

Cassidy L. Swanson
City Clerk
(856) 845-1300 x 146
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City of Woodbury
City Hall
33 Delaware Street
Woodbury, NJ 08096
(856) 845-1300

November 22, 2023

Via Email only (opra+request-55128-7770ebba@requests.opramachine.com)

Christopher Tufts

Re: Open Public Records Act Request

Dear Mr. Tufts,

The City of Woodbury Records Custodian received your request for records pursuant to the Open Public Records Act (OPRA) dated November 8, 2023 on November 9, 2023. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA is November 20, 2023. We previously requested an extension until November 22, 2023 to process your request.

Your records request was as follows:

Dear Woodbury City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Please provide the following information for the property at: 73 N Woodland Ave, Woodbury, NJ 08096

1. Open and closed permits for work at the property.
2. Documents regarding any variance pending, granted or denied for the property.
3. Complaints filed by the municipality and other citations for code or other violations at the property.
4. Any pending or finalized assessments for the property.
5. Tax assessors reports or memos regarding the property.
6. Any deed, easement or other restriction of record for the property.
7. Inspections for environmental issues, water wells, sanitary disposal systems and underground fuel tanks for the property.
8. The current certificate of occupancy for the property.
9. Any document indicating if the property is in a flood zone.
10. A list of off-site conditions that may affect the value of the property that is maintained by the municipality pursuant to the New Residential Construction Off-Site Conditions Disclosure Act.
11. The current ordinances passed by the municipality pursuant to the New Jersey Air Safety and Zoning Act if the municipality is in an air safety zone.

Thank you!

Yours faithfully,
C. Tufts

Item 1

After a search of our available records has identified the following documents responsive to your request:

- Permit Option Report – 73 Woodland Ave

Items 2, 3, 7-11

After a search of our available records has identified no documents responsive to your request.

Items 4-6

After a search of our available records has identified no documents responsive to your request.

As a courtesy, you would need to contact the [Gloucester County Tax Assessor's](#) office for anything related to tax assessments.

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 P.O. 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 GRC 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.

Very truly yours,

Cassidy Swanson
City Clerk