



# SANDYSTON TOWNSHIP

133 Route 645 - Sandyston, NJ 07826  
Tel: 973.948.3520 • Fax: 973.948.0783  
[www.sandystontownship.com](http://www.sandystontownship.com)

Dear Residents, Visitors and Guests:

We are taking precautions for the employees of Sandyston Township by closing the municipal offices to the public in an effort to reduce the risk of the COVID-19 (Corona Virus) exposure. We ask for your understanding and patience during this time.

While the exterior doors are locked, the municipal offices will remain in operation during the normal business hours and we will be happy to talk with you via phone or email. You are encouraged to either email us or call 973-948-3520 and use the following extensions to speak with municipal employees during the following posted hours:

Municipal Clerk	Amanda "Amy" Lobban <a href="mailto:clerk@sandystontownship.com">clerk@sandystontownship.com</a>	Extension 200	Daily 9:00 am – 2:00 pm
<b>****For marriage applications, please call to make an appointment****</b>			
Construction Office	Theresa Doyle <a href="mailto:deputyclerk@sandystontownship.com">deputyclerk@sandystontownship.com</a>	Extension 201	Daily 8:30 am to 12:00 pm
Tax Collection	Theresa Doyle <a href="mailto:taxcollector@sandystontownship.com">taxcollector@sandystontownship.com</a>	Extension 201 or Extension 202	Tuesday 12:00 pm – 2:00 pm Thursday 9:00 am – 12:00 pm
Tax Assessor	Kathleen Kieb <a href="mailto:assessor@sandystontownship.com">assessor@sandystontownship.com</a>	Extension 203	Tuesday 8:00 am – 11:00 am
Zoning Official Planning Board Sec. Land Use Admin	Beth Brothman <a href="mailto:landuse@sandystontownship.com">landuse@sandystontownship.com</a>	Extension 205	Tuesday 5:00 pm to 7:00 pm
Smoke Detector Cert. (Closings/Rentals)	Theresa Doyle	Extension 201	Daily 8:30 am – 12:00 pm
Construction Official	Robert Huber	Extension 201	Tuesday 12:30 pm – 2:00 pm 5:30 pm – 7:00 pm Thursday 10:30 am – 12:00 pm

There will be a box located at the front door with municipal forms and brown envelopes to drop off paperwork. Please utilize the green drop box to the left of the front door to drop off your paperwork. We will be checking this drop box regularly during the day and will contact you once your information has been processed or to schedule the next step in your request. We will not be performing notary services at this time.

Inspections for Construction Permits (Building, Plumbing, Electrical, Fire, Smoke Detector Certifications and Fire Prevention) are still ongoing and we ask for your cooperation in scheduling and performance of these inspections, as they will be reviewed on a case by case basis.

The deadline for filing the "Senior Freeze" (Blue PTR book) is November 2, 2020. Should you wish to have the Tax Collector fill out your form, please place in an envelope and leave the drop box with your phone number. The Tax Collector will call you when your book is ready for pick up. Please call the Tax Collector with any questions regarding this matter.

Please check back for updates to this policy as we are working hard to find the best balance to serve the public and protect our employees. As always, we will share information as it becomes available. Please be safe and healthy.

You are welcome to contact Mayor Harper with questions or concerns: 973-417-1396