

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-31-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Cleary Giacobbe Alfieri Jacobs LLC

Catherine Kim, Esq.

Address: 955 Route 34, Suite 200

Matawan, NJ 07747

Required E-Mail: ckim@cgaflaw.com

Telephone [Home] () _____ Unlisted? Yes _____ No _____

Telephone [Work] (732) 583-7474

Information Requested:(must be specific)

And and all resolutions passed by both Planning and Zoning Board of Adjustment for Block 70, Lot 12

Information on a Specific Property

Address 203 Woodward Road

Block 70 Lot 12

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The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Date:

10/30/2017

Municipal Official

Date:

10-31-17

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GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

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Applicant

Date: _____

Carmen Sevilla

From: Hope Ingram-Lewis
Sent: Monday, October 30, 2017 1:11 PM
To: Regina Preteroti
Cc: Carmen Sevilla
Subject: RE: 10/30/2017 OPRA REQUEST

This was completed.

Hope Ingram-Lewis
Tax Collector
Township of Manalapan
120 Route 522
Manalapan, NJ 07726
Ph 732-446-8358
Fx 732-446-7998
taxcollector@mtnj.org

From: Regina Preteroti
Sent: Monday, October 30, 2017 1:01 PM
To: Hope Ingram-Lewis
Cc: Carmen Sevilla
Subject: FW: 10/30/2017 OPRA REQUEST

Please advise via email when complete.

Regina Preteroti
Municipal Clerk
Manalapan Township
120 Route 522 & Taylors Mills Road
Manalapan, NJ 07726
Tel. No.: 732-446-8314
Email: rpreteroti@mtnj.org
Fax: 732-446-5796

From: Newman, Michael (RIS-HBE) [<mailto: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

TOWNSHIP OF MANALAPAN

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REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-27-2017 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Vincent Licitra - In Contract to purchase
188 Dickie Ave

Address: Staten Island, NY 10314

Required E-Mail: Magibev@gmail.com

Telephone (Home) 788 815 0981 Unlisted? Yes ☒ No ☐

Information Requested (must be specific)

copies of all records including but not limited to include

installation and records for security + electrical for

permits for all above + Final Building's Dept
Approval This is not an ASAP request but at
your dept's earliest convenience. THANK you.
Any other violations also

Information on a Specific Property Address 273 Union Hill Rd.
Block 4.03 Lot 23.02

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Applicant

Date:

10-27-2017

Municipal Official

Date:

10-31-17

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TO: _____

DATE: _____

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Municipal Clerk

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Applicant

Date: _____

APPLICANT BROUGHT
DIRECTLY
TO DEPARTMENT
Construction

TOWNSHIP OF MANALAPAN

DATE 10/27/17

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10/27/17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Michael Korman

Address: 168 Shinnecock Drive
Manalapan, NJ 07726

Required E-Mail: MICHAEL D KORMAN @ YAHOO. COM

Telephone [Home] (609) 495-4220 Unlisted? Yes ___ No ☒
Telephone [Work] (609) 456-5166

Information Requested: (must be specific)

We are under contract to purchase 7 Mirfield Drive. We are seeking proof of permits for a raised patio and finished basement (will want copies)

Information on a Specific Property

Address 7 Mirfield Drive

Block _____ Lot _____

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Applicant

Date: 10/27/17

Deputy

Municipal Official

Date: 10/27/17

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TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: Oct. 27 2017 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: George & Penny Dragonetti
43 Cornatois Rd

Address: Manalapan NJ 07726

Required E-Mail: dragonetti.george@gmail.com

Telephone [Home] (609) 642 6905 Unlisted? Yes ☒ No ☒
Telephone [Work] () _____

Information Requested: (must be specific)

Looking for copy of K. Hovnanian + Manalapan Township
development agreement for Four Seasons Manalapan
including ~~entire~~ entire development (include section 5)

Information on a Specific Property

Address _____

Block _____ Lot _____

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George Deapnith
Applicant
Date: 10/27/17

[Signature]
Municipal Official
Date: 10-31-17

**TOWNSHIP OF MANALAPAN
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TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-25-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Gitty Halberstadt
Westmarq Real Estate Group
Address: 902 E Canty Line Rd Ste 102
Lakewood Nj 08701
Required E-Mail: gitty@westmarq.com

Telephone [Home] () 732 367-1491 Unlisted? Yes ___ No ___
Telephone [Work] () x115

Information Requested:(must be specific)

Please see description of request attached.

Information on a Specific Property

Address Mount Vernon Rd
Block 59 Lot 12.01

OPRA Request for
Mount Vernon Road, Manalapan, NJ
Block 59 Lot 12.01

- Please provide copy of list of open violations – specifically
 - Fire
 - Building
 - Zoning
 - Code
- Please provide copy of any permits relating to environmental clean up
- Please provide copy any documentation indicating the existence of any underground storage tanks (UST), if any
 - If there is any record of UST on file, please provide copy any documentation indicating if it the tank or tanks were they pulled, and if there is any knowledge of any leaks or spills.
- Please provide copy any recent phase 1 or phase 2 environmental reports on record that are available for review
- Please provide copy of property assessment card
- Please provide information regarding any open taxes, public works and/or liens
- Please provide copy of survey

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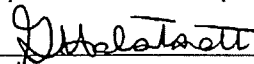
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Municipal Official
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DIRECTLY
TO DEPARTMENT
DATE 10-25-2017

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10/25/17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: ERIC Burch (owner)

Address: 39 BUNKER HILL DRIVE
MANALAPAN NJ 07726

Required E-Mail: ERIC.J.BURCH@GMAIL.COM

Telephone [Home] () _____ Unlisted? Yes _____ No _____
Telephone [Work] (917) 519 0480

Information Requested:(must be specific)

NEED DETAILED PLANS FOR MY HOME.
I WOULD LIKE TO KNOW SPECIFICALLY IF MY
CRAWL SPACE FOUNDATION GOES ALL THE WAY DOWN
TO THE BASEMENT PORTION DEPTH.
THE PURPOSE IS TO KNOW IF IT IS FEASIBLE TO
DIG OUT THE CRAWL SPACE AND INCREASE THE
SIZE OF MY BASEMENT

Review file + make possible copies

Information on a Specific Property

Address 39 BUNKER HILL DRIVE

Block _____ Lot _____

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Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00] _____

Applicant

Date:

OCT 25th 2017

Deputy

Municipal Official

Date:

[Signature]
10/25/17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

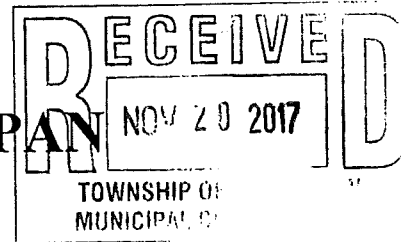
Applicant

Date: _____

10/24/17

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796



REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

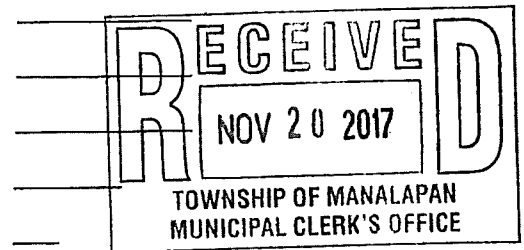
Name: _____

Denise Remeta
Riley and Gutman, Esqs,
Address: 31 West Main Street
Freehold, NJ 07726
dremeta@rileyandgutman.com

Required E-Mail: _____
732-431-0300

Telephone [Home] (fax: 732-431-2574
Telephone [Work] (

Information Requested:(must be specific)



☒ We are requesting digital format.

1. Construction permits opened and closed from Jan. 1968 – present;
2. Oil installation and/or decommissioning permits opened and closed from Jan. 1968 – present;
3. Septic system installation and/or decommissioning permits opened and closed from Jan. 1968 – present;
4. Well installation and/or decommissioning permits opened and closed from Jan. 1968 – present;
5. Propane tanks installation and/or decommissioning permits opened and closed from Jan. 1968 – present;
6. Variances/permits for pools opened and closed from Jan. 1968 – present;
7. Variance/permits for sheds, additions, decks and fence opened and closed from Jan. 1968 – present.

If the above requested records are not maintained by your office, kindly forward OPRA request to the proper records custodian or direct as to the proper records custodian (N.J.S.A. 47:1A-5.h.).

We are requesting ALL available documents pertaining to:

Lane
14 Knox ~~Way~~, Manalapan, NJ
Lot 89, Block 1702

Unmailed

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 (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) 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:

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- 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 [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.
On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."
- 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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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 of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

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 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.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit _____

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant _____

Date: _____

Municipal Official _____

Date: _____

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

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Municipal Clerk

Date: _____

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Applicant

Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-24-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Lella Defino - Realtor
136 mills Rd
Address: Monroe Twp. NJ 08831

Required E-Mail: LellaDee@comcast.net

Telephone [Home] (732) 890-9844 Unlisted? Yes ☐ No ☒
Telephone [Work] () _____

Information Requested: (must be specific)

200 Autumn Dr.
Open - Permits
closed - Permits
Violations
Possible copies

Information on a Specific Property

Address 200 Autumn Dr
Block 76.03 Lot 1323

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Applicant

Date: 10/24/17

Municipal Official

Date: 10-24-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: _____

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Applicant

Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

APPLICANT BROUGHT
DIRECTLY

TO DEPARTMENT

10-24-2012

DATE

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-24-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: DAVE NILSON

Address: 26 N 1ST ST

SMITH CITY, NJ 08008

Required E-Mail: davnilsonre@gmail.com

Telephone [Home] () 609-735-8840 Unlisted? Yes ☒ No ☐
Telephone [Work] () _____

Information Requested:(must be specific)

RENEW OPEN PERMIT / REASON FOR FAILING CO
- COPIES NEEDED

Information on a Specific Property

Address 200 AUTUMN DRIVE

Block 76.13 Lot 13.03

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Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00] _____

Applicant

Date:

10-24-17

Municipal Official

Date:

10-24-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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Applicant

Date: _____

Carmen Sevilla

From: Hope Ingram-Lewis
Sent: Tuesday, October 24, 2017 4:08 PM
To: Regina Preteroti
Cc: Carmen Sevilla
Subject: RE: OPRA REQUEST 10-23-17 Michael Newman - Tax Search Export File

This was completed.

Hope Ingram-Lewis
Tax Collector
Township of Manalapan
120 Route 522
Manalapan, NJ 07726
Ph 732-446-8358
Fx 732-446-7998
taxcollector@mtnj.org

From: Regina Preteroti
Sent: Tuesday, October 24, 2017 10:13 AM
To: Hope Ingram-Lewis
Cc: Carmen Sevilla
Subject: OPRA REQUEST 10-23-17 Michael Newman - Tax Search Export File

Please advise via email when complete.

Regina Preteroti
Municipal Clerk
Manalapan Township
120 Route 522 & Taylors Mills Road
Manalapan, NJ 07726
Tel. No.: 732-446-8314
Email: rpreteroti@mtnj.org
Fax: 732-446-5796

From: Newman, Michael (RIS-HBE) [<mailto: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

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Maria Dantas Pereira

43 E. Main St

Address: Holmdel, NJ 07733

Required E-Mail: m.pereira@waichert.com

Telephone [Home] () 908-421-0038 Unlisted? Yes ☐ No ☐

Telephone [Work] () _____

Information Requested:(must be specific)

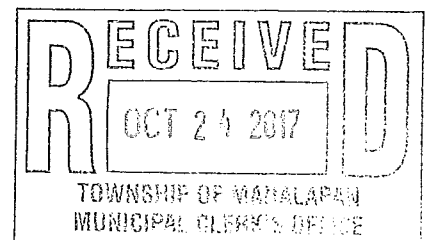
Open and closed permits

Information on a Specific Property

Address 27 Old Queens Blvd

Block 1419 Lot 2

10/23 - emailed info
B



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Estimated Cost _____

Deposit _____

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Maria Santos Perez

Applicant

Date: 10/16/17

Municipal Official

Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
FAX: 732-446-5796

**REQUEST FOR ACCESS TO GOVERNMENT RECORDS
FOR MUNICIPAL USE ONLY**

Date Received: 10-23-17 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: John R. Merlino Jr., Esq.

Address: 394 Manor Rd.
Staten Island, NY 10314

Telephone [Home] () _____ Unlisted? Yes _____ No _____
Telephone [Work] (718) 698-2200 x222

Information Requested:(must be specific)

any permits issued

Information on a Specific Property

Address 813 Dancer Lane
Block 8105 Lot 3

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Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Date: 10/20/17

Municipal Official

Date: 10-23-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: _____

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Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: Oct 23, 2017 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Henry Kicman

Address: 4 Fowler St
Red Bank NJ 07701

Required E-Mail: _____

Telephone [Home] 732-842-2984 Unlisted? Yes ☐ No ☐
Telephone [Work] () _____

Information Requested: (must be specific)

Review Planning Board file
for Manalapan Crossing

Information on a Specific Property

Address 162 Rte 33
Block 66 Lot 8.01

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This form, when signed by the municipal official shall constitute a receipt for any deposit received.

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit

[required where the anticipated cost of reproduction exceeds \$5.00]

Applicant

Date: 10/23/17

[Signature]
Municipal Official

Date: 10-23-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason:

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by *N.J.S.A. 47:1A-1 et seq.* If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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Applicant

Date: _____

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: Oct 20, 2017 Date of Response: 10-24-17
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Lorraine Valente

Address: 52 Sutton Drive
Manalapan NJ 07726

Telephone [Home] (732) 462-5239 Unlisted? Yes ☐ No ☒
Telephone [Work] (732) 598-2220

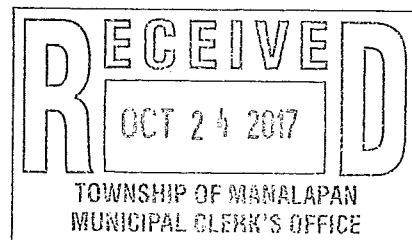
Information Requested: (must be specific)

Patrolman Matthew Meyler Badge #140 dispatched to
above address by Sergeant Lt. Chalfin at request
of Attorney Scott Moskowitz. I was unaware
of reason for dispatch but provided officer with
information about auto vandalism that occurred
in April 2017 + to present. - Officer photographed
damage.

Incident # 17MN25164

Information on a Specific Property

Address 52 Sutton Drive Manalapan
Block 00014 Lot 02211



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 (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) 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:

- Immediate access is ordinarily available for to budgets, bills, vouchers, contracts, including collective negotiations 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.
- 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 [7] business days indicating the time which will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be \$0.05 per letter size page or smaller; and \$0.07 per legal size page or larger.

On September 10, 2010 Governor Christie signed legislation that changed OPRA's copy fee provision at N.J.S.A. 47:1A-5.b. Said provision of OPRA has since been amended to provide that: "[a] copy or copies of a government record may be purchased by any person upon payment of the fee prescribed by law or regulation."

- 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.
- 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 of privacy or confidentiality or inter-agency or intra-agency advisory, consultative, or deliberative material or other material which is specifically exempted by law.

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Applicant _____

Date: _____

Municipal Official _____

Date: 10-24-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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Applicant

Date: 10/20/2017

TOWNSHIP OF MANALAPAN

MUNICIPAL BUILDING
120 ROUTE 522
MANALAPAN, NEW JERSEY 07726
E-MAIL: clerk@mtnj.org
FAX: 732-446-5796

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 10-24-17 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Denise Remeta

Riley & Gutman, Esq.

Address: 31 West Main St.

Freehold, NJ 07728

Required E-Mail: dremeta@rileyandgutman.com

Telephone [Home] 732-431-0300 Unlisted? Yes ___ No X

Telephone [Work] () _____

Information Requested:(must be specific)



We are requesting digital format.

1. Construction permits from Jan. 1980 – present;
2. Oil installation and/or decommissioning permits from Jan. 1980 – present;
3. Septic system installation and/or decommissioning permits from Jan. 1980 – present;
4. Well installation and/or decommissioning permits from Jan. 1980 – present;
5. Propane tanks installation and/or decommissioning permits from Jan. 1980 – present;
6. Variances/permits for pools from Jan. 1980 – present;
7. Variance/permits for sheds, additions, decks and fence from Jan. 1980 – present.

If the above requested records are not maintained by your office, kindly forward OPRA request to the proper records custodian or direct as to the proper records custodian (N.J.S.A. 47:1A-5.h.).

We are requesting ALL available documents pertaining to:

214 Medford Court, A, Manalapan, NJ

Lot 214, Block 438

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Applicant _____

Date: _____

Municipal Official _____

Date: _____

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GOVERNMENT RECORDS REQUEST RESPONSE**

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Municipal Clerk

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