

Public Notice

The Township of Upper will limit public access to the Municipal Building beginning March 18, 2020. Offices will be staffed internally, and all essential services offered by Upper Township will continue uninterrupted. This action is being taken based on guidance from State and Local Health Officials, in order to protect the public's health and well-being and to contain the threat and spread of illness from the novel coronavirus – COVID-19.

Please call ahead to make arrangements for any services that cannot be completed by mail or email, or cannot be dropped off in the foyer.

Please use the drop boxes located on the table for all application submissions and payments by check only (**do not leave cash**). Please include your name and phone number on all correspondence. Receipts will be mailed to you when the payments are processed. Thank you for your patience and understanding during this time. We will keep you updated with any changes.

CLERK'S OFFICE

- Vital Records - Please call (609) 628-2011 ext. 200
- Open Public Record requests - accepted by mail, email, fax or drop box
- MUA permits or payments - by mail or drop box
- Boat Ramp Permits - by mail or drop box
- Dog License applications - by mail or drop box
- Dog Park Permits - by mail or drop box
- Certified List requests - by mail or drop box
- Bingo & Raffle Applications - by mail or drop box
- Election Petitions - by mail, drop box or electronically

We will provide the following service by appointment only:

- Notary Services

We are currently **not accepting** or providing the following:

- Fish & Wildlife Licenses - available online at <https://nj.aspirafocus.com/internetsales>

CONSTRUCTION OFFICE

Please leave your fully completed permit application with the plans folded in the jacket in the drop box located in our lobby at Town Hall. We will call the phone number listed on the permit jacket to let you know the permit fee or if more information is needed. For questions please call (609) 628-2011 ext. 220.

ENGINEERING / PLANNING / ZONING

All matters will be handled by appointment only.

Engineering - Please call Paul Dietrich at (609) 628-2011 ext. 244.

Planning/Zoning – Please call Shelley Lea at (609) 628-2011 ext. 245.

MUNICIPAL COURT PAYMENTS

You can leave a payment in an envelope in the box labeled court or in the black box outside. Please include your full name, DOB, mailing address and phone number with your payment. Defendants are still able to make payments through the Municipal Court online payment system at www.NJMCDirect.com. Please contact us at (609) 628-2015 with any questions.

TAX OFFICE

Tax payments can be mailed to the Upper Township Tax Collector - PO Box 216, Tuckahoe, NJ 08250, taken to the Ocean First Bank drive thru in Marmora with tax stub, or dropped off at Town Hall.

Property Tax Freeze Forms

Please call the Tax Office at (609) 628-2011 ext. 260 to have Property Tax Freeze Forms (PTR1A & PTR2A) completed and mailed back, or call for an appointment.

PASSPORTS

As of Monday, July 27, a total of 11 passport agencies and centers are in phase one and 6 agencies and centers in phase two of our three-phase reopening plan. The full list is available at <https://travel.state.gov/content/travel/en/passports/get-fast/passport-agencies.html>.