

BOROUGH OF BERNARDSVILLE
Municipal Clerk's Office, 166 Mine Brook Road, Bernardsville, NJ 07924
RECORDS REQUEST FORM

Date _____

RECORDS FROM:

FEE FOR COPIES, RECORDS AND SERVICES

- Assessor
- Borough Clerk
- Construction
- Court
- Engineering or Public Works
- Finance or Purchasing
- Planning Board
and/or Board of Adjustment
- Police
- Recreation
- Tax Collector
- Other (Describe Below)

- Maps up to 11" x 17"
Color (\$8/page)
Black & White (\$4/page)
- Maps 11" x 17" to 24" x 36"
Color (\$15/page)
Black & White (\$7.50/page)
- Maps greater than 24" x 36"
Color (\$25/page)
Black & White (\$12.50/page)

- Development Regulations Ordinance (\$75)
- Master Plan (\$50)
- Zoning Map, Full Size (\$3)
- Official Map, Full Size (\$3)
- Open Space Plan (\$35)
- Topographic Map, Available Areas
First Acre or Fraction Thereof (\$100)
- Additional Acre or Fraction, Same Tract (\$10)
- Street Numbering Map (\$5)
- Tax Maps, Complete Set (\$80)
- Tax Maps, Individual Sheets (\$1 each)
- Certifications for Title Purposes (\$25)
- List of property owners within 200 feet (\$10)
- Duplicate Tax Bill (\$5)
- Photocopies of all Official Records
1-10 pages (\$.75 each)
11-20 pages (\$.50 each)
All over 20 pages (\$.25 each)
- Copy of Video Tape from Police Department (\$25)
- Transcript of Meeting (Cost of outside reproduction)
- Copy of Audio Tape from Police Department
(Cost of outside reproduction)
- Records Searched by Personnel
Supervisory (\$30/hour)
Clerical (\$25/hour)
- Other

Describe in detail the document(s) requested (use dates, names, subject matter, block/lot, or document number whenever possible):

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47: 1A1-1. 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 or which is specifically exempted by law. 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 Municipal Attorney.

For Internal Use, Do Not Write in this Box

The Information Requested Will Be Ready On: _____

- *Some records will be immediately available during normal business hours; other records will require time to compile and make copies, but will normally be available within 7 business days.*
- *If any document, or copy which has been requested, is not a public record or cannot be provided within 7 business days, you will notified in writing with the 7 business days.*
- *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 7 business days indicating the time which will be required to provide the records.*

Estimated Number of Pages _____

Estimated Cost: \$ _____

Postage (if applicable): \$ _____

Deposit (required when the anticipated cost of reproduction exceeds \$5.00): \$ _____

Actual Cost: \$ _____

Balance Due (if any): \$ _____

Date Records Provided: _____

Records Request Denied because: _____

Note: You may appeal a decision by this agency to deny access to records through the Superior Court or Government Records Council

Municipal Official Signature: _____

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

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. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, and 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.

Requestor's Name: _____ Date: _____

Address: _____

Phone (Daytime): _____ E-Mail: _____

- I will pick-up documents Mail me documents

Documents Received by: _____ Date: _____