

**SERVICES AVAILABLE BY DEPARTMENT**

**CLERK, REGISTRAR AND VITAL STATISTICS:**

* **ANIMAL LICENSING**
	+ Licenses may be purchased through the mail or dropped of in the drop box. Checks/Money order only made out to “Point Pleasant Borough.” Please include a self-addressed envelope. The animal must have a valid rabies vaccination through November 1 of the current year in order to license the dog or cat. Written verification of rabies is required. Please refer to the Board of Health Link for application and guidelines.
* **MARRIAGE LICENCES**
	+ Are done by appointment only. Please call 732-892-4183 to make an appointment. Please refer to the Board of Health Link for application and guidelines.
* **VITAL RECORDS**
	+ Certified copies of Birth/Marriage/Death Certificates may be obtained by mail. Please refer to the Board of Health Link for application and guidelines.
* **MUNICIPAL CLERK**
	+ Open Public Meeting Requests (OPRA) can be emailed to ajones@ptboro.com. All responses will be emailed back. Please refer to Forms and Application link for an application.
	+ Raffle/Taxi/Massage/Solicitation Applications can be dropped off at the drop box or mailed. Please refer to Forms and Application link for applications.
	+ Voter Registration questions, please call the Clerk’s Office at 732-892-3434 ext. 117 or contact the Ocean County Clerk’s website.
	+ Notary Services are suspended at this time. Please refer to your local bank branch.

**\*\* When mailing to Borough Hall for all the above, please send to : Borough Clerk, 2233 Bridge Avenue, Point Pleasant NJ 08742**

**TAX COLLECTOR / UTILITIES**

* **PAYMENT FOR TAXES AND WATER/SEWER**
	+ Online payments can be made via our website under the make a payment tab on the home page.
	+ Check payments only can be dropped off in an envelope in our drop box located in the courtroom lobby during normal business hours or in the Police Department drop box after hours.

**\*\* For any questions or concerns please contact our office at 732-892-3434 option 5 or email the Tax Collector at** **jburr@ptboro.com**

**TAX ASSESSOR**

* Tax Maps are available through the link on the Borough website.
* Assessment and ownership information can be found on the Ocean County Tax Board site at [www.tax.co.ocean.nj.us](http://www.tax.co.ocean.nj.us).
* Deed recordings can be obtained on the Ocean County Clerk site: [www.oceancountyclerk.com](http://www.oceancountyclerk.com).
* Appeals should be dropped off in the drop box located in the Court Lobby on or before April 1, 2021
* Deduction information and forms are available through the link on the Borough website, Tax Assessor’s Tab.

**\*\* If you have any further questions, please email to** **taxasssessor@ptboro.com**

**MUNICIPAL COURT**

* **PAYMENTS**
	+ Payments can be made on the website [www.NJMCDIRECT.com](http://www.NJMCDIRECT.com) or by utilizing the drop box in the Court Lobby. If utilizing the drop box in the lobby please put your name, address and complaint/ticket number on the envelope and place your check or money order in the envelope. It is recommended not to put cash in the drop box. The court staff will process your payment and mail you the receipt.

**\*\* Any other questions the court may be contacted at 732-899-1636 and the court fax number is 732-295-3521. You may also email the Court Administrator at** **Robert.Michalkowski@NJCourts.gov****.**

**RECREATION**

* No permits will be issued at this time for Riverfront Pavilion. Submit your application and they will be kept in the order they were received.
* Pre School Classes and current Recreation programs continue to operate as normal.
* In person Preschool Information Day will not take place this year. There will be a link to a slide show for Virtual Preschool Information Day available on the recreation website on February 10th. Preschool registration will be on March 10th at 10AM for current students and their siblings and 1PM for Borough Residents. Non borough residents can register after April 1st.
* The Recreation Building is closed to the public. If you are dropping off an item for your child, please ring the bell and leave it on the table. If have something to pick up, please call the office and we will have it on the table for you.
* Summer Camp employment applications will be available on the website on March 1st and are due by April 9th. Applications can be turned in using the Drop box at the Recreation center.
* Beach Badges will go on sale on May 3rd for the 2021 Beach Season which is tentatively June 19th through September 6th. Details to follow.
* All registrations are done through your community pass account. If you need an account, please visit the Recreation website.
* Seniors can call the Beehive phone number at (732)810-5890 to receive information for getting their taxes done through AARP or if they are in need of any information and assistance for available services throughout the county.

**\*\* Any questions you can call 732-892-5813 or email** **ssilversmith@ptboro.com****.**

**CONSTRUCTION / CODE ENFORCEMENT / ZONING**

* All applications for permits can be found on the forms and application section on this website. These can be filled out and then either mailed to Borough Hall or dropped off in the drop box in the Court Lobby.
* All inspections will be by appointment only.
* All zoning issues will be reviewed after plans and documents that are needed are either mailed in or dropped off in the drop box in the Court Lobby.
* For all questions and inquires for building and construction, you may call 732-892-7129 or email at construction@ptboro.com.
* For all questions and inquiries for code enforcement and zoning you may call 732-892-3205 or email zoningcode@ptboro.com.

**PLANNING BOARD & ZONING BOARD OF ADJUSTMENT**

* Planning Board: Cathy Gardner at 732-892-3434 ext. 123 or email at construction@ptbor.com.
* Zoning Board of Adjustment: Sharon Morgan at 732-892-3434 ext. 125 or email at smorgan@ptboro.com.
* If you are dropping off plans or documents, please use the drop box in the Court Lobby.

**PUBLIC WORKS**

* Garbage and Recycling Schedules are not impacted.
* The Recycling Center is not impacted.
* Other Public Works services will continue with slight modification as needed.
* For Public Works issues, please contact 732-892-1287, 732-892-4994 or email bforsyth@ptboro.com or jedly@ptboro.com.

**POLICE DEPARTMENT AND FIRST RESPONDERS**

* Emergency services will continue to operate as usual. Please dial 732-892-0060 if you have an emergency or dial 911.