

BOROUGH OF AVALON

MUNICIPAL BUILDING
3100 DUNE DRIVE
AVALON, NJ 08202

REQUEST FOR ACCESS TO GOVERNMENT RECORDS FOR MUNICIPAL USE ONLY

Date Received: _____

Date of Response: _____

SEE INSTRUCTIONS ON REVERSE SIDE

Name: _____

Address: _____

Telephone: _____

INFORMATION REQUESTED (Please be as specific and detailed as possible. If additional space is needed, please attach a separate sheet): _____

*The fee for a Municipal Lien Search is \$10.00 and will be provided within 15 days after the request is received and the fee paid, as provided in N.J.S.A. 54:5-11. *The fee for a List of Property Owners Within 200' is the greater of \$.25 per name or \$10.00, as provided in N.J.S.A. 40:55D-12. *There is an additional fee for Police Accident Reports not requested in person of \$5.00 for the first 3 pages and \$1.00 for each additional page, as provided by N.J.S.A. 39:4-131. This form, when signed by the Municipal Clerk (Municipal Custodian of Records), shall constitute a receipt for any deposit received.

The information requested will be ready on: _____

Estimated number of pages: _____

Estimated cost: \$ _____

Deposit (if cost exceeds \$5.00): \$ _____

Applicant _____

Municipal Clerk (Municipal Custodian of Records)

Date _____

Date _____

RESPONSE

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason(s):

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached to this notification.

Date _____

Municipal Clerk (Municipal Custodian of Records)

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date _____

Applicant _____