



Note: In an attempt to do our part in flattening the Coronavirus (COVID-19) curve, as well as protect our community and employees, the borough hall will close to the public at 12:00pm today, Monday, March 16, 2020, and will not reopen until further notice. In addition to the following instructions, you can call 856 783-7400 during regular business hours (See “Hours of Operation” in the left-hand column of this site for those times) to obtain information or for questions that might not be addressed. Lastly, Wednesday evening hours will be suspended until further notice.

### **Additional Closings**

- ✓ Pine Hill Senior Citizens Center
- ✓ All Pine Hill Parks & Sports Complexes

### **Clerk’s Office**

- ❖ Marriage licenses – see the instructions for “Making an in-person appointment by telephone” at the bottom of this information list.
- ❖ Mercantile License – Under “Depts”, “Municipal Clerk”, and the line titled “The Municipal Clerk also provides the following”, printout from this site and submit by mail.
- ❖ Pet License - Under “Depts”, “Municipal Clerk”, and the line titled “The Municipal Clerk also provides the following”, printout from this site and submit by mail.
- ❖ Solicitor License - Under “Depts”, “Municipal Clerk”, and the line titled “The Municipal Clerk also provides the following”, printout from this site and submit by mail.
- ❖ Street Opening Permit - Under “Depts”, “Municipal Clerk”, and the line titled “The Municipal Clerk also provides the following”, printout from this site and submit by mail.
- ❖ OPRA Request - Under “Depts”, “Municipal Clerk”, and the line titled “The Municipal Clerk also provides the following”, printout from this site and submit by mail.

### **Compliance Inspections**

Until further notice, all Code Compliance follow-up inspections are suspended. If you currently have a Code Compliance violation notice with an abate by date, you may disregard it, however, please note that the violation will still be active and must be abated once you receive a new date. (The new date notification will not be sent until the COVID-19 virus issues is “under control”).

### **Construction Office Rental Properties & Zoning**

Construction permits are being accepted via mail or in the drop box outside of the Municipal Building. Please see the Construction Office's page on this site for the necessary forms. Once processed you will be contacted regarding the fee. Please direct any permit questions to Lisa Kensil at 856-783-7400 x 202.

### **Municipal Court**

The court scheduled for Tuesday, March 24, 2020, @ 6:00pm, has been cancelled. Those scheduled to appear will be notified of their new appearance date.

Traffic violation not requiring mandatory court appearance can be paid online @ [www.njmcdirect.com](http://www.njmcdirect.com)

Criminal payments can be mailed or placed in the drop box located at the front entrance to the Borough Hall. (Note that the video recorded drop box is emptied every morning, and periodically throughout the night by the police department)

### **Rental Properties**

Until further notice, all annual rental inspections are suspended.

Rental properties can be registered by completing the Rental Registration Form and submitting the \$50 fee via mail or in the drop box outside of the Municipal Building. Please see the Rental Properties page on the Borough website for the form. Please direct any rental property questions to Lisa Kensil at 856-783-7400 x 202.

If you require a Certificate of Occupancy (CO) inspection before being allowed to move into your property, please call 856 783-7400, ext. 202, for instructions.

### **Tax Office**

Property Owners not in the Tax Sale can make online tax payments @ [WWW.pinehillboronj.com](http://WWW.pinehillboronj.com) by going to "Depts", scrolling down to "Tax Office" then clicking on "We now accept payment online by Clicking Here". Once clicked, you will be directed to a secure page for instruction.

Planning and Zoning application must be in person. Call to make an appointment.

### **Zoning**

Zoning applications are being accepted via mail or in the drop box outside of the Municipal Building. Please see the Planning and Zoning page on the Borough website for the application. Zoning applications are \$20 and need to include a copy of your site survey. Please direct zoning questions to Karen Keyek at 856-783-7400 x 209.

### **Instructions for making in person appointments to obtain a marriage license:**

Call 856 783-7400 during regular business hours (See "Hours of Operation" in the left-hand column of this site for those times)