

TOWNSHIP OF LITTLE EGG HARBOR

Municipal Complex
7 Gifford Road
Little Egg Harbor, N.J. 08087

REQUEST FOR PUBLIC RECORDS

NAME:	DATE RECEIVED:
	BY:
MAILING ADDRESS:	
STREET ADDRESS:	
TELEPHONE [Day]:	E-MAIL ADDRESS [Optional]:

Identify Block And Lot Numbers If You Are Requesting Information About A Specific Property:

BLOCK: _____ LOT(S): _____

STREET ADDRESS: _____

Information Requested:

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Municipal Lien Search (Certificate) | FEE: \$10.00 per certificate |
| <input type="checkbox"/> | Continuation Searches | FEE: \$ 2.00 per calendar yr for 2 yrs |
| <input type="checkbox"/> | Municipal Improvement Search (Certificate) | FEE: \$10.00 per certificate |
| <input type="checkbox"/> | Property Record Data | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Certified List of Property Owners Within 200' | FEE: The greater of \$.25 per name or \$10.00 |
| <input type="checkbox"/> | Added/Omitted Assessment Research (uncertified) | FEE: \$10.00 per line item |
| <input type="checkbox"/> | Duplicate Tax Bill | FEE: \$ 5.00 for initial copy; \$25.00 for each subsequent copy |
| <input type="checkbox"/> | Duplicate of Certificate of Redemption | FEE: \$25.00 |
| <input type="checkbox"/> | Duplicate Tax Sale Certificate | FEE: \$25.00 |
| <input type="checkbox"/> | Lien Redemption Information | FEE: First request no charge; \$5.00 for each subsequent request (same lot) |
| <input type="checkbox"/> | Police Accident Report | FEE: Based on photocopy charge unless request is not made in person, then \$5.00 for first 3 pages and \$1.00 for each additional page |
| <input type="checkbox"/> | Municipal Court Criminal & Traffic Complaints | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Ordinance or Resolution # _____ | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Other _____ | FEE: To be determined |

COPY OF MEETING MINUTES:

- | | | |
|--------------------------|----------------------------|--------------------------------|
| <input type="checkbox"/> | Township Committee | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Planning Board | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Zoning Board of Adjustment | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Board of Health | FEE: Based on photocopy charge |
| <input type="checkbox"/> | Other _____ | FEE: To be determined |

DUPLICATE OF RECORDINGS MADE OF PUBLIC MEETINGS:

[]	Township Committee	FEE: \$10.00 per meeting
[]	Planning Board	FEE: \$10.00 per meeting
[]	Zoning Board of Adjustment	FEE: \$10.00 per meeting
[]	Board of Health	FEE: \$10.00 per meeting
[]	Other _____	FEE: \$10.00 per meeting

***** THERE IS NO FEE FOR SIMPLY INSPECTING MOST RECORDS DURING NORMAL BUSINESS HOURS.**

Specify the meeting date(s), accident date(s), or municipal court complaint number(s) for which you are requesting information:

Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy that has been requested is not a public record or cannot be provided within seven (7) business days, you will be provided with a response containing that information within the seven (7) business days period.

Some statutes provide for a different response time. For example, municipal lien searches will be provided within fifteen (15) calendar days after the request is received and the fee is paid.

In general:

1. Immediate access will normally be available for ordinances, resolutions, budgets, bills, vouchers, contracts, collective bargaining agreements, employment contracts, and public employee salary and overtime information.
2. Minutes of public meetings will be generally available immediately after the minutes have been approved.
3. Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided an interim report within seven (7) business days indicating the estimated time required to complete the search of records.
4. When a legal determination must be made whether records are "public records," the request will be reviewed by municipal counsel.
5. The term "public records" **does not include** employee personnel files and records, Police Department investigation files and records, public assistance files and records, or other files and records which reveal personal, private or confidential information (e.g., medical information, social security numbers, disciplinary records) or which may be specifically exempted by law.

6. Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

To be completed by Municipal Clerk or authorized agent of the Municipal Clerk.

Estimated date information will be made available: / /

Department/Office:

Estimated number of pages:

Estimated copy fee:

Deposit equal to 50% of estimated charges when the estimate exceeds \$5.00 and is made anonymously: \$

Refer to Municipal Attorney: _____ YES _____ NO Date of referral:

Date legal determination received:

Final fee: \$ Less deposit: \$ Amount due: \$

Date paid in full: / /

Applicant acknowledges that:

1. In any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, et seq. or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert a claim for damages against the Township of Little Egg Harbor or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Township's right to collect any outstanding balance or lien; and

2. Applicant has received a copy of this form with the date on which the information is expected to be available and the estimated cost therefor. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this state, any other state or the United States and is not seeking government records containing personal information pertaining to a victim or a victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official, shall constitute a receipt for any deposit received.

SIGNATURES:

Applicant

Municipal Official

DATE:

DATE:

Photocopy charges:

First page to tenth page	\$0.75 per page
Eleventh page to twentieth page	\$0.50 per page
All pages over twenty	\$0.25 per page

You have the right to appeal a decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to the notification of denial.