

WOOLWICH TOWNSHIP  
**OPEN PUBLIC RECORDS ACT REQUEST FORM**  
 120 Village Green Drive  
 Woolwich Township, NJ 08085  
 856-467-2666 fax: 856-467-3545

**Important Notice**

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

**Requestor Information – Please Print**

First Name Tom MI \_\_\_\_\_ Last Name Hanks

Email Address mis@stellaripl.com

Mailing Address 2605 Maitland Center Parkway, Suite C

City Maitland State FL Zip 32751

Telephone 302-261-9069 FAX 407-210-3113

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On-Site Inspect \_\_\_\_\_ Fax \_\_\_\_\_ E-mail

**If you are requesting records containing personal information, please 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 Tom Hanks Date 01/21/2024

**Payment Information**

Maximum Authorization Cost: \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_\_\_ Checks \_\_\_\_\_ Money Order \_\_\_\_\_

Fees: Letter size pages - \$0.25 per page  
 Legal size pages - \$0.00 per page  
 Other materials (CD, DVD, etc.) - actual cost of material

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request

**Record Request Information.** Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

Hello,

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: 244 GARWIN RD, WOOLWICH TWP, NJ 08085  
 Block/Lot/Qual: 14, 19.05  
 Owner Name: SARBELLO, DONNA L

*See attached permits -*

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

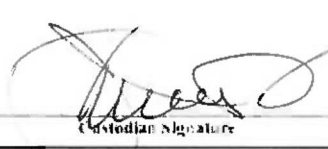
Also advise if there are any Code Violation or fines due that needs attention currently. *None*

Any unrecorded liens/fines/special assessments due. *None*

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Est. Document Cost _____ Est. Delivery Cost _____ Est. Extras Cost _____ Total Est. Cost _____ Deposit Amount _____ Estimated Balance _____  Dispose Date _____	<b>Disposition Notes</b>	<b>Tracking Information</b>	<b>Final Cost</b>	
	Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.		Tracking # _____	Total _____
			Rec'd Date <u>1-22-24</u>	Deposit _____
			Ready Date <u>1-22-24</u>	Balance Due <u>n/c</u>
			Total Pages _____	Balance Paid _____
			Records Provided	
			<u>e-mailed</u>	
In Progress _____ Open <u>1-22-24</u> Denied _____ Closed <u>1-22-24</u> Filled _____ Closed <u>1-22-24</u> Partial _____ Closed _____		 Custodian Signature	<u>1-22-24</u> Date	

**DEPOSITS**

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. You have the opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the special service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

**YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):**

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. **Response is due to requestor as soon as possible, but no later than seven business days.**)

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

- Inter-agency or intra-agency advisory, consultative or deliberative material
- Legislative records
- Law enforcement records:
  - Medical examiner photos
  - Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which must be disclosed)
  - Victims' records
- Trade secrets and proprietary commercial or financial information
- Any record within the attorney-client privilege
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed would jeopardize computer security
- 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
- Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software
- Information which, if disclosed, would give an advantage to competitors or bidders
- Information generated by or on behalf of public employers or public employees in connection with:
  - Any sexual harassment complaint filed with a public employer
  - Any grievance filed by or against an employee
  - Collective negotiations documents and statements of strategy or negotiating
- Information that is a communication between a public agency and its insurance carrier, administrative service organization or risk management office
- Information that is to be kept confidential pursuant to court order
- Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- Social security numbers
- Credit card numbers
- Unlisted telephone numbers
- Drivers' license numbers
- Certain records of higher education institutions:
  - Research records
  - Questions or scores for exam for employment or academics
  - Charitable contribution information
  - Rare book collections (pftd for limited access)
  - Admission applications
  - Student records, grievance or disciplinary proceedings revealing a students' identification
- Biotechnology trade secrets N.J.S.A. 47:1A-1.2
- Convicts requesting their victims' records N.J.S.A. 47:1A-2.2
- Ongoing investigations of non-law enforcement agencies, (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-3.a.

WOOLWICH TOWNSHIP  
 120 VILLAGE GREEN DRIVE  
 WOOLWICH TWP. N.J. 08085-

**UCC NEW JERSEY  
 CONSTRUCTION  
 PERMIT**

Date Issued 01/25/06  
 Control #  
 Permit # 060020

IDENTIFICATION Block 14 Lot 19.05  
 Work Site Location 244 GARWIN ROAD

Contractor H O M E O W N E R  
 Address \_\_\_\_\_

Owner in Fee 244 GARWIN ROAD  
 Address WOOLWICH TWP., NJ 08085-  
 Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_  
 Lic. No. or Bldrs. Reg. No. \_\_\_\_\_  
 Federal Emp. No. HO- \_\_\_\_\_

Is hereby granted permission to perform the following work:  
 BUILDING  PLUMBING  ASBESTOS ABATEMENT (Subchapter 8 only)  
 ELECTRICAL  FIRE PROTECTION  LEAD HAZARD ABATEMENT  
 ELEVATOR DEVICES  MECHANICAL  DEMOLITION  
 OTHER \_\_\_\_\_  
 DESCRIPTION OF WORK:  
 A/C & HEATER REPLACEMENT.

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 \$ 2,500

Construction Official \_\_\_\_\_ Date 01/25/06

U.C.C. 1170 (REV. 3/95)

PAYMENTS (Office Use Only)

Building	0
Electrical	50
Plumbing	40
Fire Protection	40
Mechanical	0
Elevator Devices	0
Other	
DCA State Permit Fee	3
Cert. of Occupancy	0
Other	
Total	133
Check No.	
Cash	X
Collected By	FS

WOOLWICH TOWNSHIP  
120 VILLAGE GREEN DRIVE  
WOOLWICH TWP. N.J. 08085-

**UCC NEW JERSEY  
CONSTRUCTION  
PERMIT**

Date Issued 09/10/13  
Control #  
Permit # 1300401

IDENTIFICATION Block 14 Lot 19.05 Qual

Work Site Location 244 GARWIN ROAD

Contractor J. CESSMAN

Owner in Fee 244 GARWIN ROAD

Address 26 JACKSON STREET  
LOGAN TWP., NJ 08085-

Address 244 GARWIN ROAD  
WOOLWICH TWP., NJ 08085-

Telephone  
Lic. No. or Bldrs. Reg. No.  
Federal Emp. No.

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

PAYMENTS (Office Use Only)

Building 225

Electrical 0

Plumbing 0

Fire Protection 0

Mechanical 0

Elevator Devices 0

Other

DCA State Permit Fee 15

Cert. of Occupancy 0

Other

Total 240

Check No. 287

Cash

Collected By JS

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 \$ 9,000

Construction Official \_\_\_\_\_ Date 09/10/13

WOOLWICH TOWNSHIP  
120 VILLAGE GREEN DRIVE  
WOOLWICH TWP. N.J. 08085-

**UCC NEW JERSEY  
CONSTRUCTION  
PERMIT**

Date Issued 09/13/13  
Control #  
Permit # 1300407

IDENTIFICATION Block 14 Lot 19.05 Qual \_\_\_\_\_

Work Site Location 244 GARWIN ROAD Contractor H O M E O W N E R  
Address \_\_\_\_\_

Owner In Fee \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Address 244 GARWIN ROAD Telephone \_\_\_\_\_  
WOOLWICH TWP., NJ 08085- Lic. No. or Bldrs. Reg. No. \_\_\_\_\_  
Federal Emp. No. HO-

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

DESCRIPTION OF WORK:  
PAYMENTS (Office Use Only)  
Building \_\_\_\_\_ 0  
Electrical \_\_\_\_\_ 50  
Plumbing \_\_\_\_\_ 72  
Fire Protection \_\_\_\_\_ 50  
Mechanical \_\_\_\_\_ 0  
Elevator Devices \_\_\_\_\_ 0  
Other \_\_\_\_\_  
DCA State Permit Fee \_\_\_\_\_ 7  
Cert. of Occupancy \_\_\_\_\_ 0  
Other \_\_\_\_\_  
Total \_\_\_\_\_ 179  
Check No. \_\_\_\_\_ 288  
Cash \_\_\_\_\_  
Collected By \_\_\_\_\_ WM

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 \$ 3,700

Construction Official \_\_\_\_\_ Date 09/13/13

WOOLWICH TOWNSHIP  
120 VILLAGE GREEN DRIVE  
WOOLWICH TWP. N.J. 08085-

**UCC NEW JERSEY  
CONSTRUCTION  
PERMIT**

Date Issued 04/20/15  
Control #  
Permit # 1500321

IDENTIFICATION Block 19.05 Lot 14 Qual \_\_\_\_\_

Work Site Location 244 GARWIN ROAD Contractor H O M E O W N E R

Owner In Fee \_\_\_\_\_ Address \_\_\_\_\_

Address 244 GARWIN ROAD Telephone ( ) \_\_\_\_\_  
WOOLWICH TWP., NJ 08085- Fed. No. or Bldgs. Reg. No. \_\_\_\_\_

Telephone \_\_\_\_\_ Federal Emp. No. HO- \_\_\_\_\_

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

DESCRIPTION OF WORK:  
CONCRETE PAD & HOT TUB

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 \$ 6,000

Construction Official \_\_\_\_\_ Date 04/20/15

U.C.C. 2176 (rev. 3/96)

PAYMENTS (Office Use Only)	
Building	125
Electrical	135
Plumbing	0
Fire Protection	0
Mechanical	0
Elevator Devices	0
Other	
DCA State Permit Fee	12
Cert. of Occupancy	0
Other	
Total	272
Check No.	314
Cash	
Collected By	WM