

# CITY OF ELIZABETH

## CITY CLERK'S OFFICE

50 WINFIELD SCOTT PLAZA, RM 105  
ELIZABETH, N.J. 07201

February 26, 2024

**Email: [MLS@stellaripl.com](mailto:MLS@stellaripl.com)**

Mr. Ryan Williams  
2605 Maitland Center Pkwy, Ste. C  
Maitland, FL 32751

**RE: 717 – 719 ADAMS AVENUE  
OPRA # 263**

Dear Mr. Williams:

Pursuant to your OPRA request dated February 16, 2024, attached please find the memos from the various departments within City Hall.

Should you have any questions with regards to this matter, please feel free to contact me at (908) 820-4130.

Very truly yours,

*Grace Sequeira*

Grace Sequeira  
City Clerk's Office

263  
CV1

BS-X01567-5251358342 // Code/Permits/Special Assessment Research// 717 -719 ADAMS AVE - OPRA Request

CLS <cls@stellaripl.com> To: Grace D. Sequeira; Yolanda M. Roberts Thu 2/15/2024 5:15 PM

717 -719 ADAMS AVE.pdf 2 MB

RECEIVED

FEB 16 2024

\*\*\* CAUTION \*\*\*

This message came from an EXTERNAL address. DO NOT click on links or attachments unless you know the sender and the content is safe. Suspicious? Forward the message to [spamreport@elizabethnj.org](mailto:spamreport@elizabethnj.org)

Hello,

Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT FEES on record in any city, town, village, or port authority.

We kindly request that you advise us of the complete permit history, including all open and expired permits & Code Case or Active Code Lien & Special Assessment Fees Due or Outstanding found for the following property:

Property Address: 717 -719 ADAMS AVE  
Block & Lot: Block: 226 Lot: 5  
Owner: JOSE PINTO

Open \_\_\_\_\_ Expired \_\_\_\_\_ Closed \_\_\_\_\_ None \_\_\_\_\_

Open Permit Number:  
Expired Permit Number:

Code Case Number:  
Code Lien Amount:

To further assist our clients and facilitate this process, could you please provide general instructions to resolve any permits that are open, expired, or currently pose a concern to the property referenced above.

Also, please confirm if there are any pending or active LIENS recorded on the property, and please provide a payoff valid for 30 days from today's date. Please attach documentation of the recorded lien and provide the book and page number.

Regards,  
Prabhakaran R  
Email- [Prabhakaran.R@stellaripl.com](mailto:Prabhakaran.R@stellaripl.com)



263  
(v)

CITY OF ELIZABETH  
City Hall  
50 Winfield Scott Plaza, Elizabeth, NJ 07201

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FEB 16 2024

REQUEST FOR GOVERNMENT RECORDS

(Revised March 7, 2023)

FOR MUNICIPAL USE ONLY

Received by: _____	Date: _____
Request Approved: _____	Date: _____
Request Denied: _____	Date: _____

REQUESTOR'S INFORMATION

(Please print or type)

Name: Ryan Williams

Address: 2605 Maitland Center Pkwy suite C

City: Maitland State: FL Zip: 32751

Phone Number: 302-261-9069

Email Address: MLS@stellaripl.com

SEE INSTRUCTIONS ON PAGES 2 & 3

Document Requested:

Copy of Ordinance or Resolution [specify date, number or other identifying information]

Copy of Minutes [specify Board or entity, date, topic or other indentifying information]

License Information [specify]

Environmental Assessment

Birth Certificate [for] \_\_\_\_\_  
(please print name)

Death Certificate [for] \_\_\_\_\_  
(please print name)

City Map \_\_\_\_\_

Tax Map \_\_\_\_\_

Other [specify] \_\_\_\_\_ We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

Please advise if the above address has any OPEN/PENDING/EXPIRED Permits and demolition permits that needs attention and any fees due currently.

Also advise if there are any Code Violation or fines due that needs attention currently.

Any unrecorded liens/fines/special assessments due.

Information on a Specific Property [address] 717 -719 ADAMS AVE  
[block] 226 [lot] 5

Municipal Lien Search Fee: \_\_\_\_\_

Municipal Lien searches are provided by the Tax Collector and will be provided within fifteen (15) days after the Ten Dollar (\$10.00) fee is paid, as provided in N.J.S.A. 54:5-11, et seq.

List of Property Owners within 200 feet Fee: \_\_\_\_\_

As provided in the N.J.S.A. 40:55D-12, the fee is the greater of Twenty-five cents (\$.25) per name or Ten Dollars xx/100 (\$10.00)

A request for a copy of public records should be submitted on this form which has been adopted by the City Clerk as the Custodian of Records. 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 which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response indicating that information within seven (7) business days. Some records requests have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily available for budgets, bills, vouchers, contracts, including collective negotiation agreements and individual employment contracts and public employee salary and overtime information. Minutes of public meetings will be generally available after the minutes have been approved.
- 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 with an interim report within seven (7) business days indicating the time frame required to provide the requested record(s).
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record per page shall be:

Letter sized paper	\$ 0.05
Legal sized paper	\$ 0.07
Ledger sized paper	\$ 0.13

- 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 actual cost of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the City Attorney.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, some police investigation records (See N.J.S.A. 47:1a-3b), communicable disease files, vital statistics records (*without proper identification*), public assistance files or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the document is expected to be available and the estimated cost.

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

The document(s) requested will be ready on: \_\_\_\_\_

Estimated number of pages: \_\_\_\_\_

Estimated cost to reproduce information: \_\_\_\_\_

Deposit: \_\_\_\_\_

(Required where the anticipated cost of reproduction exceeds Five Dollars xx/100 (\$5.00))

#### City Engineer Document Fee Schedule

<input type="checkbox"/> 24" x 36"	\$ 1.00 per sheet
<input type="checkbox"/> Assessment Searches	\$ 10.00
<input type="checkbox"/> City Map (24" x 36")	\$ 1.00 per sheet
<input type="checkbox"/> Commissioners Map (42 x 30)	\$ 1.50 per sheet
<input type="checkbox"/> 36" x 48"	\$ 2.00 per sheet
<input type="checkbox"/> 11" x 17" Copies	\$ 0.13 per sheet
<input type="checkbox"/> Other maps larger than 11" x 17"	\$ 0.17 per square foot
<input type="checkbox"/> Flood Certificates	\$ 5.00
<input type="checkbox"/> CD	\$ 0.18





# ELIZABETH FIRE DEPARTMENT

## FIRE PREVENTION BUREAU

411 Irvington Avenue Elizabeth, NJ 07206

Office (908)820-4040 Fax (908)629-0292

### OPRA REQUEST COVER SHEET

02/16/2024

RECEIVED

OPRA REQUEST #: 263

FEB 16 2024

ADDRESS: 717-719 ADAMS AVENUE

CITY CLERK'S OFFICE

I am unable to locate the records of the requested items.

I have located records of the requested items and they have been added to this document.

**INTEROFFICE  
MEMORANDUM**

# Memo

**To:** Vicki Eanes, Clerk 2

**From:** Calisa Mitchell, Department of Health & Housing 

**Date:** February 21, 2024

**Re:** ADDRESS: 717-719 Adams Avenue  
(OPRA #263)

RECEIVED  
FEB 21 2024  
CITY CLERK'S OFFICE

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THE CITY OF ELIZABETH HEALTH AND HOUSING DEPARTMENT CURRENTLY HAS NO RECORD OR VIOLATIONS PERTAINING TO THE ABOVE ADDRESS.



**DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM**

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**TO:** Vicki Eanes, Clerk 2

**FROM:** Antoinette Mazza, Administrative Clerk

RECEIVED

**DATE:** February 20, 2024

FEB 20 2024

**SUBJECT:** 717-719 Adams Avenue  
OPRA #263

CITY CLERK'S OFFICE

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We are in receipt of a Request for Government Records from your office for the above referenced property. The Department of Public Works conducted a search of its files. This search proved unsuccessful in that we have no information relative to the property in question with regard to the documents requested.

If you require any further assistance or have any questions, please feel free to call me at extension 4101.

# Memorandum

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**To:** Vicki Eanes, Clerk 2  
**From:** Paloma Rodrigues-Assistant Secretary  
[prodrigues@elizabethnj.org](mailto:prodrigues@elizabethnj.org)  
**Date:** February 20, 2024  
**Re:** Opra # (263) 717-719 Adams Ave

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FEB 21 2024

CITY CLERK'S OFFICE

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Regarding the above-mentioned property no records found.





Interoffice Memorandum  
**CITY OF ELIZABETH**

**Department of Public Works  
DIVISION OF ENGINEERING**

50 WINFIELD SCOTT PLAZA, ELIZABETH, NJ 07201

DATE: February 26, 2024  
TO: Vicki Eanes, Clerk 2  
FROM: David Reis, Senior Engineering Aide  
SUBJECT: **REQUEST FOR GOVERNMENT RECORDS**  
**717-719 Adams Avenue**  
**OPRA 263**

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We are in receipt of a Request for Government Records from your office for a Ryan Williams, that was received on Friday, February 16, 2024, for the above referenced property. The Division of Engineering conducted a search of its files for the referenced site. This search proved unsuccessful in that we have no available information relative to the property in question with regard to the documents requested.

If you require any further assistance or have any questions, please feel free to call me at extension 4736.

DR: dr  
cc: John F. Papetti Jr., Director of Public Works  
Daniel J. Loomis, PE, City Engineer  
File