

Using the SDL Portal to Submit OPRA Request

1. Visit <https://www.sdlportal.com/login>, and “Create an Account” OR Sign-in

SDL | PORTAL Help Center

Citizen Portal Login

SDL | PORTAL

User name or email address

Required

Password

Required

SIGN IN

Sign in with a municipal employee account.

[Forgot password](#) | [Create an account](#)

2. Select “Requests”

https://www.sdlportal.com/towns/nj/hunterdon/raritanbp

RARITAN TOWNSHIP New Jersey

Search Requests Maps Alerts

RARITAN TOWNSHIP New Jersey

Hello Laura and welcome back.

✓ Check a Building Permit Status

Permit #, Control # Go

Find a Property

Street Name and Number or Block/Lot Go

Online Requests

Pet License Registration

OPRA

I Would Like To...

Obtain a 2023 Raritan Township Exempt Recycling Permits

Purchase a 2023 Raritan Township Recycling Center Permits

3. Select “Start New Request”

Public Works Hours

My Account

Main Menu

My Requests

Start a New Request

4. Select "Submit an OPRA Request"

Raritan Township | Online Requests

The request types displayed below are available online for Raritan Township. You will need an online and/or credit account to access some requests.

Construction Department

- Street Opening Permit Application
- Street/Sidewalk Opening Application - Pending Review

Fire Prevention Department

- Business Insurance Registry Form
- Fire Safety Registration Form
- ABANDONED / VACANT RESIDENTIAL PROPERTIES

General/Multiple Departments

- OPRA

Pet Department

- Pet License Registration

Public Works Department

- 2023 Raritan Township Exempt Recycling Permits
- 2023 Raritan Township Recycling Cartier Permits
- Mulch/Leaf Compost Delivery

5. Enter Your OPRA Request

tests/opra

Maggie Schmitt
Township Clerk
Raritan Township
One Municipal Drive
Flemington, NJ 08822
(908) 806-3682
maggie.schmitt@raritantwpnj.gov

Include your OPRA request details

What is your maximum authorized fee?

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.

What is your preferred delivery method?

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.

Does your request involve personal information?

The records I am requesting contain personal information.

Under penalty of NJSA 2C:28-3, I certify that I been convicted of any indictable offense under the laws of New Jersey, or any other state of the United States.

Is this a Common Law request?

What is a common law request?

A public record under the common law is one required by law to be kept, or necessary to be kept in the discharge of a duty imposed by law, or directed by law to serve as a memorial and evidence of something written, said, or done, or a written memorial made by a public officer authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be a written memorial, that it be made by a public officer, and that the officer be authorized by law to make it.

Does your request involve a specific location?

Additional location information will be required when checked.

Yes, my OPRA request is related to a specific location or property.

Include a description of the records you are requesting

Please be as specific as possible in describing the records being requested.

Record Request Information*

All Open and Closed Permits for 123 Neighborhood Road.

This fee would only apply for requestors that want materials printed or on discs/drives. Most records are available through email at no cost.

Please be specific in the description of the records you are requesting. Do not write "All documents relating to..."

6. Confirm your Contact Details and Submit Your Request

uests/opra

Please be as specific as possible in describing the records being requested.

123

[Information Regarding your Rights and Requesting Information](#)

Include the your contact details

Update or add your contact details

First Name Last Name Email

Street Address Secondary Street Address

Applicant Street Address Unit / Floor / etc

City State Zip Code

City Zip

Phone Number* Fax

Fax Number

Confirm your information and submit your request

Please contact a town official if you have questions regarding your request. Please note: Most requests require a town official to verify the information submitted and it may take several days to several weeks for the request to be processed depending on the type of request submitted.

Review your information

To: Raritan Township
From: [redacted]
Type: OPRA REQUEST
Preferred Delivery Method: EMAIL

Submit your request

Submit Request

After you submit your request you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your [Account Page](#)

This process is monitored to ensure quality. You are connecting from: raritan township, NJ, US (50.221.160.210)

[Home](#) [Terms of Service](#) [Privacy Notice](#)

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SDL Resources

[SDL Citizen - Requests - My Request Feature \(Public Guide\) - SDL Help Center \(spatialdatalogic.com\)](#)
[SDL Portal - How to Create an Account \(Public Guide\) - SDL Help Center \(spatialdatalogic.com\)](#)