

# CITY OF BAYONNE

OFFICE OF THE CITY CLERK

MUNICIPAL BUILDING

630 Avenue C

Bayonne; New Jersey 07002

Tel. (201) 858-6029

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## REQUEST UNDER OPEN RECORDS ACT

Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone [Day] \_\_\_\_\_

### Information Requested:

Information on a Specific Property Block \_\_\_\_\_ Lot \_\_\_\_\_

Municipal Lien Search Certificate Fee: \_\_\_\_\_

Municipal Lien Search Information Only Fee: \_\_\_\_\_

Municipal Improvement Search Certificate Fee: \_\_\_\_\_

Municipal Improvement Search Information Only Fee: \_\_\_\_\_

Municipal Tax Search Certificate Fee: \_\_\_\_\_

Municipal Tax Search Information Only Fee: \_\_\_\_\_

Property Assessment Information Fee: \_\_\_\_\_

List of Property Owners within 200' Fee: \_\_\_\_\_

License Information [Specify] \_\_\_\_\_

Copy of Minutes [specify date]  
City Council \_\_\_\_\_  
Planning Board \_\_\_\_\_  
Zoning Board of Adjustment \_\_\_\_\_  
Other \_\_\_\_\_

Police Accident Report (Fee): \_\_\_\_\_

Date & Names \_\_\_\_\_

Other [specify] \_\_\_\_\_  
\_\_\_\_\_

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in *N.J.S.A. 54:5-11*, et seq. or *N.J.S.A. 54:5-18.5*, neither the applicant nor any third party may assert any claim for damages against the City of Bayonne or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the City of Bayonne's right to collect any outstanding balance or lien.

The information requested will be ready on \_\_\_\_\_

Estimated Number of Pages \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Deposit [shall not be less than the estimated cost] \_\_\_\_\_

The public records requested will normally be available within four [4] business days, except that:

1. no tax or lien searches will be processed five [5] business days before and ten [10] business days after the quarterly due date for taxes [February 1, May 1, August 1, November 1];
2. no tax or lien searches will be processed two [2] business days before and after a tax sale;
3. fifteen [15] days for a certificate as to municipal taxes, liens or improvements;
4. minutes of public meetings will be available within two [2] business days after the minutes have been approved by the Council or Board;

5. 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 five [5] business days indicating the amount of time which will be required to complete the search of the records;

6. where a legal determination must be made as to whether records are “public records” the time to provide copies will run from the date that the municipal official receives the determination from the city Law Department or a Court Order that the records should be provided.

The term “public records” generally includes those records that the City is required by law to maintain. The term does not include employee personnel files, police investigation records, public assistance files, or other matters in which there is a right of privacy or confidentiality.

**THE APPLICANT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF THIS FORM WITH THE DATE ON WHICH THE INFORMATION IS EXPECTED TO BE AVAILABLE AND THE ESTIMATED COST. THIS COMPLETED FORM, WHEN SIGNED BY THE MUNICIPAL OFFICIAL SHALL CONSTITUTE A RECEIPT FOR THE DEPOSIT MADE BY THE APPLICANT.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Municipal Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_