



Township of Roxbury
OPEN PUBLIC RECORDS ACT REQUEST FORM
1715 Route 46, Ledgewood, NJ 07852
Phone: (973) 448-2000 & Fax: (973) 448-2111
rheada@roxburynj.us
Amy E. Rhead, RMC



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 _____ MI _____ Last Name _____
E-mail Address _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ FAX _____
Preferred Delivery: Pick Up _____ US Mail _____ On-Site Inspect _____ Fax _____ E-mail _____
Under penalty of N.J.S.A. 2C:28-3, I certify that
1. I ☐ **HAVE** / ☐ **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States;
2. I, or another person, ☐ **WILL** / ☐ **WILL NOT** use the requested government records for a commercial purpose;
3. I ☐ **AM** / ☐ **AM NOT** seeking records in connection with a legal proceeding.
Signature _____ Date _____

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.

Note: If you confirmed above that the records sought are in connection with a legal proceeding, identification of that proceeding is required below.

From: Lily <opra+request-83367-34364636@requests.opramachine.com>
Sent: Thursday, November 13, 2025 11:31 AM
To: Amy Rhead <rheada@roxburynj.us>
Subject: OPRA request - Requesting open and closed permits and any violations

Dear Roxbury Township,

Records requested: FOR 1 Gail Dr, Roxbury Twp, NJ 07876

- Open and closed permits
- open and closed violations
- and all paperwork regarding oil tank removal (if any).

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47) COMPLETED/CLOSED

1. Construction
2. Engineering
3. Fire Prevention
4. Health
5. Planning/Zoning

COMPLETED

The above-referenced department(s) utilized the criteria provided in this OPRA request to search their available files in an effort to identify responsive records. Attached please find the response(s) from each department after said search(es) was/were completed.

DEPOSITS

The custodian may require a deposit against costs for reproducing documents whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce. N.J.S.A. 47:1A-5(f).

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 (7) or fourteen (14) business days. See page 5 for additional response details**)

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 and/or OPRA requests submitted by victims seeking their own records
- ☐ Personal firearms records or personal identifying information connected to any license authorizing hunting with a firearm.
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, tablets, telephones, electronic computing devices, software applications, and networks or devices operation them 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 or persons, property, electronic data or software
- ☐ Security alarm system activity and access reports, including video footage the disclosure of which does not compromise the integrity of the security system
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders including detailed or itemized cost estimates prior to bid opening
- ☐ 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 (commonly Form DD-214 or NGB-22) filed with a public agency
- ☐ Oath of allegiance, oath of office, or other affirmation; except that full name, title, and oath date.
- ☐ Privacy Information:
 - ☐ Social security numbers
 - ☐ Credit card or debit card numbers
 - ☐ Bank account information
 - ☐ Month and day of birth
 - ☐ Personal e-mail address required by a public agency for government applications, services, or programs
 - ☐ Telephone numbers
 - ☐ Drivers' license numbers
 - ☐ Primary or secondary addresses for covered persons or immediate family members per N.J.S.A. 47:1B-1 (Daniel's Law)
- ☐ Portion of any document disclosing personal information of any person provided to a public agency for sole purpose of receiving official notifications
- ☐ Lists (including personal information) of persons identifying as in need of special assistance in the event of an emergency maintained by a municipality or county
- ☐ Portion of any record disclosing the personal identifying information of a person under 18 years old
- ☐ Personal identifying information contained on domestic animal permits, license, and registrations.
- ☐ Metadata
- ☐ New Jersey Firemen's Association financial relief applications
- ☐ Owner and maintenance manuals
- ☐ HIPAA information and indecent or graphic images of a person's intimate parts as defined in N.J.S.A. 47:1A-5.2
- ☐ 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" as defined in N.J.S.A. 47:1A-1.1 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). In accordance with OPRA, custodians will generally have seven (7) business days to respond, unless:
 - The requestor seeks "immediate access" records as outlined in N.J.S.A. 47:1A-5(e); where the custodian must respond "immediately" disclosing responsive records not to exceed twenty-four (24) months old.
 - The requestor seeks information required to be disclosed by N.J.S.A. 47:1A-3(b), where the custodian must respond disclosing the information within twenty-four (24) hours or as soon as practical;
 - The requestor is seeking records for a "commercial purpose" as defined in N.J.S.A. 47:1A-1.1, where the response time frame is fourteen (14) business days, but the custodian shall notify the requestor of the additional time within seven (7) business days. N.J.S.A. 47:1A-5(i). However, the response time frame can be reduced to seven (7) business days upon payment of no more than two times the cost to produce the responsive records.
 - The requestor is seeking records requiring review for compliance with "Daniel's Law" (N.J.S.A. 47:1B-1, et seq.), where the response time frame is fourteen (14) business days, but the custodian shall notify the requestor of the additional time within seven (7) business days. N.J.S.A. 47:1A-5(i).
 - Fire district employing one or fewer full-time employees serving as custodians may add seven (7) business days to the seven (7) or fourteen (14) business day response time frames.

The applicable response time does not commence until the custodian receives the request form. N.J.S.A. 47:1A-5(h). If you submit the request form to any other officer or employee, the recipient must either forward the request to the appropriate custodian or direct you to the appropriate custodian. Id.

3. Requestors are not required to use this OPRA request form; however, a written equivalent not containing the form requirements of N.J.S.A. 47:1A-5(f) and N.J.S.A. 47:1A-5(g) may be denied by a custodian.
4. Requestors may submit requests anonymously. A request submitted anonymously shall not be considered incomplete. N.J.S.A. 47:1A-5(f). If you elect not to identify yourself accurately or provide an accurate address, e-mail address, or telephone number, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request. Further, anonymous requestors are prohibited from filing a complaint with either the GRC or the Courts. N.J.S.A. 47:1A-6.
5. The fees for duplication of a "government record" in printed form are listed on page 1 of this form. The custodian 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 responding agency.
6. You may be charged a prepayment or deposit when a request for copies exceeds \$5.00. The custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records.
7. 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. N.J.S.A. 47:1A-2.2. This includes anonymous requests for said information.
8. By law, the responding agency must notify you that it grants or denies a request for access to government records within applicable response time frame after the custodian receives the request. If the record requested is in storage, the custodian will advise you within seven (7) or fourteen (14) business days after receipt of the request when the record can be made available and the estimated cost for reproduction within no more than twenty-one (21) business days from date of notification. N.J.S.A. 47:1A-5(i).
9. 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. N.J.S.A. 47:1A-5(g).
10. If the custodian is unable to comply with your request for access to a government record, they will indicate the specific bases for denial on the request form or other written correspondence and send it to you.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian fails to respond to you in writing within seven (7) or fourteen (14) business days of receiving a request, the failure to respond is a deemed denial of your request. N.J.S.A. 47:1A-5(g); N.J.S.A. 47:1A-5(i).
12. If your request for access to a government record has been denied or unfilled within the seven (7) or fourteen (14) business days required by law, you have a right to challenge the decision by the responding agency to deny access. At your option, you may either: 1) institute a proceeding in the Superior Court of New Jersey; or 2) file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County. Questions regarding the GRC's Denial of Access Complaint process can be directed to the GRC toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at Government.Records@dca.nj.gov, or at their web site at www.state.nj.us/grc. The Council can answer general inquiries about OPRA.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.

OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47) COMPLETED/CLOSED

From: Lily <[REDACTED]>
Sent: Thursday, November 13, 2025 11:31 AM
To: Amy Rhead
Subject: OPRA request - Requesting open and closed permits and any violations

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Roxbury Township,

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested: FOR 1 Gail Dr, Roxbury Twp, NJ 07876

Open and closed permits

open and closed violations

and all paperwork regarding oil tank removal (if any).

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Lili

**OPRA 20251113-001 Lily
(1 Gail Dr; B1601-L47)
COMPLETED/CLOSED**

1. Construction
2. Engineering
3. Fire Prevention
4. Health
5. Planning/Zoning

The above-referenced department(s) utilized the criteria provided in this OPRA request to search their available files in an effort to identify responsive records. Attached please find the response(s) from each department after said search(es) was/were completed.

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-83367-34364636@requests.opramachine.com

Is xxxxxx@xxxxxxxxxx.xx the wrong address for OPRA requests to Roxbury Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=roxbury_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/requesting_open_and_closed_permi_5

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAMachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."

Construction



From: Diane Crossan
Sent: Monday, November 24, 2025 1:15 PM
To: Michele Roddy
Cc: Amy Rhead
Subject: RE: OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47)
Attachments: 1GailDr.pdf

Here is the response to the above referenced OPRA.
Permit #04-0995 needs a final building inspection.

Diane Crossan
Administrative Assistant
Construction Department
Township of Roxbury
1715 Route 46
Ledgewood NJ 07852
973-448-2011



Construction

Property Summary

[Portal](#) | [Refresh](#) | [Open All](#)
[Close All](#)

Owner:	VALLEJO, ANDREA/ORTIZ, SONIA M
Location:	1 GAIL DR
Block:	1601
Lot:	47
Lead Parcel:	Yes
Qualifier:	
Zoning:	R-3

Applications... [Shorten](#)

Permit Issue Date	Control Number	Permit Number	Work Type	Subcodes	Status	Close Date	Certificates	Total Cost	Agent
 7/3/2023	C-23-00726	23-0681	Demolition	F	CA and Close Date Issued	9/13/2023	CA	\$400	T. DANIEL SPECIALTY HEATING
REMOVAL OF 275 TANK IN BASEMENT									
 5/10/2023	C-23-00474	23-0462	Alteration	P E	CA and Close Date Issued	7/12/2023	CA	\$8,600	T. DANIEL SPECIALTY HEATING
OIL TO GAS CONVERSION GAS PIPING, DIRECT VENT, BOILER									
 10/29/2021	C-21-01865	21-1661	Alteration	E	CA and Close Date Issued	11/13/2025	CA	\$100	JOHAN ESCOBAR
ENTRANCE SERVICE UPGRADE (100 AMP)									
 9/10/2021	C-21-01296	21-1356	Alteration	P E	CA and Close Date Issued	10/25/2021	CA	\$1,100	JACK FROST HEATING & COOLING
NEW CENTRAL A/C SYSTEM									
 7/31/2014	C-14-00876	14-0859	Alteration	B E	CA and Close Date Issued	8/20/2014	CA	\$1,926	RADATA INC
INSTALL RADON SYSTEM									
 9/17/2010	C-10-01079	10-0977	Alteration	P F	CA and Close Date Issued	1/6/2011	CA	\$8,012	Petro Fuel
REPLACEMENT BOILER									
 9/17/2010	C-10-01078	10-0976	Alteration	P F	CA and Close Date Issued	2/3/2011	CA	\$2,400	Petro Fuel
TANK INSTALLATION									
 9/17/2010	C-10-01077	10-0978	Demolition	B	CA and Close Date Issued	12/22/2010	CA	\$344	Petro Fuel

REMOVE 275 AST

	9/15/2009	C-09-01148	09-1041	Demolition	B	Certificate (CA) Issued	CA	\$1,650	COLSON ENTERPRISES
ABANDONMENT OF UNDERGROUND STORAGE TANK									
	9/8/2004		04-0995	Alteration	B	Closed with Date	9/9/2004	\$2,800	CASTIGLIA, L.
REROOFING EXISTING HOUSE									

Inspections... [Shorten](#)

<u>Date</u>	<u>Control Number</u>	<u>Permit Number</u>	<u>Subcode</u>	<u>Type</u>	<u>Inspector</u>	<u>Result</u>	<u>Comment</u>	<u>Result Comment</u>
11/10/2025	C-21-01865	21-1661	Electrical	Final	Kurt Decker	Pass	Agent: JOHAN ESCOBAR	
7/11/2023	C-23-00474	23-0462	Plumbing	Final	David Cicchetti	Pass	Agent: T. DANIEL SPECIALTY HEATING	
7/11/2023	C-23-00474	23-0462	Electrical	Final	Kurt Decker	Pass	Agent: T. DANIEL SPECIALTY HEATING	
7/10/2023	C-23-00726	23-0681	Fire	Final	Colin Baker	Pass	Agent: T. DANIEL SPECIALTY HEATING	
6/6/2023	C-23-00474	23-0462	Plumbing	AIR TEST	David Cicchetti	Pass	Agent: T. DANIEL SPECIALTY HEATING	
5/23/2022	C-21-01865	21-1661	Electrical	Final	Kurt Decker	Fail	Agent: JOHAN ESCOBAR	need to update service entrance also too 150
9/28/2021	C-21-01296	21-1356	Plumbing	Final	David Cicchetti	Pass	Agent: JACK FROST HEATING & COOLING	
9/28/2021	C-21-01296	21-1356	Electrical	Final	Kurt Decker	Pass	Agent: JACK FROST HEATING & COOLING	
9/21/2021	C-21-01296	21-1356	Plumbing	A/C	David Cicchetti	Fail	Agent: JACK FROST HEATING & COOLING	no locking caps

9/21/2021	C-21-01296	21-1356	Electrical	EV CHARGER	Kurt Decker	Fail	Agent: JACK FROST HEATING & COOLING	
8/19/2014	C-14-00876	14-0859	Electrical	Radon	Frank Lanza	Pass		
8/18/2014	C-14-00876	14-0859	Building	RADON	Rod Schmidt	Pass		
9/24/2010	C-10-01079	10-0977	Plumbing	BOILER	Robert O'Connor InActive	Pass		
9/24/2010	C-10-01079	10-0977	Fire	BOILER	William Paterson	Pass		
9/24/2010	C-10-01078	10-0976	Plumbing	Oil Tank	Robert O'Connor InActive	Pass		
9/24/2010	C-10-01078	10-0976	Fire	TANK INSTALLATION	William Paterson	Pass		
9/24/2010	C-10-01077	10-0978	Building	TANK DEMO	William Paterson	Pass		
9/30/2009	C-09-01148	09-1041	Building	TANK DEMO	William Paterson	Pass	READY AT 12:00 PM	ned paper work.

Engineering

From: Patricia Johnson
Sent: Monday, November 24, 2025 12:39 PM
To: Michele Roddy
Subject: RE: OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47)
Attachments: RO-09-22-329.pdf

Attached please find information from the Engineering Department regarding this request.

Patricia A. Johnson
Executive Assistant, Engineering Department Township of Roxbury
1715 Route 46, Ledgewood, NJ 07852
973 448-2018

Roxbury Township

Engineering Department
1715 Route 46
Roxbury Township 07852
(973) 448-2018

Road Opening Report

☒ Completed

Permit Date: 9/20/2022

Application
Number:

Application Date: 9/20/2022

Complete By: _____

RO-09-22-329

Location

Block 1601 Lot: 47 Qualifier _____ Address: 1 GAIL DR

Owner: VALLEJO, ANDREA/ORTIZ, SONIA M

Address: 1 GAIL DR City: SUCCASUNNA

Address 2: _____ State: NJ

Telephone _____ Zip: 07876

Applicant

Applicant: NEW JERSEY NATURAL GAS CO.

Address: _____ City: WALL

Address 2: PO BOX 1464 State: NJ

Telephone: _____ Zip: 07719

Contractor

Contractor: GRAY SUPPLY

Address: 199 Franklin Road City: RANDOLPH

Address 2: _____ State: NJ

Telephone _____ Zip: 07869

License #: _____

Work Information: Status: Complete Assigned To: Rich Sodano

Start of Work _____ End of Work _____

Work Fee: _____ Escrow: _____

\$100.00 \$0.00

Existing Surface:

B/T - VERBAL APPROVAL

Description of Work:

3 x 3 OPENING ON EYLAND AVE

Comments:

GAS SERVICE

Fire Prevention

From: Mike Pellek
Sent: Monday, November 24, 2025 12:29 PM
To: Michele Roddy
Subject: RE: OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47)

The fire prevention bureau office currently has no records on file for the information being requested.

Michael A. Pellek
Fire Prevention Bureau
Fire Official/Safety Officer

NJ Certifications:
Fire Official
Fire Investigator
Fire Instructor, Level 2
Incident Management, Level 3
Firefighter 2
Hazmat Operational
Hazardous Materials Incident Commander
CEVO 4 Fire

Township of Roxbury
1715 Route 46
Ledgewood, NJ 07852
Phone: 973-448-2012
pellekm@roxburynj.us

From: Jennifer Shuman
Sent: Monday, November 24, 2025 11:18 AM
To: Michele Roddy; Amy Rhead
Cc: Catherine Wright
Subject: RE: OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47)

The Health Department has no information on the request of OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47).

Jennifer Shuman
Deputy Registrar, CMR
Administrative Assistant
Health Department
Township of Roxbury
72 Eyland Avenue
Succasunna, NJ 07876
973 448 2028

Planning/Zoning

From: Robyn Lance
Sent: Monday, November 24, 2025 2:38 PM
To: Michele Roddy; Amy Rhead
Cc: Tracy Osetec
Subject: RE: OPRA 20251113-001 Lily (1 Gail Dr; B1601-L47)

No documents were found in the Planning/Zoning Department's files for the above referenced property.

Robyn Lance
Planning Board Secretary
Township of Roxbury
1715 Route 46
Ledgewood, NJ 07852
973-448-2078