MADISON
NEW JERSEY

Borough of Madison
Hartley Dodge Memorial
50 Kings Road
Madison, NJ 07940

MEMORANDUM

TO: Construction Department

FROM: Elizabeth Osborne, Borough Clerk

SUBJECT: Open Public Records Act Request

DATE: April 1, 2022

DESCRIPTION: Robert Berg - Request

Attached is a request for public records. According to N.J.S.A. 47:1A-1 et seq., the Borough is required to respond to this request within seven (7) business days.

Please forward the documents requested at your earliest convenience but no later than **April 8** Failure to provide the documents within the timelines could result in a formal action being filed against the Borough Clerk and the Borough. In the end, we will still have to provide the documents.

Please do not hesitate to contact me should you have any questions.

cc:

BOROUGH OF MADISON
OPEN PUBLIC RECORDS ACT REQUEST FORM

50 Kings Road
Madison, NJ 07940
Telephone Number: 973-593-3042
Fax Number: 973-593-0125
clerk@rosenet.org
Elizabeth Osborne, Borough Clerk

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 Robert MI E Last Name Berg, Esq.

E-mail Address realestate@srsreblaw.org

Mailing Address 210 Haven Avenue-Suite 153

City Scotch Plains State NJ Zip 07076

Telephone 908-939-8059 FAX 908-543-1111

Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail X

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 Robert E. Berg, Esq. Date 4/1/22

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 Actual cost

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 all permits, open and/or closed for the following property 9 Overhill Drive, Madison, NJ 07940

ADDITIONAL INFORMATION NEEDED WHEN REQUESTING POLICE DEPARTMENT INCIDENT REPORTS: (PLEASE NOTE, FOR ACCIDENT REPORTS GO DIRECTLY TO POLICE DESK, NO NEED TO FILL OUT THIS FORM).

DATE OF INCIDENT:_____ **APPROXIMATE TIME:** _____

DATE REPORTED TO POLICE:_____
NAME OF PERSON ON REPORT _____
WHAT TYPE OF INCIDENT, OR POLICE REPORT NUMBER _____
LOCATION OF INCIDENT: _____

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**