

# City of Port Republic

## MUNICIPAL BUILDING CLOSURE TO THE PUBLIC

### FAQ

In an effort to maintain social distancing and do what we can to reduce the spread of the Coronavirus, we have provided you with a list of services and how you can still accomplish them without making the trip to City Hall. We hope to make changes and keep updating this list as a way to provide answers to your potential questions.

SERVICE NEEDED	HOW TO ACCOMPLISH WITHOUT VISITING CITY HALL
<p><b>TAX COLLECTOR'S OFFICE:</b></p> <ul style="list-style-type: none"><li>• Payment of taxes</li> <li>• Senior Freeze (PTR 1 and PTR 2)</li></ul>	<p>Check or money order sent via USPS or drop box located outside of City Hall. If using the drop box, please put your payment in an envelope. Call prior to sending/dropping off your payment for any interest information needed.</p> <p>Forward your booklet via USPS or place in the drop box provided outside of City Hall. Please DO NOT provide your social security number as we cannot guarantee privacy. We will contact you when the document is ready to be picked up.</p>
<p><b>CLERK'S OFFICE:</b></p> <ul style="list-style-type: none"><li>• Dog Licenses</li> <li>• Vital Records Request (Marriage, Death or Birth Records)</li> <li>• Marriage License Application</li> <li>• OPRA Request</li></ul>	<p>Renewals through USPS or placed in the drop box provided outside of City Hall. Please provide updated rabies certificate along with the appropriate fee (\$6.00 for spayed/neutered and \$11.00 for non-spayed/non-neutered dogs.</p> <p>Please contact the office for an application. The request can be sent through USPS for a certified copy of a birth, marriage or death certificate. Please provide the appropriate fee for the number of copies you would like. The first copy is \$4, each additional copy id \$2. You must also provide a copy of your current ID.</p> <p>Please contact the Registrar at 609-652.1501 to make an appointment.</p> <p>Open Public Records Act requests can be made through mail/fax 609-652-8270 or e-mail <a href="mailto:kim@portrepublicnj.org">kim@portrepublicnj.org</a></p>

<ul style="list-style-type: none"> <li>• Notary Services</li> </ul>	<p>Notary Services will be suspended at this time.</p>
<p><b>CONSTRUCTION / ZONING DEPARTMENT:</b></p> <ul style="list-style-type: none"> <li>• Construction Permit</li> <li>• Payment of Construction Permits (balances)</li> <li>• Apply for Landlord Registration</li> <li>• Inspection Scheduling</li> </ul>	<p>Online and can be left in the drop box located outside of City Hall upon request.</p> <p>Payments made via USPS or placed in the drop box located outside of City Hall.</p> <p>Please contact the office for a registration form. The form can be mailed in or placed in the drop box located outside of City Hall.</p> <p>Call for an inspection 609-652-8759 or email <a href="mailto:kevin@portrepublicnj.org">kevin@portrepublicnj.org</a> Indoor inspections will not be performed on occupied dwellings at this time.</p>
<p><b>TAX ASSESSOR:</b></p> <ul style="list-style-type: none"> <li>• Tax Assesment Record Search</li> <li>• Sales Search (SR1A)</li> <li>• Discussions about Assessments</li> <li>• Address Change</li> <li>• Tax Deduction</li> <li>• Tax Maps</li> </ul>	<p>Contact the Assessor via email at <a href="mailto:bill@portrepublicnj.org">bill@portrepublicnj.org</a> or call 609-652-1501 to have a message relayed to him.</p> <p><a href="http://www.portrepublicnj.org">www.portrepublicnj.org</a> – more information – tax maps</p>
<p><b>PUBLIC WORKS:</b></p> <ul style="list-style-type: none"> <li>• Transfer Station</li> <li>• Bulk Items</li> <li>• Tree Brush</li> </ul>	<p>No change to collection days/times. Please do not get out of vehicles as we have Public Works employees who will remove all bags from your vehicle.</p>
<p><b>RECREATIONAL FIELDS:</b></p> <ul style="list-style-type: none"> <li>• Baseball Field</li> </ul>	<p>No teams are to utilize the field until further notice.</p>
<p><b>MUNICIPAL COURT:</b></p> <ul style="list-style-type: none"> <li>• Payment of Traffic Tickets</li> <li>• Citizen Complaints</li> </ul>	<p>Payments can be made via USPS or in the drop box located outside of City Hall. You can also make payments online at <a href="https://njmcdirects.com">https://njmcdirects.com</a></p> <p>Handled through New Jersey State Police 609-296-3131</p>