

The City of New Brunswick

Department of Planning, Community & Economic Development

25 Kirkpatrick Street
Civic Square
PO Box 269
New Brunswick, NJ 08903-0269
(732) 745-5050 Fax (732) 565.7532

Instructions for Certified Lists of Property Owners

1. Requests must be made in writing.
2. Subject property must be identified by Block, Lot, and Street Address.
3. Cost - \$.25 per line item up to a \$10.00 maximum (40 items or more). Payment is accepted in checks made payable to the City of New Brunswick, or in cash.
4. Timing - New Jersey State Law allows 7 days for processing these requests.
5. Each property owner included on the list must be notified at the address indicated, including each Public Utility listed on the accompanying Utilities Addendum.

Important Note: If an adjoining Municipality contains property within 200 feet of the subject property, you must notify the Clerk of that Municipality as a property owner within 200 feet of the subject property, **and** you must request a separate Certified List of Property Owners within 200 feet of the subject property from that adjoining Municipality to identify the owners of those properties.

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e-mail : ddominguez@cityofnewbrunswick.org

Certified Property List Request:

List all blocks and lots of properties for which are subject to your development review application:

Instructions:

- If your property contains multiple lots, list each lot separately
- If your property has more than 5 lots, list the additional lots on the next line
- If your property is on multiple blocks, use separate lines for each block

Applicant	
Address	
City, State, Zip	
Phone	

	Address	Block	Lot	Lot	Lot	Lot	Lot
Example	25 Suydam St.	252	13	14	15.01	16	16.01

Fee: \$0.25 for each property within 200 feet of the above listed properties.
Maximum fee of \$10. Check or Money Order Payable to: City of New Brunswick