



The Township of Green Brook

111 Greenbrook Road | Green Brook, NJ 08812 | (732) 968-1023

[Mayor Patrick Boccio](#) | [Deputy Mayor Jim Bencoter](#)
[Committeeman Frank Gaffney](#) | [Committeeman Jerry Searfoss](#)
[Committeeman Jim Van Arsdale](#)

TOWN HALL FROM HOME

SAVE THE TRIP TO TOWN 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 the ways you can still accomplish them without making the trip to Town Hall. We hope to make changes and keep updating this list as a way to provide answers to your potential questions. We are asking for your patience and understanding as we will be doing our best to answer the phones and emails. Like many other businesses, we are implementing a flexible staffing schedule, to provide coverage for the services we provide, while maintaining the highest level of safety that we can for our employees. As such, if you reach a department and get into a voice mailbox, please leave a message – voicemails and emails are being checked throughout the day!

Please Note: Town Hall (111 Greenbrook Road, Green Brook, NJ 08812) has a secure DROP-BOX available, located to the right-hand side of the entry doors of Town Hall.

SERVICE YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING TOWN HALL
TAX COLLECTOR'S OFFICE/FINANCE DEPARTMENT: PAYING YOUR TAXES PROPERTY CHANGE REQUESTS	ANY QUESTIONS CAN BE MADE BY DIALING THE FOLLOWING DIRECT NUMBER, (732) 424-2772. NEXT TAX BILL IS DUE ON MAY 1, 2020. PAYMENTS MUST BE RECEIVED BY THE TOWNSHIP BY THE CLOSE OF BUSINESS, 4PM, ON MONDAY, MAY 11TH. PAY BY MAIL – IF MAILING FROM HOME, PLEASE ATTACH YOUR PAYMENT STUB. PAYMENTS SHOULD INCLUDE THE BLOCK, LOT, AND QUALIFIER (FOR CONDOS ONLY) IN THE MEMO ON THE CHECK. UTILIZE THE DROP MAILBOX TO THE RIGHT OF THE FRONT DOOR AT TOWNHALL. PLEASE SEAL IN AN ENVELOPE, AND USE CHECKS OR MONEY ORDERS. <u>NO CASH PLEASE.</u>

TAX COLLECTION (Cont.)

VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS “[PAY TAXES OR SEWER ONLINE](#)” Please note if your block or lot number contains a decimal place, that info belongs in the sub block or sub lot as follows:

Block	Sub-Block	Lot	Sub Lot	Qualification (condos only)
95	.01	4202		C0700
67		22	.02	

PTR/SENIOR FREEZE FORMS (NOT DUE UNTIL NOVEMBER 1ST) – UTILIZE THE DROP MAILBOX TO THE RIGHT OF THE FRONT DOOR AT TOWN HALL. PTR-1A OR 2A PORTION ONLY – WE DON’T NEED THE REST OF THE BOOKLET. FILL OUT THE NAME AND ADDRESS PORTION ON THE FORM, YOU CAN ADD YOUR SOCIAL SECURITY NUMBER WHEN YOU RECEIVE IT BACK. FORM WILL BE MAILED BACK TO YOU.

TAX AND FINANCE CONTACT INFO IS:
RMURRAY@GREENBROOKTWP.ORG, 732-968-1023 X6604

FIRE PREVENTION:
APPLICATION FOR RESIDENTIAL SMOKE, CARBON MONOXIDE ALARM & PORTABLE FIRE EXTINGUISHER COMPLIANCE

FOR CHANGING OCCUPANCY OF ANY RESIDENTIAL UNIT (HOUSE, TOWNHOUSE...ETC) FOR SALE, LEASE, RENT, GO TO FIRE PREVENTION PAGE FOR THE [ONLINE APPLICATION](#) OR FOR THE [LINK TO THE FORM](#). FIRE PREVENTION IS IMPLEMENTING AN AFFIDAVIT PROCESS THAT THE FIRE MARSHAL WILL WALK YOU THROUGH ONCE HE RECEIVES YOUR APPLICATION.

FIRE PREVENTION CONTACT INFO IS:
PREVENTION@GREENBROOKTWP.ORG, 732-968-2630

CODE ENFORCEMENT ISSUES:

VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS “**REPORT A CONCERN**” OR EMAIL KCUPIT@GREENBROOKTWP.ORG

VITAL RECORDS REQUESTS:

FOR FORMS VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS “**VIEW**”

<p>VITAL RECORDS REQUESTS (Cont.)</p>	<p>DOCUMENTS” AND THEN CLICK ON “VITAL STATISTICS FORMS”</p> <p>UPON PROOF OF IDENTIFICATION (SCAN TO EMAIL, OR MAIL A COPY) DEATH CERTIFICATES AND CERTIFIED MARRIAGE CERTIFICATES CAN BE MAILED TO THE APPROPRIATE LOCATION.</p> <p>UPON ANSWERING SCREENING QUESTIONS: MARRIAGE LICENSE REQUESTS WILL BE MADE BY APPOINTMENT ONLY.</p> <p>VITAL RECORDS CONTACT INFO IS: MASCHAM@MIDDLEBROOKHEALTH.ORG, 732-968-5151 X3 OR ABUONTEMPO@GREENBROOKTWP.ORG, 732-968-1023 X6602</p>
<p>BUILDING DEPT: INSPECTION SCHEDULING</p>	<p>INSPECTION REQUESTS SHOULD BE SUBMITTED VIA EMAIL - PREFERRED: NPROBST@GREENBROOKTWP.ORG OR VIA PHONE CALL 732-968-1023 X6606</p> <p>INSPECTIONS BEING DONE ON CASE BY CASE BASIS/AS STAFFING ALLOWS</p>
<p>CLERK’S OFFICE: DOG/CAT LICENSE FOOD HANDLER LICENSE BUSINESS LICENSES</p> <p>VOTER REGISTRATION APPLICATION VOTE BY MAIL APPLICATION</p> <p>OPRA REQUESTS</p>	<p>FOR FORMS: VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS “VIEW DOCUMENTS” AND THEN CLICK ON “LICENSES & APPLICATIONS”</p> <p>VOTER INFO: VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS “VIEW DOCUMENTS” AND THEN CLICK ON “VOTING INFO”</p> <p>OPEN PUBLIC RECORDS ACT REQUESTS CAN BE MADE THROUGH MAIL/FAX (732-968-4088), OR EMAIL: KCUPIT@GREENBROOKTWP.ORG</p> <p>CLERK’S OFFICE CONTACT INFO IS: KCUPIT@GREENBROOKTWP.ORG, 732-968-1023 X6601 OR X6602</p>
<p>RECREATION:</p>	<p>ALL RECREATION PROGRAMS ARE SUSPENDED AT THIS TIME</p>

<p>POLICE RECORDS: POLICE REPORTS/ ACCIDENT REPORTS</p>	<p>PLEASE CALL 732-968-1188. YOU WILL BE INSTRUCTED TO PROVIDE PROOF OF IDENTIFICATION BY EMAIL OR THE MAIL. YOUR REPORT WILL THEN BE MAILED TO YOU. YOU CAN ALSO REQUEST YOUR RECORDS BY MAILING A COPY OF YOUR DRIVER'S LICENSE/ REPORT NUMBER AND LETTER REQUESTING THE REPORT.</p>
<p>MUNICIPAL COURT: PAYING TRAFFIC TICKETS</p>	<p>WWW.NJCOURTS.GOV TO PAY <u>TRAFFIC TICKETS ONLY</u> ONLINE.</p> <p>YOU MUST HAVE THE COURT CODE OF <u>1809</u> AS WELL AS THE TICKET PREFIX (WHICH IS LOCATED ON TOP OF YOUR TICKET), TICKET NUMBER AND LICENSE PLATE NUMBER. (THE COURT CANNOT DISCLOSE THIS INFORMATION FOR YOU). DROP BOX IS AVAILABLE FOR PAYMENTS ALSO. UTILIZE THE DROP MAILBOX TO THE RIGHT OF THE FRONT DOOR AT TOWNHALL. PLEASE SEAL IN AN ENVELOPE, AND USE CHECKS OR MONEY ORDERS. <u>NO CASH PLEASE.</u></p> <p>PAYMENTS MUST INCLUDE TICKET OR COMPLAINT NUMBER AND DEFENDANTS NAME AND PHONE NUMBER.</p> <p>MUNICIPAL COURT CONTACT INFO IS: 732-968-1110</p>
<p>CITIZEN CONCERNS:</p>	<p>VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS "REPORT A CONCERN" OR CALL 732-968-1023 X6602 WITH QUESTIONS</p>
<p>ZONING APPLICATION:</p>	<p>VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS "VIEW DOCUMENTS" AND THEN CLICK ON "PLANNING/ZONING/ CONSTRUCTION"</p> <p>CCO'S FOR COMMERCIAL GO THROUGH ZONING. USE SAME FORM AS ZONING PERMIT.</p>

TAX ASSESSOR'S OFFICE:	APPEAL FORMS CAN BE DOWNLOADED FROM HTTPS://WWW.CO.SOMERSET.NJ.US/RESIDENTS/TAX-BOARD AS OF NOW THE APPEAL DEADLINE IS STILL MAY 1ST. THE COUNTY AND TOWNSHIP WILL ACCEPT APPEAL FORMS EMAILED. TAX ASSESSOR'S CONTACT INFO IS: LWHITAKER@GREENBROOKTWP.ORG , 732-968-1023 x6615
PUBLIC WORKS:	VISIT WWW.GREENBROOKTWP.ORG CLICK THE BUTTON THAT SAYS "REPORT A CONCERN" OR CALL 732-968-1023 X6602 OR ABUONTEMPO@GREENBROOKTWP.ORG WITH QUESTIONS