



TOWNSHIP OF CHATHAM

SAVE A TRIP TO THE TOWNSHIP OFFICE

Visit www.chathamtownship-nj.gov

March 19, 2020

IN AN EFFORT TO MAINTAIN SOCIAL DISTANCING AND DO WHAT WE CAN TO REDUCE THE SPREAD OF THE CORONAVIRUS, THE TOWNSHIP HAS PROVIDED THIS LIST OF SERVICES SHOWING HOW YOU CAN STILL ACCOMPLISH WHAT IS NEEDED WITHOUT MAKING THE TRIP TO THE MUNICIPAL BUILDING, DPW, OR THE POLICE DEPARTMENT. WE WILL UPDATE THIS LIST AS A WAY TO PROVIDE ANSWERS TO YOUR QUESTIONS.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH IT WITHOUT VISITING THE MUNICIPAL FACILITIES
<p>BUILDING DEPT:</p> <p>HOURS: 8:30AM - 4:30PM (973) 635-3202</p> <ul style="list-style-type: none"> APPLY FOR CONSTRUCTION PERMIT(S) AND/OR UPDATE(S) . 	<ul style="list-style-type: none"> VISIT WWW.CHATHAMTOWNSHIP-NJ.GOV . GO TO DEPARTMENTS TAB. CLICK ON CONSTRUCTION. CLICK ON LINK TO UCC FORMS ON THE DEPARTMENT OF COMMUNITY AFFAIRS WEBSITE. FILL OUT FORMS <u>COMPLETELY</u>, PRINT, SIGN & SEAL WHERE APPROPRIATE AND MAIL TO: <p style="text-align: center;">TOWNSHIP OF CHATHAM ATTN: CONSTRUCTION DEPT. 58 MEYERSVILLE ROAD CHATHAM, NJ 07928</p>
<ul style="list-style-type: none"> APPLY FOR LOT GRADING PERMIT(S) APPLY FOR TREE REMOVAL PERMIT(S) APPLY FOR ROAD OPENING PERMIT(S) 	<ul style="list-style-type: none"> VISIT WWW.CHATHAMTOWNSHIP-NJ.GOV . GO TO GOVERNMENT TAB. CLICK ON FORMS & PERMITS.. CLICK ON APPROPRIATE PERMIT NEEDED PRINT, FILL OUT FORMS COMPLETELY, REMIT WITH CORRECT PAYMENT AMOUNT (MAKE CHECK(S) PAYABLE TO: "TOWNSHIP OF CHATHAM", AND MAIL TO: TOWNSHIP OF CHATHAM ATTN: CONSTRUCTION DEPT. 58 MEYERSVILLE ROAD CHATHAM, NJ 07928 ANY QUESTIONS, CALL 973-635-3202.
<ul style="list-style-type: none"> PAY FOR/ PICKUP ANY PERMIT(S) 	<p>PLEASE CONTACT THE OFFICE AT 973-635-3202 TO VERIFY THE COST OF THE PERMIT, MAKE CHECK(S) PAYABLE TO: <u>"TOWNSHIP OF CHATHAM"</u>, AND MAIL TO:</p> <p style="text-align: center;">TOWNSHIP OF CHATHAM ATTN: CONSTRUCTION DEPT. 58 MEYERSVILLE ROAD CHATHAM, NJ 07928</p>
<ul style="list-style-type: none"> SCHEDULE CONSTRUCTION INSPECTIONS SCHEDULE A CCO (FIRE SAFETY INSPECTION) 	<ul style="list-style-type: none"> TO SCHEDULE INSPECTIONS (CONSTRUCTION & CCO) CALL 973-635-3202.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH IT WITHOUT VISITING THE MUNICIPAL FACILITIES
<p>BUILDING DEPT (CONT'D):</p> <ul style="list-style-type: none"> SEARCH THE CONSTRUCTION PERMIT DATABASE (GEOLOGIC'S SPATIAL DATA LOGIC) TO CONFIRM THE STATUS OF PERMITS AND INSPECTIONS 	<p><u>OUR SPATIAL DATA LOGIC PORTAL IS NOW OPEN!</u></p> <p>GO TO WWW.SDLPORTAL.COM AND CREATE AN ACCOUNT. IN THE SEARCH BAR AT THE BOTTOM, MAKE SURE TO ENTER "CHATHAM TOWNSHIP". FOLLOW INSTRUCTIONS ON SCREEN TO VERIFY YOUR ACCOUNT. ONCE YOUR ACCOUNT IS SET UP, YOU HAVE THE ABILITY TO SEARCH PROPERTIES, SEE THE PERMIT AND INSPECTION INFORMATION, AND CHECK ON THE STATUS.</p> <p><u>YOU CANNOT SCHEDULE INSPECTIONS OR APPLY FOR A CONSTRUCTION PERMIT ONLINE.</u></p>
<p>CODE ENFORCEMENT ISSUES</p>	<p>CALL 973-635-4600 EXT. 219 OR EMAIL GIMPINK@CHATHAMTOWNSHIP.ORG.</p>
<p>CLERK'S OFFICE</p> <ul style="list-style-type: none"> BINGO AND RAFFLE LICENSE APPLICATIONS DOG LICENSES NO KNOCK APPLICATION VOTER REGISTRATION APPLICATION VOTE BY MAIL APPLICATION 	<p>VISIT WWW.CHATHAMTOWNSHIP-NJ.GOV. CLICK THE DEPARTMENTS TAB AND THEN "MUNICIPAL CLERK". YOU CAN ALSO CALL 973-635-3209 OR EMAIL GLACONTE@CHATHAMTOWNSHIP.ORG WITH ANY QUESTIONS OR CONCERNS.</p>
<ul style="list-style-type: none"> OPRA REQUESTS BIRTH/DEATH/MARRIAGE RECORDS 	<ul style="list-style-type: none"> OPEN PUBLIC RECORDS ACT REQUESTS CAN BE EMAILED TO GLACONTE@CHATHAMTOWNSHIP.ORG. EMAIL THE LOCAL REGISTRAR GLACONTE@CHATHAMTOWNSHIP.ORG FOR INFORMATION.
<p>LIBRARY OF THE CHATHAMS</p>	<p>THE BUILDING IS CLOSED BUT REMOTE SERVICES ARE AVAILABLE. CONTACT INFORMATION AND FAQS AT https://chathamlibrary.org/contact-while-closed/.</p>

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING THE MUNICIPAL FACILITIES
<p>PUBLIC WORKS:</p> <ul style="list-style-type: none"> A STICKER FOR YOUR VEHICLE TO ACCESS THE TOWNSHIP RECYCLING CENTER. <p>*STICKERS WILL BE MAILED DIRECTLY TO YOUR HOME.*</p>	<ul style="list-style-type: none"> E-MAIL A COPY OF YOUR CAR REGISTRATION AND DRIVER'S LICENSE TO CTRAGNO@CHATHAMTOWNSHIP.ORG. <ul style="list-style-type: none"> IF YOU ARE A NEW RESIDENT AND YOUR CAR REGISTRATION DOES NOT LIST YOUR CURRENT CHATHAM TOWNSHIP ADDRESS, YOU MUST STILL E-MAIL YOUR REGISTRATION AND LICENSE, AS WELL AS A COPY OF A PHONE, ELECTRIC OR CABLE BILL OR SERVICE CONNECTION CONFIRMATION WHICH SHOWS YOUR NAME (TAX AND WATER BILLS ARE NOT ACCEPTABLE).
<ul style="list-style-type: none"> SANITARY SEWER INSPECTIONS 	<ul style="list-style-type: none"> A SANITARY SEWER INSPECTION WILL BE DONE IF THE HOME IS UNOCCUPIED. If the home is occupied, a hiatus on inspections is in effect through Tuesday, March 31st. Realtors/homeowners can call the DPW (at 973-377-5114) to make the appointments, but they will be planned 2 weeks in advance. This may change depending on virus status. Payment in the form of checks can be mailed to: Chatham Township c/o Sanitary Sewer 405 Southern Blvd. Chatham, NJ 07928 -
<ul style="list-style-type: none"> MULCH 	<ul style="list-style-type: none"> Orders can be placed over the phone beginning Monday, March 30, 2020. Please call 973-377-5114. Payment (CHECK ONLY) can be mailed or dropped off and placed in the DPW mailbox located at 405 Southern Blvd. Payments must be received BEFORE the day of scheduled mulch delivery. Mail payment to: Chatham Township c/o Mulch 405 Southern Blvd. Chatham, NJ 07928 1st day of deliveries is Friday morning, April 3, 2020. Residents need to place some type of marker in their driveway indicating where the mulch is to be dropped.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING TOWN HALL
<p>POLICE RECORDS:</p> <ul style="list-style-type: none"> • POLICE REPORTS/ ACCIDENT REPORTS • OFFICIAL POLICE REPORTS (NON-CRIMINAL) 	<p>PLEASE CALL 973-377-0100 FOR NON EMERGENCIES ONLY. YOU CAN ALSO REQUEST YOUR RECORDS BY MAILING A COPY OF YOUR DRIVER'S LICENSE/ REPORT NUMBER AND LETTER REQUESTING THE REPORT. FOR ACCIDENT REPORTS SEE WWW.CRASHDOCS.ORG.</p> <p>WILL NOW BE TAKEN BY PHONE. PLEASE CALL 973-377-0100 AND WHEN PROMPTED SELECT "TO SPEAK WITH OFFICER IN CHARGE".</p> <p>ALL FINGERPRINTING IS SUSPENDED UNTIL FURTHER NOTICE.</p>
<p>JOINT RECREATION WITH CHATHAM BOROUGH:</p> <ul style="list-style-type: none"> • REGISTRATION FORMS AND PROGRAM BROCHURE 	<p>VISIT www.chathamrecreation.org CLICK THE "GOVERNMENT" TAB AND THEN RECREATION. YOU CAN ALSO CALL 973-635-7066. CALL TO REQUEST TO HAVE FORMS TO BE MAILED/ EMAILED.</p>
<p>SENIOR CENTER OF THE CHATHAMS</p>	<p>The Senior Center is closed for programming but staff will be available to answer questions and to connect people to services in the community.</p> <p>You may contact us by phone at 973-635-4565 or email at info@chathamseiorcenter.org. Please leave your information and we will be in touch.</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.CHATHAMTOWNSHIP-NJ.GOV . CLICK THE DEPARTMENTS TAB AND CLICK "TAX ASSESSOR".</p> <p>THE TAX ASSESSOR IS IN TWO DAYS A WEEK (USUALLY TUESDAY/THURSDAY). PLEASE CALL 973-635-4600 EXT. 211 OR EMAIL BTROUT@CHATHAMTOWNSHIP.ORG.</p>

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<p>TAX COLLECTOR'S OFFICE:</p> <ul style="list-style-type: none"> TAXES AND SEWER PAYMENTS CAN BE MADE ONLINE, MAILED, OR LEFT IN THE DROPBOX AT THE FRONT DOOR OF THE MUNICIPAL BUILDING. CHECK ONLINE OR CALL THE OFFICE FOR AMOUNT DUE. SENIORS CAN CALL THE OFFICE AND REQUEST TO HAVE THEIR PTR FORM FILLED OUT. THE TAX COLLECTOR WILL MAIL THE COMPLETED FORM TO YOU. 	<p>VISIT WWW.CHATHAMTOWNSHIP-NJ.GOV. FROM THE HOMEPAGE SCROLL HALF WAY DOWN TO THE FREQUENTLY ACCESSED PAGES AND CLICK ON "PAY TAXES ONLINE." ENTER YOUR ACCOUNT INFORMATION TO VIEW OR PAY YOUR ACCOUNT BALANCE.</p> <p>ALSO, YOU CAN CALL 973-635-3206 OR E-MAIL arusso@chathamtownship.org TO FIND OUT YOUR BALANCE AND DROP YOUR PAYMENT IN OUR DROPBOX LOCATED BY THE FRONT DOOR OF THE MUNICIPAL BUILDING.</p>
<p>ZONING/PLANNING DEPT:</p> <ul style="list-style-type: none"> APPLICATION FOR ZONING PERMIT(S) APPLICATION FOR ZONING BOARD OF ADJUSTMENT APPLICATION FOR PLANNING BOARD 	<p>VISIT WWW.CHATHAMTOWNSHIP-NJ.GOV</p> <ul style="list-style-type: none"> GO TO GOVERNMENT TAB CLICK ON FORMS & PERMITS CLICK ON APPROPRIATE PERMIT NEEDED PRINT, FILL OUT FORMS <u>COMPLETELY</u>, AND MAIL TO: TOWNSHIP OF CHATHAM ATTN: CONSTRUCTION DEPT. 58 MEYERSVILLE ROAD CHATHAM, NJ 07928 <p>ANY QUESTIONS, CALL 973-635-3202.</p>

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