



Borough of Paramus  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
1 Jockish Square, Paramus, NJ 07652, USA  
(201) 265-2100 Ext: 2200 (Phone) & (201) 265-0086 (Fax)  
[Building@paramusborough.org](mailto:Building@paramusborough.org)

Records Request and  
Tracking Number:

3704

**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: CORROS MI: \_\_\_\_\_ Last Name: LOPEZ  
E-mail Address: opra + request - 68065 - c635a9b1@requests.opramaking.com  
Mailing Address: PO Box 3180 City: New Brunswick State: NJ Zip: 08903  
Telephone: 732-707-1628 Fax: \_\_\_\_\_

Preferred Delivery: Pick Up ☐ US Mail ☐ On-Site ☐ Fax ☐ E-mail ☐

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
- I, or another person, Purpose: ☐ WILL / ☐ WILL NOT use the requested government records for a commercial
- I ☐ AM / ☐ AM NOT seeking records in connection with a legal proceeding.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.

Zoning or Planning Board Applications 413/4, 5, 6  
Site Plans

**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.

**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**

**Final Cost**

Tracking # \_\_\_\_\_ Total \_\_\_\_\_  
Rec'd Date \_\_\_\_\_ Deposit \_\_\_\_\_  
Ready Date \_\_\_\_\_ Balance Due \_\_\_\_\_  
Total Pages \_\_\_\_\_ Balance Paid \_\_\_\_\_

Records Provided

emailed

[Signature]  
Custodian Signature

10/18/24  
Date

## Joan Burns

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**From:** Carlos Lopez <opra+request-68065-c635a9b1@requests.opramachine.com>  
**Sent:** Thursday, October 17, 2024 12:02 PM  
**To:** Building Department  
**Subject:** [EXTERNAL]OPRA request - Zoning or Planning Board Applications for Block 413, Lots 4,5,6

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 Paramus Borough Building Department,

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:

Zoning or Planning Board Applications, including any site plans, for Block 413, Lots 4,5,6

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,

Carlos Lopez

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

[opra+request-68065-c635a9b1@requests.opramachine.com](mailto:opra+request-68065-c635a9b1@requests.opramachine.com)

Is [building@paramusborough.org](mailto:building@paramusborough.org) the wrong address for OPRA requests to Paramus Borough Building Department? If so, please contact us using this form:

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange\\_request%2fnew%3fbody%3dparamus\\_borough\\_building\\_department&c=E,1,tnKXnyNeWVNAQZ9wR64U56iJWumsx9cl3f55VaP0PQROw7y8uFkcd6JDSOIW-jNGEg0tiFN\\_EOMa5zGoaq\\_BFIWKXMFhk-B-c60D9IO&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dparamus_borough_building_department&c=E,1,tnKXnyNeWVNAQZ9wR64U56iJWumsx9cl3f55VaP0PQROw7y8uFkcd6JDSOIW-jNGEg0tiFN_EOMa5zGoaq_BFIWKXMFhk-B-c60D9IO&typo=1)

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

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,FmpNrCRNFMkyS2Bb37DJyG36FDrx9z63Qejh08Fcn5Q29HmXFeVrAZ1htA5wEA4M\\_fhOMoyPOY89GDJIR-6U1JDqBb0xd9MiV5sXzHi2&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,FmpNrCRNFMkyS2Bb37DJyG36FDrx9z63Qejh08Fcn5Q29HmXFeVrAZ1htA5wEA4M_fhOMoyPOY89GDJIR-6U1JDqBb0xd9MiV5sXzHi2&typo=1)

View this OPRA request & responses online:

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fzoning\\_or\\_planning\\_board\\_application&c=E,1,9niL\\_kpLScYP1AcQDXuTpguLe86CyL3lkqEZscDCYQmvH2uan6URMNTuOx1CRIJgEXR5itwAS4S4P0uAS7AuQYEuOqECaU-6KLPV3RmQ2GM,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fzoning_or_planning_board_application&c=E,1,9niL_kpLScYP1AcQDXuTpguLe86CyL3lkqEZscDCYQmvH2uan6URMNTuOx1CRIJgEXR5itwAS4S4P0uAS7AuQYEuOqECaU-6KLPV3RmQ2GM,&typo=1)

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."

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## Joan Burns

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**From:** Patricia Petruzzella  
**Sent:** Friday, October 18, 2024 8:48 AM  
**To:** Joan Burns; Maryellen Parente  
**Subject:** RE: OPRA #3704 - Block 413 Lots 4, 5 & 6

Good Morning Joan,

No records found for Board of Adjustment.

Regards,

***Patty Petruzzella***  
DCA Technical Assistant  
Paramus Building Department  
1 Jockish Square  
Paramus, NJ 07652  
201.265.2100 ext. 2245



**From:** Joan Burns <jburns@paramusborough.org>  
**Sent:** Thursday, October 17, 2024 3:53 PM  
**To:** Maryellen Parente <mparente@paramusborough.org>; Patricia Petruzzella <ppetruzzella@paramusborough.org>  
**Subject:** OPRA #3704 - Block 413 Lots 4, 5 & 6

Good Afternoon:

Attached please find an OPRA Request for the above property – Due back to Joan by Thursday, October 24<sup>th</sup>.  
Thank you,

***Joan Sverdrup Burns***  
DCA Technical Assistant

Borough of Paramus  
Building Department  
One Jockish Square  
Paramus, NJ 07652  
(201)265-2100 Ext. 2234

## Joan Burns

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**From:** Maryellen Parente  
**Sent:** Thursday, October 17, 2024 6:36 PM  
**To:** Joan Burns  
**Subject:** RE: OPRA #3704 - Block 413 Lots 4, 5 & 6

Hello Joan,

The Planning Board has **nothing** on this OPRA request.

Best regards,  
Maryellen Parente  
Planning Board Secretary  
Borough of Paramus  
1 Jockish Square  
Paramus, N.J. 07652  
mparente@paramusborough.org  
201-265-2100 ext. 2242  
Fax: 201-265-5631

**From:** Joan Burns <jburns@paramusborough.org>  
**Sent:** Thursday, October 17, 2024 3:53 PM  
**To:** Maryellen Parente <mparente@paramusborough.org>; Patricia Petruzzella <ppetruzzella@paramusborough.org>  
**Subject:** OPRA #3704 - Block 413 Lots 4, 5 & 6

Good Afternoon:

Attached please find an OPRA Request for the above property – Due back to Joan by Thursday, October 24<sup>th</sup>.

Thank you,

*Joan Sverdrup Burns*  
DCA Technical Assistant

Borough of Paramus  
Building Department  
One Jockish Square  
Paramus, NJ 07652  
(201)265-2100 Ext. 2234