Township of Middle

33 ME[illegible]
CAPE MAY COURTHOUSE, NJ 08210

Important Notice

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

Requestor Information – Please Print

First Name Katelyn MI A Last Name MacDonald

Company

Mailing Address 52 Oyster Road

City CMCH State NJ Zip 08210 Email K.wat327@gmail.com

Business Hours Telephone: Area Cod[redacted] Numbe[redacted] Extension

Preferred Delivery: gmail Pick Up X US Mail ____ On Site Inspect ____

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 Katelyn MacDonald Date 8-15-19

Payment Information

Maximum Authorization Cost $ 100

Select Payment Method

Cash ___ Check ___ Money Order ___

Fees: $.05 per page for 8x11
$.07 per page for 8 x14
Unless otherwise Specified on attached form

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

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Requesting Access to Government Records Under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

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 Fee: _____

Identify Accident: _____

( ) Other (specify) Files related to final building inspection and certificate of Occupancy for 38 Sand Castle Drive CMCH. NJ 08210 - permit - construction.

( ) License Information (Specify) _____

_____

_____

Information on a Specific Property Address 38 Sand Castle Drive CMCH

Block 95 07 Lot 11

( ) Municipal Lien Search Fee: $ 10.00

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. 54:5-1 1, et seq.

( ) List of Property Owners within 200' Fee: _____

As provided in N.JS.A. 40:55D- 1 2, the fee is the greater of $.25 per name or $1 0.00

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 # _____

Rec'd Date _____

Ready Date _____

Total Pages _____

Final Cost

Total _____

Deposit _____

Balance Due _____

Balance Paid _____

Records Provided

_____ _____

Custodian Signature Date

1. This form should only be used to submit records requests to the ***Township of Middle***
2. Complete and date this request form and deliver it in person during regular business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of the record requested has received a completed request form. If you submit the request form to any other officer or employee of the ***Township of Middle,*** that officer or employee may not have the authority to accept your request form on behalf of the ***Township of Middle*** and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.