

How to Generate a 200ft List

If you do not already have the list, you can obtain a list of all properties within a 200ft radius of a particular property from NJ Parcels at <https://njparcels.com/search/>.

After finding the property, you can select “Notification List” to get the 200ft list:

Notification List

View the list of properties within 200 feet of 74 ROUTE 46. Useful for determining certified mailing lists when applying for a variance or permit.

Notification List



Properties within 200 feet of 74 ROUTE 46

74 ROUTE 46 is Block 11, Lot 38.

Parcel ID	Street Address	Owner Address	Owner City/State/ZIP
Block 2, Lot 9	22 RUSSLING RD	22 RUSSLING RD	HACKETTSTOWN NJ 07840
Block 2, Lot 12	26 RUSSLING RD	385 SYLVAN AVE STE 11	ENGLEWOOD CLIFFS, NJ 07632
Block 13, Lot 3.02	2 TANNERY RD	9H BROCK LANE	HACKETTSTOWN, NJ 000000000
Block 13, Lot 3.01	4 TANNERY RD	4 TANNERY RD	HACKETTSTOWN NJ 07840
Block 11, Lot 1.16	52-72 ROUTE 46	855 VALLEY RD STE 203	CLIFTON NJ 07013
Block 2, Lot 10	69 ROUTE 46	69 ROUTE 46	HACKETTSTOWN, NJ 07840
Block 11, Lot 37	84 ROUTE 46	664 ST GEORGE AVE	WOODBIDGE, NJ 07095
Block 11, Lot 35	88 ROUTE 46	88 ROUTE 46	HACKETTSTOWN NJ 07840
Block 13, Lot 3	RUSSLING RD & ROUTE 46		07981
Block 13, Lot 2.08	S/S ROUTE 46	12 TAYLOR LANE	GREAT MEADOWS NJ 078382218

You can then enter this information into our system:

01/21/26 04:02PM
INDEPENDENCE TWP town12

PRC System VER 5

PRC Information Screens

- 1 - Mod IV Information
- 2 - Residential PRC Information
- 3 - Historical Sale Information
- 4 - Building Permits
- 5 - Residential Data Entry

Other Screens

- 11 - Commercial Income Approach
- 12 - Commercial Cost Appr
- 13 - Added Assessments
- 14 - Codes Table
- 15 - Land Data Entry

- 16 - Chapter 91
- 17 - Tax Appeals
- 18 - EA4 Forms

System and Administration

Reports & Misc

- 21 - Utilities
- 22 - Codes & Cost Values
- 23 - Backup This Town
- 24 - Global Updates Menu
- 25 - Message System
- 31 - Print Property Record Card
- 32 - Reports & Misc Printing**
- 33 - Assessment History
- 34 - Copy/Demolish a Residential PRC
- 35 - Download Forms to Laser Printer

Type a Number and Press Enter or type q to exit this menu: **32**

Reports

- 1-Mailing Labels
- 2-File Folder Labels
- 3-Reval Labels
- 4-Input Forms
- 5-Edit Notification Forms
- 6-Print Notification Forms
- 7-Proof Books
- 8-Added/Omitted Notification
- 9-Summary Report
- 10-Compare Assessment / Taxes Report
- 11-Impact Report
- 12-Owner Address Reports**
- 13-Master Codes List
- 14-Partial List
- 15-Multi Family List by Type/Use
- 16-Street or Owner Index
- 17-Commercial Style/Neigh Anal
- 18-Comparable Sale Analysis Grid
- 19-Print Comparable Sales
- 31-Totals Report Menu
- 32-Deductions Listing Report
- 33-Tenant Rebate Report
- 34-Exemption/Abatement List
- 35-Recalculate/Error Report
- 36-Building Permits
- 37-Sales Listing/Paired Sales
- 38-Farmland Assessments
- 39-Chapter 91 Report
- 40-Appeal Reports
- 41-Land Value by Extraction
- 42-Sales Ratio Study
- 43-Style/Neighborhood Anal
- 44-Change Transactions Report
- 45-Tax List Roster
- 46-Added Assessments Trans List
- 47-Batch Print Property Record Cards
- 48-Compare Values & Show Difference
- 49-Commercial Analysis Report

Type a Number and Press Enter or type q to exit this menu: **12**

OWNER REPORT OPTIONS

- 1 = Individual B/L Report
- 2 = Individual B/L Report with Assessments
- 3 = Entry Form (To Key in Group of B/L and Save)**
- 4 = Print Form
- 5 = Print Form with Assessments
- 6 = Re-Print Last 200 foot List
- 7 = Print Labels From Form
- 8 = Owner Address (batch)
- 9 = Create Excel File From Form

Please Select Command or type q to exit this menu: **3**

PRESS (Q)uery, (N)ext, (P)revious, **(A)dd**, (U)pdate, (R)emove, (O)utput **(B)ye**
 (S)creen ** 1: owner file**

 Number :9 Desc :BLOCK 11 AND LOT 38
 Prior BL Search Mode? (Y or N) :N VALUES :C PRINT: Neigh:N Bldg Desc:N

REMARKS

:BLOCK 11 AND LOT 38 - 74 ROUTE 46
 :

BLOCK	LOT FROM	TO(or Qual)	BLOCK	LOT FROM	TO(or Qual)
:2	:9	:	:	:	:
:2	:10	:	:	:	:
:2	:12	:	:	:	:
:11	:1.16	:	:	:	:
:11	:35	:	:	:	:
:11	:37	:	:	:	:
:13	:2.08	:	:	:	:
:13	:3	:	:	:	:
:13	:3.01	:	:	:	:
:13	:3.02	:	:	:	:

Program over.

Press ENTER:

NOTE: If the above screen does not have enough space for all of the entries, you can create a second record and add the remaining entries to that record.

After entering the data, you can generate a 200ft report as follows:

OWNER REPORT OPTIONS

- 1 = Individual B/L Report
- 2 = Individual B/L Report with Assessments
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- 4 = Print Form**
- 5 = Print Form with Assessments
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- 8 = Owner Address (batch)
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Please Select Command or type q to exit this menu: **4**

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Owner Report Request Number: 9
Sorting....
Preparing File....

```

```
1=Without Names
```

```
2=With Names
```

```
: 2
```

```
Wed Jan 21 16:05:03 EST 2026
```

```
/hd1/usr2/ctb21/town12
```

```
cat ownrpt.out
```

```

.....
.
. Please be Sure to Turn ON the Printer .
.
. To ABORT Printing: Pull Paper Tray, Wait for Last Page .
. to Finish, Turn Off Printer, Goto .
. Menu & Wipeout Spool Job. .
.
. a = Printer 1 L1 = Local1 al = Landscape s = Screen .
. b = Printer 2 L2 = Local2 bl = Landscape o = OUT File .
. c = Printer 3 p = PDF cl = Landscape m = Slow Screen. .
. d = Printer 4 pl = PDF La dl = Landscape z = Zip File .
.....

```

```
Select Printer (default=p): [enter]
```

```
There May Be A Pause While the Program Sorts....
```

```
Š00
```

```
Click on the Red PDF Icon to Print.
```

```
Be Sure to Close all PDF Files First.
```

```
Press Enter after you have read this message.
```

```
Press ENTER:
```

The corresponding report looks like this:

OWNER & ADDRESS REPORT						
INDEPENDENCE TWP		BLOCK 11 AND LOT 38 - 74 ROUTE 46			01/21/26 Page 1 of 1	
BLOCK	LOT	QUAL	CLA	PROPERTY OWNER	PROPERTY LOCATION	Add'l Lots
2	9		2	DRYBURGH, EDWARD J & TONI M 22 RUSSLING RD HACKETTSTOWN NJ 07840	22 RUSSLING RD	
2	10		4A	WBW PROPERTIES LLC 69 ROUTE 46 HACKETTSTOWN, NJ 07840	69 ROUTE 46	
2	10	B01	4A	WBW PROPERTIES LLC 69 ROUTE 46 HACKETTSTOWN, NJ 07840	69 ROUTE 46	
2	12		2	ROUCHDI, ABDELALI & FADLI, MARIAN 26 RUSSLING RD HACKETTSTOWN, NJ 07840	26 RUSSLING RD	
11	1.16		3A	BUKIET BUILDING & MANAGEMENT CO LLC 777 PASSAIC AVE, STE 475 CLIFTON NJ 07012	52-72 ROUTE 46	
				.		
				.		
				.		

You can also create a printout for the shipping labels as follows:

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OWNER REPORT OPTIONS

1 = Individual B/L Report
2 = Individual B/L Report with Assessments

3 = Entry Form (To Key in Group of B/L and Save)

4 = Print Form
5 = Print Form with Assessments

6 = Re-Print Last 200 foot List

7 = Print Labels From Form

8 = Owner Address (batch)

9 = Create Excel File From Form

Please Select Command or type q to exit this menu: 7
Owner Report Request Number: 9
Sorting....
Preparing File....

Number: Wed Jan 21 16:05:38 EST 2026
/hd1/usr2/ctb21/town12
cat resmailb.out
.....
.
. Please be Sure to Turn ON the Printer .
.
. To ABORT Printing: Pull Paper Tray, Wait for Last Page .
. to Finish, Turn Off Printer, Goto .
. Menu & Wipeout Spool Job. .
.
. a = Printer 1 L1 = Local1 al = Landscape s = Screen .
. b = Printer 2 L2 = Local2 bl = Landscape o = OUT File .
. c = Printer 3 p = PDF cl = Landscape m = Slow Screen. .
. d = Printer 4 pl = PDF La dl = Landscape z = Zip File .
.....
Select Printer (default=p): [enter]
There May Be A Pause While the Program Sorts....
$00
Click on the Red PDF Icon to Print.
Be Sure to Close all PDF Files First.
Press Enter after you have read this message.

Press ENTER:
```

The corresponding document looks like this:

B:2 L:9 2
DRYBURGH, EDWARD J & TONI M
22 RUSSELLING RD
HACKETTSTOWN NJ 07840

B:13 L:3 1
SAFETY IN PLACE, LLC
19 LANE AVE
WEST CALDWELL, NJ 07006

B:2 L:10 4A
WBW PROPERTIES LLC
69 ROUTE 46
HACKETTSTOWN, NJ 07840

B:13 L:3.01 2
BANGHART, RAYMOND C & GRACE E
4 TANNERY RD
HACKETTSTOWN NJ 07840

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