



Township of Neptune
 Township Clerk's Office
 25 Neptune Blvd.
 Neptune, NJ 07753
 732.988.5200 Ext. 234

OPRA Request Form

Open Public Records Act

Please submit to Neptune Clerk's Office at
Clerk@neptunetownship.org or mail/ in person

Contact Name _____ Company Name _____

Address of Applicant _____
Street Address Town State Zip

Phone Number _____ Fax Number _____ 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. *(Please Check One)*

Applicant Signature: _____ Date: _____

INFORMATION REQUESTED

Preferred Method of Record Reproduction (Choose One)
 Scanned and e-mailed _____
E-mail
 Fax _____
Number
 Review in Office
 Copies Made

Information on a Specific Property

Street Address Town Zip Block(s) Lot(s)

Must specify which documents below *(Example: permits, surveys, site maps etc)*

- Tax Map Tax Certificate of Inspections Code Violations Construction Permits
- Landlord Registration HPC- Cert. of Appropriateness Zoning Violations Zoning Permits
- Property Record Card Notice of Assessment

Other: _____

Copy of Minutes, Ordinance or Resolution *(Specify Board/ Entity, date, Ordinance/ Resolution number or other identifying information)*

License Information *(Specify type of license, date or other identifying information)*

Other

The information requested will be ready on or before: ____/____/____ **Municipal Official:** _____

Estimated # of Pages _____ Estimated Cost _____ Deposit *(required if anticipated cost of reproduction exceeds \$20.00)* _____

(Cost per page of photocopies: 8 1/2" x 11" paper- \$0.05, 8 1/2"x 14" paper- \$0.07, other formats fees are based on actual cost)

****ACKNOWLEDGMENT OF DOCUMENTS RECEIVED****

I hereby acknowledge that I have received the documents requested except for documents specifically listed below on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Applicant Signature _____ Date _____ Municipal Official _____ Date _____

These document(s) listed below are not being provided because the document(s) are not public record as provided by law for the following reasons: _____

You have the right to appeal the decision that the above document(s) are not public records. You may take your appeal to the Government Records Council or 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 will be attached to this notice.