



Township of Monroe

County of Middlesex

PATRICIA REID

Township Clerk

preid@monroetwp.com

OFFICE OF TOWNSHIP CLERK

Municipal Complex

1 Municipal Plaza

Monroe Township, NJ 08831-1900

(732) 656-4573

(732) 521-3190 FAX

August 27, 2020

SENT VIA ELECTRONIC MAIL

opra+request-16101-1ff0e89e@requests.opramachine.com

Adriana Ondarza

RE: Open Public Records Act (OPRA) Request – received August 20, 2020 – 2020-01770

To whom it may concern:

In response to the above mentioned OPRA request I offer the following response:

1. **I would like to know of any open permits that need to be closed on this property: 11 Spotswood Ave. Block: 147.21 Lot: 1**

The Construction Department has provided a list of permit applications for 11 Spotswood Avenue, Monroe Township which shows there are no open permits. The Utility Department has stated they have no responsive documents for this request. The Planning and Zoning Department will need a one-week extension (September 3, 2020) to gather any requested documents.

Please be advised that all Monroe Township municipal buildings are closed to the public and Departments have limited staff.

If you have any further questions regarding this request, I can be reached at AGonzalez@monroetwp.com or 732-656-4573.

Sincerely,

Alicia Gonzalez

Alicia Gonzalez

Records Management Coordinator