

MONROE TOWNSHIP, MIDDLESEX COUNTY

ORDINANCE NO.: 0-8-2021-019

**ORDINANCE OF THE MONROE TOWNSHIP COUNCIL
AMENDING CHAPTER 108; ARTICLE 16.1
OF THE CODE OF THE TOWNSHIP OF MONROE
TO REQUIRE ELECTRONIC SUBMISSION OF LAND USE APPLICATIONS**

BE IT ORDAINED, by the Township Council of the Township of Monroe, County of Middlesex, State of New Jersey, that Chapter 108; Article 16.1 of the Code of the Township of Monroe entitled "Application Checklists" is hereby amended as follows: (new text is in red and underlined)

Checklist for Required Submissions to the Planning Board or Zoning Board of Adjustment of Monroe Township

All required submissions are to be made to the Administrative Officer and are due at the time of submission of the application.

C = Complies; D = Deficient; W = Waiver sought.

I. Requirements for All Applications.	C	D	W
1. Information sheet.	_____	_____	_____
2. 10 copies of the application form applicable to the type of approval requested, completely filled in. If any item is not applicable to the Applicant, it should be so indicated on the application form(s).	_____	_____	_____
3. a) Applicant's affidavit that taxes are currently paid and up-to-date or b) Application for municipal determination of tax status and affidavit certifying that delinquent taxes shall be paid upon grant of approval by the Board and in conformance with ordinance requirements that the Board's final approval be conditioned upon payment of all subsequent taxes.	_____	_____	_____
4. Receipt indicating that all required fees (as set forth in the fee ordinances of Monroe Township) are paid.	_____	_____	_____
5. Fourteen (14) copies of any required plot plan, site plan or subdivision plan completed in conformance with the requirements of all applicable ordinances of Monroe Township and to be a maximum sheet size of twenty-four by thirty-six (24 x 36) inches.	_____	_____	_____
6. If available prior to the hearing, 14 copies of any other supporting documentation which shall be presented to the Board in its consideration of the application.	_____	_____	_____
7. If Applicant is other than the owner of the subject property, a consent form executed by the owner authorizing the applicant to proceed before the Board.	_____	_____	_____
8. Information as to ownership. If applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership as the case may be, as required by N.J.S.A. 40:55D-48.1 and 40-55D-48.2.	_____	_____	_____
9. Names of proposed witnesses and their expertise, if any, if known at time of submission of application.	_____	_____	_____
10. Listing of all approvals including any variances, and/or exceptions being sought, with reference to the specific applicable ordinance provision(s) and an explanation of the reasons why such variance or exception is being requested.	_____	_____	_____
11. If public notice of the hearing on the application is required pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-12, and/or the ordinances of Monroe Township, applicant shall submit a list of property owners within 200 feet of the subject property. The list shall include the names and addresses as shown on the municipal tax records. Applicant may apply to the administrative officer for a municipally certified list of property owners within 200 feet of the subject property.	_____	_____	_____
12. Copies of any prior resolutions or other documentation regarding past decisions involving the property.	_____	_____	_____

I. Requirements for All Applications.

C D W

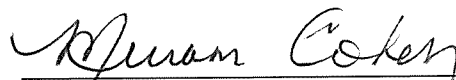
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|---|-----|-----|-----|
| 13. Copies of any easements or deed restrictions or covenants affecting use of the premises. | ___ | ___ | ___ |
| 14. If applicant is a corporation, name of attorney who shall be representing the applicant. | ___ | ___ | ___ |
| 15. a) Applicant's affidavit that there are no delinquent water or sewer assessments levied against the property or b) Application made to the Monroe Township Municipal Utility Authority for a determination regarding the status of any water or sewer assessments and an affidavit certifying that delinquent assessments shall be paid upon approval by the Board of the application and in conformance with ordinance requirements that payments of such assessments be made a condition of final Board approval. | ___ | ___ | ___ |
| 16. A schedule of zoning requirements applicable to the property and a showing of whether or not the application is in conformance with such requirements. The schedule shall be indicated on the site plan. (This shall not be a requirement on applications for final major subdivision or site plan approval.) | ___ | ___ | ___ |
| 17. Except for final major subdivision or final site plan applications, floodplains and/or wetlands delineated on the plans or, if none, certification by a licensed engineer that based on a review of the National Inventory Wetlands Map and a physical inspection of the premises, there are no wetlands or floodplains designated. | ___ | ___ | ___ |
| 18. Radial distance to nearest first aid and/or fire facilities. | ___ | ___ | ___ |
| 19. A list, included in the application, of all other governmental agencies which must review the application and issue an approval thereon. | ___ | ___ | ___ |
| 20. Political Contributions Disclosure Forms pursuant to Chapter 24 "Code of Ethical Conduct" for applications that require a variance, exception or waiver. See Appendix A "Forms."
[Added 8-2-10 by Ord. No. 0-8-2010-014] | ___ | ___ | ___ |
| 21. <u>An electronic copy of the entire application, including plans, specifications, and all supplemental reports, be submitted to the Township on a CD-ROM or thumb drive, labeled for each report</u> | ___ | ___ | ___ |

BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and in effect; and

BE IT FURTHER ORDAINED, that any ordinance or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict; and

BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

SO, ORDAINED as aforesaid.




 MIRIAM COHEN, Council President

RECORDED VOTE – INTRODUCTION – August 2, 2021						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Baskin			X			
Councilman Dipierro			X			
Councilman Van Dzura		X	X			
Council V. President Schneider	X		X			
Council President Cohen			X			

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Monroe Township Council held on August 2, 2021. Said Ordinance was to be considered for final passage after a Public Hearing during the council meeting held on September 1, 2021 at 6:30 p.m., however was **TABLED** due to the September meeting being converted to a virtual meeting due to an impending storm. This Ordinance will again be considered for final passage after a Public Hearing which will be held on October 4, 2021 at 6:30 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council.

RECORDED VOTE – TABLED – September 1, 2021						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Baskin			X			
Councilman Dipierro			X			
Councilman Van Dzura		X	X			
Council V. President Schneider	X		X			
Council President Cohen			X			



 PATRICIA REID, Township Clerk

RECORDED VOTE – SECOND READING & FINAL ADOPTION – October 4, 2021						
COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	ABSENT
Councilman Baskin		X	X			
Councilman Dipierro			X			
Councilman Van Dzura	X		X			
Council V. President Schneider			X			
Council President Cohen			X			

MONROE TOWNSHIP, MIDDLESEX COUNTY

ORDINANCE NO.: 0-8-2021-019

**ORDINANCE OF THE MONROE TOWNSHIP COUNCIL
 AMENDING THE CODE OF THE TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC
 SUBMISSION OF LAND USE APPLICATIONS UNDER CHAPTER 108; ARTICLE 16.1**

MAYORAL APPROVAL

By virtue of the Optional Municipal Charter Law of 1950 and Chapter 3, Section 19 of the Code of the Township of Monroe, my approval of this Ordinance is effected by the affixing of my signature hereto.



 STEPHEN DALINA, Mayor

Date signed: 10/5/2021

MONROE TOWNSHIP, MIDDLESEX COUNTY

RESOLUTION NO.: R-9-2021-206

RESOLUTION OF THE MONROE TOWNSHIP COUNCIL
ADJOURNING THE SECOND READING AND PUBLIC HEARING
ON ORDINANCE 0-8-2021-19 ENTITLED "ORDINANCE
AMENDING CHAPTER 108; ARTICLE 16.1 OF THE CODE OF THE
TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC
SUBMISSION OF LAND USE APPLICATIONS" AND DIRECTING
THE TOWNSHIP CLERK TO RESCHEDULE, RENOTICE AND
READVERTISE THE SECOND READING AND PUBLIC HEARING

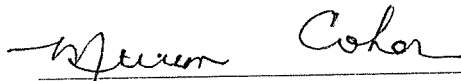
WHEREAS, Ordinance 0-8-2021-019 entitled "ORDINANCE AMENDING CHAPTER 108; ARTICLE 16.1 OF THE CODE OF THE TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC SUBMISSION OF LAND USE APPLICATIONS" (the "Ordinance") has been introduced and was scheduled for second reading and public hearing before the Township Council on September 1, 2021; and

WHEREAS, the September 1, 2021, meeting of the Township Council has been converted to a virtual meeting; and

WHEREAS, in order to comply with the terms of the Open Public Meetings Act, NJS10:4-6, et seq, it is necessary to adjourn and carry the second reading and public hearing on the Ordinance to the October 4, 2021, meeting of the Township Council and to direct the Township Clerk's office to reschedule, re-notice and republish the new date for the second reading and public hearing on the Ordinance.

NOW, THEREFORE, BE IT RESOLVED on this 1st day of September 2021, by the Township Council of the Township of Monroe (the "Council") that:

1. The second reading and public hearing on Ordinance O-8-2021-019 entitled "Ordinance Amending Chapter 108; Article 16.1 of the Code of the Township of Monroe to Require Electronic Submission of Land Use Applications" is adjourned to the October 4, 2021, Township Council meeting.
2. Township Clerk's office is directed to reschedule, re-notice and republish the new date for second reading, public hearing and possible adoption of the Ordinance in accordance with the requirements of the Open Public Meetings Act.



MIRIAM COHEN, Council President

CERTIFICATION

I hereby certify the foregoing Resolution to be a true and exact copy of a Resolution adopted by the Monroe Township Council at its meeting held on September 1, 2021.



PATRICIA REID, Township Clerk





Township of Monroe

County of Middlesex

PATRICIA REID
Township Clerk

Municipal Complex
1 Municipal Plaza
Monroe Township, NJ
08831-1900
Phone (732) 656-4573
Fax (732) 521-3190

Affidavit of Publication

I, Christine Robbins, Deputy Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on August 6, 2021.



Christine Robbins, Deputy Township Clerk

Ad Number: 0004854190

Run Dates: 08/06/2021

MONROE TOWNSHIP
NOTICE OF PENDING ORDINANCE

ORDINANCE NO.: O-8-2021-019

NOTICE IS HEREBY GIVEN THAT AN ORDINANCE ENTITLED: "ORDINANCE OF THE MONROE TOWNSHIP COUNCIL AMENDING CHAPTER 108; ARTICLE 16.1 OF THE CODE OF THE TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC SUBMISSION OF LAND USE APPLICATIONS", has been introduced and passed on first reading at the regular meeting of the Monroe Township Council held on August 2, 2021 and will be further considered for final passage after a Public Hearing during the council meeting to be held on September 1, 2021 at 6:30 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council.

The purpose of this Ordinance is to amend the Chapter 108, Article 16.1 of the Code of the Township of Monroe to require all application submissions to the Township's Planning and Zoning Boards to include an electronic copy of the entire application, including plans, specifications, and all supplemental reports, be submitted to the Township on a CD-ROM or thumb drive, labeled for each report.

The proposed Ordinance in its entirety can be viewed on the Township website, www.monroetwp.com and is on file in the Municipal Clerk's Office. Copies may be obtained without charge between the hours of 8:30am and 4:30pm. Monday through Friday.

Patricia Reid, Municipal Clerk
(\$29.24)

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Township of Monroe

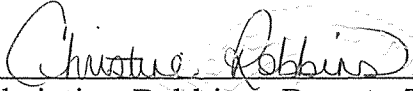
County of Middlesex

PATRICIA REID
Township Clerk

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1 Municipal Plaza
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Phone (732) 656-4573
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Affidavit of Publication

I, Christine Robbins, Deputy Township Clerk, of the Township of Monroe, County of Middlesex, State of New Jersey, do hereby certify that the attached legal notice is a true copy of such notice, which was published in the Home News Tribune, the official newspaper of Monroe Township and a newspaper of general circulation in the County of Middlesex on October 8, 2021.


Christine Robbins, Deputy Township Clerk

Ad Number: 0004944056

Run Dates: 10/08/2021

MONROE TOWNSHIP, MIDDLESEX COUNTY NOTICE OF FINAL ADOPTION

Notice is hereby given that the following Ordinance was introduced and passed on First Reading at the regular meeting of the Monroe Township Council held on August 2, 2021, 2021. Said Ordinance was to be considered for final passage after a Public Hearing during the council meeting to be held on September 1, 2021 at 6:30 p.m., however was TABLED due to the September meeting being converted to a virtual meeting due to an impending storm. Furthermore, this Ordinance was adopted after a Public Hearing was held at the October 4, 2021 meeting of the Monroe Township Council which was held at One Municipal Plaza, Monroe Township, N.J. 08831 and was thereafter approved and signed by the Mayor on October 5, 2021.

MONROE TOWNSHIP, MIDDLESEX COUNTY ORDINANCE NO.: O-8-2021-019

"ORDINANCE OF THE MONROE TOWNSHIP COUNCIL AMENDING CHAPTER 108; ARTICLE 16.1 OF THE CODE OF THE TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC SUBMISSION OF LAND USE APPLICATIONS"

PATRICIA REID, R.M.C.
Monroe Township Municipal Clerk
(\$24.08)

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Township of Monroe

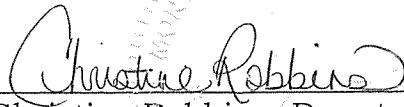
County of Middlesex

PATRICIA REID
Township Clerk

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1 Municipal Plaza
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Affidavit of Publication

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Christine Robbins, Deputy Township Clerk

Ad Number: 0004903297

Run Dates: 09/10/2021

MONROE TOWNSHIP
NOTICE OF PENDING ORDINANCE
ORDINANCE NO.: O-8-2021-019

NOTICE IS HEREBY GIVEN THAT AN ORDINANCE ENTITLED: "ORDINANCE OF THE MONROE TOWNSHIP COUNCIL AMENDING CHAPTER 108; ARTICLE 16.1 OF THE CODE OF THE TOWNSHIP OF MONROE TO REQUIRE ELECTRONIC SUBMISSION OF LAND USE APPLICATIONS", has been introduced and passed on first reading at the regular meeting of the Monroe Township Council held on August 2, 2021. Said Ordinance was to be considered for final passage after a Public Hearing during the council meeting to be held on September 1, 2021 at 6:30 p.m., however was TABLED due to the September meeting being converted to a virtual meeting due to an impending storm. This Ordinance will again be considered for final passage after a Public Hearing which will be held on October 4, 2021 at 6:30 p.m. in the Monroe Twp. Municipal Building, One Municipal Plaza, Monroe Twp., N.J. 08831. At said time and place, all persons will be granted the opportunity to be heard concerning this Ordinance prior to its consideration for adoption by Council.

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Patricia Reid, Municipal Clerk
(\$29.24)

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