

Open Public Records Act Request Form

Requestor Information – Please Print

First Name Jenita MI Last Name BurgessE-mail Address jenita_burgess@gunton.comMailing Address 165 Barclay Center – Rte 70 EastCity Cherry Hill State NJ Zip 08034Telephone 856-354-3240 FAX 856-354-6011Preferred 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  Date November 8, 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 October 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.