

# CITY OF ELIZABETH

## CITY CLERK'S OFFICE

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

February 21, 2024

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

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

**RE: 916 JEFFERSON AVENUE  
OPRA # 262**

Dear Mr. Williams:

Pursuant to your OPRA request dated February 16, 2024, attached please find the records you requested with personal identifying information redacted pursuant to N.J.S.A. 47:1A-1.1.

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

262  
(G)

BS-X01567-8822515533 // Code/Permits/Special Assessment Research// 916 JEFFERSON AVENUE - OPRA Request

CLS <cls@stellaripl.com>  
To: Grace D. Sequeira; Yolanda M. Roberts

Thu 2/15/2024 5:20 PM

916 JEFFERSON AVENUE.pdf  
2 MB

RECEIVED  
FEB 16 2024  
CITY CLERK'S OFFICE

\*\*\* 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: 916 JEFFERSON AVENUE**  
**Block & Lot: Block: 206 Lot: 25**  
**Owner: ANTONIO SIMOES**

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)



RECEIVED

FEB 16 2024

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

CITY CLERK'S OFFICE

REQUEST FOR GOVERNMENT RECORDS

(Revised March 7, 2023)

FOR MUNICIPAL USE ONLY	
Received by: _____	Date: _____
Request Approved: _____	Date: _____
Request Denied: _____	Date: _____

REQUESTOR'S INFORMATION	
Name: <u>Ryan Williams</u>	(Please print or type)
Address: <u>2605 Maitland Center Pkwy suite C</u>	
City: <u>Maitland</u>	State: <u>FL</u> Zip: <u>32751</u>
Phone Number: <u>302-261-9069</u>	
Email Address: <u>MLS@stellaripl.com</u>	

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] 916 JEFFERSON AVENUE  
[block] 206 [lot] 25

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

- DVD \$ 0.23
- USB Flash Drive \$ 6.13
- Sewer Map (24" x 36") \$ 1.00 per sheet
- Tax Map (24" x 36") \$ 1.00 per sheet
- Ward Map (24" x 36") \$ 1.00 per sheet
- Sewer Permit \$ 30.00
- Application/Permit for Utility/Road Opening \$110.00

Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records fails to respond to you within seven (7) business days of receiving a request, the failure to respond is deemed denial of your request.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the City of Elizabeth to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, New Jersey 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us) or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

*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 costs. The Applicant hereby certifies that he/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 the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.*

Applicant \_\_\_\_\_  
 (Print) (Signature)

Your request for the above indicated records or documents [in whole or in part] has been denied. Reason(s) for denial:

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**INTEROFFICE  
MEMORANDUM**

# Memo

**To:** Grace Sequeira, Deputy Municipal Clerk

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

**Date:** February 20, 2024

**Re:** ADDRESS: 916 Jefferson Avenue  
(OPRA #262)

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

RECEIVED

FEB 20 2024

CITY CLERK'S OFFICE



# 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**

OPRA REQUEST #: 262

ADDRESS: 916 JEFFERSON AVENUE

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.



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## *Memorandum*

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*To: Grace Sequeira, Deputy municipal Clerk*  
*From: David D'Errico Sr. Cashier*  
*Date: February 16, 2024*  
*Subject: OPRA #262*

Per your memo dated February 16th, attached are the documents requested:

- Tax information Regarding 916 Jefferson Ave.
- 2022-2024 tax payment history for 916 Jefferson Ave.
- Contact Liberty water at 1-855-722 -7066 for Water & sewer information and balances. Water and Sewer Charges are lienable.

A copy has been enclosed for your reference.

Contact me with any questions.

Cc: File



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206	25	SIMOES, ANTONIO & JULIA CANO	916 JEFFERSON AVE	Continued
Tax Year: 2024 Continued				Total Principal Balance for Tax Years in Range: <u>3,938.46</u>

Tax Account Maintenance

Notes Exist

Block: 206  
 Lot: 25  
 Qualifier:  
 Owner: SIMONS, ANTONIO & JIMENA OAM  
 Account Id: 00015616  
 Prop Loc: 916 JEFFERSON AVE

Year	Qtr	Type	Assessed Value	Additional	Billing	Deductions	Balance	All Charges	Add/Omit	Notes
2024	2		3,938.46				3,938.46	.00	3,938.46	
2024	1		3,938.46				.00	.00	.00	
2024		Total	7,876.92				3,938.46	.00	3,938.46	
2023	4		3,923.41				.00	.00	.00	
2023	3		3,923.42				.00	.00	.00	
2023	2		3,923.42				.00	.00	.00	
2023	1		3,923.42				.00	.00	.00	

Other Delinquent Balances:  Interest Date: 02/16/24  
 Other APR2 Threshold Amt:  Per Diem:  Last Payment Date: 02/01/2024

TOTAL TAX BALANCE DUE

Principal:	<input type="text" value="00"/>	Penalty:	<input type="text" value="00"/>
Misc Charges:	<input type="text" value="00"/>	Interest:	<input type="text" value="00"/>
Total:		<input type="text" value="00"/>	

\* Indicates Adjusted Billing in a Tax Quarter.

# *Memorandum*

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**To:** Grace Sequeira, Deputy Municipal Clerk

**From:** Paloma Rodrigues-Assistant Secretary  
[prodrigues@elizabethnj.org](mailto:prodrigues@elizabethnj.org)

**Date:** February 20, 2024

**Re:** Opra # (262) 916 Jefferson Ave

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Regarding the above-mentioned property see attached.

CITY OF ELIZABETH  
CONSTRUCTION CODE BUREAU  
ELIZABETH, NJ

UCC NEW JERSEY  
CONSTRUCTION  
PERMIT

Date Issued 11/20  
Control # C12434  
Permit # 05-2978

IDENTIFICATION Block 12 Lot 434

Work Site Location 916 JEFFERSON AVENUE

Owner in Fee SIMONS ROOF

Address 916 JEFFERSON AVENUE  
ELIZABETH, NJ 07201-

Telephone [REDACTED]

Qual \_\_\_\_\_

Contractor QUINER

Address 916 JEFFERSON AVENUE  
ELIZABETH, NJ 07202-

Telephone [REDACTED]  
Lic. No. or Bldgs. Reg. No. \_\_\_\_\_  
Federal Emp. No. \_\_\_\_\_

- Is hereby granted permission to perform the following work:
- BUILDING
  - ELECTRICAL
  - ELEVATOR DEVICES
  - PLUMBING
  - FIRE PROTECTION
  - ASBESTOS ABATEMENT (Subchapter 8 only)
  - LEAD HAZARD ABATEMENT
  - DEMOLITION
  - OTHER

DESCRIPTION OF WORK:  
RIP OFF ROOF & RE-ROOF

NOTE: If construction does not commence within one (1) year of date of issuance, or if construction ceases for a period of six (6) months, this permit is void.

Estimated Cost of Work \$ 3,000

Construction Official Michael M. [Signature] Date 10/13/105

U.C.C. F110 (rev. 3/96) NJ DECS 5.2AE

DOCS

PAVMENTS (Office Use Only)

Building \_\_\_\_\_  
Electrical \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Fire Protection \_\_\_\_\_  
Elevator Devices \_\_\_\_\_  
Other \_\_\_\_\_  
DCA State Permit Fee \_\_\_\_\_  
Cost. of Occupancy \_\_\_\_\_  
Other \_\_\_\_\_  
Total \_\_\_\_\_  
Check No. 309  
Cash \_\_\_\_\_  
Collected By [Signature]

**DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM**

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**TO:** Grace Sequeira, Deputy Municipal Clerk  
**FROM:** Antoinette Mazza, Administrative Clerk  
**DATE:** February 20, 2024  
**SUBJECT:** 916 Jefferson Avenue  
OPRA #262

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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.