



Township of Monroe
Office of the Monroe Township Council and Clerk



125 Virginia Avenue
Williamstown, NJ 08094
Office (856) 728-9800 Ext. 214

Re: OPRA Request #24-331

The Township of Monroe received your Open Public Records Act (OPRA) request on July 22, 2024. The official Records Custodian, Aileen Chiselko, received your OPRA request on July 22, 2024. As such, the seven (7) business day deadline to respond to your request is July 31, 2024. This response to your request is being provided to you on the 6th business day after the custodian's receipt of said request.

Your OPRA request sought access to the following:

**Address: 713 SHERWOOD DRIVE, WILLIAMSTOWN NJ 08094
BLOCK 12102 & LOT 16**

- 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.**

The Township of Monroe is not in the possession of any records for the following:

1. Pending/Expired Permits
2. Demolition Permits
3. Fees Due
4. Code Violations or Fines
5. Unrecorded Liens/Fines/Special Assessments

The following records are being provided in their entirety and are responsive to your request:

1. Property History Report, 3 pages

2. Tax Account Maintenance, 1 page

The following record is being provided to you with redactions which are exempt under OPRA, as per N.J.S.A. 47:1A-1.1:

1. Open Construction Permit #20200380, 6 pages (redactions of unlisted telephone numbers and federal employee numbers on multiple pages)

* A list of OPRA's exemptions are attached to this response letter.

These records are being transmitted to you via email, as per your request, at no charge.

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 Township of Monroe 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, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC 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.

Sincerely,

Aileen Chiselko

Aileen Chiselko, RMC
Township of Monroe



OPRA EXEMPTIONS (Exceptions are noted in italics)

N.J.S.A. 47:1A-1 (Legislative Findings)

- 1) Privacy Interest - “a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy.” See Burnett v. Cnty. of Bergen, 198 N.J. 408 (2009).

N.J.S.A. 47:1A-1.1

- 2) Inter-agency or intra-agency advisory, consultative or deliberative material (Note: refers generally to draft documents or documents used in a deliberative process).
- 3) Legislative records. Specifically:
 - a. information received by a member of the Legislature from a constituent or information held by a member of the Legislature concerning a constituent, including but not limited to information in written form or contained in any e-mail or computer data base, or in any telephone record whatsoever, *unless it is information the constituent is required by law to transmit*;
 - b. any memorandum, correspondence, notes, report or other communication prepared by, or for, the specific use of a member of the Legislature in the course of the member's official duties, *except that this provision shall not apply to an otherwise publicly-accessible report which is required by law to be submitted to the Legislature or its members.*
- 4) Medical examiner records – photographs, negatives, print, videotapes taken at the scene of death or in the course of postmortem examination or autopsy, *except*:
 - a. *when used in a criminal action or proceeding in this State which relates to the death of that person,*
 - b. *for the use as a court of this State permits, by order after good cause has been shown and after written notification of the request for the court order has been served at least five days before the order is made upon the county prosecutor for the county in which the post mortem examination or autopsy occurred,*
 - c. *for use in the field of forensic pathology or for use in medical or scientific education or research, or*
 - d. *or use by any law enforcement agency in this State or any other state or federal law enforcement agency.*
- 5) Criminal investigatory records - records which are not required by law to be made, maintained or kept on file that are held by a law enforcement agency which pertain to any criminal investigation or related civil enforcement proceeding. (Note: N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed).

The portion of any criminal record concerning a person's detection, apprehension, arrest, detention, trial or disposition for unlawful manufacturing, distributing, or dispensing, or possessing or having under control with intent to manufacture, distribute, or dispense, marijuana or hashish in violation of paragraph (11) of subsection b. of N.J.S.A. 2C:35-5, or a lesser amount of marijuana or hashish in violation of paragraph (12) of subsection b. of that section, or a violation of either of those paragraphs and a violation of subsection a. of section 1 of N.J.S.A. 2C:35-7 or subsection a. of section 1 of N.J.S.A. 2C:35-7.1 for distributing, dispensing, or possessing, or having under control with intent to distribute or dispense, on or within 1,000 feet of any school property, or on or within 500 feet of the real property comprising a public housing facility, public park, or public building, or for obtaining, possessing, using, being under the influence of, or failing to make lawful disposition of marijuana or hashish in violation of paragraph (3) or (4) of subsection a., or subsection b., or subsection c. of N.J.S.A. 2C:35-10, or for a violation of any of those provisions and a violation of N.J.S.A. 2C:36-2 for using or possessing with intent to use drug paraphernalia with that marijuana or hashish;

6) Victims' records

- a. an individually identifiable file or document held by a victims' rights agency which pertains directly to a victim of a crime except that a victim of a crime shall have access to the victim's own records. "Victims' rights agency" means a public agency, or part thereof, the primary responsibility of which is providing services, including but not limited to food, shelter, or clothing, medical, psychiatric, psychological or legal services or referrals, information and referral services, counseling and support services, or financial services to victims of crimes, including victims of sexual assault, domestic violence, violent crime, child endangerment, child abuse or child neglect, and the Victims of Crime Compensation Board.
- b. any written OPRA request by a crime victim for a record to which the victim is entitled to access, including, but not limited to, any law enforcement agency report, domestic violence offense report, and temporary or permanent restraining order;

7) Personal firearms records:

- a. *Except for use by any person authorized by law to have access to these records or for use by any government agency, including any court or law enforcement agency, for purposes of the administration of justice.*
- b. Personal identifying information received by the Division of Fish and Wildlife in the Department of Environmental Protection in connection with the issuance of any license authorizing hunting with a firearm. For the purposes of this paragraph, personal identifying information shall include, but not be limited to, identity, name, address, social security number, telephone number, fax number, driver's license number, email address, or social media address of any applicant or licensee.

- 8) Trade secrets and proprietary commercial or financial information obtained from any source. Includes data processing software obtained by a public agency under a licensing agreement which prohibits its disclosure.
- 9) Any record within the attorney-client privilege. *This paragraph does not allow for a denial of attorney invoices in their totality*; however, redactions may apply for information contained in the invoices that are protected under the privilege.
- 10) Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security.
- 11) Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein.
- 12) Security measures and surveillance techniques which, if disclosed, would create a risk to the safety or persons, property, electronic data or software.
- 13) Information which, if disclosed, would give an advantage to competitors or bidders.
- 14) Information generated by or on behalf of public employers or public employees in connection with:
 - a. Any sexual harassment complaint filed with a public employer;
 - b. Any grievance filed by or against an individual; or
 - c. Collective negotiations, including documents and statements of strategy or negotiating position.
- 15) Information which is a communication between a public agency and its insurance carrier, administrative service organization or risk management office.
- 16) Information which is to be kept confidential pursuant to court order.
- 17) Certificate of honorable discharge issued by the United States government (Form DD-214, NBG-22, or other form) filed with a public agency, *except that a veteran or the veteran's spouse or surviving spouse shall have access to the veteran's own records.*
- 18) Any copy of an oath of allegiance, oath of office, or any affirmation for incoming, current, and former officers and employees in State, County, or municipal government, and including members all members of the Legislative, Executive, and Judicial branches of government, *except that:*

Full name, title, and oath date are not confidential.
- 19) Personal identifying information. Specifically:
 - a. Social security numbers, *except that a social security number contained in a record required by law to be made, maintained or kept on file by a public*

agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor.

- b. In accordance with section 2 of N.J.S.A. 47:1B-2, commonly known as “Daniel’s Law”, that portion of any document which discloses the home address, whether a primary or secondary residence, of any active, formerly active, or retired judicial officer, prosecutor, or law enforcement officer, or, as defined in section 1 of N.J.S.A. 47:1B-1, any immediate family member thereof
- c. Credit card numbers
- d. Unlisted telephone numbers
- e. Drivers’ license numbers.

Except for:

- a. Use by any government agency, including any court or law enforcement agency, in carrying out its functions,*
- b. or any private person or entity acting on behalf thereof,*
- c. or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c.188 (C.39:2-3.4);*

- 20) List of persons in need of special assistant during an emergency maintained at either the municipal or county level in accordance with section 1 of P.L.2017, c.266 (C.40:48-2.67) or section 6 of P.L.2011, c.178 (C.App.A:9-43.13).
- 21) Certain records of higher education institutions:
 - a. Pedagogical, scholarly and/or academic research records and/or the specific details of any research project, *except that a custodian may not deny inspection of a government record or part thereof that gives the name, title, expenditures, source and amounts of funding and date when the final project summary of any research will be available.*
 - b. Test questions, scoring keys and other examination data pertaining to the administration of an examination for employment or academic examination.
 - c. Records of pursuit of charitable contributions or records containing the identity of a donor of a gift if the donor requires non-disclosure of the donor's identity as a condition of making the gift provided that the donor has not received any benefits of or from the institution of higher education in connection with such gift other than a request for memorialization or dedication.
 - d. Valuable or rare collections of books and/or documents obtained by gift, grant, bequest or devise conditioned upon limited public access.
 - e. Information contained on individual admission applications.

- f. Information concerning student records or grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student.

N.J.S.A. 47:1A-1.2

- 22) Biotechnology trade secrets.

N.J.S.A. 47:1A-2.2

- 23) Limitations to convicts - personal information pertaining to the person's victim or the victim's family, including but not limited to a victim's home address, home telephone number, work or school address, work telephone number, social security account number, medical history or any other identifying information. *Information may be released only if the information is necessary to assist in the defense of the requestor. A determination that the information is necessary to assist in the requestor's defense shall be made by the court upon motion by the requestor or his representative.*

N.J.S.A. 47:1A-3(a)

- 24) Ongoing investigations – any records pertaining to an investigation in progress by any public agency if disclosure of such record or records shall be detrimental to the public interest. *This provision shall not be construed to allow any public agency to prohibit access to a record of that agency that was open for public inspection, examination, or copying before the investigation commenced.*

N.J.S.A. 47:1A-5(k)

- 25) Public defender records that relate to the handling of any case, *unless authorized by law, court order, or the State Public Defender.*

N.J.S.A. 47:1A-9(a)-(b)

- 26) Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders of the Governor, Rules of Court, Constitution of this State, or judicial case law.

N.J.S.A. 47:1A-10

- 27) Personnel and pension records, *except specific information identified as follows:*
 - a. *An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for such separation, and the amount and type of any pension received,*
 - b. *When required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest.*

- c. *Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information.*

In accordance with OPRA's "catch-all" exemption at N.J.S.A. 47:1A-9, the following executive orders also apply as exemptions under OPRA:

Executive Order No. 21 (McGreevey 2002)

- 1) Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism.
- 2) Records exempted from disclosure by State agencies' promulgated rules are exempt from disclosure by this Order.
- 3) Executive Orders No. 9 (Hughes), 11 (Byrne), 79 (Byrne) and 69 (Whitman) are hereby continued to the extent that they are not inconsistent with this Executive Order.

Executive Order No. 9 (Hughes) exemptions that are still active:

- a. Questions on examinations required to be conducted by any State or local governmental agency;
- b. Personnel and pension records (same as N.J.S.A. 47:1A-10);
- c. Records concerning morbidity, mortality and reportable diseases of named persons required to be made, maintained or kept by any State or local governmental agency;
- d. Records which are required to be made, maintained or kept by any State or local governmental agency which would disclose information concerning illegitimacy;
- e. Fingerprint cards, plates and photographs and other similar criminal investigation records which are required to be made, maintained or kept by any State or local governmental agency;
- f. Criminal records required to be made, maintained and kept pursuant to the provisions of R. S. 53:1-20.1 and R. S. 53:1- 20.2;
- g. Personal property tax returns required to be filed under the provisions of Chapter 4 of Title 54 of the Revised Statutes; and
- h. Records relating to petitions for executive clemency.

Executive Order No. 11 (Byrne) exemptions are the same as N.J.S.A. 47:1A-10.

Executive Order No. 79 (Byrne) exemptions are the similar to # 8, 9, 10 above under N.J.S.A. 47:1A-1.1.

Executive Order No. 69 (Whitman) exemptions that are still active: Fingerprint cards, plates and photographs and similar criminal investigation records that are required to be made, maintained or kept by any State or local governmental agency.

Executive Order No. 26 (McGreevey 2002)

- 1) Certain records maintained by the Office of the Governor:
 - a. Any record made, maintained, kept on file or received by the Office of the Governor in the course of its official business which is subject to an executive privilege or grant of confidentiality established or recognized by the Constitution of this State, statute, court rules or judicial case law.
 - b. All portions of records, including electronic communications, that contain advisory, consultative or deliberative information or other records protected by a recognized privilege.
 - c. All portions of records containing information provided by an identifiable natural person outside the Office of the Governor which contains information that the sender is not required by law to transmit and which would constitute a clearly unwarranted invasion of personal privacy if disclosed.
 - d. If any of the foregoing records shall contain information not exempted by the provision of the Open Public Records Act or the preceding subparagraphs (a), (b) or (c) hereof then, in such event, that portion of the record so exempt shall be deleted or excised and access to the remainder of the record shall be promptly permitted.
- 2) Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing. *The resumes of successful candidates shall be disclosed once the successful candidate is hired. The resumes of unsuccessful candidates may be disclosed after the search has been concluded and the position has been filled, but only where the unsuccessful candidate has consented to such disclosure.*
- 3) Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints Alleging Discrimination, Harassment or Hostile Environments.
- 4) Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation.
- 5) Information in a personal income or other tax return
- 6) Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness, except as otherwise required by law to be disclosed.
- 7) Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing.

- 8) Records in the possession of another department (including NJ Office of Information Technology or State Archives) when those records are made confidential by a regulation of that department or agency adopted pursuant to N.J.S.A. 47:1A-1 et seq. and Executive Order No. 9 (Hughes 1963), or pursuant to another law authorizing the department or agency to make records confidential or exempt from disclosure.

- 9) Records of a department or agency held by the Office of Information Technology (OIT) or the State Records Storage Center of the Division of Archives and Records Management (DARM) in the Department of State, or an offsite storage facility outside of the regular business office of the agency. Such records shall remain the legal property of the department or agency and be accessible for inspection or copying only through a request to the proper custodian of the department or agency. In the event that records of a department or agency have been or shall be transferred to and accessioned by the State Archives in the Division of Archives and Records Management, all such records shall become the legal property of the State Archives, and requests for access to them shall be submitted directly to the State Archives.

Property History

713 SHERWOOD DR

Block/Lot **12102/16**
Owner **ESTRADA, EDWIN**
713 SHERWOOD DR
WILLIAMSTOWN, NJ

08094

Log of Actions, Letters and Contacts

<u>Date</u>	<u>Type</u>	<u>Name</u>	<u>Summary</u>
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(None on File)

Construction Permits

<u>Permit No.</u>	<u>Date</u>	<u>Description (May be Shortened)</u>	<u>Subcodes</u>	<u>Cert Date</u>	<u>Est Value</u>
20200380	4/22/20	WATER HEATER	PLU		1000
20191877	12/24/19	SOLAR ROOF (33 PANELS)	BLD ELE	4/09/20	38683
20040524	5/07/04	I/G POOLEXISTING FENCE TO MEET CODEBLDG AND ELECT	BLD ELE	9/07/05	10000
20031252	7/21/03	I/G POOL W/ FENCEBLDG AND ELECTRIC - POOL BUILT WITH PERMIT	BLD ELE	4/27/04	15500
20021837	3/05/03	R-4 "VICTORIA" TWO STY, SFD W/ ELEV "D",MORNING RM, 4 BDRMS \	BLD ELE FIR PLU	6/13/03	65000
20031659	9/16/03	FINISH BASEMENT	BLD ELE	3/27/09	7000
20071067	7/30/07	GAS PIPING	PLU	4/04/11	50
20111279	11/30/11	ROOF	BLD	11/02/12	9000
20070346	4/05/07	EXTENDING LAUNDRY ROOM INTO GARAGEexpired	BLD ELE FIR PLU	6/05/19	4550

Planning/Zoning Applications

<u>Applic No.</u>	<u>Type</u>	<u>Venue</u>	<u>Date</u> <u>Applic</u>	<u>Status</u>	<u>Project</u>	<u>Applicant</u>
10466	Zoning Per	ZO	12/12/19	Closed	(33) ROOFTOP SOLAR PANELS	Trinity Solar

Construction Permit Inspections

<u>Date</u>	<u>Permit No.</u>	<u>Type</u>	<u>Subcode</u>	<u>P/F</u>	<u>By</u>	<u>Result(May be Shortened)</u>
/ /	20021837	MISC	BLDG		AM	
/ /	20191877	FIN	ELEC	X	BG	
12/02/02	20021837	FOOT	BLDG	P	AM	
12/16/02	20021837	FOUN	BLDG	P	AM	
12/20/02	20021837	MISC	BLDG	F	EO	
12/24/02	20021837	MISC	BLDG	N	EO	
12/26/02	20021837	MISC	BLDG	F	AM	
12/27/02	20021837	MISC	BLDG	F	AM	
12/30/02	20021837	MISC	BLDG	P	AM	

Township Of Monroe

125 Virginia Ave
Williamstown, NJ 08094
(856)728-9800 FAX (856)581-7960

7/22/24

Property History

713 SHERWOOD DR

Block/Lot **12102/16**
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1/10/03	20021837	WATE PLUM	P	RF
1/10/03	20021837	SEWE PLUM	P	RF
1/22/03	20021837	ROUG ELEC	F	JM
1/22/03	20021837	SERV ELEC	P	JM
1/22/03	20021837	ROUG PLUM	P	RF
1/22/03	20021837	GAS PLUM	P	RF
1/23/03	20021837	FRAM BLDG	P	AM
1/23/03	20021837	ROUG ELEC	F	JM
1/24/03	20021837	INS BLDG	P	AM
1/24/03	20021837	ROUG ELEC	F	JM
2/12/03	20021837	SERV ELEC	P	JM
3/03/03	20021837	FINA FIRE	P	HL
3/03/03	20021837	FINA PLUM	F	RF
3/04/03	20021837	FIN BLDG	P	AM
3/04/03	20021837	FINA PLUM	P	RF
3/04/03	20021837	FIN ELEC	F	JM
9/22/03	20031659	FRAM BLDG	F	AM
9/22/03	20031659	ROUG ELEC	P	JM
9/24/03	20031659	FRAM BLDG	P	MD
6/04/04	20040524	FOOT BLDG	P	AM
6/04/04	20040524	BOND ELEC	P	JM
6/11/04	20040524	MISC ELEC	P	JM
10/13/04	20031252	FIN ELEC	F	JM
10/13/04	20031252	FIN BLDG	F	JH
10/13/04	20031252	FIN BLDG	F	JH
9/01/05	20031659	FIN ELEC	P	JH
9/01/05	20040524	FIN BLDG	P	JH
9/01/05	20040524	FIN ELEC	P	JH

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7/22/24

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9/01/05	20031659	FIN	BLDG	P	JH	
4/16/07	20070346	ROUG	PLUM	P	SD	
4/16/07	20070346	ROUG	ELEC	P	JM	
7/31/07	20071067	FINA	PLUM	N	SD	
7/31/07	20071067	GAS	PLUM	P	SD	
6/26/09	20070346	FINA	FIRE	P	LH	
4/04/11	20071067	FINA	PLUM	P	SD	
10/09/12	20111279	FIN	BLDG	P	KD	
12/18/19	20191877	REV	ELEC	P	BG	
12/18/19	20191877	REV	BLDG	P	LP	
3/02/20	20191877	FIN	BLDG	P	LP	
3/02/20	20191877	FIN	ELEC	F	BG	Missing label on meter
3/27/20	20200380	REV	PLUM	P	LP	
4/09/20	20191877	FIN	ELEC	P	BG	

Code Enforcement & Zoning Inspections

..... If Zoning-Related

<u>Insp#</u>	<u>Date</u>	<u>P/F</u>	<u>Type</u>	<u>Regist#</u>	<u>Unit</u>	<u>Inspctr</u>	<u>Zone</u>	<u>Z-Type</u>	<u>Board Action</u>	<u>Apprvl Type/Date</u>	<u>Comment (May be Shortened)</u>
10015009	//	P	INS	1008294		DK					
10018179	//	P	INS	1008294							
10020977	//	P	CCO	1008294		DK					

Tickets Issued

<u>Ticket No.</u>	<u>Date</u>	<u>Inspector</u>	<u>Violation</u>	<u>Hearing</u>	<u>Disposition</u>	<u>Fine w Costs</u>
(None on File)						

Photos

(None on File)

Township Of Monroe

125 Virginia Ave
Williamstown, NJ 08094
(856)728-9800 FAX (856)581-7960

7/22/24

Tax Account Maintenance

Block:
Notes Exist

Lot:

Qualifier:

Owner:

Prop Loc:
 Account Id:

General		Assessed Value		Additional	Billing	Deductions	Balance	All Charges	Add/Omit	Notes
Year	Qtr	Type	Billed			Principal Balance	Interest	Total Balance		
2025	2		2,720.86			2,720.86	.00	2,720.86		
2025	1		2,720.87			2,720.87	.00	2,720.87		
2025		Total	5,441.73			5,441.73	.00	5,441.73		
2024	4		2,740.92			2,740.92	.00	2,740.92		
2024	3		2,740.93			2,740.93	.00	2,740.93		
2024	2		2,700.80			.00	.00	.00		
2024	1		2,700.81			.00	.00	.00		
2024		Total	10,883.46			5,481.85	.00	5,481.85		
2023	4		2,713.43			.00	.00	.00		
2023	3		2,713.44			.00	.00	.00		
2023	2		2,688.17			.00	.00	.00		

Other Delinquent Balances: Interest Date: 07/22/24

Other APR2 Threshold Amt: Per Diem: Last Payment Date:

Screen clipping taken: 7/22/2024 8:00 AM

As of today 7/22/24 the requested account is up to date. There are no open tax liens on this property. The tax office does not show any open violations at this time.



CONSTRUCTION PERMIT APPLICATION

Applicant Completes: Sections I, II, III (optional), IV, VI, and VII

DUE @ COMCAST-NET EMERGENCY

I. IDENTIFICATION

1. Proposed Work Site at: 713 SHERWOOD DRIVE WILLIAMSTONUN, NJ 08094

2. Name of Owner in Fee: EDWIN ESTRADA
 Tel: [REDACTED] e-mail: ADDIBERT@ESTRADA@COMCAST.NET
 Address: 713 SHERWOOD DR. MONROE TWP 08094
street municipality zip code

3. Ownership in Fee: Public Private
street municipality zip code

4. Principal Contractor: D. D. [REDACTED] Tel: [REDACTED]
 Address: 694 POYNOR RD e-mail: _____
CRA. NJ 08077

License No. OR, if new home, Builder Reg. No. RMP0235 Exp. Date 2000

Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. [REDACTED] FAX: 856 829 4030

5. Architect or Engineer _____ Contact _____
 Address _____ e-mail _____
 Tel. _____ FAX: _____

6. Responsible Person in Charge once Work has Begun _____
 Tel. [REDACTED] FAX: _____

V. FEE SUMMARY (for office use only)

	Update	Update
1. Building	/	/
2. Electrical	/	/
3. Plumbing	/	/
4. Fire Protection	/	/
5. Elevator Devices	/	/
6. Subtotal	/	/
7. Less 20% for State Plan Review	/	/
8. Subtotal	/	/
9. State Permit Surcharge Fee	/	/
10. Subtotal	/	/
11. Cert. of Occupancy	/	/
12. Other	/	/
13. TOTAL	/	/

VI. BUILDING/SITE CHARACTERISTICS (office use only)

1. Number of Stories _____

2. Height of Structure _____ ft.

3. Area — Largest Floor _____ sq. ft.

4. New Building Area _____ sq. ft.

5. Volume of New Structure _____ cu. ft.

6. Max. Live Load _____

7. Max. Occupancy Load _____

8. If Industrialized Building: State Approved _____ HUD _____

9. Total Land Area Disturbed _____ sq. ft.

10. Flood Hazard Zone _____

11. Base Flood Elevation _____ ft.

12. Wetlands yes _____ no _____

IIa. PROPOSED WORK

Minor Work New Building Addition Demolition

Repair Alteration Renovation Reconstruction

Asbestos Abat. -Subch. 8 Lead Hazard Abatement Radon Remediation Annual Permit

IIb. SUBCODES (Check all that apply)

	FOR OFFICE USE ONLY (Optional)								
	Est. Cost	Plans Rec'd by	Date Rec'd	Rejection Date	Approval Date	Re-viewer	Resubmission Dates Approval	Rejection	Re-viewer
<input type="checkbox"/> Building	/	/	/	/	/	/	/	/	/
<input type="checkbox"/> Electrical	/	/	/	/	/	/	/	/	/
<input type="checkbox"/> Plumbing	/	/	/	/	/	/	/	/	/
<input type="checkbox"/> Fire Protection	/	/	/	/	/	/	/	/	/
<input type="checkbox"/> Elevator	/	/	/	/	/	/	/	/	/
TOTAL COST	\$0								

VII. DESCRIPTION OF BUILDING USE

A. RESIDENTIAL (primary use)

1. State Specific Use: _____

2. Use Group, Proposed: Select Group _____

3. Change in Use Group, Indicate Present: Select Group _____

4. No. of dwelling units: Total Units Income-restricted

Gained, Sale	_____
Gained, Rental	_____
Lost, Sale	_____
Lost, Rental	_____

B. NON-RESIDENTIAL (primary use)

1. State Specific Use: _____

2. Use Group, Proposed: Select Group _____

3. Change in Use Group, Indicate Present: Select Group _____

C. MIXED USE -List secondary use(s): _____

D. Construct. Classification: Present _____ Proposed _____

III. PLAN REVIEW (optional)

DO YOU WANT:

1. Partial Releases

2. Prototype Processing

IV. DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

1. Elevators/Escalators/Lifts/ Dumbwaiters/Moving Walks

2. High Pressure Boilers

3. Pressure Vessels

4. Refrigeration Systems

5. Cross-Connections/Backflow Preventers

6. Hazardous Uses/Places of Assembly

7. Sedation/Standpipes

8. Smoke Control Systems in Open Wells

9. Underground Storage Tanks

10. Swimming Pools, Spas and Hot Tubs

11. LP Gas Tanks

12. Fire Alarm

Monroe Township Open File Checklist

Block 12102 Lot 10 Address 713 Shurwood Drive

Owner Listed on Application Edwin Estrada

Owner on Application matches Tax Records YES NO

- If not, ask who Owner is in reference to the property.
 - Tenants cannot apply for permits
 - A recent change of ownership will require a HUD sheet and if only an affidavit has been issued an accurate mailing address NOT at the property is required for correspondence.
- For Mobile Homes this will not be a useful source. You will need to check Fortis and Property Maintenance to see if a CO has ever been applied for in this name as also stated a few steps below. A letter from the Park can also verify that the applicant is the rightful tenant of the lot.

▪ Last Date of Ownership Change

11/10/2018

▪ Was CO obtained for this change?

YES NO

- If not please direct them to the CO process

Time of Intake

Are there any Open Construction Permits

YES NO

- If yes, please list and ask applicant to schedule

- 20191877
- _____

Are there any open Violations/Penalties from the following:

▪ Construction

YES NO

- If YES _____

▪ Property Maintenance/ Housing

YES NO

- If YES _____

▪ Zoning

YES NO

- If YES _____

▪ Abandoned Properties

MAR 19 2020 YES NO

- If YES _____

RECEIVED

Monroe Township
Construction Office

COMPLETED AT INTAKE BY

LD

DATE

CERTIFICATION IN LIEU OF OATH

I. OWNER SECTION (to be completed if the applicant is the owner in fee)

I hereby certify that I am the owner in fee of the property listed on Page 1.

Mark the following applicable boxes:

A. I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling is to be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws; and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:3B-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy.

I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING, AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS I HIRE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.

B. I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(f)1.ix:

I personally prepared the plans submitted for: 1) the new home referred to in A.; or, 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or, 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. I further certify that I will perform or supervise the following work:

- C.1. Building
- C.2. Fire Protection

I further certify that I will perform the following work:

- C.3. Electrical
- C.4. Plumbing

D. I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals have been given, including such certification as the construction official may require.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Date _____

II. AGENT SECTION (to be completed if the applicant is not the owner in fee)

I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee; and I have been authorized by the owner in fee to make this application as his agent.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals have been given, including such certification as the construction official may require.

I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Check if contractor.

Agent Name Don Nelson D. Nelson

Address 609 Pomona Rd

Telephone 908-807-0807

Signature Don Nelson

III LEAD HAZARD ABATEMENT include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:17.

EMERGENCY



CHIMNEY VERIFICATION FOR REPLACEMENT OF FUEL-FIRED EQUIPMENT

BLOCK 12102 LOT 16 QUALIFICATION CODE PERMIT #

WORK SITE ADDRESS 713 SHERWOOD DRIVE WILLIAMSTOWN, NJ 08094

Owner in Fee EDWIN ESTRADA

Verifying Individual Don Nitzsche company Don Nitzsche

Address 604 Pomona Rd - Crk. of 08077

Tel: [redacted] Fax: (856) 829-4030

Check the Appropriate Box(es):

Type of Replacement: [] Oil to Gas Conversion, [] Gas to Oil Conversion, [X] Gas Appliance Replacement, [] Oil to Oil Replacement, [] Other. Existing Vent/Chimney: Size 4", [X] "B" Label Vent, [] "L" Label Vent, [] Flexible Liner, [] Power Vent/Exhauster, [] Chimney-Interior, [] Chimney-Exterior, [] Masonry Chimney-Tile Lined, [] Masonry Chimney-Unlined, [] Other.

Type Fuel Type BTU Rating (input/hour) Appliance 1: Oil / Gas / Other: Appliance 2: Oil / Gas / Other: Appliance 3: Oil / Gas / Other: 76k

CHIMNEY LINER

If a chimney liner is being installed, all documentation on the liner must accompany the Permit application.

Manufacturer: Model: UL Listing:

Material of Liner: Stainless Steel Aluminum

Size of Appliance Vent: Size of Liner: Height of Chimney:

Length of Connector: Vent Connector Rise:

How does the appliance vent? [] Natural Draft [] Fan-assisted [] Other:

PLEASE SIGN ONE OF THE FOLLOWING VERIFICATION STATEMENTS

For Oil or Coal to Gas Conversions:

I have verified that the chimney/vent is in good repair and clear of obstruction and is substantially clean of residue from its previous use serving an oil or coal appliance. I have verified that the chimney/vent is appropriately lined and sized for the appliance(s) being installed.

Signature Date

Oil to Oil or Gas to Gas Replacements or New/Additional Appliances:

I have verified that the existing chimney/vent is in good repair and clear of obstruction. I have verified that the existing chimney/vent is appropriately lined and sized for the appliance(s) being installed and/or remaining.

Signature Date 3-18-20

Direct Vent Appliance:

I hereby verify that the appliance(s) being installed is a direct vent appliance. I further verify that the existing chimney/vent is appropriately lined and sized for any remaining appliances.

Signature Date

Verification Not Submitted:

I choose not to submit verification. I understand that I will be required to be present for the inspection to remove and reinstall the chimney vent connector.

Signature Date

FOR MINOR AND EMERGENCY WORK, THIS FORM MUST BE PROVIDED WITH YOUR PERMIT APPLICATION. FOR ALL OTHER WORK, THIS FORM MUST BE PRESENTED TO THE CODE OFFICIAL PRIOR TO FINAL INSPECTION.

All applicable information requested on this form must be supplied. This form may not be submitted by a homeowner in lieu of the required inspection.

OFFICE DATE RECEIVED

RECEIVED

VIII. PRIOR APPROVALS CHECKLIST (office use only)	LOCAL APPROVAL		COUNTY APPROVAL		REGIONAL APPROVAL		STATE APPROVAL		COMMENTS
	Prelimin. Initial	Final Date	Prelimin. Initial	Final Date	Prelimin. Initial	Final Date	Prelimin. Initial	Final Date	
<input type="checkbox"/> Zoning Officer									
<input type="checkbox"/> Planning Board									
<input type="checkbox"/> Zoning Board									
<input type="checkbox"/> Sewer Authority									
<input type="checkbox"/> Water Authority									
<input type="checkbox"/> Police Department									
<input type="checkbox"/> Health Department									
<input type="checkbox"/> Soil Conservation									
<input type="checkbox"/> N.J. Department of Community Affairs									
<input type="checkbox"/> N.J. Department of Transportation									
<input type="checkbox"/> N.J. Department of Environmental Protection									
<input type="checkbox"/> Utility Dig No.									
<input type="checkbox"/>									
<input type="checkbox"/>									

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 Construction Office

IX. SUBCODES AND SPECIAL REGULATIONS APPLICABLE (office use only - optional)

Name of Code & Edition		Name of Code & Edition	
Building	_____	Energy	_____
Electrical	_____	Barrier Free	_____
Plumbing	_____	Flood Hazards	_____
Fire Protection	_____	As Built Elevation Cert.	_____
Mechanical	_____	Other	_____

X. CERTIFICATES ISSUED (office use only)

	DATE ISSUED	DATE EXPIRES	DATE REISSUED	DATE EXPIRES
<input type="checkbox"/> Temporary Certificate of Occupancy	No. _____	_____	_____	_____
<input type="checkbox"/> Temporary Certificate of Compliance	No. _____	_____	_____	_____
<input type="checkbox"/> Continued Certificate of Occupancy	No. _____	_____	_____	_____
<input type="checkbox"/> Certificate of Compliance	No. _____	_____	_____	_____
<input type="checkbox"/> Certificate of Occupancy	No. _____	_____	_____	_____
<input type="checkbox"/> Certificate of Approval	No. _____	_____	_____	_____
<input type="checkbox"/> Lead Abatement Clearance Certificate	No. _____	_____	_____	_____