

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: 8-17-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Glenn Turner

Address: 125 EAST AVENUE
WOODSTOWN, NJ 08098

Required E-Mail: gturnerctm@gmail.com

Telephone [Home] (610) 389-1792 Unlisted? Yes ☒ No ☐
Telephone [Work] (856) 823-5922

Information Requested: (must be specific)

Completing a Phase I. Requesting all records, building permits,
construction information, UST's, and any other environmental
information associated with this site.

Information on a Specific Property

Address 355 Route 33, Manalapan Township, Monmouth County, NJ
Block 74 Lot 12

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.

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 _____

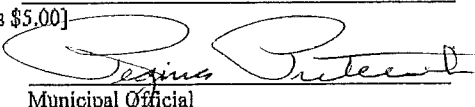
Estimated Cost _____

Deposit _____

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

Applicant _____

Date: _____


Municipal Official

Date: 8-18-17

TOWNSHIP OF MANALAPAN

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

APPLICANT BROUGHT
DIRECTLY
TO DEPARTMENT

8-15-2017

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: _____ Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name:

David Ferber - Potential Buyer

Address:

158 Sweetmans Ln
Manalapan, NJ 07726

Required E-Mail:

dave69mach1@gmail.com

Telephone [Home]

(732) 780-3429

Unlisted? Yes

No

Telephone [Work]

(917) 771-4075

Information Requested:(must be specific)

3 Applegate Terrace Manalapan, NJ 07726
We are purchasing this home & want to
see permits for pool, patio, shed, sports court,
deck, basement, pool house, walk-out doorway to
basement. Possible Copies.

Information on a Specific Property

Address

3 Applegate Terrace

Block

7900

Lot

18

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Estimated Number of Pages _____

Estimated Cost _____

Deposit

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

Applicant

Date: 8/15/17

Municipal Official

Date: 8-15-17

**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: _____

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MUNICIPAL BUILDING
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E-MAIL: clerk@mtnj.org
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REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 08/15/17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: MOHANRAJ RADHAKRISHNAN (Bayer)
37 HANCOCK LANE
Address: MANALAPAN, NJ 07726

Required E-Mail: rmohan@yahoo.com

Telephone [Home] (201) 682-8615 Unlisted? Yes ___ No ___
Telephone [Work] () _____

Information Requested: (must be specific)

Review file for approved & opened
permits. possible copies

Information on a Specific Property Address 148 English town - Freshwater road
Block 21 Lot 4.01

Received 8/15
Re [signature]

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Estimated Cost _____

Deposit

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

Applicant

Date:

08/15/17

Deputy

Municipal Official

Date:

8/15/17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Date: _____

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Applicant

Date: _____

OPEN PUBLIC RECORDS ACT REQUEST FORM

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 Amy MI _____ Last Name Han

E-mail Address amyhan324@gmail.com

Mailing Address 272 La Cascata

City Clementon State NJ Zip 08021

Telephone 856-383-0803 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 [Signature] Date 8/15/17

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.

Can you please provide me with a list of the latest quarter's tax delinquent homes with owner's information (i.e. name, mailing addresss, etc) and the total delinquent amount from current to previous year(s) in excel format via email.

If for any reason you are unable to provide that list, please state the reason in detail. Thanks in advance.

Instructions on how to generate the report in excel in the Edmund System:

In Edmund Billing/Collection Tax Collections Accounts Tax Custom Reports. On Page 3 Select year and date range you want. Check boxes Utility balance as of date (will be date you put in end of range) and Year/Prd Range balance for Taxes. Page 1 on bottom left corner is check box for excel. On page 2 select all the boxes requested by the requester. (name, property address, mailing address, class, etc.)

AGENCY USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

AGENCY USE ONLY

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

Custodian Signature _____

Date _____

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 **City of Woodbury**, 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 **City of Woodbury**.
5. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25.*** The **City of Woodbury** 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 **City of Woodbury** 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 **City of Woodbury** 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 **City of Woodbury** 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.

Const -
code - yes

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FAX: 732-446-5796

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Name: Andrew Dobson

Address: 4600 South Ulster Street, Ste 530
Denver, CO, 80237

Required E-Mail: andrew.dobson@pemco-limited.com

Telephone [Home] () 720-509-3243 Unlisted? Yes ___ No X
Telephone [Work] () 720-509-3243

Information Requested: (must be specific)

Any notice of open permits/code violations currently pending on the referenced
property address

148 Freehold Road, Manalapan, NJ, 07726

Block: 21

Lot: 4.01

Information on a Specific Property

Address 148 Freehold Road, Manalapan, NJ, 07726

Block 21 Lot 4.01

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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: _____

08/14/2017

Municipal Official

Date: _____

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: 08/14/2017

ACKNOWLEDGMENT

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Applicant

Date: _____

Scanned 8-14
Sent to Zani
via email
2:58pm
Resubmitted Scanned
Form 8-15-17 1:2

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: 8-14-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: _____
CAROLINA ALFIERO

Address: _____
24 EAST ST.
SOUTH RIVER, NJ 08882

Required E-Mail: caroljovanova2010@gmail.com

Telephone [Home] () 732-484-8440 Unlisted? Yes ___ No ___
Telephone [Work] () 732-207-3013

Information Requested:(must be specific)

Any Resolution on the township records
for TO Build on the property
mentioned below.

Information on a Specific Property

Address 369 Gordon's Corner Rd. Manalapan
Block 1102 Lot 11
OWNER Meiterman, Celacia

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Estimated Cost _____

Deposit

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

Barbara A. Agent

Applicant

Date: 8-14-17

[Signature]

Municipal Official

Date: 8-14-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

DATE: _____

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Municipal Clerk

Date: 8-14-17

ACKNOWLEDGMENT

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Applicant

Date: 8-14-17.

Carmen Sevilla

From: Hope Ingram-Lewis
Sent: Thursday, August 17, 2017 1:04 PM
To: Regina Preteroti
Cc: Carmen Sevilla
Subject: RE: OPRA Request 08-14-17 Michael Newman of Signature Info - 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: Thursday, August 17, 2017 11:34 AM
To: Hope Ingram-Lewis
Cc: Carmen Sevilla
Subject: OPRA Request 08-14-17 Michael Newman of Signature Info - 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, 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

Construction
Zoning

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

8-14-2017

DATE

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: Aug 14 2017 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name:

Annette Sikorski

Address:

9 Dortmund Drive

Manalapan NJ 07726

Required E-Mail: aba116@optonline.net

Telephone [Home] (732) 851-5958 Unlisted? Yes ☒ No ☐
Telephone [Work] (732) ~~723~~ 727-3533

Information Requested:(must be specific)

REVIEW FILES

needs to know if all permits are good

+ need to know about sheds in

backyard - distance from fence?

Information on a Specific Property

Address 9 Dortmund Drive, Manalapan, NJ

Block _____ Lot _____

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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]

Donette Sikorski

Applicant

Date: 8/14/17

Regina Pulerio

Municipal Official

Date: 8-14-17

**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

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

Date Received: 8-10-17 Date of Response: _____
SEE INSTRUCTIONS ON THE OTHER SIDE

Name: Andrea Gerrity

Address: 399 Monmouth Street
East Windsor, NJ 08520

Required E-Mail: agerrity@tfeproperties.com

Telephone [Home] () _____ Unlisted? Yes ____ No ____
Telephone [Work] (X) 609-944-4050 x 514

Information Requested: (must be specific)

For the property located at Block: 66 Lot: 8.01, I would like to request the following documents:

1. Any forms and/or applications submitted to change the agricultural use from crop to livestock
2. Any permits that allowed the use of livestock on the property
3. Any forms and/or applications that allowed for a livestock processing facility on site
4. Any permits for the construction of a livestock processing facility on site
5. The most current application for Farmland Assessment for the property
6. Any summons/citations associated with the property

Information on a Specific Property

Address _____
Block 66 Lot 8.01

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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: _____

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Municipal Clerk

Date: _____

ACKNOWLEDGMENT

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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

8-9-17
DATE

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: 8/9/17 Date of Response: _____

SEE INSTRUCTIONS ON THE OTHER SIDE

Name:

Pikria Basaria, Potentially Big

Address:

37 Millay Rd
Morganville NJ 07751

Required E-Mail:

pbasaria@gmail.com

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

Information Requested: (must be specific)

Zoning Bd Resolution ZBE 0155
dated Sept 20, 2007

Information on a Specific Property

Address 369 Gordon Corner
Block 1102 Lot 11

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Applicant

Date:

Pikria Basara

8/9/17

Municipal Official

Date:

8-9-17

**TOWNSHIP OF MANALAPAN
GOVERNMENT RECORDS REQUEST RESPONSE**

TO: _____

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Applicant

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

Name: Tim Larigen
Brinkerhoff Environmental Services, Inc.
Address: 1805 Atlantic Avenue
Manasquan, NJ 08736
Required E-Mail: tlarigen@brinker.com

Telephone [Home] (732) 223-2225 Unlisted? Yes ___ No X
Telephone [Work] () _____

Information Requested:(must be specific)

See attached letter.

Information on a Specific Property Address 85 Tracy Station Road
Block 50 Lot 10

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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Applicant _____

Date: 8/9/17 _____

Municipal Official _____

Date: _____

**TOWNSHIP OF MANALAPAN
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