

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Sunday, August 06, 2017 7:41 PM
To: Newman, Michael (RIS-HBE)
Subject: 8/7/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

PUBLIC RECORD REQUEST FORM

TOWNSHIP

OF

RIVERSIDE

(BOROUGH, TOWNSHIP, CITY, COUNTY)

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name Aimee MI K Last Name Pacheco

Mailing Address PEMCO Ltd, 4600 S Ulster St Ste 530

City Denver State CO Zip 80237 E-Mail aimee.pacheco@pemco-limited.com

Business Hours Telephone Area Code 720 Number 509-3245 Extension _____

Preferred Delivery: Pick Up ☐ US Mail ☒ On Site Inspect ☐ please e-mail ☒

Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature Aimee K Pacheco Date 08/04/2017

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Pages 1-10 \$0.75@
Pages 11-20 \$0.50@
Pages 21- \$0.25@

Police Accident Rpt. via Mail
Pages 1-3 \$5.00
Pages 4- \$1.00@
as per N.J.S.A. 39:4-13f

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)

☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)

☐ Police Accident Report: (Identify Accident)

Fee: _____

☐ Other Type of Report (specify) _____

☐ License Information (specify) _____

☒ Information on Specific Property Address 306 Taylor St Blk # 3109 Lot # 4

☐ Municipal Lien Search

Fee: _____

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

☐ List of Property Owners within 200 feet

Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: If you are able to email the results please do so, aimee.pacheco@pemco-limited.com. I need to know if there are any open code violations attached to the above property that need to be addressed. We do not want any additional fees, violations, penalties and interest charged if there are any we want to address them and get them abated. We want to be in compliance with your Township.

Information Requested will be ready on: _____ Estimated Cost: _____

Disposition: Date Filled _____ Date Mailed _____ Date Picked Up _____ Date Denied _____

Reason for Denial: _____

Custodian Name (Please Print)

Signature

Date

WHITE - ORIGINAL TO CUSTODIAN

CANARY - OTHER AGENCY COPY

PINK - POLICE

GOLD - TO REQUESTOR

FORM # PRR-002



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 Jim MI _____ Last Name O'Donnell

E-mail Address James.O'Donnell@nbcuni.com

Mailing Address 10 Monument Road

City Bala Cynwyd State PA Zip 19004

Telephone 215-913-0273 FAX 610-668-5649

Preferred Delivery: Pick _____ On-Site _____
Up _____ US Mail _____ 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 HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature James O'Donnell Date 08/09/2017

Payment Information

Maximum Authorization Cost \$ 1

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.

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

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 of 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.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, August 14, 2017 7:50 AM
To: Newman, Michael (RIS-HBE)
Subject: 8/14/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Sunday, August 20, 2017 8:29 AM
To: Newman, Michael (RIS-HBE)
Subject: 8/21/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

PUBLIC RECORD REQUEST FORM

TOWNSHIP

(BOROUGH, TOWNSHIP, CITY, COUNTY)

OF

RIVERSIDE

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name Ciera MI S Last Name Griffin

Mailing Address 2727 LBJ Freeway Suite 420

City Dallas State TX Zip 75234 E-Mail cgriffin@slkga.com

Business Hours Telephone Area Code 469 Number 646-8726 Extension _____

Preferred Delivery: Pick Up ☐ US Mail ☐ On Site Inspect ☐ Please fax if possible

Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☐ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature Ciera S Griffin Date 08/18/2017

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Pages 1-10 \$0.75@
Pages 11-20 \$0.50@
Pages 21- \$0.25@

Police Accident Rpt. via Mail

Pages 1-3 \$5.00
Pages 4- \$1.00@
as per N.J.S.A. 39:4-131

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)

☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)

☐ Police Accident Report: (Identify Accident)

Fee: _____

☐ Other Type of Report (specify) Codes and Permits

☐ License Information (specify) _____

Information on Specific Property Address _____ Blk # _____ Lot # _____

☐ Municipal Lien Search

Fee: _____

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

☐ List of Property Owners within 200 feet

Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: Any active or pending code violation and any open/expired permits on property 600 New Jersey Ave

2004 - Present

Information Requested will be ready on: _____ Estimated Cost: _____

Disposition: Date Filled _____ Date Mailed _____ Date Picked Up _____ Date Denied _____

Reason for Denial: _____

Custodian Name (Please Print)

Signature

Date

WHITE - ORIGINAL TO CUSTODIAN

CANARY - OTHER AGENCY COPY

PINK - POLICE

GOLD - TO REQUESTOR

FORM 1-000-017

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Sunday, August 27, 2017 11:14 PM
To: Newman, Michael (RIS-HBE)
Subject: 8/28/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Tuesday, September 05, 2017 8:59 AM
To: Newman, Michael (RIS-HBE)
Subject: 9/5/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.



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 Daniel MI Last Name Hornzikel, Esq.
E-mail Address DanH@njlabor-lawyer
Mailing Address 7A North Main St.
City Medford State NJ Zip 08055
Telephone (609) 744-2566 (e) 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 HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature Daniel Hornzikel, Esq. Date 9/7/17

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.

copies of resolutions or policies containing:
- all approved positions and titles for 2017;
- the salary or wage ranges for each approved position/title;
- any negotiated or approved annual/yearly salary or wage adjustments for 2017, 2018 and 2019; and
- any "step" or merit based salary or wage systems that move employees from minimum to maximum salary.

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Est. Document Cost	_____
Est. Delivery Cost	_____
Est. Extras Cost	_____
Total Est. Cost	_____
Deposit Amount	_____
Estimated Balance	_____
Deposit Date	_____

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 _____

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

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, September 11, 2017 7:57 AM
To: Newman, Michael (RIS-HBE)
Subject: 9/11/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Friday, September 15, 2017 2:21 PM
To: Newman, Michael (RIS-HBE)
Subject: 9/15/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, September 25, 2017 8:22 AM
To: Newman, Michael (RIS-HBE)
Subject: 9/25/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: michelle@datarole.com
Sent: Tuesday, September 26, 2017 7:24 AM
To: sdydek@riversidetwp.org
Subject: Riverside township Building Permits - Public Records Request

Dear Susan Dydek,

NJ.8075.10668

Pursuant to New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., I am requesting copies of public records for your building permit report or log dating back as many years as you have on file. Ideally, this report or log would contain the physical addresses, issue dates, type/category of work, description of work, contractor, and other items for all building permits.

An electronic copy in Excel or CSV format is preferred, but we will accept the report in whatever format you have it and for all information fields you have available. Please feel free to contact me with any questions or concerns.

Thank you very much for your time,

Michelle Farris
Data Specialist - Datarole
513-276-2088
Michelle@datarole.com

Should you deny any part of this request, you must state in writing the basis for the denial, including the exact statutory citation authorizing the denial as required by as required by New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., Your office has 7 days to respond and 30 days (21 business days) to satisfy this request.



Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, October 02, 2017 7:45 AM
To: Newman, Michael (RIS-HBE)
Subject: 10/2/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, October 09, 2017 9:07 AM
To: Newman, Michael (RIS-HBE)
Subject: 10/9/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, October 16, 2017 7:40 AM
To: Newman, Michael (RIS-HBE)
Subject: 10/16/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

PUBLIC RECORD REQUEST FORM Fax: 856-461-1854

TOWNSHIP

(BOROUGH, TOWNSHIP, CITY, COUNTY)

OF

RIVERSIDE

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name Larry MI _____ Last Name Higgins

Mailing Address 174 Lamington Rd, P.O. Box 180

City Oldwick State NJ Zip 08858 E-Mail OPRA@NJPropertyRecords.com

Business Hours Telephone Area Code 908 Number 255-9919 Extension _____

Preferred Delivery: Pick Up ☐ US Mail ☐ On Site Inspect ☐

Check 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 or any other state of the United States.

Signature [Signature] Date _____

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Pages 1-10 \$0.75@
Pages 11-20 \$0.50@
Pages 21- \$0.25@

Police Accident Rpt. via Mail
Pages 1-3 \$5.00
Pages 4- \$1.00@
as per N.J.S.A. 39:4-131

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

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

Information on Specific Property Address _____ Blk # _____ Lot # _____

☐ Municipal Lien Search

Fee: _____

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

☐ List of Property Owners within 200 feet

Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above:

Information Requested will be ready on: _____ Estimated Cost: _____

Disposition: Date Filled _____ Date Mailed _____ Date Picked Up _____ Date Denied _____

Reason for Denial: _____

Custodian Name (Please Print)

Signature

Date

WHITE - ORIGINAL TO CUSTODIAN CANARY - OTHER AGENCY COPY PINK - POLICE GOLD - TO REQUESTOR FORM # PRR 832

Susan Dydek

From: Larry Higgins <opra@njpropertyrecords.com>
Sent: Friday, October 20, 2017 3:27 PM
To: Sdydek@riversidetwp.org
Subject: OPRA Request (330.BURLINGTON_RIVERSIDE TWP)
Attachments: 330.BURLINGTON_RIVERSIDE TWP.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 OPRA@NJPropertyRecords.com –

PHONE CALLS WILL NOT BE ACCEPTED

Thanks,

Larry Higgins

OPRA@NJPropertyRecords.com

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, October 23, 2017 7:19 AM
To: Newman, Michael (RIS-HBE)
Subject: 10/23/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, October 30, 2017 8:09 AM
To: Newman, Michael (RIS-HBE)
Subject: 10/30/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Friday, November 03, 2017 4:20 PM
To: Newman, Michael (RIS-HBE)
Subject: 11/6/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, November 13, 2017 7:42 AM
To: Newman, Michael (RIS-HBE)
Subject: 11/13/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.

PUBLIC RECORD REQUEST FORM

TOWNSHIP

(BOROUGH, TOWNSHIP, CITY, COUNTY)

OF

RIVERSIDE

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name <u>RICHARD</u>	MI	Last Name <u>SCHNEIDER</u>
Mailing Address <u>15 OAKWOOD DRIVE</u>		
City <u>MEDFORD</u>	State <u>NJ</u>	Zip <u>08055</u>
E-Mail <u>RICHARD@RSENV.COM</u>		
Business Hours Telephone: Area Code <u>609</u> Number <u>304-3970</u> Extension		
Preferred Delivery: Pick Up ☐ US Mail ☐ On Site Inspect ☒		
Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.		
Signature <u>[Signature]</u>		Date <u>11/16/2017</u>

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fee: Pages 1-10 \$0.25 ea
Pages 11-20 \$0.50 ea
Pages 21 \$0.25 ea

Police Accident Rpt. via Mail

Pages 1-3 \$5.00

Pages 4 \$1.00 ea

as per N.J.S.A. 40:4-131

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)

☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)

☐ Police Accident Report: (Identify Accident)

Fee:

☒ Other Type of Report (specify) REVIEW OF PROPERTY RECORD CARD FILE & CONSTRUCTION PERMIT FILES

☐ License Information (specify)

Information on Specific Property Address 136 SOUTH FAIRVIEW ST.

BLK # 1201 LOT # 2

☐ Municipal Lien Search

Fee:

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

☐ List of Property Owners within 200 feet

Fee:

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: I WOULD LIKE TO REVIEW ANY PROPERTY RECORD CARD FILES MAINTAINED BY THE TAX ASSESSOR'S OFFICE AND ANY CONSTRUCTION PERMIT FILES MAINTAINED BY THAT OFFICE FOR THE LISTED PROPERTY. THIS REQUEST IS ASSOCIATED WITH AN ENVIRONMENTAL ASSESSMENT I AM PERFORMING.

Information Requested will be ready on

Estimated Cost

Disposition: Date Filled

Date Mailed

Date Picked Up

Date Denied

Reason for Denial:

Custodian Name (Please Print)

Signature

Date

WHITE - ORIGINAL TO CUSTODIAN CANARY - OTHER AGENCY COPY PICK - POLICE GOLD - TO REQUESTOR

PUBLIC RECORD REQUEST FORM

FOR ASHLEY
(BOROUGH, TOWNSHIP, CITY, COUNTY)

OF *RIVERSIDE*
(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name *Richard* Last Name *Schwartz*
 Mailing Address *15 OAKWOOD DRIVE*
Medford State *NJ* Zip *08055* Email *RICH@RSERV.COM*
 Business Home Telephone Area Code *609* Number *304-3970* Extension
 Preferred Delivery: ☐ Pick Up ☐ US Mail ☒ On Site Inspection
 Check One: Under penalty of N.J.S.A. 90:28-3, I certify that ☐ I HAVE ☒ HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.
 Signature *Richard Schwartz* Date *11/16/2017*

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fee: Pages 1-10 \$0.75/G
 Pages 11-20 \$0.50/G
 Pages 21 \$0.75/G

Police Accident Rpt. via Mail
 Page 1 \$5.00
 Pages 2 \$1.00/G
 as per N.J.S.A. 39:4-131

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

- ☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)
- ☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)
- ☐ Police Accident Report: (Identify Accident) Fee
- ☒ Other Type of Report (specify) *REVIEW OF PROPERTY RECORD CARD FILE & CONSTRUCTION PERMIT FILE FOR PERMITS ISSUED AFTER 2005*
- ☐ License Information (specify)
- Information on Specific Property Address *105 DELAWARE AVE.* *131 DELAWARE AVE.* BK # *1201* Lot # *1 AND 1.01*
- ☐ Municipal Lien Search Fee.
 Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.
- ☐ List of Property Owners within 200 feet Fee.
 As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: *I WOULD LIKE TO REVIEW ANY PROPERTY RECORD FILES MAINTAINED BY THE TAX ASSESSOR'S OFFICE AND ANY CONSTRUCTION PERMIT FILES MAINTAINED BY THAT OFFICE FOR THE LISTED PROPERTY. THIS REQUEST IS ASSOCIATED WITH AN ENVIRONMENTAL ASSESSMENT I AM PERFORMING ON THE PROPERTY.*

Information Requested will be ready on _____ Estimated Cost _____
 Disposition: Date Filled _____ Date Mailed _____ Date Picked Up _____ Date Denied _____
 Reason for Denial _____

Custodian Name (Please Print)

Signature

Date

WFOU - ORIGINAL FOR CUSTODIAN - CALADY - OTHER AGENCY COPY - PERK - POLICE - GOLF - TO REQUESTOR

PUBLIC RECORD REQUEST FORM

TOWNSHIP

(BOROUGH, TOWNSHIP, CITY, COUNTY)

OF

RIVERSIDE

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name RICHARD	MI	Last Name SCHNEIDER
Mailing Address 15 OAKWOOD DRIVE		
City MEDFORD	State NJ	Zip 08055
E-mail MAURICUS@RSENV.COM		
Business Hours Telephone: Area Code 609 Number 304-3970 Extension		
Preferred Delivery: ☐ Pick Up ☐ US Mail ☒ On Site Inspection ☒		
Check 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 or any other state of the United States.		
Signature 		Date 11/16/2017

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees:	Pages 1-10	\$0.25 ea
	Pages 11-20	\$0.50 ea
	Pages 21+	\$0.25 ea

Police Accident Rpt. via Mail

Pages 1-3	\$5.00
Pages 4	\$1.00 ea
as per N.J.S.A. 39:4-1.1	

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

- ☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)
- ☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)
- ☐ Police Accident Report: (Identify Accident) Fee:
- ☒ Other Type of Report (specify) **REVIEW OF PROPERTY RECORD CAD FILE + CONSTRUCTION PERMIT FILES FOR PERMITS ISSUED AFTER 2005**
- ☐ License Information (specify)

Information on Specific Property: Address **90 NEW JERSEY AVE.** BIR # **904** Lot # **1**

- ☐ Municipal Lien Search Fee: Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.
- ☐ List of Property Owners within 200 feet Fee: As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: **I WOULD LIKE TO REVIEW ANY PROPERTY RECORD FILES MAINTAINED BY THE TAX ASSESSOR'S OFFICE AND ANY CONSTRUCTION PERMIT FILES MAINTAINED BY THAT OFFICE FOR THE LISTED PROPERTY. THIS REQUEST IS ASSOCIATED WITH AN ENVIRONMENTAL ASSESSMENT I AM PERFORMING ON THE PROPERTY.**

Information Requested will be ready on: _____ Estimated Cost: _____

Disposition: Date Filled: _____ Date Mailed: _____ Date Picked Up: _____ Date Denied: _____

Reason for Denial: _____

Custodian Name (Please Print)

Signature

Date

WHILE ORIGINAL TO CUSTODIAN CANARY OTHER AGENCY COPY PINK POLICE GOLD FOR REQUESTOR

PUBLIC RECORD REQUEST FORM

TOWNSHIP

OF

RIVERSIDE

(BOROUGH, TOWNSHIP, CITY, COUNTY)

(NAME OF MUNICIPALITY OR COUNTY)

IMPORTANT NOTICE

The reverse side of this form contains important information related to your rights to request government records. Please read it carefully.

REQUESTOR INFORMATION: (PLEASE PRINT)

First Name RICHARD MI Last Name SCHNEIDER
Mailing Address 15 OAKWOOD DRIVE
City MEDFORD State NJ Zip 08055 E-Mail RICH@RSSENV.COM
Business Hours Telephone Area Code 609 Number 304-3970 Extension _____
Preferred Delivery: Pick Up ☐ US Mail ☐ On Site Inspect ☒
Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that ☐ I HAVE ☒ I HAVE NOT been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.
Signature [Signature] Date 11/16/2017

Payment Information

Select Payment Method

Cash ☐ Check ☐ Money Order ☐

Fees: Pages 1-10 \$0.75@

Pages 11-20 \$0.50@

Pages 21+ \$0.25@

Police Accident Rpt. via Mail

Pages 1-3 \$5.00

Pages 4- \$1.00@

as per N.J.S.A. 39:4-131

Delivery: Delivery/postage fees additional depending upon delivery service.

INFORMATION REQUESTED:

☐ Copy of Minutes (specify board or entity, date, topic or other identifying information)

☐ Copy of Ordinance or Resolution (specify date, number, or other identifying information)

☐ Police Accident Report: (Identify Accident) Fee: _____

☒ Other Type of Report (specify) REVIEW OF PROPERTY RECORD CARD FILE + CONSTRUCTION PERMIT FILE

☐ License Information (specify) _____

Information on Specific Property Address 37 WEST HAWCOCK ST. Bk # 904 Lot # 2.01

☐ Municipal Lien Search Fee: _____

Municipal Lien Searches are provided by the designated search officer and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11, et seq.

☐ List of Property Owners within 200 feet Fee: _____

As provided in N.J.S.A. 40:55D-12, the fee is the greater of \$.25 per name or \$10.00

Describe from Above: I WOULD LIKE TO REVIEW ANY PROPERTY RECORD CARD FILE MAINTAINED BY THE TAX ASSESSOR'S OFFICE AND ANY CONSTRUCTION PERMIT FILE MAINTAINED BY THAT OFFICE FOR THE LISTED PROPERTY. THIS REQUEST IS ASSOCIATED WITH AN ENVIRONMENTAL ASSESSMENT I AM PERFORMING OUTSIDE.

Information Requested will be ready on: _____ Estimated Cost: _____

Disposition: Date Filled _____ Date Mailed _____ Date Picked Up _____ Date Denied _____

Reason for Denial: _____

Custodian Name (Please Print)

Signature

Date

WHITE ORIGINAL TO CUSTODIAN CANARY OTHER AGENCY COPY PINK POLICE GOLD TO REQUESTOR FORM 2008.02

Susan Dydek

From: Newman, Michael (RIS-HBE) <Minewman@signatureinfo.com>
Sent: Monday, November 20, 2017 7:50 AM
To: Newman, Michael (RIS-HBE)
Subject: 11/20/2017 OPRA REQUEST

Please consider this an official OPRA request on behalf of Signature Information Solutions. I am requesting a copy of the public tax database as kept and maintained by the municipality's tax collector

This "copy" can be accomplished by sending the "tax search export" file to Data Trace/Signature

And thank you for your time and consideration concerning this request.

Michael Newman

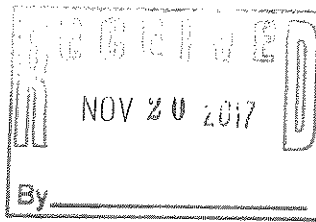
Operations Records Manager

Signature Information Solutions

C: 973-518-0041

F: 973-376-4104

----- The information contained in this e-mail message is intended only for the personal and confidential use of the recipient(s) named above. This message may be an attorney-client communication and/or work product and as such is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail, and delete the original message.



Alex Paul Genato
Also Member of New York Bar

agenato@archerlaw.com
609-580-3706 Direct
609-580-0051 Direct Fax

Archer & Greiner, P.C.
101 Carnegie Center, Suite 300
Princeton, NJ 08540
609-580-3700 Main
609-580-0051 Fax
www.archerlaw.com

November 16, 2017

VIA REGULAR MAIL

Clerk, Riverside Township
P.O. Box 188
Riverside, NJ 08075

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 Genato", written over a horizontal line.

ALEX PAUL GENATO

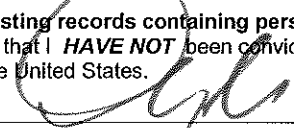
Enclosure

RIVERSIDE TOWNSHIP
OPEN PUBLIC RECORDS ACT REQUEST FORM
P.O. Box 188
Riverside, NJ 08075

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	agenato@archerlaw.com				
Mailing Address	Archer & Greiner, P.C., 101 Carnegie Center, Suite 300				
City	Princeton	State	NJ	Zip	08540
Telephone	609-580-3706	FAX	609-580-3760		
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				Date	11/16/17

Payment Information

Maximum Authorization Cost	\$ 3.00
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 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 Riverside Township 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.	
<i>No records exist</i>	
In Progress	- Open 11/20
Denied	- Closed
Filled	- Closed 11/28
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	

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: _____