



Township of Mansfield

- County of Burlington -

CLERK'S OFFICE

24548 E. Main Street

P.O. Box 249

Columbus, New Jersey 08022

ACCESS TO PUBLIC RECORD

NAME: _____
(PLEASE PRINT)

ADDRESS: _____

TELEPHONE _____

INFORMATION ON A SPECIFIC PROPERTY Block _____ Lot _____

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 improvements 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 I, May 1, August I, November I);
 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" generally 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 matters⁴ in which there is a right of Privacy of 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:
REC'D BY: _____
DATE GIVEN: _____
GIVEN BY: _____
COPIER FEE: _____