



Neptune
Township - NJ

Where Community, Business & Tourism Prosper

OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: Connie King - Weichert Realtors DATE: 10-12-2017
ADDRESS: 1900 Hwy 35
Oakhurst, NJ 07755
PHONE: 732-386-6006 EMAIL: King.connie@att.net

INFORMATION REQUESTED

(General copy charges: \$.05 per letter size page and \$.07 per legal size page.):

☒ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: 10 Brixton Place BLOCK 1507 LOT 7

Specify type of information requested:

☐ ASSESSING ☐ TAX ☐ CERTIFICATE OF INSPECTION ☐ CODE VIOLATIONS ☒ CONSTRUCTION PERMITS

☐ OTHER: Checking to see if furnace and hot water heater permits were applied for.

☐ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information: _____

☐ **SPECIALTY DOCUMENT:**

☐ Property Owner's List (\$10.00)

☐ Tax Map (\$.07/page)

☐ Duplicate Tax Bill (\$5.00 if applicable)

☐ **OTHER:** _____

PLEASE READ and SIGN BACK OF FORM

Completed forms may be submitted by:

MAIL: Municipal Clerk P.O. Box 1125 Neptune, NJ 07754-1125
EMAIL: Phoward@neptunetownship.org – OR – Rcuttrell@neptunetownship.org
FAX: 732-988-6433



OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: Regina Burchata (Carnog) DATE: 10/11/17
ADDRESS: 1141 CORRIANE TER
MOUNTAIN SIDE NJ 07092
PHONE: 908 265-6843 EMAIL: RegiBurr@gmail.com

INFORMATION REQUESTED

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

☐ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: 20 Bath Ave Ocean Grove BLOCK 116 LOT 9

Specify type of information requested:

☐ ASSESSING ☐ TAX ☐ CERTIFICATE OF INSPECTION ☐ CODE VIOLATIONS ☐ CONSTRUCTION PERMITS

☐ OTHER: Tax Records with Floor Square Footage
drawing, year Built, Bedroom, Bath etc

☐ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information:

☐ **SPECIALTY DOCUMENT:**

☐ Property Owner's List (\$10.00)

☐ Tax Map (\$.07/page)

☐ Duplicate Tax Bill (\$5.00 if applicable)

☐ **OTHER:**

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FAX: 732-988-6433



OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: Alexandria Brown DATE: 10/6/2017
ADDRESS: 820 Bear Tavern, West Trenton, NJ, 08628
PHONE: 720-509-3238 EMAIL: Alexandria.brown@pemco-limited.com

INFORMATION REQUESTED

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

☐ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: 716 RUTH DR, Neptune, NJ, 07753 BLOCK 9014 LOT 5

Specify type of information requested:

☐ ASSESSING ☐ TAX ☐ CERTIFICATE OF INSPECTION ☐ CODE VIOLATIONS ☐ CONSTRUCTION PERMITS

☒ OTHER: In need to know if there are any open code violations

☐ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information: _____

☐ **SPECIALTY DOCUMENT:**

☐ Property Owner's List (\$10.00) ☐ Tax Map (\$.07/page) ☐ Duplicate Tax Bill (\$5.00 if applicable)

☐ OTHER: _____

PLEASE READ and SIGN BACK OF FORM

Completed forms may be submitted by:

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EMAIL: Phoward@neptunetownship.org — OR — Rcuttrell@neptunetownship.org
FAX: 732-988-6433



OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: Ariana M Diaz **DATE:** 10/3/17
ADDRESS: 1265 Englishtown Rd
Old Bridge, NJ 08875
PHONE: 1-866-525-2998 **EMAIL:** recordsrequest@zoning-info.com

INFORMATION REQUESTED

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

☒ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: 1800-1836 (AKA 1828) West Lake Avenue **BLOCK** 614 **LOT** 1

Specify type of information requested:

☐ **ASSESSING** ☐ **TAX** ☐ **CERTIFICATE OF INSPECTION** ☒ **CODE VIOLATIONS** ☐ **CONSTRUCTION PERMITS**

☒ **OTHER:** 1) Copies of Certificates of occupancy (known tenants are Meridian Health Systems, State of NJ Treasury, and West Lake Pharmacy
2) Copies of any Open fire code violations, open zoning code violations, open building code violations
3) Copies of any variances, conditional use permits, special exceptions, zoning cases and site plan 4) Record of any
capital improvement projects that will require additional right-of-way from this property

☐ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information: _____

☐ **SPECIALTY DOCUMENT:**

☐ **Property Owner's List (\$10.00)** ☐ **Tax Map (\$.07/page)** ☐ **Duplicate Tax Bill (\$5.00 if applicable)**

☐ **OTHER:** _____

PLEASE READ and SIGN BACK OF FORM

Completed forms may be submitted by:

MAIL: Municipal Clerk P.O. Box 1125 Neptune, NJ 07754-1125
EMAIL: Phoward@neptunetownship.org – OR – Rcuttrell@neptunetownship.org
FAX: 732-988-6433



OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: YEMUDA NAKDIMEH DATE: 8/2/18
ADDRESS: ~~259 Atlantic Avenue~~ 1464 Towers St.
Lakewood NJ 08701
PHONE: 848 525 4443 EMAIL: zipzapconstruction@gmail.com

INFORMATION REQUESTED

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

☒ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: 1103 Greengrove BLOCK 3903 LOT 11

Specify type of information requested:

☐ ASSESSING ☐ TAX ☐ CERTIFICATE OF INSPECTION ☐ CODE VIOLATIONS ☐ CONSTRUCTION PERMITS

☒ OTHER: Floodzone, Zoning, Construction envelope, Max coverage

☐ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information: _____

☐ **SPECIALTY DOCUMENT:**

☐ Property Owner's List (\$10.00)

☐ Tax Map (\$.07/page)

☐ Duplicate Tax Bill (\$5.00 if applicable)

☐ OTHER: _____

PLEASE READ and SIGN BACK OF FORM

Completed forms may be submitted by:

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EMAIL: Phoward@neptunetownship.org – OR – Rcuttrell@neptunetownship.org
FAX: 732-988-6433

A request for access to or for a copy of Government Records should be submitted on this form which has been adopted by the Municipal Clerk as the Custodian of Records. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven business days, you will be provided with a response with that information within seven business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. This request may be filed electronically. In general:

1. Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective bargaining agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
2. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the time which will be required to provide the records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$.05 for each letter sized page and \$.07 for each legal sized page.
4. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
5. Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, police investigation records, public assistance files, or other matters in which there is a right to privacy or confidentiality or which is specifically exempted by law. Further, as stated in the statute, "the personnel or pension records of any individual in the possession of a public agency, including but not limited to records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, except that:

1. an individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
2. personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties or a person duly authorized by this State or the United States, or when authorized by an individual in interest; and,
3. 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, shall be a government record." N.J.S.A. 47:1A-10.

By signing in either area below, the applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et. seq.

The Applicant hereby acknowledges that the information requested has been provided immediately at the time the request was made.

APPLICANT SIGNATURE

MUNICIPAL OFFICIAL SIGNATURE

DATE

OR

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost.

The information requested will be available on: _____

Estimated number of pages: _____ Estimated cost: _____ Deposit: _____

APPLICANT SIGNATURE

MUNICIPAL OFFICIAL 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

- ☐ 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
- ☐ Juvenile Records
- ☐ 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 that is to be kept confidential pursuant to court order
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ 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.
- ☐ 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

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.

Under the New Jersey Open Public Records Act (OPRA), a records 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. If you the requester fit this criteria then you are not allowed by law (under penalty of N.J.S.A. 2C:28-3) to possess such records. You are also not allowed to provide such records to the victim's assailant thus circumventing the OPRA law.

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 **Neptune Township Police**, 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 **Neptune Township Police**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Neptune Township Police** 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 **Neptune Township Police** 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 **Neptune Township Police** 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 **Neptune Township Police** 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.



OPRA (Open Public Records Act) Form
REQUEST FOR ACCESS TO GOVERNMENT RECORDS

NAME: Andrea Gerrity DATE: 9/29/17
ADDRESS: 399 Monmouth Street
East Windsor, NJ 08520
PHONE: 609-944-4050 x514 EMAIL: agerrity@tfeproperties.com

INFORMATION REQUESTED

(General copy charge is \$.05 per letter size page and \$.07 per legal size page.):

☒ **Copy of INFORMATION RELATING TO A SPECIFIC PROPERTY**

ADDRESS: _____ BLOCK 4006 LOT 1

Specify type of information requested:

☐ ASSESSING ☐ TAX ☐ CERTIFICATE OF INSPECTION ☐ CODE VIOLATIONS ☐ CONSTRUCTION PERMITS

☐ OTHER: _____

☒ **Copy of ORDINANCE, RESOLUTION or MINUTES**

Specify date, number, topic, or other identifying information: Resolution of approval for
the 5-story hotel from the applicant Neptune Hotel LLC
c/o The Onix Group, which was approved at the Planning
Board meeting on September 27, 2017. Please let me know when
☐ **SPECIALTY DOCUMENT:** you anticipate the resolution being ready.

☐ Property Owner's List (\$10.00) ☐ Tax Map (\$.07/page) ☐ Duplicate Tax Bill (\$5.00 if applicable)

☐ OTHER: _____

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EMAIL: Phoward@neptunetownship.org – OR – Rcuttrell@neptunetownship.org
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1. Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective bargaining agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been approved.
2. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the time which will be required to provide the records.
3. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be: \$.05 for each letter sized page and \$.07 for each legal sized page.
4. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
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1. an individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, and the amount and type of any pension received shall be a government record;
2. personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties or a person duly authorized by this State or the United States, or when authorized by an individual in interest; and,
3. 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, shall be a government record." N.J.S.A. 47:1A-10.

By signing in either area below, the applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et. seq.

The Applicant hereby acknowledges that the information requested has been provided immediately at the time the request was made.

Andrew Horvitz
APPLICANT SIGNATURE

MUNICIPAL OFFICIAL SIGNATURE

9/29/17
DATE

OR

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost.

The information requested will be available on: _____

Estimated number of pages: _____ Estimated cost: _____ Deposit: _____

APPLICANT SIGNATURE

MUNICIPAL OFFICIAL SIGNATURE

DATE