

Please read if you are looking for open/closed permits on a property

If you are planning on submitting an OPRA to see if there are open permits on a property due to the sale of a property, you must obtain a Construction Clearance Certificate (CRC). The CRC will indicate yes/no if there are any open permits on the property and will list the permit # of any open permits. The Certificate can be obtained by completing the following:

<https://www.bernardsvilleboro.org/government/documents/forms-2/1283-crc-affidavit-2023/file>

If you have any questions, please contact Michael Mastro, Technical Assistant to the Construction Official at mmastro@bernardsville.gov

BOROUGH OF BERNARDSVILLE RECORDS REQUEST FORM
Municipal Clerk's Office, 166 Mine Brook Road, Bernardsville, NJ 07924
Send (DO NOT FAX) via U.S. Mail or submit via email to:
cberinger@bernardsvilleboro.org and asuriano@bernardsvilleboro.org
DO NOT USE FOR POLICE, COURT or FIRE DEPARTMENT

Date: _____ OPRA # _____

OFFICE USE ONLY

Requestor's Name: _____ Phone: _____

Company (if any): _____

Address: _____ Email: _____

☐ I will pick-up documents ☐ Email my documents ☐ Mail my documents

Select department(s) requesting responses from (mandatory):

- ☐ Assessor (i.e. deeds, property cards, farmland)
- ☐ Board of Health (septic plans, well records)
- ☐ Borough Clerk (i.e. ordinances, resolutions)
- ☐ Construction (i.e. inspections, *permits) * To avoid completing an OPRA to obtain permit information, permits can be viewed on the borough web site (bernardsvilleboro.org), main page, click on "SDL Portal" at the top right. Set up an account and search for permits.
- ☐ Engineering or Public Works (i.e. tax maps, streets/roads)
- ☐ Finance or Purchasing (i.e. purchase orders)
- ☐ Planning Board and/or Board of Adjustment (i.e. site plans, subdivisions, resolutions, minutes)
- ☐ Tax Collector (i.e. financial tax records)
- ☐ Zoning (i.e. zoning permits, code violations, rental housing documents, property maintenance)

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

Lot #: _____ Block #: _____ Address: _____

FEE FOR HARD COPIES, RECORDS AND SERVICES

- Maps up to 11" x 17" (Color - \$8.00/page) (Black & White - \$4.00/page)
- Maps 11" x 17" to 24" x 36" (Color - \$15.00/page) (Black & White - \$7.50/page)
- Maps greater than 24" x 36" (Color - \$25.00/page) (Black & White - \$12.50/page)
- Development Regulations Ordinance (\$75.00)
- Master Plan (\$50.00)
- Zoning Map, Full Size (\$3.00)
- Official Map, Full Size (\$3.00)
- Open Space Plan (\$35.00) Topographic Map, Available Areas
- First Acre or Fraction Thereof (\$100.00)
- Additional Acre or Fraction, Same Tract (\$10.00)
- Street Numbering Map (\$5.00)
- Tax Maps, Complete Set (\$80.00)
- 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 (\$.05/each page)
- Transcript of Meeting (Cost of outside reproduction)
- Records Searched by Personnel (Supervisory (\$30/hour), Clerical (\$25/hour))

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 be notified in writing within 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.