

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

REQUEST FOR GOVERNMENT RECORDS

(Revised June 14, 2019)

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

SEE INSTRUCTIONS ON PAGES 2 & 3

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

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]

Information on a Specific Property [address] _____
[block] _____ [lot] _____

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 (\$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 \$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/DVD	\$ 2.00
<input type="checkbox"/> Sewer Map (24” x 36”)	\$ 1.00 per sheet
<input type="checkbox"/> Tax Map (21” x 30”)	\$ 0.75 per sheet
<input type="checkbox"/> Ward Map (24” x 36”)	\$ 1.00 per sheet
<input type="checkbox"/> Sewer Permit	\$ 30.00
<input type="checkbox"/> 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 or at their web site at 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:
