

**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, soil logs, well records, recreational & bathing apps/licenses, food apps/licenses, and NJDEP reports of oil spills)
- Borough Clerk** (i.e. ordinances, resolutions)
- Construction** (i.e. surveys, 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 (block/lot, dates, names, subject matter, or document number) whenever possible:**

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#### **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.