



TOWNSHIP OF

Pemberton

Burlington County | New Jersey



Fall/Winter 2021

Welcome To Our New Newsletter!

Dear Residents and Friends:

Pemberton Township is pleased to introduce you to our new Township newsletter. This publication provides you with information on municipal services and officials, contact numbers for municipal offices and other agencies, and updates on current projects being undertaken within Pemberton Township.

We extend a special thanks to the business and professional members of our community whose support through advertising has made publication of this newsletter possible at no cost to taxpayers. Please support the local businesses that support Pemberton Township.

We would like to take this opportunity to encourage all residents of Pemberton Township to contact the municipal offices for any assistance you may need. Community service is a priority of the Township. We strive to do our best to make this a better community for all of our residents.

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Visit our website at www.pemberton-twp.com

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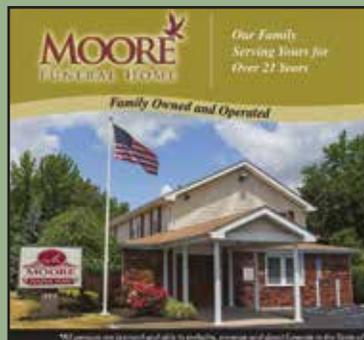
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Jared Kirschenbaum,
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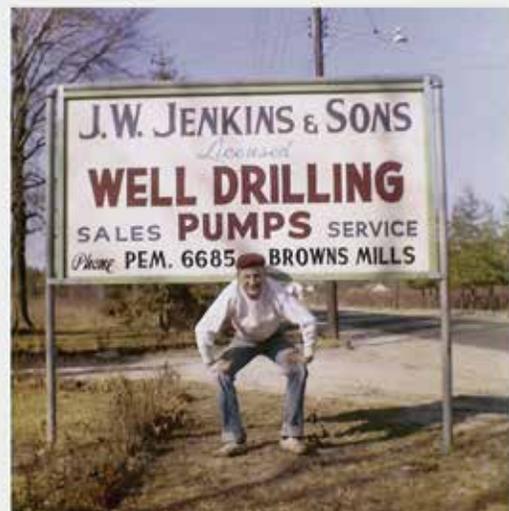
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609-893-2657

jwjenkinsandsons.com

Department of Recreation & Senior Services

Director – Joe Marroli (jmarroli@pemberton-twp.com)

Program Coordinator – Nichole Pittman (npittman@pemberton-twp.com)

Recreation Leader – Kenny Willitts (kwillitts@pemberton-twp.com)

Phone number: 609-893-5034

Upcoming Programs & Events:

Final Day of 2021 Beach Season – 9/6/21

Final Free Summer Movie Series – 9/10/21 @ Whitesbog

Fall Festival - 9/18/21 @ Whitesbog

Night of Terror! @ Pemberton Sports Complex – 10/30/21
(Rain-date: 10/31/21)

Youth Indoor Soccer – TBA

Halloween House Decorating Contest – 10/15/21
(Registration Deadline)

Tree Lighting Ceremony @ Reflections Park
– 12/3/21 @ 6 pm

Pictures /w Santa @ Browns Mills Firehouse
– 12/4/21 from 10 am – 1 pm

Holiday House Decorating Contest – 12/10/21
(Registration Deadline)

To register for our programs, please visit:
<https://pemberton.recdesk.com/Community/Home>



Pemberton Township Recreation
Pemberton Township Alliance Group

2021 FREE SUMMER Movie Series
Movies begin around 8pm
FREE ADMISSION & FREE POPCORN!

NEW DATE!

 Mirror Lake Beach June 18 th	 Municipal Building June 25 th		
 Mirror Lake Beach July 23 rd	 Presidential Lakes Beach August 13 th	 Mirror Lake Beach August 27 th	 Whitesbog Historic Village September 10 th

 If inclement weather all Movies will be held indoors at the BACTA Building (40 Arbutus Street, Browns Mills). Please check the Pemberton Recreation Facebook Page for updates. Please Note: COVID Rules & Regulations may still be in effect. 

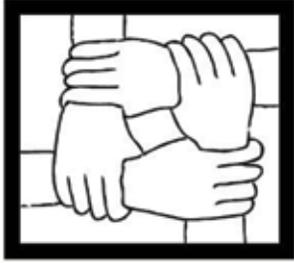
More Information:
Pemberton Recreation: 609-893-5034
recreation@pemberton-twp.com / www.pemberton-twp.com



Parks Improvement Plan Update

Over the course of the past 15 months, Township staff have been busy providing several updates and enhancements to our parks. Improvements include: freshly mulched playgrounds, buildings and exercise stations, updated park signage, renovated playground equipment and safety surfaces, resurfaced basketball courts, paved walking/biking trails, trex pathways, and many more upgrades. Check out the attached photos! At the 3/17/21 Council Meeting, our 10-year Parks Improvement Plan was unveiled and received resounding support from Township Council. The plan includes construction of a trail network to be installed in and around Pemberton Township. To view the entire PIP, please visit the Parks & Trails tab on our website:

https://www.pemberton-twp.com/departments/recreation/parks___trails.php



**PEMBERTON
TOWNSHIP
ALLIANCE
GROUP**

Pemberton Township Alliance Group (TAG)

500 Pemberton-Browns Mills Road
Pemberton NJ 08068
(609) 894-8201 ext. 5034
Facebook: @PembertonTAG92
Website: www.pemberton-twp.com

COMMITTEE & VOLUNTEER APPLICATION

Name: _____ Current Age: _____

Mailing Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Which Of The Following Positions Are You Interested In? Committee Membership Volunteer

Briefly Describe Why You Are Interested In This Position:

What Days & Times Are You Typically Available To Assist With Programs/Events?

What Qualities Do You Feel You Would Bring To The Alliance?

Do You Have Any Special Skills Or Interests?

Submit Your Application:

Mail To: Address Above / Email To: TAG@pemberton-twp.com

Pemberton Township to Rehabilitate Spring Lake Beach

An updated park will be added to the vast Pemberton Township Park inventory list this Fall: Spring Lake Beach in Country Lakes. The plans for this park include multiple floating fishing docks, a trail, a new playground, expanded parking area, as well as other site amenities such as multiple picnic tables and benches. Staff aim to begin site prep work at Spring Lake Beach in the Fall of 2021. This past June, Township staff applied for the DCA 2021 Local Recreation Improvement Grant to help cover funding for the rehabilitation of Spring Lake Beach. The Township also applied for Urban Aid through the 2021 Green Acres Program. The Township is hoping to obtain Green Acres funding to add Sports Field Lighting to both the Nesbit Park Complex and the Pemberton Sports Complex.



Township Alliance Group

The Pemberton Township Alliance Group, better known as TAG, is part of a county-wide program designed to organize and coordinate community efforts to prevent and reduce drug and alcohol use in Pemberton Township. TAG was established February 21, 1991 by a resolution of the Pemberton Township Council and is funded by the Governor's Council on Alcoholism and Drug Abuse through the Burlington County Office of Human Services. TAG sponsors several programs in the community, including a "Community Outreach" program that is designed to encourage community involvement and "Family Opportunities" that promote family unity, teamwork and social skills. In addition, TAG also provides funding for drug and alcohol training & education, prevention programs and alternate activities for Pemberton Township students. TAG is a volunteer organization that relies on community input and support. Please contact us (kwillitts@pemberton-twp.com) if you are interested in volunteering or sharing your ideas.

More info can be found here: https://www.pemberton-twp.com/departments/recreation/township_alliance_group.php

Spotlight on Success

Recognizing a dedicated career of service

July of 2021 marked the end of a successful 29-year career for Department of Public Works employee George "Toby" Peacock. Hired in 1992 as a Laborer in the Water Utility Division, Toby ascended the ranks of the department ultimately serving as the Assistant Superintendent, demonstrating at every step of his career that Civil Service was his calling, and his desire to provide exceptional services for the residents of Pemberton Township was always his goal. A dedicated husband and father with a love of fishing and sports, Toby ended his 29-year career with Pemberton Township to start his new role in life, a happy first time Grandpa.

Toby leaves behind a legacy of service, as he learned quickly and developed as an employee in the Laborer, Water Repairer, and Senior Water Repairer Titles, always demonstrating a desire to be a dedicated service provider. Available 24 hours a day to dig ditches, repair and replace water mains, service lines, hydrants, and meters, Toby quickly identified that he could be critical in helping the Township develop and upgrade its water infrastructure to be more resilient and secure.

Earning his W1/T1 Water Operator Licenses and subsequently his W2/T2 Licenses, Toby positioned himself to move into the Foreman Title then Water Repair Supervisor Title, positions he used to start to affect change, not only in the water system itself, but the operational culture of the Water Utility Division. Toby demonstrated for his unit employees that goal setting with an increased sense of purpose, an increased sense of urgency, and an understanding that customer service coupled with efficiency and effectiveness in operations should always be the mission.

These qualities propelled Toby into the Assistant Superintendent of Public Works position in 2019. Township Administration recognized that his knowledge and experience could be drawn on to help develop employees and operational initiatives in all divisions of the department. From helping transition in the new Sewer Utility Division, training the new Water Repair Supervisor, assisting the Department Director plan, organize, and budget for capital initiatives, to helping guide the department through the tumultuous Covid-19 Pandemic, Toby has earned the high praise from Township Administration and his peers.



Remaining Due Dates for 2021

SEWER	SOLID WASTE COLLECTION	PROPERTY TAXES
October 1, 2021	September 1, 2021	August 1, 2021
	December 1, 2021	November 1, 2021

Department of Public Works

Fleet Maintenance Staff Keeps the Township Wheels of Progress Moving Forward

The Township of Pemberton employs a comprehensive Public Works Department that offers a high level of municipal services for the residents that live, work, and play here. There are five separate divisions within the department, all of which work together in support of each other, but at the same time have specific and independent missions. Most residents know of, or may have dealt with someone from our Streets and Roads Division, Buildings and Grounds Division, Water Utility Division, or Sewer Utility Division. Reporting a pothole or requesting brush collection, reporting a maintenance need at one of our Township owned parks or buildings, or requesting assistance with a potable water or sewer system concern. These are common interactions that most people think of when they hear the term “Public Works Department”.



However, the unsung hero, and often never heard of operational unit, is the Departments fifth division, Fleet Maintenance Services. Comprised of a staff consisting of one Supervising Mechanic, one Senior Mechanic, two Mechanics, one Mechanics Helper/Truck Driver, and one Keyboarding Clerk, this group of individuals can be found on any given day performing services that range from tire repairs, oil changes, and preventative maintenance items, to custom fabrication and welding projects, to Heavy Equipment tear down and rebuilds. Charged with the maintenance and repair responsibilities of over 250 vehicles and pieces of equipment, this unit averages over 200 maintenance and repair work orders per month, on average 2,406 per year. Successfully managing a fleet ranging from police cars, SUVs, and pick-up trucks, to Fire Engines, Dump Trucks, Buses, Bull Dozers, and Asphalt Pavers. Comprehensive in size and scope are the ongoing maintenance and repair needs for a fleet of this size and variety.

The Township is fortunate to have a Fleet Maintenance Unit that is diverse in skills and knowledge, and provides many advanced services that other Municipalities would normally contract out to a private repair facility. Herein lies the greatest benefit to the taxpayers of Pemberton Township, Cost Savings. The more work completed by this in-house staff as opposed to contracting with private repair facilities, offers increased levels of costs savings, as the Township does not pay for the private facility mark-ups for materials and supplies, or profit driving “service fees” for diagnostic and repair services.

Additionally, having this talented and productive repair unit available provides for another significant benefit to the residents of our town, increased Municipal Services across the board. For example, if a snowplow truck breaks down at 2:00 AM on a Sunday morning during a blizzard, the Township does not have to wait for a private repair facility to open during normal operating hours to assess and make repairs, rather, our Fleet staff is immediately dispatched to get that vehicle back on the road as soon as possible, clearing the way for a more efficient and effective snow plow operation. This unit provides that same level of response and service for all municipal departments, to include, Police, Fire, Recreation, and Community Development, not just the Public Works Department.

Often not spoken of publicly, but certainly appreciated by those of us who benefit from their skills, this unit of talented employees are vital to the many successes of the Department of Public Works, and other Township departments as well. They keep the wheels of progress spinning, driving our mission forward, to provide the best possible services for the residents of our great community.

PEMBERTON TOWNSHIP 2021 BAGGED LEAF COLLECTION

- Bagged leaves and pine needles must be placed at the edge of the road between Saturday and 6:00AM of the first collection date in your area. Please note that if you set your bags at the road prior to Saturday you may be subject to a local fine.
- Grass and trash must NOT be mixed in with leaves and pine needles.
- Please place your bags along the edge of the road upside down, with the tied end facing down. This will help prevent rain from leaking into the bags.
- Each bag shall weigh 30 lbs or less. We will not collect bags that exceed 30 lbs.
- Once the leaf collection crew has been through your area they will not be authorized to return to your area for leaf collection.
- If you miss the collection period in your area, you may deliver your leaves and pine needles to the Public Works Yard.

COLLECTION DATES

LEAVES MUST BE CURBSIDE FIRST DAY OF COLLECTION IN YOUR AREA.

AREA 1 – BEGINNING NOVEMBER 22

Pemberton Township Municipal Building west to Route 206, Fort Dix Boundary to Magnolia Road. This area includes Lake Valley Acres, Oak Pines, Birmingham, Sunbury Village and Johnson Court.

AREA 2 – BEGINNING NOVEMBER 29

Lakehurst Road (from Junction Road to Route 70), and Country Lakes.

AREA 3 – BEGINNING DECEMBER 6

Juliustown Road east to west side of East Lakeshore Drive. This area includes Juliustown Rd., Trenton Rd., Pemberton Blvd., Evergreen Blvd., Clubhouse Rd. to Broadway, West Lakeshore Dr. and west side of East Lakeshore Drive.

AREA 4 – BEGINNING DECEMBER 13

East side of East Lakeshore Drive to North Whitesbogs Road. This area includes east side of East Lakeshore Dr., Hanover Boulevard, North Lakeshore Dr., South Lakeshore Drive and Ridge Rd.

AREA 5 – BEGINNING DECEMBER 20

Rt. 70, City Line Road, North & South Branch Road, Pasadena Road, Presidential Lakes and Whispering Pines.

AREA 6 – BEGINNING JANUARY 3

Pemberton Township Municipal Building east to Juliustown Road. This area includes Lakehurst Road (from Juliustown Road to Junction Road), Blueberry Manor, Oak Ridge Estates, Rancocas Lane, Junction Road, Ridgeview Avenue, Mt. Misery Road, Springfield Road, Four Mile Road and New Lisbon Area.

QUESTIONS? – CALL PUBLIC WORKS 609-894-7968
www.pemberton-twp.com

Why Should You Care About Clean Water?

Stormwater pollution is one of the greatest threats to New Jersey's clean water supply. Clean water provides access to safe drinking water, places for recreation, commercial opportunities, healthy wildlife habitats, and adds beauty to our landscape. Rain washes pollution from streets, parking lots, and lawns into storm drains, then directly to our streams, rivers, lakes and oceans. Did you know more than 60 percent of water pollution comes from things like motor oil, fertilizers, pet waste, and detergents? By sharing the responsibility and making small, easy changes in our daily lives, we can keep common pollutants out of stormwater.

For more information on Pemberton Township's Stormwater Pollution Solutions and NJDEP Tier A Permit Requirements, please visit: https://www.pemberton-twp.com/departments/public_works/stormwater_pollution_solutions.php

Or call The Department of Public Works @ (609)894-7968.



WHAT'S THE PROBLEM WITH PET WASTE?

Rain can wash pet waste that sits on a lawn or unpaved surface into storm drains, ultimately ending up in our lakes, rivers and the ocean. Pet waste contains coliform bacteria and other pollutants that can make people sick, and often cause beach closures on lakes or the ocean. Coliform bacteria can contaminate shellfish, which causes people to get very sick when they are eaten. Bacteria from pet waste can also pollute your drinking water, as well as kill fish, wildlife and plants. Pet waste is not only a health hazard but also a nuisance in our neighborhoods.

YOU CAN HELP!

- Use newspaper, plastic bags, or a pooper-scooper to pick up the waste when you walk your pet.
- Properly dispose of pet waste into the trash or toilet. (Do NOT dispose of newspaper or plastic bags in the toilet.)
- Do not dispose of pet waste in storm drains.

WHAT'S THE PROBLEM WITH WASHING YOUR CAR?

Washing your car on a paved surface can allow the soapy wash water and other pollutants, like oil and grease, to run off into a storm drain. Most soap contains phosphates and other chemicals that, in large amounts can contaminate your drinking water, as well as kill fish, wildlife and plants. The soap, together with the dirt and oil washed from your car, flows into nearby storm drains, which flows directly into lakes, rivers and the ocean. The phosphates from the soap can cause excess algae to grow, which can be harmful to the water quality.

YOU CAN HELP!

- Take your car to a car washing facility, rather than washing it yourself. Commercial car washes treat and recycle the water.
- If you can't get to a car washing facility, wash your car on an unpaved surface and use biodegradable soap.
- Organize a Car Wash Fundraiser for a local organization. Visit www.cleanwaterNJ.org to learn how.

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Our newsletter is supported by local businesses like yours that recognize the value of reaching households in the Township.

To Place An Ad

Call Peggy Kucipak Albee at Hometown Press 215-262-3617
or email peggy.cbn@gmail.com

Stormwater Regulation Codes

In accordance with our NJDEP Tier A Municipal Stormwater General Permit, the Township of Pemberton has adopted various Codes to regulate the impact of storm water runoff and pollutants on the environment. As part of our Local Public Education Program, the purpose of this letter is to highlight the requirements and environmental benefits of these Codes.

1. Pet Waste: Chapter 143 requires pet owners to pick up and properly dispose of pet waste dropped on public or other people's property. It prevents fecal contamination from impacting the local waterways.
2. Litter: Chapter 126 states that it is unlawful to throw, drop, discard or otherwise place litter of any nature upon any public or private property, other than in a litter receptacle. The purpose of the Ordinance is to prevent unsanitary conditions and groundwater pollution.
3. Improper Disposal of Waste: Chapter 185 states that it is illegal to dispose of waste in any place not specifically designated for the purpose of solid waste storage or disposal. The purpose of the Ordinance is to prevent unsanitary conditions and groundwater pollution.
4. Wildlife Feeding: Feeding of water fowl on municipal park property is prohibited by Chapter 188. The Township of Pemberton enacted the Ordinance as a method to reduce water fowl population in response to health concerns regarding bacteria which is harmful to human and fish populations.
5. Yard Waste: Yard waste is regulated via Chapter 81, which establishes methods of collecting leaves, brush and other yard waste. The purpose of the Ordinance is to keep leaves and grass out of the storm sewer system.
6. Illicit Connections: Chapter 150 makes it unlawful to connect any pipe or device to the municipal storm sewer system that is intended to discard, spill or dump any material other than stormwater runoff or groundwater (sump pumps) into the system. The purpose of the Ordinance is to prevent pollution and contamination of waterways which receive discharge from our storm sewers.
7. Refuse Container Covers: Chapter 152 requires all dumpsters and bulk containers to be covered at all times and prohibits spilling, dumping, leaking or otherwise discharge of liquids, semi-liquids or solids into any municipal storm sewers.
8. Private Inlet Storm Drain Retrofitting: Chapter 185 requires the retrofitting of any existing storm drain inlet which is in contact with repaving, repairing, reconstruction or resurfacing or alterations of facilities on private property to prevent the discharge of solids and floatables (plastic bottles, cans, wrappers and other litter) to the municipal storm sewer.

The transport of pollutants into local water bodies can result in the destruction of fish, wildlife and habitats; threats to public health and the loss of recreational and aesthetic value.

We have enacted the above Codes to protect our environment, and to keep pollutants that are commonly conveyed by storm water from adversely impacting our waterways and groundwater supplies.

These Codes can be read in their entirety during the hours of 8:00 am to 4:30 pm in the Pemberton Twp. Municipal Bldg. or online at www.pemberton-twp.com.

Thank you for your continued cooperation with our environmental protection efforts.



Pemberton Township
Clean Communities And Recycling Promotional Day

Clean-Up Drop Off Confidential Shredding Giveaways

SEPTEMBER 18, 2021

8:00 AM to 12 Noon



Have junk laying around your home? A public area around your home that needs to be cleaned up? Confidential papers to be shredded? Bring old tires (limit 12 tires, no oversized tires), paint cans with lids, household hazardous waste, concrete, bricks, lumber, intact televisions, computers, etc. to the Public Works Yard (located behind the Municipal Bldg. at 500 Pemberton Browns Mills Road, Pemberton, NJ 08068) for one day FREE disposal. No gasoline or unidentifiable material accepted.

Pemberton Township Residents Only-No Businesses.

Any questions please call 609-836-5258 or visit our website at www.pemberton-twp.com.

**Help Us Keep Pemberton Township Clean
By Volunteering For A Litter Clean-Up**

September 25, 2021

Country Lakes Area

Meet at Country Lakes Firehouse

October 16, 2021

Presidential Lakes Area

Meet at Presidential Lakes Firehouse

November 6, 2021

Browns Mills Area

Meet at Browns Mills Firehouse

All volunteer clean-ups are from 8:00 AM to 12:00 PM.

Must be 13 years or older to participate.

Light refreshments are served at 12:00 PM

Please call or E-mail if there is a different area/date you would like to clean up

609-836-5258 dmcbreen@pemberton-twp.com

Earn \$\$ for your non-profit organization

Take advantage of a Clean Communities' mini-grant and earn money for your non-profit group or organization cleaning up litter and debris from targeted Pemberton Township roadways.

609-836-5258 dmcbreen@pemberton-twp.com

Respect Our Town – DO NOT LITTER!

You Can Make A Difference!



Amy P. Cosnoski, RMC/CMR, Township Clerk
Sunshine Dashiell, RMC/CMR, Deputy Township Clerk

What Does the Township Clerk's Office Do?

Our first and foremost job is as the Secretary to the governing body. For Pemberton Township that is the Township Council. The Township Council is the legislative branch of government for the town. If you have something you want to make the Council aware of you can do it through the Township Clerk's office or reach out to them directly. Links to all their emails are on the township website. You do not have to wait for a Township Council Meeting for your concerns or ideas to be heard. If you do want to come to a Council Meeting, head on out to the Municipal Building at 500 Pemberton-Browns Mills Road, Pemberton. They are held on the first and third Wednesday of every month, except for July and November. Check the Township calendar for those months as the dates can vary. If a meeting is ever canceled, changed or a special meeting is called, it will be posted on the website. The meetings start at 6pm and there is always a Public Comment section of the meeting for the public to get up and speak.

Other things we do:

- Dog Licenses
- Liquor License Permits
- Legalized Games of Chance Permits (i.e. Bingos & Raffles)
- OPRA Requests (Open Public Record Act)
- Vital Statistics (Birth Records, Marriage Licenses, Death Certificates)
- Food Establishment Permits

One of our biggest responsibilities is Elections. The next election will be the General Election held on November 2, 2021. We handle voter registration and party affiliation changes. If you need to register to vote or have any questions about if you are registered or where you vote, contact our office. This year will be the first year of Early Voting in New Jersey and as we get more information on that it will be put out to the public through our website and social media pages. Don't wait until the last day to find out about voting as there are deadlines set by law for residents to register, change parties and request a mail in ballot.

Keep an eye out for information on the Free Rabies Clinic which will be held in November. Specifics will be posted on the website and pushed out on social media when the information is available.

We are always here to help at 609-894-3314 or 3313. You can reach us by email at acosnoski@pemberton-twp.com or sdashiell@pemberton-twp.com.

Pemberton Township Fire Department

PEMBERTON TOWNSHIP FIRE DEPARTMENT MISSION STATEMENT:

The mission of the Fire Department shall be the preservation of life and protection of property from loss by fire or any other man-made or natural disaster which may occur in the Township of Pemberton and vicinity.

In 2020, the Fire Department responded to approximately 1500 service calls and over 50 fires of various size in Pemberton Township. The Fire Department is 100% volunteer, and also provides Emergency Services, along with EMT's, as well. The Department is currently accepting volunteers. The volunteer application can be accessed here:

https://www.pemberton-twp.com/Document%20Center/Department/Fire%20Department/FFAPP_Revised_42018.pdf



Department of Community Development

The Department of Community Development was established to maintain and improve all aspects of the physical environment of Pemberton Township. The Department serves as a custodian of Pemberton Township's vision and an agent for the implementation of policies established by the Mayor and Township Council, as that vision and policy relate to land development, housing, construction, code enforcement, economic development and regional issues that affect Pemberton Township. The Department accomplishes its mission by monitoring the various components (zoning, building, and property maintenance codes) which influence the quality of life for the residents of Pemberton Township. The Department Community Development is primarily concerned with providing services that promote the community's short and long-term interests in maintaining a high standard of development in both residential and commercial areas. The Department seeks to protect and enrich the quality of life in the community through the care and maintenance of the municipal infrastructure and physical assets. Divisions of the Department include Zoning Enforcement, Construction Code Enforcement, and Code Enforcement. The Department is also responsible for acting as liaison with Boards and the Urban Enterprise Zone Authority. Grant administration, housing programs, and the Regional Contribution Agreement Program are other duties.

Planning Board Meeting Dates (7:00pm):

February 4, 2021	August 5, 2021
March 4, 2021	September 2, 2021
April 1, 2021	October 7, 2021
May 6, 2021	November 4, 2021
June 3, 2021	December 2, 2021
July 1, 2021	

Zoning Board Meeting Dates (7:30pm):

February 10, 2021	August 11, 2021
March 10, 2021	September 8, 2021
April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 9, 2021	December 8, 2021
July 14, 2021	

Divisions of Construction Code Enforcement and Zoning

The following is a general guide to the permit requirements for these offices.

A permit is generally required if an individual wishes to construct, enlarge, alter, or demolish a structure. Included in this category are those projects, which change any existing structure or add to that structure.

When is a Permit required for various home improvements?

HOME IMPROVEMENT	ZONING PERMIT	CONSTRUCTION PERMIT
Addition to a house	Yes	Yes
Deck or Pool	Yes	Yes
Fence	Yes	No*
Finished Basement	Yes	Yes
Install new electrical receptacles or outlets	No	Yes
Install new fireplace	Yes**	Yes
Install new water heater or furnace	No	Yes
Rearrange plumbing system	No	Yes
Repair or replace any structural member, such as increasing the size of a window	No	Yes
Replace siding / roof	No	Yes***
Accessory Building (over 200 sq ft) or garage	Yes	Yes
Shed (up to 200 sq ft)	Yes	No
Driveway, New or Repaving	Yes	No

*A construction permit may be required for pool barriers. **A Zoning Permit is required only if the fireplace will change the building footprint.

***If structural modifications are required and for principal non single-family structures.

Division of Code Enforcement

The Code Enforcement Division issues violations citing a variety of community standards, public health, and public safety issues. They also affect the appearance and safety of our community. It is important that you know about the Codes and Ordinances that affect your property.

SUBJECT	REQUIREMENT	ORDINANCE
Trash collection	Solid waste containers must be used.	Chapter 152-12
	Residents shall place solid waste or containers at the collection point no earlier than twelve (12) hours before the start of the collection day. Residents shall remove solid waste or containers from the collection point within twelve (12) hours after the end of the standard collection day.	Chapter 152-12(D)
		Chapter 152-12.(C)
Lawn maintenance	Property owners are required to maintain lawns below 6 inches in height.	Chapter 145-12 (B)
Pool Maintenance	Failure to Maintain Pool	Chapter 145-11 (G)
Inoperable and/or Unlicensed Vehicle	An inoperable and/or unlicensed vehicle must be covered with a form fitting cover in good condition.	Chapter 148-1
	Residents are allowed only one inoperable vehicle.	Chapter 180-2(D)2
House Number Displayed	House numbers must be a minimum of three inches in height, clearly visible on the background to which attached and located in a prominent place on the property to be visible from the street. Houses or buildings set back 100 feet or more from the roadway shall have a four-inch-by-four-inch post or equivalent constructed at the front of the driveway, which shall have the house numbers three inches in height attached. Commercial building numbers shall be six inches in height and clearly visible on the background to which attached and located in a prominent place on the building, visible from the street. All address numbers are the responsibility of the owner to purchase.	Chapter 78-1
Storage of Tires	Tires shall be stored in a totally enclosed structure or covered to prevent the existence or presence of any water in which mosquito larvae may mature and grow or exist. If stored outside, they must be stored up off the ground and covered not to allow standing water.	Chapter 169-2

Rental Housing Registration and Inspection

Chapter 148-2 requires the registration of all rental units. Registration upon every change in occupancy; however, if there has not been a change in occupancy in five years, then the owner of a rental unit shall register following the expiration of the five-year period. All rental units must be registered, inspected and licensed in accordance with this chapter. The forms for registration are available from the Division of Code Enforcement (Phone 609-894-3331).

Vacant Property Registration and General Requirements

Chapter 145-44 requires the owner of any vacant property, within 60 days after the building becomes vacant to property file a registration statement for each such vacant property with the Director of Community Development on forms provided by that Director of Community Development for such purposes. The owner shall be required to renew the registration annually as long as the building remains vacant property and shall pay a registration or renewal fee.



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