

Title 3

REVENUE AND FINANCE

Chapters:

3.04 Fiscal Provisions Generally

3.08 Fee Schedule for Land Use Applications

3.12 Chief Financial Officer

3.16 Open Public Records Acts Fees

Chapter 3.04

FISCAL PROVISIONS GENERALLY

Sections:

3.04.010 Taxes paid up to date.

3.04.020 Exemptions.

3.04.010 Taxes paid up to date.

Taxes must be paid up to date as a requirement for all license applications issued by the township board of commissioners, including but not limited to campground licenses, junk yard licenses, and kennel licenses. (Ord. 93-12 § 1)

3.04.020 Exemptions.

A. All tangible household personal property and personal effects located within the township shall not be assessed and taxed.

B. This chapter shall apply to taxes on tangible household personal property and personal effects due and payable in the year 1962, and thereafter so long as the ordinance codified in this chapter shall be in effect, and shall not affect the obligation, lien or duty to pay any taxes, interest or penalties which have accrued or may accrue by virtue of any assessment made or which may be made with respect to taxed levied for any year prior to the year 1962, nor shall this chapter affect the legal authority to assess and collect taxes which may be or have been due and payable prior to January 1, 1962, together with such interest and penalties as would have accrued thereon under any provisions of law amended or repealed; nor shall this chapter invalidate any assessments or affect any proceedings for the enforcement thereof pending upon the effective date of the ordinance codified in this chapter or upon January 1, 1962, or during the period between such dates. (§§ 1, 2 of Ord. dated 3/2/61)

Chapter 3.08

FEE SCHEDULE FOR LAND USE APPLICATIONS

Sections:

3.08.010 Established.

3.08.010 Established.

There is established the following fee schedule for applications before the zoning board of adjustment and planning board of the township. Definitions of minor subdivisions and major subdivisions, minor site plans and major site plans, site plan, and variance shall remain as defined in the zoning, subdivision and site plan ordinances of the township.

Fee Schedule

Minor subdivision	\$300.00
Major subdivision	750.00
Minor site plan	300.00
Major site plan	750.00
Variance (by itself)	300.00
Variance (accompanying another application)	100.00
Additional filing fee for all applications	25.00

(Ord. 2001-2(3); Ord. 86-7 § 1)

Chapter 3.12

CHIEF FINANCIAL OFFICER

Sections:

3.12.010 Chief financial officer.

3.12.010 Chief financial officer.

There is created the position of chief financial officer for the township as follows:

- A. The chief finance officer shall be appointed by the commissioner of revenue and finance with the advice and consent of the board of commissioners, for a period of one year.
- B. The chief financial officer shall have the powers and perform all the duties of a municipal finance officer as designated by the Legislature through New Jersey statutes and in accordance with the regulations, forms and procedures according to the Administrative Procedure Act.

(Ord. 89-1 § 1)

Chapter 3.16

OPEN PUBLIC RECORDS ACTS FEES

Sections:

3.16.010 Duties and responsibilities.

3.16.020 Procedures for requests.

3.16.030 Certified copies.

3.16.040 Repealer.

3.16.050 Severability.

3.16.060 Effective date.

3.16.010 Duties and responsibilities.

A. The township shall be entitled to charge and collect fees for the reproduction of any public records at the rates and fees established in the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1, et seq. as amended.

B. In addition, in the instance of mailing, the township shall be entitled to charge an additional fee of five dollars (\$5.00), regardless of the number of pages, in order to cover postage and handling expenses.

C. The tax collector shall be entitled to charge and collect a fee of thirty dollars (\$30.00) for the preparation of a certificate of redemption for redeemed liens.

D. Other various charges for reproduction of public records are as follows, provided that the costs of charges shall not exceed the actual costs borne by the township, and where copying is done by an outside agency, the township may request payment directly to that outside agency:

1. Photographs (thirty-five (35) mm film or other standard format): up to one dollar (\$1.00) per print;
2. Polaroid prints: up to two dollars (\$2.00) per print;
3. Videotapes: up to twenty-seven dollars (\$27.00) per videotape;
4. Standard audio cassettes: up to five dollars (\$5.00) per cassette tape;
5. Audio cassettes of meeting minutes (requiring reproduction by outside agency): sixty dollars (\$60.00) per cassette tape;
6. Three and one-half inch floppy disk: up to four dollars (\$4.00) per disk;
7. Municipal street maps: up to ten dollars (\$10.00) per map;
8. Municipal zoning maps: up to ten dollars (\$10.00) per map;
9. Zoning ordinance books: thirty-seven dollars (\$37.00) plus copies of amendments at the rates set forth in subsection A of this section;
10. Master plan: fifty-five dollars (\$55.00), plus copies of amendments at the rates set forth in subsection A of this section;

11. Tax maps: copies of certain portions of the map at four dollars (\$4.00) per sheet provided that copies for a complete set of tax maps shall be provided by engineer's office, through the office of the municipal clerk, at a rate of up to five hundred fifty dollars (\$550.00);
12. Site plans, maps or blueprints: copies at up to twelve dollars (\$12.00) per page.

E. In the event that the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service charge. Administrative time in such extraordinary expenditures of time shall be charged at a rate of sixty dollars (\$60.00) per hour. The municipal clerk shall notify the requestor of the imposition of a special service charge prior to undertaking the response to the request pursuant to N.J.S.A. 47:1A-1, et seq.
(Ord. 2004-09 § 1)

3.16.020 Procedures for requests.

A. Any person seeking the reproduction of public records, documents or other information as contemplated by this chapter shall submit his or her request, in writing, on a form prescribed by the municipal clerk. All requests will be handled in accordance with N.J.S.A. 47:1A-1, et seq.

B. Prior to commencing with the reproduction of such public records and/or documents, the municipal clerk shall first estimate the number of pages or other formats involved and provide the requesting party with a written estimate of the costs of reproduction. No photocopying of any document shall be undertaken without the requesting party first having provided, by check or cash, the funds so estimated as necessary for that reproduction. In the event that the photocopying or other reproduction charges exceed the amount estimated, the requesting party shall be required to pay the difference.
(Ord. 2004-09 § 2)

3.16.030 Certified copies.

Any certified copy of a legal document issued by the Registrar of Vital Statistics shall be supplied at a charge of eight dollars (\$8.00).
(Ord. 2004-09 § 3)

3.16.040 Repealer.

Any part or parts of any ordinance which are found to be inconsistent with this chapter shall be repealed to the extent of such inconsistency.
(Ord. 2004-09 § 4)

3.16.050 Severability.

In any section, paragraph, subdivision, clause or provision of this chapter shall be adjusted invalid, such adjudication shall apply only to that section, paragraph subdivision, clause or provision and the remainder of

this chapter shall be deemed valid and effective.
(Ord. 2004-09 § 5)

3.16.060 Effective date.

The ordinance codified in this chapter shall take effect upon final adoption by the township committee and publication of notice thereof according to law.
(Ord. 2004-09 § 6)