



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	<u>Kelly</u>	MI		Last Name	<u>Hewton</u>
E-mail Address	<u>knewton@svrcon.com</u>				
Mailing Address	<u>100 Dobbs Lane, Suite 212</u>				
City	<u>Cherry Hill</u>	State	<u>NJ</u>	Zip	<u>08034</u>
Telephone	<u>(856) 325-2099</u>		FAX	<u>(856) 429-7444</u>	
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>Kelly Hewton</u>			Date	<u>5/12/2017</u>

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.

Re: 2+6 Newman Springs Road, Red Bank, NJ
Block 97.01 Lots 46.01 + 46.02

As part of an environmental investigation of these properties, we are requesting to review the following ~~records~~ ^{borough} records:

Health: Environmental inspections or complaints regarding air pollution, illegal dumping or solid waste.
Public Works & Utilities: Dates / records of initial connection to municipal water/sewer
Planning & Construction: Building + demo permits (esp. those related to USTs), historical site plans or drawings, septic system records, historical certificates of occupancy
Tax Assessor: All historical property assessment cards, photos, or correspondence related to assessment.
Fire Dept: Records of fire incidents or incidents related to storage tanks, illegal dumping etc.

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	