

**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**

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**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.	___	___	___

<b>I. Requirements for All Applications.</b>	<b>C</b>	<b>D</b>	<b>W</b>
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." <sup>iii</sup> [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.

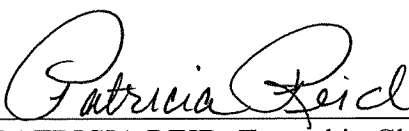
  
MIRIAM COHEN, Council President

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

**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.

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

  
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 PATRICIA REID, Township Clerk

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

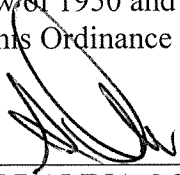
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**ORDINANCE OF THE MONROE TOWNSHIP COUNCIL  
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 SUBMISSION OF LAND USE APPLICATIONS UNDER CHAPTER 108; ARTICLE 16.1**

**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.

  
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 STEPHEN DALINA, Mayor

Date signed: 10/5/2021