



BOROUGH OF RED BANK
OPEN PUBLIC RECORDS ACT REQUEST FORM

90 Monmouth Street Red Bank, NJ 07701

PH: 732-530-2740 FAX: 732-530-2757

pborghi@redbanknj.org

Pamela Borghi, Municipal Clerk



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 Rich MI MI Last Name hanst
 E-mail Address rbapst@dcrenv.com
 Mailing Address 3900 north 10th street suite 102
 City Phila. State PA Zip 19140
 Telephone 610-608-4363 FAX 215-473-2951
 Preferred Delivery: Pick Up Up US Mail Up On-Site Inspect X Fax Up E-mail Up
 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 [Signature] Date March 7, 2017

Payment Information

Maximum Authorization Cost \$
 Select Payment Method
 Cash ☐ Check ☐ Money Order ☐
 Fees: Letter size pages - \$0.05 per page
 Legal size pages - \$0.07 per page
 Other materials (CD, DVD, etc) – actual cost of material
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

I am performing a Phase I Environmental Site Assessment on the Laundromat at 54 North Bridge Avenue; Block 2, Lot 18. I am looking to stop in and review available property records from the code enforcement/bldg and fire depts in attempt to identify potential environmental concerns in association with the property. If you will not allow me to review the property files for pertinent records myself I am looking to be provided with copies of records pertaining to (:

- Permits, reports, and information for Underground or Aboveground Storage Tanks (UST/AST), oil / water separator or clarifier installation or removal any current or previous building at the property
- Asbestos information, removal, or abatement at the property
- Permits for the installation or decommissioning of drinking water wells & septic systems
- Demolition/renovation permits for the current building of any other prior building on this property
- Any known spills, releases, hazardous materials
- Permits for flammable materials storage
- Permits/COOs identifying historical uses of the subject property
- Any special requirements per planning / zoning due to potential environmental concerns in the area
- Original construction permit identifying original heat source (natural gas, oil, steam, electric, etc.)

Please let me know any questions, thanks! Rich

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 _____