

TOWNSHIP OF LITTLE EGG HARBOR  
 665 Radio Road  
 Little Egg Harbor, NJ 08087  
 Telephone: (609) 296 – 7241 Fax: (609) 296 – 5352

**REQUEST FOR PUBLIC RECORDS**

Name:	Date Received:
Mailing Address:	By:
Street Address:	E-Mail Address [optional]
Telephone [day]:	

Identify Block and Lot Numbers if you are requesting information about a specific property:

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Information Requested:

**Tax Office Files**

- |  |  |
|--|--|
| <input type="checkbox"/> Municipal Lien Search (Certificate)               | FEE: \$10 each   |
| <input type="checkbox"/> Duplicate Tax Bill                                | FEE: \$5 for an initial duplicate copy of a tax bill; \$25 for each subsequent copy of a tax bill for the same tax year requested by the same person or organization |
| <input type="checkbox"/> Duplicate Tax Sale Certificate                    | FEE: \$100 each  |
| <input type="checkbox"/> Certificates of Redemption (including duplicates) | FEE: \$25  |
| <input type="checkbox"/> Tax maps – small set (12" x 18")                  | FEE: actual cost of duplication  |
| <input type="checkbox"/> Tax maps – large set (24" x 36")                  | FEE: actual cost of duplication  |
| <input type="checkbox"/> Tax maps – small set, single sheet                | FEE: \$2 each  |
| <input type="checkbox"/> Tax maps – large set, single sheet                | FEE: actual cost of duplication  |
| <input type="checkbox"/> Other _____                                       |  |

**Construction Department Files**

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Building, Plumbing, Electrical, Fire Inspection Records | FEE: standard copy fee applies |
| <input type="checkbox"/> Open Permits  | FEE: standard copy fee applies |
| <input type="checkbox"/> CO for New Construction and House Raise                 | FEE: standard copy fee applies |
| <input type="checkbox"/> Certificate of Approval                                 | FEE: standard copy fee applies |
| <input type="checkbox"/> Other _____   |                                |

**Zoning Department Files**

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Zoning Permit            | FEE: standard copy fee applies |
| <input type="checkbox"/> CO for Rental and Resale | FEE: standard copy fee applies |
| <input type="checkbox"/> Bulkheads                | FEE: standard copy fee applies |
| <input type="checkbox"/> Code Enforcement         | FEE: standard copy fee applies |
| <input type="checkbox"/> Property Maintenance     | FEE: standard copy fee applies |
| <input type="checkbox"/> Other _____              |                                |

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**Municipal Clerk's Office Files**

- |   |  |
|---|--|
| <input type="checkbox"/> Zoning maps                            | FEE: \$5 each  |
| <input type="checkbox"/> Chapter 15 – Land Use and Development  | FEE: \$50 each or the cost to the township for purchasing copies of the ordinance from the Code publisher, whichever is greater. |
| <input type="checkbox"/> Little Egg Harbor Township Master Plan | FEE: \$75  |
| <input type="checkbox"/> Vital Statistics Records               | Are not public records   |
| <input type="checkbox"/> Other: _____                           |  |
- 

**Copy Of Meeting Minutes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Township Committee              | The fees for copies of government records shall be five (\$0.05) cents per letter size page or smaller, and seven (\$0.07) cents per legal size page or larger. |
| <input type="checkbox"/> Planning Board                  |   |
| <input type="checkbox"/> Zoning Board of Adjustment      |   |
| <input type="checkbox"/> Please Specify Meeting date(s): |   |
- 

**Duplicate or Recordings Made of Public Meetings:**

- |  |                           |
|--|---------------------------|
| <input type="checkbox"/> Township Committee              | FEE: actual cost of media |
| <input type="checkbox"/> Planning Board                  | FEE: actual cost of media |
| <input type="checkbox"/> Zoning Board of Adjustment      | FEE: actual cost of media |
| <input type="checkbox"/> Please Specify Meeting date(s): |                           |
- 

**There is no fee for simply inspecting most records during normal business hours**

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 day 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 the following time frames and procedures apply pursuant to N.J.S.A. 47:1A-1 *et seq.*

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, or 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.
7. A deposit against costs for reproducing documents sought whenever the custodian anticipates that the information that is requested will cost in excess of five (\$5.00) dollars to reproduce.

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:

A deposit against costs for reproducing documents sought whenever the custodian anticipates that the information that is requested will cost in excess of five (\$5.00) dollars to reproduce.

Refer to Municipal Attorney:  Yes  No      Date of referral:

Date legal determination is received:

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

Date paid in full:

Document(s) provided: \_\_\_\_\_

\_\_\_\_\_

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 therefore. 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 of America 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: \_\_\_\_\_

Fees for Copies

The fees for copies of government records shall be five (\$0.05) cents per letter size page or smaller, and seven (\$0.07) cents per legal size page or larger.

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.