



**Borough of Metuchen
Middlesex County, New Jersey
GOVERNMENT RECORDS REQUEST FORM**



Return completed form to
500 Main Street, Metuchen, NJ 08840
or dzupan@metuchen.com

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Sam MI _____ Last Name Burns
 Company Stellar Innovations
 Mailing Address 2605 Maitland Center Parkway, Suite C
 City Maitland State FL Zip 32751 Email MLS@stellaripl.com
 Business Hours Telephone: Area Code _____ Number _____ Extension _____
 Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____ Email
Circle One: 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.
 Signature Sam Burns Date 7/19/2024

Payment Information

Maximum Authorization Cost \$ _____
 Select Payment Method
 Cash ___ Check ___ Money Order ___
 Fees: Letter Size @\$0.05
 Legal Size @\$0.07
 Delivery: Delivery / postage fees additional depending upon delivery type.
 Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Hello,
 Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT on record in any city, town, village, or port authority.
 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.
 Address: 15 POETS LN, METUCHEN, NJ 08840
 BLOCK 155 & LOT 20:
 Owner: GUERRERO, JOSE & KRISTEN
 1. Please advise if the above address has any OPEN/PENDING/EXPIRED Permits and demolition permits that need attention and any fees due currently.
 2. Also advise if there are any open Code Violation or fines due that needs attention currently.
 3. Advise if there are any unrecorded liens/fines/special assessments due.

AGENCY USE ONLY

Est. Document Cost _____
 Est. Delivery Cost _____
 Est. Extras Cost _____
 Total Est. Cost _____
 Deposit Amount _____
 Estimated Balance _____
 Deposit Date _____

AGENCY USE ONLY

Disposition Notes
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.
 In Progress - Open _____
 Denied - Closed _____
 Filled - Closed _____
 Partial - Closed _____

AGENCY USE ONLY

Tracking Information		Final Cost	
Tracking #	_____	Total	_____
Rec'd Date	<u>8/22/24</u>	Deposit	_____
Ready Date	<u>8/22/24</u>	Balance Due	_____
Total Pages	<u>3</u>	Balance Paid	_____
Records Provided			
open bldg permit 14-0765 no open violations from the bldg dept. at this time			
Custodian Signature <u>Covey</u>		Date <u>8/22/24</u>	



**PLUMBING SUBCODE
TECHNICAL SECTION**



Date Received 7/28/14
Control # _____
Date Issued 9/15/14
Permit # 14-0765

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block 153 Lot 20 Qualification Code _____

Work Site Location 15 Poets Ln

Owner in Fee: Hacker

Tel. [REDACTED]

Address _____

Contractor: PSE&G Tel. (732) 220-6233

Address 150 HOW LANE e-mail Pat.Kent@PSEG.com

NEW BRUNSWICK, NJ 08901

Contractor License No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____

Federal Emp. ID No. _____ FAX: (732) 524-7108

B. PLUMBING CHARACTERISTICS

Use Group Present _____ Proposed _____

Building Sewer Size _____ Public Sewer _____ Private Septic _____

Water Service Size _____ Public Water _____ Private Well _____

Est. Cost of Plumbing Work \$ 2741

JOB SUMMARY (Office Use Only)

PLAN REVIEW		INSPECTIONS			
		Dates (Month/Day)			
		Failure	Failure	Approval	Initial
<input checked="" type="checkbox"/> No Plans Required					
<input type="checkbox"/> Partial -Underslab Utilities Approved					
Date: <u>7/28/14</u> Approved by: <u>[Signature]</u>	Type: _____				
<input type="checkbox"/> Plumbing Plans Approved					
Date: _____ Approved by: _____	Slab _____				
Joint Plan Review Required:	Rough _____				
<input type="checkbox"/> Bldg. <input type="checkbox"/> Elec. <input type="checkbox"/> Fire. <input type="checkbox"/> Elev.	Water _____				
	Sewer _____				
SUBCODE APPROVAL for PERMIT	Fixtures _____				
Date: _____ Approved by: <u>[Signature]</u>	Gas Equipment _____				
	Gas Piping _____				
SUBCODE APPROVAL for CERTIFICATE	LPGas Tank _____				
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA	Fuel Oil Piping _____				
Date: _____	Solar _____				
Approved by: _____	TCO _____				
	Final _____				

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant sign/Contractor sign and seal here: P. Kent

Print name here: _____

[] Licensed Plumbing Contractor [] Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

Replace HVAC System

QTY.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
_____	Water Closet	\$ _____
_____	Urinal/Bidet	_____
_____	Bath Tub	_____
_____	Lavatory	_____
_____	Shower	_____
_____	Floor Drain	_____
_____	Sink	_____
_____	Dishwasher	_____
_____	Drinking Fountain	_____
_____	Washing Machine	_____
_____	Hose Bibb	_____
_____	Water Heater	_____
_____	Fuel Oil Piping	_____
_____	Gas Piping	_____
_____	LPGas Tank	_____
_____	Steam Boiler	_____
_____	Hot Water Boiler	_____
_____	Sewer Pump	_____
_____	Interceptor/Separator	_____
_____	Backflow Preventer	_____
_____	Greasetrap	_____
_____	Sewer Connection	_____
_____	Water Service Connection	_____
<u>1</u>	Stacks <u>A/C</u>	_____
<u>1</u>	Other <u>furnace</u>	_____

Administrative Surcharge \$ _____
Minimum Fee \$ _____
State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____



FIRE PROTECTION SUBCODE TECHNICAL SECTION



Date Received 7/28/14
Control #

Date Issued 9/15/14
Permit # 14-07605

A. IDENTIFICATION - APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block 155 Lot 20 Qualification Code _____

Work Site Location 15 Pests Ln

Owner in Fee: Hacker

Tel. _____ email _____

Address _____

Contractor: PSE&G street municipality Tel. 732 220-6233 zip code

Address 150 HOW LANE e-mail Pat.Kent@PSEG.com

NEW BRUNSWICK, NJ 08901

Fire Protection Equipment, NJ Div of Fire Safety Permit No. _____

Fire Protection Equipment, NJ Div of Fire Safety Installer No. _____

Fire Alarm Contractor No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. _____ FAX: 732 524-7108

B. FIRE PROTECTION CHARACTERISTICS

Use Group: Present _____ Proposed _____

Constr. Class: Present _____ Proposed _____

Heating System: [] New OR [] Modification to Existing
OR [] Conversion OR [] Replacement

Fuel Type: [] Gas [] Oil [] Electric [] Solar
[] Other _____

Location: _____

Total Cost of Fire Protection Work \$ 2741

Fuel Storage Tank:

Fuel Type: [] Flammable OR [] Combustible
Capacity _____

Fire Alarm System: [] New OR [] Existing

Location of Panel: _____

Fire Suppression/Standpipe System:

[] New OR [] Existing

Location of Main Control Valve: _____

JOB SUMMARY (Office Use Only)	INSPECTIONS	Dates (Month/Day)			
		Type:	Failure	Approval	Initial
PLAN REVIEW					
[] No Plans Required	Alarm System				
[] Partial -Underslab Utilities Approved	Suppression Sys.				
Date: _____ Approved by: _____	Standpipe				
[] Fire Protection Plans Approved	Fire Pump				
Date: _____ Approved by: _____	Pre-Eng. System				
Joint Plan Review Required:	Mechanical				
[] Bldg. [] Elec. [] Plumb. [] Elev.	Smoke Control				
SUBCODE APPROVAL for PERMIT	TCO				
Date: _____	Flam/Combust Tanks				
Approved by: _____	Fireplace Venting				
SUBCODE APPROVAL for CERTIFICATE	Final				
[] CO [] CCO [] CA	Other				
Date: _____					
Approved by: _____					

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant/Contractor sign here: P. Kent

Print name here: _____

D. TECHNICAL SITE DATA [] Certified Contractor [] Exempt Applicant

DESCRIPTION OF WORK:
Water Supply Source <u>Replace Furnace</u>
Method of Alarm/Suppression System Supervision _____

	NUMBER	FEE (Office Use Only)
Flammable/Combustible Tanks	_____	\$ _____
Alarm Systems		
[] System	_____	
[] 110v Interconnected	_____	
[] CO Detectors/110v	_____	
Alarm Devices (i.e., smoke, heat, pulls, water/flow)	_____	
Supervisory Devices (i.e., tampers, low/high air)	_____	
Signaling Devices (i.e., horn/strobes, bells)	_____	
Other Devices	_____	
TOTAL	_____	
Suppression Systems		
Fire Pump _____ GPM Type _____	_____	
Dry Pipe/Alarm Valves	_____	
Pre-action Valves	_____	
Sprinkler Heads (Dry and Wet)	_____	
Standpipes	_____	
Pre-engineered Systems		
Wet Chemical	_____	
Dry Chemical	_____	
CO ₂ Suppression	_____	
Foam Suppression	_____	
FM200 Suppression	_____	
Other	_____	
Other Systems		
Kitchen Hood Exhaust System	_____	
Smoke Control System	_____	
Fuel-Fired Appliances [] Gas [] Oil [] Solid	_____	
Fireplace Venting/Metal Chimney	_____	
Other	_____	

35

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

To Reorder call:
Algebra Marketing Print & Mail
609-390-1400

Good afternoon,

Please find attached the Building Department information requested for the following properties:

15 Poets Lane –

At the current time there are no open violations issued by the Building Department and there is one open building permit (14-0765).

65 Forrest Street –

At the current time there are no open violations issued by the Building Department and there are no open building permits.

175 Durham Avenue –

At the current time there are no open violations issued by the Building Department and there is one open building permit (20-0613).

Please see below for the additional responses regarding the information you requested.

Thank you,
Jill Covey
Metuchen Building Department
(732)632-8515

Zoning Department:

I have no open permits for any of the requested properties

Thomas J. DiMartino, ZO
Borough Zoning Officer
Office of Planning & Zoning
Borough Hall
500 Main Street
Metuchen, NJ 08840

Finance Department:

Metuchen has no active special assessments.

Becky

Becky Cuthbert
CFO/CTC/QPA
Borough of Metuchen
500 Main Street
Metuchen, NJ 08840
Phone 732-632-8512
Fax 732-632-8148
bcuthbert@metuchen.com

Code Enforcement:

Good Afternoon,

I do not have property maintenance records for these addresses.

Regards,

Dina Marino

Enforcement Official
Office of Code Enforcement
Borough of Metuchen
500 Main Street
Metuchen, NJ 08840
(732) 632-8118
dmarino@metuchen.com

From: Veena V <veenav835@gmail.com>
Sent: Thursday, August 22, 2024 11:36 AM
To: Jill Covey <jcovey@metuchen.com>
Subject: OPRA Request // RUSH

Hello,

Please find the attached OPRA Request.

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

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.

1. Address: [65 FORREST ST, METUCHEN, NJ 08840](#)
BLOCK 44.02 & LOT 41
Owner: CONWAY, KEITH & DORA
2. Address: [15 POETS LN, METUCHEN, NJ 08840](#)
[BLOCK 155 & LOT 20](#)
Owner: GUERRERO, JOSE & KRISTEN
3. Address: [175 Durham Ave, Metuchen, NJ 08840](#)
[BLOCK: 82 LOT: 53.03](#)

1. Please advise if the above address has any OPEN/PENDING/EXPIRED Permits and demolition permits that need attention and any fees due currently.
2. Also advise if there are any open Code Violation or fines due that needs attention currently.
3. Advise if there are any unrecorded liens/fines/special assessments due