



Borough of
PROSPECT PARK
New Jersey

SAVE THE TRIP TO BOROUGH HALL

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 BOROUGH HALL. WE HOPE TO MAKE CHANGES AND KEEP UPDATING THIS LIST AS A WAY TO PROVIDE ANSWERS TO YOUR POTENTIAL QUESTIONS.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING BOROUGH HALL
<p>TAX COLLECTOR'S OFFICE:</p> <ul style="list-style-type: none">• PAYING YOUR TAXES	<p>MAIL YOUR PAYMENT TO "BOROUGH OF PROSPECT PARK" TO: 106 BROWN AVENUE, PROSPECT PARK, NJ 07508</p> <p>YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL</p> <p>FOR RECEIPT PLEASE ENCLOSE A STAMPED, SELF-ADDRESSED ENVELOPE.</p>
<p>MUNICIPAL COURT:</p> <ul style="list-style-type: none">• PAYING TRAFFIC TICKETS• PAYING SOME CRIMINAL CITATIONS• CITIZEN COMPLAINT FORMS	<ul style="list-style-type: none">• VISIT HTTP://WWW.NJMCDIRECT.COM/ TO PAY TICKETS ONLINE• CALL 973-790-7902 EXT 528 OR EMAIL naomi.delvalle-kasib@njcourts.gov TO HAVE A COMPLAINT FORM EMAILED OR MAILED TO YOU. <p>YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL</p> <p>FOR RECEIPT PLEASE ENCLOSE A STAMPED, SELF-ADDRESSED ENVELOPE.</p>
<p>VITAL STATISTICS / REGISTRAR'S OFFICE:</p> <ul style="list-style-type: none">• MARRIAGE LICENSING• BIRTH/DEATH CERTIFICATES• VITAL RECORDS	<ul style="list-style-type: none">• MARRIAGE LICENSING BY APPOINTMENT ONLY. PLEASE CALL 973-790-7902 EXT. 517.• CERTIFIED COPIES OF BIRTH, DEATH AND MARRIAGE LICENSE REQUESTED BY MAIL OR E-MAIL HATAFH@PROSPECTPARK.NET.• UPON RECEIPT AND PROPER PROOF OF IDENTIFICATION VIA MAIL OR E-MAIL WITH NOTARIZATION, CERTIFIED RECORDS WILL BE PROCESSED AND MAILED TO YOU.
<p>CODE ENFORCEMENT ISSUES:</p> <ul style="list-style-type: none">• REPORT A CONCERN	<p>CALL 973-790-7902 EXT. 524: OR EMAIL HEIDY AMARAL AT AMARALH@PROSPECTPARK.NET</p>

<p>BUILDING / CONSTRUCTION / HOUSING DEPARTMENT:</p> <ul style="list-style-type: none"> • APPLY FOR A PERMIT (BUILDING, PLUMBING, ELECTRICAL, AND MECHANICAL) • APPLY FOR CHIMNEY VERIFICATION APPLICATION • APPLY FOR PROPERTY REGISTRATION (LANDLORD, CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLIANCE, COMMERCIAL CERTIFICATE OF OCCUPANCY) • VACANT PROPERTY REGISTRATION • LAND USE BOARD APPLICATION • INSPECTION SCHEDULING 	<p>MAIL IN YOUR DOCUMENTS/PAYMENTS TO BUILDING DEPARTMENT: 106 BROWN AVENUE, PROSPECT PARK, NJ 07508</p> <p>VISIT WWW.PROSPECTPARK.NET. CLICK THE TAB “CONSTRUCTION AND HOUSING DEPARTMENT.” YOU CAN ALSO CALL 973-790-7902 EXT. 524 OR E-MAIL AMARALH@PROSPECTPARK.NET</p> <ul style="list-style-type: none"> • YOU CAN ALSO DROP YOUR DOCUMENT/PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL • ALL FORMS WILL BE UNDER “CONSTRUCTION AND HOUSING DEPARTMENT” TAB ONLINE AND <u>CAN BE REQUESTED TO BE MAILED TO YOU.</u> • SCHEDULE AN INSPECTION VIA PHONE CALL 973-790-7902 X 524 OR E-MAIL AMARALH@PROSPECTPARK.NET
<p>CLERK’S OFFICE</p> <ul style="list-style-type: none"> • DOG AND CAT LICENSES • ROLL-OFF CONTAINER • GARAGE SALE • VOTER REGISTRATION APPLICATION • VOTE BY MAIL APPLICATION • SOLICITING APPLICATIONS • HANDICAP PARKING REQUESTS • OPRA REQUESTS 	<p>VISIT WWW.PROSPECTPARK.NET. CLICK THE TAB “FORMS” ALWAYS CALL (973) 790-7902 EXT 529 OR E-MAIL NADIMB@PROSPECTPARK.NET</p> <p>YOU CAN CALL AND REQUEST THAT THESE APPLICATIONS BE MAILED.</p> <ul style="list-style-type: none"> • OPEN PUBLIC RECORDS ACT REQUESTS CAN BE MADE THROUGH MAIL/FAX (973-790-0394), OR EMAIL: NADIMB@PROSPECTPARK.NET <p>YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL</p>
<p>TAX ASSESSOR’S OFFICE:</p> <ul style="list-style-type: none"> • TAX ASSESSMENT RECORDS SEARCH • SALES SEARCH (SR1A) • TAX MAPS • TAX DEDUCTION FORMS (SENIOR DEDUCTION FORMS) • ADDRESS CHANGE FORM • ASSESSMENT APPEALS • DISCUSSIONS ABOUT ASSESSMENTS 	<p>VISIT WWW.PROSPECTPARK.NET. CLICK THE TAB “TAX ASSESSOR”</p> <p>YOU CAN ALSO CALL (973) 790-7902 EXT. 525 OR E-MAIL BROWNE@PROSPECTPARK.NET</p> <p>TAX APPEALS DEADLINE MOVED TO MAY 1, 2020</p> <ul style="list-style-type: none"> • YOU MAY REQUEST TO HAVE ANY FORM E-MAILED OR MAILED TO YOU • DOCUMENTS CAN BE MAILED TO 106 BROWN AVENUE PROSPECT PAR, NJ 07508. <p>YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL</p>
<p>BOARD OF HEALTH:</p> <ul style="list-style-type: none"> • FOOD HANDLER’S PERMIT 	<ul style="list-style-type: none"> • CALL 973-790-7902 EXT 523 OR EMAIL estradas@prospectpark.net. TO HAVE A FORM EMAILED OR MAILED TO YOU.

<p>PUBLIC WORKS:</p> <ul style="list-style-type: none"> REPORT A CONCERN AND/OR MAKE A REQUEST GARBAGE / RECYCLING/ SCRAP METAL UTILITY/WATER/SEWER CONCERNS 	<p>VISIT WWW.PROSPECTPARK.NET. CLICK THE TAB “PUBLIC WORKS & RECYCLING.” YOU CAN ALSO CALL THE DPW GARAGE AT 973-790-6654 OR E-MAIL VALTK@PROSPECTPARK.NET.</p> <p>GARBAGE, RECYCLING, SCRAP METAL SCHEDULE IS STILL ON</p> <ul style="list-style-type: none"> GARBAGE – MONDAYS, BULK – THURSDAYS EVERY OTHER SATURDAY (SEE CALENDAR ONLINE) SCRAP METAL (INCLUDES ELECTRONICS) – EVERY 1ST AND 3RD WEDNESDAYS CONTACT PSE&G FOR ELECTRICAL & GAS AT (800) 436-7734 CONTACT PVWC FOR WATER AT (973) 340-4300 CONTACT YOUR PLUMBER FOR SEWER CONCERNS. PLUMBER WILL CONTACT DPW.
<p>RECREATION:</p> <ul style="list-style-type: none"> REGISTRATION FORMS AND PROGRAMS SUMMER CAMP, SPORTS, EVENTS, AND USE OF FACILITIES 	<p>VISIT WWW.PROSPECTPARK.NET. CLICK THE TAB “RECREATION” YOU CAN ALSO CALL 732-657-8121 EXT 5101 OR E-MAIL ACEVEDOKA@PROSPECTPARK.NET. CALL TO REQUEST FORMS TO BE MAILED/ EMAILED. CLICK THE TAB “FORMS” ONLINE.</p> <p>YOU CAN ALSO DROP YOUR PAYMENT IN OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL</p>
<p>POLICE RECORDS:</p> <ul style="list-style-type: none"> POLICE REPORTS/ ACCIDENT REPORTS 	<p>FOR INSTRUCTIONS ON OBTAINING A POLICE REPORT, PLEASE CALL THE PROSPECT PARK POLICE DEPARTMENT AT 973-790-7900 OR E-MAIL MCAKL@PROSPECTPARKPOLICE.ORG.</p> <p>YOUR REPORT WILL THEN BE E-MAILED OR MAILED TO YOU.</p>

HERE TO SERVE YOU!

YOU CAN REQUEST INFORMATION TO BE E-MAILED, MAILED OR VISIT WWW.PROSPECTPARK.NET. PLEASE FEEL FREE TO CALL OUR PHONE LINE AT (973) 790-7902 EXT. 529 OR INFO@PROSPECTPARK.NET FOR ROUTINE INQUIRIES AND/OR REPORT INFORMATION TO THE MUNICIPALITY.

UTILIZE OUR DROPBOX LOCATED IN THE FRONT ENTRANCE OF BOROUGH HALL FOR RECEIPTS PLEASE ENCLOSE A STAMPED, SELF-ADDRESSED ENVELOPE.



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Text PPARKNJ to 99411 and Download the
CodeRED Mobile Alert App For FREE in Your
Apple and Google Play Stores**