

City of Vineland  
640 E. Wood street  
Vineland, NJ 08361



www.VinelandCity.org



## CITY OF VINELAND TEMPORARY OPERATING POLICIES

All City of Vineland Municipal Buildings are currently closed to the public due to the COVID-19 Pandemic. However, all city staff are on the job providing services for Vineland residents and businesses. The following are temporary operating policies that we have adopted in order to help protect both employees and residents from acquiring and spreading the virus.

SERVICES YOU MAY NEED	HOW YOU CAN ACCOMPLISH WITHOUT VISITING THE MUNICIPAL BUILDINGS
<p><b>CITY CLERK</b></p> <ul style="list-style-type: none"> <li>•One-day ABC permits</li> <li>•Bingo/Raffle license applications</li> <li>•Petitions to be a candidate for Mayor/City Council</li> </ul>	<p>Contact the Clerk's Office at <a href="tel:856-794-4060">856-794-4060</a>, or email <a href="mailto:kpetrosky@vinelandcity.org">kpetrosky@vinelandcity.org</a> or <a href="mailto:rfranchetta@vinelandcity.org">rfranchetta@vinelandcity.org</a> or <a href="mailto:abarsotti@vinelandcity.org">abarsotti@vinelandcity.org</a>.</p>
<p><b>CODE ENFORCEMENT</b></p>	<p>The office is continuing to perform Code Enforcement and Unoccupied Unit inspections.</p> <p>The necessary forms for CCO/CTT transactions are available at the Board of Realtors office. Completed forms and a check for payment may be dropped off in a sealed envelope at the City Hall drive thru window. Please include License and Inspections CCO/CTT on the envelope.</p> <p>For more information, call <a href="tel:856-794-3806">856-794-3806</a>, or email <a href="mailto:stamagni@vinelandcity.org">stamagni@vinelandcity.org</a> or <a href="mailto:mmendez@vinelandcity.org">mmendez@vinelandcity.org</a>.</p>
<p><b>CONSTRUCTION OFFICE</b></p>	<p>The UCC Office is taking inspection requests and any questions via phone or email. Permit packages and payments may be dropped off in a sealed envelope at the City Hall drive thru window. Please include UCC Office on the envelope.</p> <p>Packages can also be mailed to: City of Vineland/UCC Office PO Box 1508 Vineland, NJ 08362-1508</p> <p>For more information, call <a href="tel:856-794-4113">856-794-4113</a>, or email <a href="mailto:jdemaio@vinelandcity.org">jdemaio@vinelandcity.org</a> or <a href="mailto:amarrero@vinelandcity.org">amarrero@vinelandcity.org</a> or <a href="mailto:dleary@vinelandcity.org">dleary@vinelandcity.org</a>.</p>
<p><b>ECONOMIC DEVELOPMENT</b></p>	<p>The office is open and providing information via phone or email.</p> <p>For Loan Information, please contact Frank DiGiorgio at <a href="tel:856-794-4000">856-794-4000</a> ext. 4620, or email <a href="mailto:fdigiorgio@vinelandcity.org">fdigiorgio@vinelandcity.org</a>.</p> <p>For UEZ information, Certifications and Re-certifications, please contact Nilsa Rosario at <a href="tel:856-794-4000">856-794-4000</a> ext. 4622, or email <a href="mailto:nrosario@vinelandcity.org">nrosario@vinelandcity.org</a>.</p>

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<p><b>ELECTION INFORMATION</b></p> <ul style="list-style-type: none"> <li>•Voter Registration Application</li> <li>•Change of Political Party Affiliation</li> <li>•Change of Address, etc.</li> <li>•Vote by Mail Application</li> </ul>	<p>Information and forms can be obtained at <a href="https://nj.gov/state/elections/voter-registration.shtml">https://nj.gov/state/elections/voter-registration.shtml</a>. Scroll down to Cumberland County for specific forms. The Clerk’s Office can also fax, mail, or email you the required forms.</p>
<p><b>LAND USE APPLICATIONS</b></p>	<p>Mail your applications with appropriate fees to:          Vineland Planning Division          PO Box 1508          Vineland, NJ 08362-1508</p> <p>For large applications, boxes can be hand delivered to the ground floor lobby door of City Hall at the west side of the building to the left of the automatic doors. Call for admittance.</p> <p>For application questions, contact <a href="mailto:yrocketts@vinelandcity.org">yrocketts@vinelandcity.org</a>. For land use questions, contact <a href="mailto:rheadley@vinelandcity.org">rheadley@vinelandcity.org</a>. Or you can call <a href="tel:856-794-4101">856-794-4101</a>.</p>
<p><b>MUNICIPAL COURT</b></p>	<p>All Municipal Court Sessions have been postponed through April 30. New court dates will be assigned in the coming days and notices will be sent to your address of record. The Courthouse will be closed. However, phones will be operational Monday thru Friday from 8:45 am to 4:00 pm. Payments should be made via mail or where eligible, online at <a href="http://njmcdirect.com">njmcdirect.com</a>.</p>
<p><b>MUNICIPAL UTILITIES</b></p>	<p>Visit <a href="http://utilities.vinelandcity.org">utilities.vinelandcity.org</a>. Click the “Pay Bill Online” link on the Homepage for online payment options. The Customer Service drive-thru window is open between the hours of 8:30 am and 5:00 pm.</p> <p>Payment drop slot is available for after hour payments. The slot is between the two drive-thru cashier windows located off of 7th Street. Payments must be made by Check or Money Order, please NO Cash payments. Please provide your bill stub when possible, or write your Account Number on your payment type.</p> <p>We also offer a Pre-Authorized Payment Plan. For more information on this option, please visit <a href="http://utilities.vinelandcity.org/pre-authorization-payment-conditions">utilities.vinelandcity.org/pre-authorization-payment-conditions</a>.</p> <p>The registration form is available at <a href="http://utilities.vinelandcity.org/wp-content/uploads/2018/06/preauth-1.pdf">utilities.vinelandcity.org/wp-content/uploads/2018/06/preauth-1.pdf</a>.</p> <p>We are accepting Start/Stop service requests by email. The service request form is available online at <a href="http://utilities.vinelandcity.org/wp-content/uploads/2020/03/Application-for-Service-Request-Form-1.pdf">utilities.vinelandcity.org/wp-content/uploads/2020/03/Application-for-Service-Request-Form-1.pdf</a>.</p> <p>Please email the form with required documents to <a href="mailto:utilityservicerequests@vinelandcity.org">utilityservicerequests@vinelandcity.org</a>.</p>

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<b>OPEN PUBLIC RECORDS REQUEST</b>	Visit the City website at <a href="http://www.vinelandcity.org">www.vinelandcity.org</a> , go to the Municipal Clerk page, complete the OPRA form, and submit it via email.
<b>PUBLIC HEALTH NURSING</b>	<p>All clinics and screenings are postponed until further notice while we assist in the COVID-19 response efforts.</p> <p>To report a Public Health Nuisance Complaint, call <b>856-794-4000 ext. 4129</b>, or email <a href="mailto:healthdepartment@vinelandcity.org">healthdepartment@vinelandcity.org</a>.</p>
<b>RETAIL FOOD PROGRAM</b>	<p>All forms for retail food licenses, temporary events, and mobile food vendors can be found on our website at <a href="http://health.vinelandcity.org/forms/">http://health.vinelandcity.org/forms/</a>. Forms can be completed and mailed with the appropriate fees. Inspections and enforcements will continue to be conducted where possible.</p> <p>Forms can be mailed to:  Vineland Health Department  PO Box 1508  Vineland, NJ 08362-1508</p> <p>For more information, call <b>856-794-4000 ext. 4283</b>, or email <a href="mailto:healthdepartment@vinelandcity.org">healthdepartment@vinelandcity.org</a>.</p>
<b>SEPTIC SYSTEMS AND POTABLE WELLS</b>	<p>All applications and documentation must be mailed along with the appropriate fee. Your NJ licensed engineer or well driller should have the forms and applications. If they do not, forms can be found on our website at <a href="http://health.vinelandcity.org/forms/">http://health.vinelandcity.org/forms/</a>. Upon approval, applicants will be notified by phone, and approved documents will be mailed. To avoid delays, please make sure the address and phone number on the permit application is correct.</p> <p>Forms can be mailed to:  Vineland Health Department  PO Box 1508  Vineland, NJ 08362-1508</p> <p>For more information, call <b>856-794-4000 ext. 4125</b>, or email <a href="mailto:healthdepartment@vinelandcity.org">healthdepartment@vinelandcity.org</a>.</p>
<b>TAX ASSESSOR'S OFFICE</b> <ul style="list-style-type: none"> <li>•Tax Assessment Search</li> <li>•Sales Search (SR1A)</li> <li>•Tax Maps</li> <li>•Tax Deduction Forms</li> <li>•Address Change Forms</li> <li>•Assessment Appeals</li> <li>•Discussions About Assessments</li> </ul>	<p>For tax assessment information, please call the City of Vineland Tax Assessor's Office at <b>856-794-4000 ext. 4034</b>, or email <a href="mailto:bconover@vinelandcity.org">bconover@vinelandcity.org</a>.</p> <p>Currently, 2020 Cumberland County Tax Appeals must be filed on or before April 1, 2020. The forms and instructions are available online at the Cumberland County Board of Taxation at <a href="http://www.co.cumberland.nj.us/taxation">www.co.cumberland.nj.us/taxation</a>.</p>

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<p><b>TAX COLLECTOR'S OFFICE</b></p>	<p>Visit <a href="http://www.VinelandCity.org">www.VinelandCity.org</a>. Click the "Pay Taxes" link on the Homepage for online payment options. The Customer Service drive-thru window is open between the hours of 8:30 am and 5:00 pm.</p> <p>Payment drop slot is available for after hour payments. The slot is between the two drive-thru cashier windows located off of 7th Street. Payments must be made by Check or Money Order, please NO Cash payments. Please provide your bill stub when possible or write your Block and Lot Tax Account on your payment type.</p> <p>You can mail your tax payment to:</p> <p style="padding-left: 40px;">City of Vineland Tax Collector's Office PO Box 1508 Vineland, NJ 08362-1508</p> <p>Taxpayers that have received PTR Forms can mail their forms for certification to the tax office. Please include a self-addressed stamped envelope for return mail.</p>
<p><b>VITAL STATISTICS</b></p> <ul style="list-style-type: none"> <li>•Birth Certificates</li> <li>•Death Certificates</li> </ul>	<p>Customers may place orders for Birth and Death Certificates by sending requests online at <a href="http://www.vitalcheck.com">www.vitalcheck.com</a>, or by mail with the appropriate fees. Forms can be found on our website at <a href="http://health.vinelandcity.org/forms/">http://health.vinelandcity.org/forms/</a>.</p> <p>Forms can be mailed to:</p> <p style="padding-left: 40px;">Vineland Health Department Office of Vital Statistics PO Box 1508 Vineland, NJ 08362-1508</p> <p>For more information, call <a href="tel:856-794-4000">856-794-4000</a> ext. 4310, or email <a href="mailto:healthdepartment@vinelandcity.org">healthdepartment@vinelandcity.org</a>.</p>

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<p><b>VITAL STATISTICS</b></p> <ul style="list-style-type: none"> <li>• Marriage Certificates</li> </ul>	<p>Customers may place orders for Marriage Certificates by sending requests online at <a href="http://www.vitalcheck.com">www.vitalcheck.com</a>, or by mail with the appropriate fees. Forms can be found on our website at <a href="http://health.vinelandcity.org/forms/">http://health.vinelandcity.org/forms/</a>.</p> <p>Forms can be mailed to:</p> <p style="padding-left: 40px;">Vineland Health Department Office of Vital Statistics PO Box 1508 Vineland, NJ 08362-1508</p> <p>We will be accepting Marriage License Applications by appointment only to limit the number of people entering City Hall. Only the couple and the witness will be allowed into the building. Applicants must have the following for their appointment:</p> <ul style="list-style-type: none"> <li>•Valid government photo ID's for everyone.</li> <li>•Applicant A or B must have a Vineland address on their ID, which must match the Vineland address on the application. If using a Passport, they must bring one piece of mail delivered to their Vineland address within the past 90 days.</li> <li>•Completed application (except signatures on the back which must be signed in front of the Registrar). Please bring your own pens.</li> <li>•Exact fee of \$28.00 in an envelope, no change will be given.</li> </ul> <p>Failure to follow the above instructions may require scheduling of another appointment. Admittance to City Hall for your scheduled appointment will be available via the ground floor lobby door at the west side of the building to the left of the automatic doors. Social distancing protocols will be observed at all times.</p> <p>For more information, call <a href="tel:856-794-4000">856-794-4000 ext. 4310</a>, or email <a href="mailto:healthdepartment@vinelandcity.org">healthdepartment@vinelandcity.org</a>.</p>
<p><b>ZONING APPLICATIONS</b></p>	<p>The Zoning Office is taking applications and any questions via phone or email. Permit packages and payments may be dropped off in a sealed envelope at the City Hall drive thru window, or the after hours payment drop slot. Please include Zoning Office on the envelope.</p> <p>Packages can also be mailed to:</p> <p style="padding-left: 40px;">City of Vineland Zoning Office PO Box 1508 Vineland, NJ 08362-1508</p> <p>For more information, call <a href="tel:856-794-4113">856-794-4113</a>, or email <a href="mailto:pfinley@vinelandcity.org">pfinley@vinelandcity.org</a> or <a href="mailto:ucrudele@vinelandcity.org">ucrudele@vinelandcity.org</a>.</p>