



**JEROME Inderwies, Jr.**  
*City Manager*  
**ERIN BURKE**  
*City Clerk*

**CLARENCE F. LEAR, III**  
*Mayor*  
**PATRICIA GRAY HENDRICKS**  
*Deputy Mayor*  
**SHAINE P. MEIER**  
*Councilmember*  
**ZACK MULLOCK**  
*Councilmember*  
**STACY D. SHEEHAN**  
*Councilmember*

## **CITY OF CAPE MAY OPERATIONAL INFORMATION** **ISSUED: MARCH 18, 2020**

**Police/Fire and EMS/OEM** – Police, Fire and EMS and the Office of Emergency Management are operating as normal. The departments are continually meeting and updating plans, schedules and stocking supplies. If you require police, fire or EMS services and are experiencing flu like symptoms please notify the dispatcher so emergency services personnel may take measures to protect you and themselves. Some reports will be taken by phone in non-emergency situations.

**Clerk's Office** – All permits/licenses that the Clerk's Office receives can be submitted by mail or drop-box located in the City Hall parking lot off of Washington Street close to the Fire Station. Any requests for certified copies of vital records (birth/marriage/death) can also be submitted by mail or drop box. Couples needing to pick up their marriage licenses prior to their wedding must call ahead at 609-884-9530 and schedule an appointment for pick up. No new marriage license application appointments are being scheduled within the next few weeks until further notice.

Cape May City Council meetings will be held as scheduled until further notice. While Council Meetings will still be open to the public, members of the public are encouraged to watch the meetings on Live Stream from their homes, and call or e-mail suggestions, concerns, or questions to the Cape May City Manager at 609-884-9536 or [citymanager@capemaycity.com](mailto:citymanager@capemaycity.com). The City Live Stream page is available on the City's website, [capemaycity.com](http://capemaycity.com).

Primary Election candidates for county offices are requested to call ahead at 609-884-9532 for Primary Election petition filing, and arrangements will be made. Primary election petitions are due on or before Monday, March 30 by 4:00 p.m.

**Bureau of Fire Prevention** – All inspections have been suspended until further notice.

**Municipal Court** – All payments are still due for time payments and non-court appearance tickets. Traffic tickets and traffic time payments may be made online at [www.njmcdirect.com](http://www.njmcdirect.com). Non-traffic payments may be mailed to PO Box 539, Cape May, NJ 08204. There is a drop box located at the side entrance of City Hall for all payments but should make the payments with check or money order. Once the payment is processed we will mail them a receipt.

**Advisory Committee/Commission/Team Meetings** - All meetings are suspended until further notice.

**Planning Board, Zoning Board Meetings** - All meetings are suspended until further notice. Applications are being accepted by mail or drop off at City Hall until further notice. Please call 609-884-9561 to notify the Board Secretary if you wish to deliver an application during regular office hours or to make arrangements for the pick-up.

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**City of Cape May**  
**National Historic Landmark**

City Hall • 643 Washington Street • Cape May, New Jersey 08204-2397 • (609) 884-9525 • Fax: (609) 884-8589  
[www.capemaycity.com](http://www.capemaycity.com)

**Historic Preservation Commission Meetings** – All meetings are suspended until further notice. Applications are being accepted by mail or drop off at City Hall until further notice. Please call 609-884-9561 to notify the Commission Secretary if you wish to deliver an application during regular office hours or to make arrangements for the pick-up.

**Construction** – Office is accepting permit applications and processing permits. There is a drop box at the Police Department entrance to City Hall to accept applications and for the public retrieval of permits/correspondence. Please call ahead. All exterior work will be inspected. The office will handle inside inspection requests individually, if the structure is occupied, using our Police Department dispatch guide cards for COVID-19 we request that social distancing of 6' or more be observed at all times. Please call 609-884-9555 or email [construction@capemaycity.com](mailto:construction@capemaycity.com) and we will answer all questions concerning the operation of our office.

**Tax Assessor** - The Tax Appeal deadline remains April 1, 2020. The Cape May County Tax Board will accept tax appeals via regular mail or hand delivery at 7 North Main Street Cape May Court House, NJ 08210. Hand delivery arrangements may be made by calling 609-465-1030. Municipal copies will be accepted in a similar fashion but additionally may be e-mailed to [assessor@capemaycity.com](mailto:assessor@capemaycity.com). Forms and comparable sales may be found at [www.capemaytax.com](http://www.capemaytax.com). Change of address, 200 feet and 500 feet list requests may be emailed, with the appropriate fees sent regular mail or placed in the City Hall Drop Box. Please include Property Address, Block and Lot with payment so that payment may be properly credited.

**Tax Collector** – Tax payments can be made by mail, drop box or online at our website.

**Public Works** - The Public Works office is closed to the public until further notice. The recycle yard remains open Monday, Tuesday, Thursday, Friday 7:30am to 3:00pm, Saturday 8:00am to Noon. Residential recycling remains the same, no changes. Shredding service is cancelled until further notice. Our contact number is (609)884-9570.

**Water/Sewer** - Any Water/Sewer payments may be placed in the City of Cape May Drop Box, located in the City Hall Parking Lot, adjacent to Washington Street, or mailed to: City of Cape May Water/Sewer Department, 643 Washington Street, Cape May, NJ 08204. The City of Cape May Water/Sewer Department will continue to provide all essential services to the City of Cape May rate payers. The Water Treatment plant will remain staffed and fully operational. Any non-essential services we offer should be requested by calling the Water/Sewer office at 609-884-9575 or by emailing [jimw@capemaycity.com](mailto:jimw@capemaycity.com) or [desal@capemaycity.com](mailto:desal@capemaycity.com). All other payments (for Permit Fees, New Meters, etc.) should be mailed to the aforementioned address. Any Water/Sewer related emergencies or concerns should be reported by dialing 609-884-9575 during our normal business hours (Mon.-Fri., 8:30am to 4:30pm) or 609-884-9500 after working hours, during weekends and on holidays.

**Beach Tags – Seasonal** Tags can be ordered by mail or orders may be placed in the drop box. We are offering to hold the tags until we reopen or if they add the \$4 shipping & handling we will mail them back. Commercial tags & military tags are not available until we reopen to the public as they must be picked up in person.

**Civic Affairs, Tourism, Recreation** - All Recreation Programs have been cancelled or suspended at this time. This includes: Pool programs, swim lessons, Waves Swim Team clinics, Wee Play, Pelican Place Preschool, Roller-skating, Senior Citizen Walk and Talk, Group Fitness classes and Storybook Hour. For further information, please visit [CapeMayCity.com](http://CapeMayCity.com), call 609-884-9565 or email [recdept@capmaycity.com](mailto:recdept@capmaycity.com).

All Convention Hall meetings, seminars and special events are suspended at this time and will be rescheduled if possible. Summer Concert Tickets can be purchased online at [CapeMayCity.com](http://CapeMayCity.com) or over the phone during business hours. The 2020 Cape May Visitors Guide is available online at [CapeMayCity.com](http://CapeMayCity.com). For further information please call 609-884-9565 or visit [CapeMayCity.com](http://CapeMayCity.com).

All City employees are maintaining regular office hours and can be contacted via phone or email during this time.