permits: building, electrical,
plumbing, construction. ONLY NEED COPIES IF VIOLATIONS/PERMITS ARE
STILL OPEN. Property address: 140 E Federal Street, Burlington, NJ 08016 Block 139
Lot 38

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

FAX

To: Burlington City Municipal Clerk
Company: ()
Fax:

From: BRANDIH
Address:

Fax:
Phone:
E-mail:

NOTES: Open code violations/open permits 140 E
Federal Street, Burlington, NJ 08016

Date and time of transmission: 10/24/2017 13:26:54
Number of pages including this cover sheet: 2

THESE FACSIMILE DOCUMENTS MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW, AND IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE AND RETURN THIS ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE UNITED STATES POSTAL SERVICE. THANK YOU.

Payment Information

Maximum Authorization Cost \$ 10.00

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.

October 11, 2017

Signature J. J. Date 11/11/11

Please provide a monthly summary list of residential building permits for all new construction houses, renovations or additions issued in September 2017

If the municipality does not keep a monthly summary list I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

Open Public Records Act Request Form

Requestor Information – Please Print

First Name Jenita MI MI Last Name Burgess
E-mail Address _____
Mailing Address 165 Barclay Center – Rte 70 East
City Cherry Hill State NJ Zip 08034
Telephone _____ FAX 1
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax X E-mail _____

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

Signature Jenita Burgess

Date September 13, 2017

Payment Information

Maximum Authorization Cost \$ 10.00

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 provide a monthly summary list of residential building permits for all new construction houses, renovations or additions issued in August 2017

If the municipality does not keep a monthly summary list I would like a copy of all residential new construction, renovations or additions permitted

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

Payment Information

September 13, 2017

Extras: Special service charge
dependent upon request.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 9/14/2017

1. Received from: Patrick A. Neely
(Name)
2 Dead End Drive Maple Shade NJ 08052
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: _____

Patrick A. Neely, LLC is a cooperating asset manager with the state of New Jersey in the vacant and abandoned property restoration initiative. In compliance with mandate I am writing to request:

- (1) the vacant and abandoned & mortgage foreclosure registration list in .xml or .csv format (excel).
(2) the general contractors who pulled permits at: 757 Charles St, 922 Mount Rd, 905 Rigg Rd, 441 Independence Dr
501 Duser Rd within the last 360 days.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 9/13/17

1. Received from: Brandi Hascak
(Name)
Orange Coast Lender Services Title Company 1000 Commerce Drive Suite 520 Pittsburgh, PA 15275
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: _____
open code violations: high grass/weeds, garbage/rubbish, structural issues
open permits: building, construction, electrical
Property address: 444 Saint Mary St. Burlington, NJ 08016 Block 140 Lot 10

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

FAX

To: Burlington City
Company: 609-733-1051
Fax:

From: BRANDIH
Address:

Fax:
Phone:
E-mail:

NOTES: open code violations and open permits

Date and time of transmission: 9/13/2017 14:26:43
Number of pages including this cover sheet: 2

THESE FACSIMILE DOCUMENTS MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW, AND IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION, OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS COMMUNICATION IN ERROR, PLEASE NOTIFY US IMMEDIATELY BY TELEPHONE AND RETURN THIS ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE UNITED STATES POSTAL SERVICE. THANK YOU.

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8-30-17

1. Received from: STEVEN W. ADAMS
(Name)
133 SPLITROCK RD. BROWNS MILLS N.J. 08015
(Address)

2. Telephone No.: Home ☒ Work

3. Document / Information Requested: SITE APPROVALS

ZONEING OF BLOCK 39 TOLD IT WAS C-3 JIM LAUWER

LOTS 9-10-13-14-15-16-21-22-23-24-25-26-27

306 W ROUTE 130N + LINCOLN AVE ALL LOTS ON ONE DEED.

DATE 8-30-17 - 1960

PLEASE CHECK RECORDS BACK TO 1960

For Office Use

Rec'd by:
Date given:
Given by:
Copier Fee:

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8-16-17

1. Received from: STEVEN W. ADAMS
(Name)
133 SPLIT ROCK RD. BROWNS MILLS N.J. 08015
(Address)
2. Telephone No.: _____ Home _____ Work 733-1144
3. Document / Information Requested: SITE APPROVALS
ZONEING APPROVALS BLOCK NO. 39
LOT No. 9-10-13-14-15-16-21-22-23-24-25-26-27.
(306 W ROUTE 130 N)

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: Au 23, 2017

1. Received from: Isidoros "Steve" Ziakas - Keller Williams Princeton Realty
(Name) 100 Canal Pointe Blvd, Suite 120, Princeton, NJ 08540
(Address)

2. Telephone No.: Home Work

3. Document / Information Requested: My clients want to know if permits had been obtained for
when the home at 652 Park Ave, Burlington City, NJ 08016 had been converted from oil heat to gas
heat and if the underground oil tank had been abandoned properly as per the city code requirements.
Based on the previously MLS real estate listing history the property had gas heat as of May 2006;
therefore the conversion from oil to gas must have taken place prior.

F

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 08/24/2017

1. Received from: Andrew Dobson
(Name)
4600 S Ulster Street, Ste 530, Denver, CO 80237
(Address)
2. Telephone No _____ Home _____ Work _____
3. Document / Information Requested: Any open code violations currently
pending on property address:
423 Wood Street, Burlington, NJ 08016
Block: 31 Lot: 17

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 08/21/2017

1. Received from: Aaron S. Brotman, Sils Cummis & Gross P.C
(Name)
600 College Road East, Princeton, NJ 08540
(Address)
2. Telephone No.: _____ Home _____ Work
3. Document / Information Requested: Traffic report submitted in support of the application
to the Planning or Zoning Board for approval of the Wawa at each of the following locations:
350 U.S. Route 130, Burlington, NJ; 2003 Mt. Holly Road, Burlington, NJ; 1814 Salem Road, Burlington, NJ

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

Sills Cummis & Gross
A Professional Corporation600 College Road East
Princeton, New Jersey 08540
Tel. (609) 977-1000

DATE: AUGUST 24, 2017

RECIPIENT	COMPANY	FAX NO.	PHONE NO.
Cindy A. Crivaro, Clerk	City of Burlington		1

FROM: AARON S. BROTMAN

TELEPHONE DIRECT DIAL: 609.977.1000

TOTAL # OF PAGES (including cover page): 2

MESSAGE:

Please see attached OPRA Request. Thank you.

OFFICE SERVICES USE ONLY:

THE ATTACHED TELECOPY HAS BEEN SUCCESSFULLY TRANSMITTED BY:

OPERATOR: _____ DATE/TIME: ____/____/____ : ____AM/PM

******CONFIDENTIALITY NOTICE******

The documents accompanying this telecopy transmission contain information from the law firm of Sills Cummis & Gross P.C. which is confidential and/or legally privileged. The information is intended only for the use of the individual or entity named on this transmission sheet. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this telecopied information is strictly prohibited and that the documents should be returned to this firm immediately. In this regard, if you have received this telecopy in error, please notify _____ at _____ immediately so that we can arrange for the return of the original documents to us at no cost to you.

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 08/23/2017

1. Received from: Aaron S. Brotman, Sils Cummis & Gross P.C.
(Name)
600 College Road East, Princeton, NJ 08540
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Traffic report submitted in support of the application
to the Planning or Zoning Board for approval of the Wawa at each of the following locations:
350 U.S. Route 130, Burlington, NJ; 2003 Mt. Holly Road, Burlington, NJ; 1814 Salem Road, Burlington, NJ

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

Sills Cummis & Gross
A Professional Corporation

600 College Road East
Princeton, New Jersey 08540
Tel: (609) 227-4600
Fax (609) 227-4646

DATE: AUGUST 24, 2017

RECIPIENT	COMPANY	FAX NO.	PHONE NO.
Cindy A. Crivaro, Clerk	City of Burlington		

FROM: AARON S. BROTMAN
TELEPHONE DIRECT DIAL:

TOTAL # OF PAGES (including cover page): 2

MESSAGE:

Please see attached OPRA Request. Thank you.

OFFICE SERVICES USE ONLY:

THE ATTACHED TELECOPY HAS BEEN SUCCESSFULLY TRANSMITTED BY:

OPERATOR: _____ DATE/TIME: ____/____/____ : ____AM/PM

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City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8/22/17

1.

Received from:

(Name)

(Address)

2.

Telephone No.:

Home

Work

3.

Document / Information Requested:

For Office Use

Rec'd by:

Date given:

Given by:

Copier Fee:

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8/22/07

1. Received from: Greg Stahl
(Name)
941 Temple Ave. Burlington, NJ, 08010
(Address)

2. Telephone No.: _____ Home _____ Work _____

3. Document / Information Requested: Record of oil tank
removal

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

Open Public Records Act Request Form

Requestor Information – Please Print

First Name Jenita MI MI Last Name Burgess
E-mail Address jenita_burgess@gunton.com
Mailing Address 165 Barclay Center – Rte 70 East
City Cherry Hill State NJ Zip 08034
Telephone FAX
Preferred Delivery: Pick Up US Mail On-Site Inspect Fax X E-mail

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

Signature Jenita Burgess

Date August 9, 2017

Payment Information

Maximum Authorization Cost \$ 10.00

Select Payment Method

Cash ☒ 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 provide a monthly summary list of residential building permits for all new construction houses, renovations or additions issued in July 2017

If the municipality does not keep a monthly summary list I would like a copy of all residential new construction, renovations or additions permitted.

Copies can be faxed or emailed using the information above.

I can also pick up the information in person if that is preferred.

I realize there may be charges associated with providing this information. Please call me if there are any questions.

I respect your time and appreciate your help.

Please let me know if you have any suggestions that will help the municipality process this request more efficiently.

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 8/21/17

1. Received from: Jordan Sparacio
(Name)
4600 S Ulster St Suite 530 Denver CO 80237
(Address)

2. Telephone No.: _____ Home _____ Work _____

3. Document / Information Requested: _____
I need to know if there are any open code violations on the property at 418 YORK
~~ST~~ as well as if this property has previously been registered with the vacant
property registration program - if so, by whom, when, and what fee was paid?

Please send response in email if possible .

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8-16-17

1. Received from: STEVEN W. ADAMS
(Name)
133 SPLIT ROCK RD. BROWNS MILLS N.J. 08015
(Address)
2. Telephone No.: Home
3. Document / Information Requested: SITE APPROVALS
ZONEING APPROVALS BLOCK NO. 39
LOT No. 9-10-13-14-15-16-21-22-23-24-25-26-27.
(306 W ROUTE 130 W)

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8/11/17

1. Received from: Tamela Taylor
(Name)
100 Belmont St Burlington NJ
(Address)
2. Telephone No.: _____ me _____ Work
3. Document / Information Requested: all city owned property
a vacant lot and and this years
~~Financial Report~~ ~~Financial Reports~~ ft
For 2017 Redove plan's - hard Copier

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 8/9/17

1. Received from: Paulette Schelling
(Name)
125 W. Union St. Burlington NJ 0801
(Address)
2. Telephone No.: _____ Home: _____
3. Document / Information Requested: Oil Tank Ever
Existing on Premise
if so, when was it
decommissioned?

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

City of Burlington

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR ACCESS TO GOVERNMENT RECORDS

Date of Request: 8-9-2017

1. Received from: DUDEN PETERS
(Name)
3224 W CHELTENHAM AVE, PHILA, PA 19150
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: OPEN CODE VIOLATIONS
MUNICIPAL LIENS
512 LINDEN AVE

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Armada Analytics, Inc.
55 Beattie Place, Suite 1510
Greenville, SC 29601

Date of Request: 7-18-17

1. Received from: Pat Horton
(Name)

(Address)

2. Telephone No. Hon

3. Document / Information Requested: Open Zoning Code, Building Code
Fire Code violations + copies of Certificates of
Occupancy for Burlington Court Apts,
870 E. Route 130, Burlington 08016

Thank you.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 08-03-2017

1. Received from: Ronald Palentchar
(Name)
230 High St. Burlington NJ 08016 (Rt Man World Class)
(Address)
2. Telephone No.: 703 Home _____ Work () _____
3. Document / Information Requested: All permits prior to 2006
Additions, Oil Tank Closure, Electrical, etc.
Address: 120 Elm St. Burlington
Lt 00024 Block 0071

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

Print Management Solutions
P O Box 350
Trexlerstown, PA 18087

Open Record Officer
BURLINGTON CITY
525 High St.
Burlington, NJ 08016

06/15/2017

Re: NJ Open Records Law

Dear Open Records Officer,

Under the provisions of the NJ Open Records Law. We are requesting access to the following information: We are asking for information about your mail machine, or postage equipment from Manufacturers Neopost, Hasler, MailFinance, Francotyp Postalia (FP Mailing), or Pitney Bowes

A copy of the MOST RECENT, CURRENT lease agreements or Most Recent Purchase Order for your current mailing equipment which shows lease commencement date and term of contract for mail machine from vendors Neopost, Hasler, Pitney Bowes, FP Mailing

Or

If the equipment was purchased, we are requesting a copy of your MOST RECENT meter rental bill, equipment rental bill, and maintenance / service contract bill or bill from last service call.

We will entertain suggestions you feel will make my request more responsive and thereby ensure that you can meet our request. If possible we would like to have the data sent to us at the address below.

Please email your request to me at adorward@printandmailing.net or mail to my attention at:

Print Management Solutions
Attn: Amy Dorward
P O Box 350
Trexlerstown, PA 18087

If all or any part of this request is denied, please cite the specific exemption(s) that you think justifies your refusal to release the information, and inform me of the appeal procedures available to me under the law.

We would appreciate you handling this request as quickly as possible, and look forward to hearing from you.

Respectfully,

Amy Dorward
P O Box 350
Trexlerstown, PA 18087

Print Management Solutions
P O Box 350
Trexlerstown, PA 18087

Open Record Officer
BURLINGTON CITY
525 High St.
Burlington, NJ 08016

06/15/2017

Re: NJ Open Records Law

Dear Open Records Officer,

Under the provisions of the NJ Open Records Law. We are requesting access to the following information: We are asking for information about your mail machine, or postage equipment from Manufacturers Neopost, Hasler, MailFinance, Francotyp Postalia (FP Mailing), or Pitney Bowes

A copy of the MOST RECENT, CURRENT lease agreements or Most Recent Purchase Order for your current mailing equipment which shows lease commencement date and term of contract for mail machine from vendors Neopost, Hasler, Pitney Bowes, FP Mailing

Or

If the equipment was purchased, we are requesting a copy of your MOST RECENT meter rental bill, equipment rental bill, and maintenance / service contract bill or bill from last service call.

We will entertain suggestions you feel will make my request more responsive and thereby ensure that you can meet our request. If possible we would like to have the data sent to us at the address below.

Please email your request to me at adorward@printandmailing.net or mail to my attention at:

Print Management Solutions
Attn: Amy Dorward
P O Box 350
Trexlerstown, PA 18087

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We would appreciate you handling this request as quickly as possible, and look forward to hearing from you.

Respectfully,

Amy Dorward
P O Box 350
Trexlerstown, PA 18087

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Armada Analytics, Inc.
55 Beattie Place, Suite 1510
Greenville, SC 29601

Date of Request: 7-18-17

1. Received from: Pat + Horton
(Name)

(Address)

2. Telephone No. _____ Home _____

3. Document / Information Requested: Open Zoning Code, Building Code
Fire Code violations + copies of Certificates of
Occupancy for Burlington Court Apts,
870 E. Route 130, Burlington 08016

Thank you.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11/13/2017

1. Received from: Erin R. Pente, Senior Environmental Scientist
(Name)
Ransom Environmental, 2127 Hamilton Avenue, Hamilton NJ 08619
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: 645 High Street (Block 164, Lot 9)

Please provide all environmental documents on file for the above-referenced property, specifically: community right-to-know surveys; hazardous material inventories; environmental site inspections; remedial investigations; code enforcement violations; all building department files including plans; records of underground or aboveground storage tanks; groundwater monitoring wells or potable wells; hazardous waste disposal permits; air or water discharge permits; records of fires; deed notice or deed restriction documentation; engineering control documentation; and records of hazardous material, oil, or chemical spills or releases. Please also include tax assessment and ownership history in your search.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Erin R. Pente

Erin R. Pente
2017-11-13
12:07+19:00

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 11/1/2017

1. Received from: Alec Halbruner, TTI Environmental
(Name)
1253 North Church Street, Moorestown, NJ 08057
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please see attached

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us



A Service Disabled Veteran
Owned Small Business

TTI Environmental Incorporated
1253 N. Church Street
Moorestown, New Jersey 08057
Tel: 856-840-8800
Fax: 856-840-8815

Date: 11/1/2017

To whom it may concern:

I am performing an Environmental Investigation of:

RE: 105 Route 130

Burlington, NJ 08016

I am requesting to review records for current or historic areas of environmental concern including but not limited to:

- X Tax Assessment Records: Property description, ownership history (deeds), building description(s) – i.e. age, square footage, heat source, sanitary waste disposal source(s), etc., Environmental Liens/deed restrictions.
- X Construction Department Permit Records: UST installation/removal; Hydraulic Unit installation/removal, well installation/abandonment, septic installation/closure, asbestos abatement, lead based paint abatement, demolition permits, heating system alternations, building construction permits, etc.
- X Health Department: Well installation/abandonment, septic installation/closure, releases of hazardous material; environmental remediation events, etc.
- X Fire Department: Releases of hazardous material, environmental remediation events.
- X Copy of the tax map depicting the block and lot(s).

Please forward this request as necessary to the appropriate parties/departments.

Alec Halbruner
TTI Assistant Project Manager

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 10/31/2017

1. Received from: Mervyn Daniel - SLK Global Solutions America
(Name) 2727 LBJ Freeway Suite 420 Dallas, TX 75234
(Address) _____
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please advise if there are any Open Code Violations
or any Open/Expired Building Permits for property address : 405 Earl St Burlington NJ 08016
Block: 146 Lot: 6

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: _____

1. Received from: Larry Higgins
(Name)
174 Lamington Rd, P.O. Box 180, Old wick, NJ, 08858
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: _____

There's not enough space here to write the records being requested. Please view the attached document.

For Office Use

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Given by: _____
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Fax (609)-733-1051
www.burlingtonNJ.us

Cindy Crivaro

From: Larry Higgins <opra@njpropertyrecords.com>
Sent: Friday, October 20, 2017 2:44 PM
To: ccrivaro@BurlingtonNJ.us
Subject: OPRA Request (0305.BURLINGTON_BURLINGTON CITY)
Attachments: 0305.BURLINGTON_BURLINGTON CITY.pdf

Note for clerk: Please discuss this request with your engineering department as they will be the BEST source for the requested documents and information.

The clerk or engineer can fulfil this OPRA easily by visiting our website
www.StateInfoServices.com/opra

We've built this website to avoid sending large files by email, CD, USB, etc. It's a drag/drop file operation and there's no restriction on the file size. You do not need to register or login. You'll receive an email after successfully uploading **all** the requested files and information so you can close the OPRA request.

You can also submit all the requested information & documents by email if you'd like.

Requested Information:

1.a) A complete set of your municipalities **MOST CURRENT** tax maps. **Note:** If your tax maps are on your website, please provide the direct link and **CONFIRM they are the most current maps** available.

1.b) The date the tax maps were last modified/updated.

1.c) The approximate date to check back for newer/updated tax maps. **Note:** If there's currently no plans on updating the maps anytime soon, please mention that to us.

2.a) The **MOST CURRENT** municipality zoning map(s). **Note:** If your zoning map(s) are on your website, please provide the direct link and **CONFIRM they are the most current map(s)** available.

2.b) The date the zoning map(s) was last modified/updated.

2.c) The approximate date to check back for newer/updated zoning map(s). **Note:** If there's currently no plans on updating the map(s) anytime soon, please mention that to us.

3.a) What is the Engineers Company Name, Email, and Phone Number?

NOTE: Fulfil this OPRA easily by visiting our website www.StateInfoServices.com/opra

If you have any questions, please email ORPA@NJPropertyRecords.com –

PHONE CALLS WILL NOT BE ACCEPTED

Thanks,

Larry Higgins

ORPA@NJPropertyRecords.com



PROPERTY DEBT RESEARCH

1025 607446 AWI
DS7150-17000176
EST FROM Y DRIVE FOR LIENS, REI

GENERAL INFORMATION REQUEST

REQUESTED DATE: 10/6/2017

CLOSING DATE: 10/31/2017

ATTENTION:

CITY OF BURLINGTON CITY

525 BROAD ST

BURLINGTON, NJ 08016

Ph. 609-386-0200

Fax 609-733-1051

Address: 522 BORDENTOWN RD

Folio: 05-00200-0000-00005--

Legal: BLK: 200 LOT: 5

Seller: NATIONSTAR MTG

Buyer: TBD

SUBJECT PROPERTY INFORMATION

Request / Special Instructions

FOR THE REFERENCED PROPERTY PLEASE PROVIDE A REDEMPTION GOOD FOR 30 DAYS ON ANY LIENS/TAX SALES, COPIES OF ONLY ACTIVE VIOLATIONS, PAYOFFS FOR VIOLATIONS WITH MONIES OWING, AND COPIES OF ONLY OPEN OR EXPIRED BUILDING PERMITS. THANK YOU!

Additional Account Information

This information was completed by: _____ Date: ____ / ____ / ____

Contact number: (____) _____ - _____

Address to send payment: _____

*** Thank you for your assistance in obtaining this information. ***
Please fax back to 239-316-4013 or email to responses@propertydebtresearch.com
Please contact us at 877-543-6669 with any questions about this request.

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 09/22/2017

1. Received from: Mellen Theodore
(Name)
#2727 LBJ, Freeway Suite 420, Dallas, TX -75234
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please advise if there are any Code Violations/Citations
and/or Monies due and or any Open, Pending or Expired Permits for the property listed
below.
Address: 27 W 4th Street Burlington NJ 08016
Parcel: BLOCK 79 LOT 28
Ref#: 589962

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: September 28, 2017

1. Received from: Steven Mlenak
(Name)
99 Wood Avenue South, Iselin, NJ 08830
(Address)

2. Telephone No.: Home Work

3. Document / Information Requested: The Land Use Board Resolution adopted on
September 27, 2017, for Matrix Realty. Please e-mail a copy as soon as possible to

Thank you in advance for your anticipated courtesy.

For Office Use

Rec'd by:
Date given:
Given by:
Copier Fee:

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 09/22/2017

1. Received from: Mellen Theodore
(Name)
#2727 LBJ, Freeway Suite 420, Dallas, TX -75234
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please advise if there are any Code Violations/Citations
and/or Monies due and or any Open, Pending or Expired Permits for the property listed
below.
Address: 27 W 4th Street Burlington NJ 08016
Parcel: BLOCK 79 LOT 28
Ref#: 589962

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 09/01/2017

1. Received from: Jennifer Roy - SLK Global Solutions America
(Name) 2727 LBJ Freeway Suite 420 Dallas, TX 75234
(Address) _____
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Please advise if there are any Open Code Violations
or any Open/Expired Building Permits for property address : 300 JONES AVENUE Burlington NJ 08016
Block 150 Lot 1

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 9/14/2017

1. Received from: Patrick A. Neely
(Name)
2 Dead End Drive Maple Shade NJ 08052
(Address)
2. Telephone No.: _____ Home _____ Work _____
3. Document / Information Requested: Email please: realestatenjpa@gmail.com

Patrick A. Neely, LLC is a cooperating asset manager with the state of New Jersey in the vacant and abandoned property restoration initiative. In compliance with mandate I am writing to request:

- (1) the vacant and abandoned & mortgage foreclosure registration list in .xml or .csv format (excel).
- (2) the general contractors who pulled permits at: 757 Charles St, 922 Mount Rd, 905 Rigg Rd, 441 Independence Dr 501 Duser Rd within the last 360 days.

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 09/01/2017

1. Received from: Jennifer Roy - SLK Global Solutions America
(Name) 2727 LBJ Freeway Suite 420 Dallas, TX 75234
(Address)
2. Telephone No. Home Work
3. Document / Information Requested: Please advise if there are any Open Code Violations
or any Open/Expired Building Permits for property address : 300 JONES AVENUE Burlington NJ 08016
Block 150 Lot 1

For Office Use

Rec'd by:
Date given:
Given by:
Copier Fee:

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 8/25/17

1. Received from: Jordan Sparacio
(Name)
4600 S Ulster St Suite 530 Denver CO 80237
(Address)

2. Telephone No.: _____ Home _____ Work _____

3. Document / Information Requested: _____
I need to know if there are any open code violations on the
_____ property at 321 BROWN ST as well as if the property has
_____ previously been registered in the vacant property
_____ registration program. If so, by whom, when, and what fee
_____ was paid.

Please email response to jordan.sparacio@pemco-limited.com

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 08/24/2017

1. Received from: Andrew Dobson
(Name)
4600 S Ulster Street, Ste 530, Denver, CO 80237
(Address)
2. Telephone No.: _____ Home 720-509-3243 Work _____
3. Document / Information Requested: Any open code violations currently
pending on property address:
423 Wood Street, Burlington, NJ 08016
Block: 31 Lot: 17

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102
Fax (609)-733-1051
www.burlingtonNJ.us

CINDY A. CRIVARO
MUNICIPAL CLERK

PATRICIA E. TOCCI
DEPUTY MUNICIPAL CLERK

REQUEST FOR GOVERNMENT RECORDS

Date of Request: 8/21/17

1. Received from: Jordan Sparacio
(Name)
4600 S Ulster St Suite 530 Denver CO 80237
(Address)

2. Telephone No.. _____ Home _____ Work _____

3. Document / Information Requested: _____
I need to know if there are any open code violations on the property at 418 YORK
~~ST~~ as well as if this property has previously been registered with the vacant
property registration program - if so, by whom, when, and what fee was paid?

Please send response in email if possible - jordan.sparacio@pemco-limited.com

For Office Use

Rec'd by: _____
Date given: _____
Given by: _____
Copier Fee: _____

Telephone (609)-386-0200 x101 & x102

Fax (609)-733-1051

www.burlingtonNJ.us



AGENCY NAME HERE
OPEN PUBLIC RECORDS ACT REQUEST FORM
Agency Address
Agency Telephone Number & Fax Number
Agency e-mail address
Name of Agency Custodian



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	<u>Jim</u>	MI		Last Name	<u>O'Donnell</u>
E-mail Address	<u>James.O'Donnell@nbcuni.com</u>				
Mailing Address	<u>10 Monument Road</u>				
City	<u>Bala Cynwyd</u>	State	<u>PA</u>	Zip	<u>19004</u>
Telephone			FAX		
Preferred Delivery:	Pick Up	US Mail	On-Site	Inspect	Fax
					E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I <u>HAVE</u> / <u>HAVE NOT</u> been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.					
Signature	<u>James O'Donnell</u>			Date	<u>08/09/2017</u>

Payment Information

Maximum Authorization Cost	\$	<u>1</u>
Select Payment Method		
Cash	☒	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.

Please see attached 3 pages

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 reasons here.	
In Progress	- Open _____
Denied	- Closed _____
Filled	- Closed _____
Partial	- Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	_____	Deposit	_____
Ready Date	_____	Balance Due	_____
Total Pages	_____	Balance Paid	_____
Records Provided			
Custodian Signature		Date	

DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access
 - ☐ Admission applications
 - ☐ Student records, grievances or disciplinary proceedings revealing a students' identification
- ☐ Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- ☐ Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and privileges created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 198 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preface nor a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons why OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable privacy interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rules of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in preventing disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. A challenge to the denial of access under the common law can be made by filing an action in Superior Court.

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.