



Founded 1688

*Township of Mansfield*

— County of Burlington —

OFFICE OF THE MAYOR

24548 E. Main Street

P.O. Box 249

Columbus, New Jersey 08022

MUNICIPAL COMPLEX

(609) 298-0542

FAX: (609) 298-1863

**ACCESS TO PUBLIC RECORD**

NAME: \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

INFORMATION ON A SPECIFIC PROPERTY      Block \_\_\_\_\_      Lot \_\_\_\_\_

Address of Specific Property \_\_\_\_\_  
\_\_\_\_\_

Reason for Request \_\_\_\_\_

INFORMATION REQUESTED

- Real Property Tax Information      Fee: \$ 2.00 per line item per year
- Real Benefit Assessment Information \*Special Assessment      Fee: \$ 2.00 per line item per year
- Duplicate Real Property Tax Bill      Fee: \$ 1.00
- Duplicate Tax Sale Certificate      Fee: \$25.00
- Municipal Tax Search Certificate      Fee: \$10.00
- Property Assessment Information      Fee: \$10.00
- List of Property Owners within 200'      Fee: \$10.00
- License Information (specify) \_\_\_\_\_

- Copy of Minutes (specify date):
  - Township Committee \_\_\_\_\_
  - Planning Board \_\_\_\_\_
  - Zoning Board \_\_\_\_\_
  - Other \_\_\_\_\_

- Tape Recordings
  - Township Committee \_\_\_\_\_
  - Planning Board \_\_\_\_\_
  - Zoning Board \_\_\_\_\_
  - Other \_\_\_\_\_

- Copy of Resolution/Ordinance (specify date & number)
  - Township Committee \_\_\_\_\_
  - Planning Board \_\_\_\_\_
  - Zoning Board \_\_\_\_\_
  - Other \_\_\_\_\_

- Other (specify) \_\_\_\_\_

The applicant acknowledges that in any case where items of public record regarding municipal liens or municipal improvement ordinances are provided and the applicant is not requesting certificates as provided in N.J.S.A. 54:5-11, et. Seq. or N.J.S.A. 54:5-18.5, neither the applicant nor any third party may assert any claim for damages against the Township of Mansfield or its officers or employees nor shall any act of the applicant constitute or be construed as creating an estoppel as to the Township's right to collect any outstanding balance or lien

The information requested will be ready on:

Estimated Number of Pages: \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Deposit required for documents over 50 pages in length \_\_\_\_\_

The public records requested will normally be available within seven (7) business days, except that:

- 1 No Tax or Lien Searches will be processed five (5) business days before and ten (10) business days after the quarterly due date for taxes (February 1, May 1, August 1, November 1);
- 2 No tax or lien searches will be processed three (3) business days before and after a Tax Sale;
- 3 Fifteen (15) days for a Certificate as to municipal taxes, liens or improvements;
- 4 Minutes of public meetings will be available within three (3) business days after the minutes have been approved by the Committee;
- 5 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 seven (7) business days indicating the amount of time which will be required to complete the search of the records.
- 6 Where a legal determination must be made as to whether records are "Public Records", the time to provide copies will run from the date that the municipal official receives the determination from the Township Attorney or a Court Order that the records should be provided

The term "Public Records" general includes those records, which the Township is required by law to maintain. 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.

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.

THIS COMPLETED FORM, WHEN SIGNED BY THE MUNICIPAL OFFICIAL, SHALL CONSTITUTE A RECEIPT FOR THE DEPOSIT MADE BY THE APPLICANT

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Municipal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

For Office Use: