



OPEN PUBLIC RECORDS ACT REQUEST FORM

BOROUGH OF RARITAN

22 FIRST STREET, RARITAN, NJ 08869

908-231-1300

Important Notice:

NO OPRA REQUESTS WILL BE ACCEPTED VIA FAX - REQUESTS CAN BE MAILED, HAND DELIVERED OR EMAILED TO: kmathewson@raritan-nj.org

Requestor Information - Please Print

First Name Christopher MI A Last Name Melick
E-mail Address christophermelick@gmail.com
Mailing Address 30 Onka Drive
City Hillsborough State NJ Zip 08844
Telephone 908-370-7212 FAX
Preferred Delivery: Pick Up US Mail On-Site Inspect Fax E-mail X
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 [Signature] Date July 8, 2024

Payment Information

Maximum Authorization Cost \$
Select Payment Method
Cash Check Money Order
Fees: Letter size pages - \$0.05 per page
Legal size pages - \$0.07 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.

Any and all documents including, but not limited to, permits, citations, land use board resolutions that touch or concern property commonly known as 18 LaGrange Street and more particularly described in the Borough Tax Map Block 95, Lot 9.

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 Deposit
Ready Date Balance Due
Total Pages Balance Paid
Records Provided
Custodian Signature Date

## Erin Santora LaGrua

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**Subject:** RE: 2024 OPRA Request - OP152

----- Forwarded message -----

**From:** Alyssa Cornella <[acornella@raritan-nj.org](mailto:acornella@raritan-nj.org)>  
**Date:** Thu, Aug 1, 2024 at 3:10 PM  
**Subject:** RE: 2024 OPRA Request - OP152  
**To:** [christophermelick@gmail.com](mailto:christophermelick@gmail.com) <[christophermelick@gmail.com](mailto:christophermelick@gmail.com)>  
**Cc:** Kimberly Mathewson <[kmathewson@raritan-nj.org](mailto:kmathewson@raritan-nj.org)>

Good Afternoon,

In response to your recent OPRA request, in our records as OPRA 2024-OP152, please be advised that the Land Use Board has reported having no records responsive to your request. Your OPRA request is now fully satisfied.

Thank you!

Have a wonderful day,



**Alyssa Cornella**  
Deputy Clerk • Deputy Registrar  
Assistant to Borough Administrator  
BOH Representative

 [acornella@raritan-nj.org](mailto:acornella@raritan-nj.org)  
 (908) 231-1300 » Ext: 112  
 [www.raritanboro.org](http://www.raritanboro.org)

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**From:** Alyssa Cornella  
**Sent:** Thursday, July 18, 2024 4:20 PM  
**To:** [christophermelick@gmail.com](mailto:christophermelick@gmail.com)  
**Cc:** Kimberly Mathewson <[kmathewson@raritan-nj.org](mailto:kmathewson@raritan-nj.org)>  
**Subject:** 2024 OPRA Request - OP152

Good Afternoon,

In response to your recent OPRA request, in our records as OPRA 2024-OP152, please find the information attached and below to satisfy your request:

**Block 95, Lot 9**

1. Permits

- Attached, provided by the Construction Department

2. Citations

- Please be advised that the Property Maintenance Department has reported having no records responsive to this request.

3. Land Use Board Resolutions

- The Borough will need an extension until Thursday, August 1, 2024, due to lack of personnel. If it becomes available sooner, we will send it over to you.

Thank you!

Have a wonderful day,



22 First Street  
Raritan, NJ 08869

**Alyssa Cornella**

Deputy Clerk • Deputy Registrar  
Assistant to Borough Administrator  
BOH Representative



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