

**DEPARTMENT OF COMMUNITY PLANNING & COMPLIANCE**

**POLICIES & PROCEDURES**

## **INTRODUCTION TO POLICIES AND PROCEDURES**

**The Department of Community Planning and Compliance consists of the divisions of the Director/Land Use Office, Engineering Division, Planning Division, Inspections Division and Zoning Enforcement Office. This department manages and coordinates a wide range of activities such as: Land Use Administration, construction permits, building permits, plan reviews, submission of grant applications, enhancement of traffic and school zone safety, fees and escrow management, processing inquiries and complaints and over the counter customer service to businesses and residents.**

**This report contains the policies and procedures for the above mentioned offices.**

## **Division of Inspections**

**The Division of Inspections is responsible for the issuance of construction permits for and inspection of new construction, additions, alterations and demolition. Electric, plumbing, building, fire code and mechanical compliance permits are issued by this office.**

### **The Building Permit Process**

A permit must be obtained prior to any new construction or alteration, with the exception of ordinary repairs.

For expansions or additions, applicants must first contact the Land Use Office and/or Planning Department to assure compliance with land use ordinance requirements such as setback from property lines, etc. Thereafter, applicants may proceed by applying for a permit . If a proposal does not comply with land use requirements, then the applicant must apply to the Zoning or Planning Board for a variance (See Planning or Zoning information in this booklet.)

Remodeling of Home or Business – Alterations of a minor nature do not require a permit. However, applicants should check with the Permit Office To be sure minor work falls within those guidelines. All other construction would require necessary construction permits and approvals.

### **Architectural Plans**

A homeowner occupant may submit his own plans for any kind of work on residential property. For owners and/or occupants of business property, an architect's or engineer's sealed plans are required with the exception of minor work. Check with the permit office to be sure the minor work conforms to established guidelines.

### **About the Permit Application**

An application for a permit must be filled out in detail for all work related to a project. This could include electrical, plumbing, fire, building, etc. If assistance is needed in filling out an application, help is available at the permit office.

## **Time Frames For Permits**

Under normal circumstances, an applicant can expect a decision within four weeks. This is the time it takes to review the necessary documents submitted for approval of the permit. If important details are missing in the submission of the application, the applicant will be advised by mail. The letter will advise as to what information is missing and will allow for the correction of plans or submissions. When all information is in order, the application will be reviewed again and a permit will be issued. (Please note that incomplete information will cause a delay in approving your permit).

## **TYPE OF PERMITS**

### **Building Permits**

These permits are issued for work being done that includes – demolition, building, plumbing, electrical, fire, elevator devices, pools, asbestos abatement and lead hazard abatement.

### **Other Permits**

Sewer Permit – This permit is required if the applicant is building a new home and must be obtained before a building permit will be issued. It is also required for all new and expanding businesses.

T.I.D. (Transportation Improvement District) Although this is not a permit – payment of this impact fee is necessary in areas classified by the township where significant development, and consequently the need for significant transportation improvements, is anticipated.

### **Notice to Contractors**

All contractors doing work in Hamilton are required to register with our Inspections Office. Homeowners doing their own work do not require registration. An application form must be filled out, a copy of the liability insurance certificate must be submitted along with a \$250.00 registration fee which pays for the 3 year license.

## Landlord Registration

The applicant is to fill out the titleholders and landlord registration application and a housing inspection form (if needed). Upon completion of all applications, we issue, over the counter, the license, registration and all required coupons. The appropriate fees are to be collected at that time and any late fees that are due. All coupon, license and registration numbers, dates and clerk's initials must be documented and recorded on the front of the application. All information is to be then recorded in the ESP database by the end of business day. If an inspection is required to be done at this time, we schedule that as well.

## PLANNING DIVISION

The Division of Planning provides information regarding the Master Plan, Zoning Ordinances, Land development Application Review, Open Space and Recreation Planning, Community Development Block Grant Program, Rental Assistance, Affordable Housing, Annual Septemberfest Bike Tour and Patriotic Committee.

### **A. PLANNING AND ZONING BOARD CONDITIONS OF APPROVAL**

The following are our policies and procedures with regards to the above:

1. The first step in insuring that conditions are met is during the review process of the Resolutions of Approval. We have to carefully review the draft resolutions prepared by the Board attorneys'; compare these with our respective Planning memo(s); and also compare these with our notes. In some instances, where we have to, we must go back to the tapes of the meetings.
2. Once the Resolution is approved our next step of review is that of the mylars.
3. The mylars are compared with the conditions of approval of the Resolution; the previously approved plans; and our respective memorandums. Where necessary, we go back to the applicant and have him make corrections and then review those corrections.
4. Once the mylars satisfy all requirements, they are signed. The applicant may then take out building permits.
5. Once a development is constructed, we now review only the landscaping plan to insure compliance with the approval prior to a Certificate of Occupancy being issued. Landscaping is again reviewed when a bond release is requested. For projects, which had been approved, constructed, and already have Certificates of Occupancy, we review the landscaping as part of the bond release request process. Employees of the Division of Planning will also note obvious discrepancies when they go out to the site for landscape review.

6. For Administrative Waiver of Site Plans, the process is basically the same. Monies are taken and not released until all conditions of the waiver are constructed on the site.
7. If there is non-compliance by an applicant with regards to landscaping that we review, prior to the issuance of a Certificate of Occupancy, we bring it to the Director's attention. A decision would have to be made as to whether to go after the applicant's bond as the withholding of a Certificate of Occupancy for non-compliance with landscaping is not permitted.
8. If there is a non-compliance with the terms of a Waiver of Site Plan, the applicant's money is not to be returned.

### **B. OBTAINING AN EASY PERMIT FOR SHED (100 sq. ft. or less) OR FENCES**

The following are our policies and procedures with regards to the above:

1. The requestor (homeowner, contractor, agent, etc.) is required to provide a scaled property survey of the property on which the improvements are to be located on to the Township Land Use or Planning office.
2. Depending on the exact improvement proposed (shed or fence) the proposal is reviewed against the applicable zoning regulations pertaining to setback, design of a fence, height of a shed and overall footprint of a shed.
3. If the requestor is able to meet the minimum zoning requirements for a shed or fence an Easy Permit is issued on the spot and given to the requestor at the time of the office visit. If the requestor is unable to meet any of the zoning requirements, then Township Staff will provide alternatives to the requestor so as to meet minimum ordinance standards. If those efforts become fruitless, then we will forward/recommend them to the Land Use Office for an application to be made to the Zoning Board. A representative from the office will accompany the requestor to the Land Use office so as to explain the proposal to the same. The Land Use office will then process the necessary paperwork for the requestor.

### **C. OBTAINING A PERMIT FOR SHED (101 sq. ft. or more)**

The following are our policies and procedures with regards to the above:

1. Same process as above in letter B, however, for sheds more than 101 square feet, if the requestor meets the minimum zoning requirements then this office will approve the size and location of a shed on the survey and direct them back to the Construction office for the permit.
2. If the requestor is unable to meet the minimum zoning requirements, then steps outlines in B #3 above will be followed.

**D. PURCHASING TRANSCATIONS** (tree plantings, park improvements [i.e. hardscape, pathways, etc), playgrounds, CDBG related items [security cameras], work related to grant projects [EECBG – rooftop solar], etc.)

The following are our policies and procedures with regards to the above:

1. The following steps pertain to soliciting quotes for work where the quotes will be \$3,150.00 or less:
  - Township policy states that only one (1) quote is needed when the quotes price for work is less than \$3,150.00. However it has been a standing practice in this office to secure at least three (3) bids for all work irregardless of the total dollar amount of work proposed.
2. The following steps pertain to soliciting quotes for work where the quotes will be \$3,150.00 to \$21,000.00:
  - Township policy states that this office must secure not less than three (3) written quotes for work to be performed. All received quotes are evaluated against the original RFP. The low bid of the three (3) received will be awarded the work as long as that vendor has not exceeded their non-bid threshold during the current budget year.
3. The following steps pertain to soliciting quotes for work where the quotes will be greater than \$21,001.00:
  - For all work estimated to be above \$21,001.00, the job will be advertised and the Township will accept competitive bids for work to be performed. Steps to follow during this process are the same currently in place for publicly advertised bid projects.

#### **E. SITE INSPECTIONS FOR BOND RELEASE/REDUCTION**

The following are our policies and procedures with regards to the above:

1. The property owner, site developer or site general contractor will initiate this process with the Land Use office via the submittal of a Request for Bond Release/Reduction form. Once the necessary paperwork is submitted to the Township and received by this office we will schedule a site inspection based on current weather or seasonal conditions.
2. Our site inspection will cover the following areas: compliance with the approved landscape, lighting and architectural building elevation drawings. We also look at site improvements such as signage (non-traffic related), dumpster enclosures, fencing and other miscellaneous site improvements. A report is written up to detail those deficiencies with the site improvements (such as dead trees, missing fencing, etc.). This report is then forwarded to the requestor for his review and corrective action.
3. This office will only perform follow-up site inspections once we are contacted by the requestor and notified that the punchlist work had been completed. We will perform follow-up site inspections (a 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> time) until such time that all work is thereby deemed acceptable and all site improvements are constructed as per the approved site plan drawings.
4. Upon acceptance of this office, we will recommend to the Land Use Office that the bond be released.
5. For bond reduction requests – we will perform site inspections only to verify that work completed is in compliance with the submitted bond reduction estimate. We will recommend to the Land Use Office to reduce a bond when we are in agreement with the bond reduction estimate and when those improvements completed are satisfactory.

## **F. PROCESSING/REVIEWING NEW DEVELOPMENT APPLICATIONS**

The following are our policies and procedures with regards to the above:

1. Once new development applications are received from the Land Use office, they are first reviewed for "completeness" only. This process is instituted to ensure that all required items are submitted as mandated by the application applicable checklists and governing ordinances. Once the completeness review is done a memorandum is composed outlining the "incomplete" items and those specific items are spelled out/outlined in an official review memo and distributed to various Township departments as well as the applicant whom submitted the development application.
2. Once the applicant has had the chance to review and respond to our "incompleteness memo", we will once again review any and all new information or material submitted in support of the application. If the information submitted addresses our incompleteness concerns, then this office will deem the application complete and we will then complete an in depth technical review of said application. However, if the application remains incomplete for a 2<sup>nd</sup> or 3<sup>rd</sup> time, the process will repeat itself until an application becomes complete.

## **G. REQUESTS FOR ZONING COMPLIANCE/VERIFICATION LETTERS**

The following are our policies and procedures with regards to the above:

1. This office often receives numerous "zoning verification" requests from realtors, appraisers, title companies and the like for properties within Hamilton. Most often we require that they fill out an OPRA request so that the zoning verification request can be processed through the normal means. However, for more simple requests we will process the same once we are provided with basic site information (address, block and lot) from the requestor.
2. Typically, upon receipt of the information from the requestor or upon receipt of the OPRA request, we will turn out a "zoning verification letter" within 10-14 days.

## **H. AFFORDABLE HOUSING DEVELOPMENT PROPOSALS - REQUEST FOR TOWNSHIP FUNDING/GRANTS**

The following are our policies and procedures with regards to the above:

1. The first step in this process is typically to meet with a prospective developer to review the plans for development within the Township. Basic information that this office must gather is location of the site, number of units proposed, type of development, split of low or moderate income units, alternative sources of funding secured by the developer, and amount of money requested from the Township.

2. We then review said proposal versus our current Housing Element and Fair Share Plan and Third Round Spending Plan. The proposal should demonstrate a need for the Township and address an area of need within our Housing Plan.
3. The details of this proposal are then reviewed with the Township Administration so as to determine support for the project and/or funding request.
4. If the Township Administration supports a specific affordable housing project and the project is not part of the Township Spending Plan, then a revised Spending Plan must be submitted to COAH for their review and approval before any monies are expended from the Township account. Hamilton Township Council must also approve of any expenditure from the Township Housing trust Account.
5. Once approvals are gathered by Township Council and COAH then at that time may monies be granted to the developer based upon several prior conditions –such as deed restrictions, review of building floor plans and securing the necessary approvals at the Zoning or Planning boards.

## **ZONING ENFORCEMENT**

The Division of Zoning Enforcement is responsible for zoning complaints, residential and commercial property maintenance enforcement and the Neighborhood Improvement Program.

Zoning violations are issued for non-conformance with the ordinance regarding such matters as: abandoned/unregistered vehicles, graffiti, illegal signs posted, commercial/residential property maintenance, land use violations such as operating a business in a residential zone, having more than 2 domesticated animals is not permitted in a residential zone, etc.

Most of the complaints the Zoning Officer responds to are from residents of the township. There is also a Zoning Complaint form available on the Township web site.

## **The Land Use Office**

The Land use Office is responsible for guiding individuals and commercial entities through the process of completing a land use application to go before the Planning and Zoning Boards. The following information is pertinent to this process:

# DEFINITIONS

## **Subdivision**

The division of a lot, tract or parcel of land into two or more lots, tracts or parcels or other divisions of land for sale or development.

## **Minor Subdivision**

Any subdivision of land resulting in the creation of not more than three (3) lots fronting on an existing street and not involving any new street or the extension of municipal facilities.

## **Major Subdivision**

Any division of land not classified as a minor subdivision.

## **Site Plan**

A development plan of one or more lots on which is shown the existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, floodplains, marshes and waterways; the location of all existing and proposed buildings, drives, parking areas, walkways, means of ingress and egress, utility service, landscaping, structures and signs, lighting and screening devices; and any information that may be reasonably required in order to conduct an informed review.

## **Conditional Use**

A use permitted in a particular zone which complies with the conditions and standards for the location or operation of such use as contained in the Land Use Ordinance

## **Floodplain Relief**

A grant of relief from the requirements of the flood damage prevention chapter of the Land Use Ordinance which permits construction in a manner otherwise prohibited.

## **“C” Variance (Bulk)**

A grant of relief from specific requirements of the Land Use Ordinance in conjunction with subdivision, site plan, floodplain and conditional use applications.

## **APPLICATION FILING PROCEDURES**

An application must be submitted according to the type of proposed action. Application forms are available in the Land Use Office. Applications are reviewed for completeness by the Administrative Officer before being placed on the Planning Board agenda.

### **Public Notice Requirements (for certain applications)**

Pursuant to N.J.S.A. 40:55D-12, the applicant is required to serve public notice at least 10 days prior to the date of the Planning Board hearing. Applicants may contact the Engineering Division for the list of property owners to be notified and for assistance. Attorneys usually perform this task for applicants. Notice is required to be published in one of the Township's official newspapers at least 10 days prior to the hearing.

### **Decision Process**

In accordance with the NJ Municipal Land Use Law (MLUL), the Planning Board is required to reach a decision on the application in a specified period of time. The amount of time is based on the type of application. Once the application is deemed complete, the specified time is referred to by its MLUL clock, meaning the Board must reach a decision by a specified date.

### **Resolutions**

Once a decision has been reached by the Planning Board, the Planning Board Attorney prepares a resolution which is a record of the Board's decision. A resolution of approval is needed in order to obtain a building permit. Conditions of the resolution must be complied with before the plans will be stamped and distributed.

### **Notice of Decision**

Once action is taken by the Planning Board, a Notice of Decision is published in the local newspaper.

### **Planning Board Organization**

The Planning Board is established and governed by the New Jersey Municipal Land Use Law and Hamilton Township Land Use

**Ordinance. The Board consists of nine members and two alternates, all of whom are appointed by the Township Council.**

**The Planning Board exercises approval authority over proposed development applications and the Township's Master Plan.**

**The following members of the Township administrative and professional staff may review each application for the Board:**

<b>Planning Board Attorney Planner Engineer Department of Public Works Environmental Commission Department of Water Pollution Control</b>	<b>Construction Official Fire Districts Police Department</b>
---------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

### **Planning Board Schedule**

**The Planning Board meets the second and fourth Thursday of each month at 7:00 p.m. in the Municipal Building. Special meetings are scheduled when needed.**

**A public notice of the meeting agenda is posted in the Municipal Building.**

**Planning Board members are appointed by the Mayor. They volunteer their time and expertise without compensation.**

**Members of the Township Boards welcome interested citizens to attend board meetings. They expect to benefit from your participation.**

### **Application Filing Procedures**

**A residential "C" variance application must be filed with the Administrative Officer at least twenty-one days prior to the Zoning Board meeting.**

**An application must be submitted according to the type of proposed action. Application forms are available in the Land Use Office. Applications are reviewed for completeness by the Administrative Officer before being placed on the Zoning Board agenda.**

## **Public Notice Requirements**

Pursuant to N.J.S.A. 40:55D-12, the applicant is required to serve public notice at least 10 days prior to the date of the Zoning Board hearing. Applicants may contact the Engineering Division for the list of property owners to be notified and for assistance. Attorneys usually perform this task for applicants. Notice is required to be published in one of the Township's official newspapers at least 10 days prior to the hearing.

## **Decision Process**

The Zoning Board of Adjustment is required to reach a decision on the application within 120 days of the application being deemed complete by the Administrative Officer.

## **Resolutions**

Once a decision has been reached by the Zoning Board, the Zoning Board Attorney prepares a resolution which is a record of the Board's decision. A resolution of approval is needed in order to obtain a building permit. Conditions of the resolution must be complied with before the plans will be stamped and distributed.

## **Notice of Decision**

Once action is taken by the Zoning Board, a Notice of Decision is published in the local newspaper.

# **ZONING**

## **Application Types**

### **Appeals**

Filed when the applicant alleges that there is an error in any order, requirement, decision, or refusal made by the Zoning Officer in enforcing the Land Use Ordinance.

### **Interpretations**

Filed when an applicant requests an interpretation of the Zoning Map or Land Use Ordinance.

### **“C” Variance (Bulk)**

Filed when an applicant seeks an exception to the strict application of the Land Use Ordinance.

The applicant must provide proof that strict adherence to the Land Use Ordinance would create exceptional practical difficulties and undue hardships (for example, building and addition to a house that will not meet setback or lot coverage requirements).

### **“D” Variance (Use)**

Filed by an applicant for one of the following reasons:

- To construct or create a use or principal structure in a zoning district that has restrictions against such use or principal structure.
- To expand a non-conforming use
- To deviate from a conditional use requirement
- To increase the permitted floor area ratio
- To increase the permitted density
- To increase the height of a principal structure

# **ZONING**

### **Zoning Board Organization**

The Zoning Board of Adjustment is established and governed by the New Jersey Municipal Land Use Law, Chapter 291, Section 40:55D-69 and the Hamilton Township Land Use Ordinance.

The Board consists of even (7) voting members and two alternatives all of whom are appointed by the Mayor with Council approval/consent. They volunteer their time and expertise without compensation.

**The following members of the Township professional staff may review each proposed variance application for the board:**

**Zoning Board Attorney  
Planner  
Engineer  
Department of Public Works  
Construction Official  
Department of Water Pollution Control  
Environmental Commission  
Fire Districts  
Police Department**

**Zoning Board Schedule**

**The Zoning Board of Adjustment meets the second Tuesday of each month at 6:30 p.m. in the Municipal Building. Special meetings are scheduled when needed.**

**A Public Notice of the meeting agenda is posted in the Municipal Building.**



## Development Application Fees

<b>Subdivisions</b>	<b>Fee</b>	<b>*Escrow</b>
Minor subdivisions & resubdivisions	\$500.00	\$300.00 per lot
Preliminary major subdivision	\$500.00	\$300.00 per lot
Revised preliminary major subdivision	\$200.00	\$100.00
Final Major subdivision	\$500.00	\$150.00 per lot
Revised final major subdivisions (minor engineering and/or survey Corrections)	\$500.00	\$300.00 per lot
Construction or public works Inspections	3% of the amt. Of the performance guarantee	N/A
Certificates showing approval of a subdivision	\$10.00	N/A
Extensions to preliminary subdivisions	\$100.00	N/A
Extensions to final subdivisions	\$100.00	N/A
Waiver from subdivision design standard	\$100.00	N/A

**\* FEES ARE SUBJECT TO CHANGE**



## Development Application Fees

<b>Site Plans</b>	<b>Fee</b>	<b>*Escrow</b>
Preliminary site plan residential	\$600.00	\$250.00 per lot
Preliminary site plan Non-residential	\$600.00	\$250.00 plus 0.10 Per sq. ft. over 5,000 sq. ft.
Revision to preliminary site plan: Residential	\$500.00	\$125.00 per lot
Revision to preliminary site plan: Non-residential	\$500.00	½ of preliminary Site plan escrow fee
Final Site Plan: Residential	\$500.00	\$150.00 per lot
Final Site Plan: Non-residential	\$500.00	½ of preliminary site plan escrow fee
Revisions to final site plan: Residential	\$350.00	\$150.00 per lot
Revisions to final site plan: Non-residential	\$350.00	½ of preliminary site plan escrow fee
Construction or public works inspections	3% of the amt. of the performance guarantee	N/A
Extensions of preliminary or final site plans	\$100.00	
Waiver of site plan design standards	\$100.00	\$100.00

**\* FEES ARE SUBJECT TO CHANGE**

# FEES

## Development Application Fees

Flood Plain Relief: These fees apply in the absence of any other development review fees or if they are greater than the fees collected for another section of the development application.

	FEES	ESCROW
Single Lot: Residential	\$100.00	\$100.00
Single Lot: Non-residential	\$200.00	\$100.00
Subdivisions: Residential	\$100.00	\$100.00
Subdivisions: Non-residential	\$200.00	\$100.00
Site Plans: Residential	\$100.00	\$100.00
Site Plans: Non-residential	\$200.00	\$100.00

**\* FEES ARE SUBJECT TO CHANGE**

# **FEES**

Variance Relief	Fees	*Escrow
Bulk Variances: Residential	\$100.00	
Bulk Variance: Non-residential	\$150.00	\$200.00; additional \$100.00 for each Variance over 3
Use variance: Residential	\$750.00	\$1,000.00
Use variance: Non-residential	\$750.00	\$1,000.00
Application and appeal to Zoning Board of Adjustment pursuant to Section 160-193	\$150.00	\$500.00

<b>Conditional Use Permits</b>	<b>Fees</b>	<b>*Escrow</b>
Residential	\$200.00	\$500.00
Non-residential	\$300.00	\$1,000.00

**\* FEES ARE SUBJECT TO CHANGE**

# FEES

Administrative Waiver	Fee	*Escrow
Front, rear & sideyard setbacks	\$100.00	N/A
Site Plan Waiver	\$300.00	N/A

	Fee	*Escrow
Interpretations or special questions	\$200.00	\$400.00

	Fee	*Escrow
Sketch site plan and concept plan	\$400.00	\$600.00

	Fee	*Escrow
Sketch subdivision and Concept plan	\$400.00	\$150.00 per lot

**\* FEES ARE SUBJECT TO CHANGE**

# FEES

	Fee	*Escrow
Informal preapplication meetings with Township professionals, except minor Subdivision or hardship variance for Single family detached residential unit		\$750.00

	Fee	*Escrow
General development plans	\$1,500.00	\$25,000.00

**\* FEES ARE SUBJECT TO CHANGE**

## \*ESCROW

There are two cost components to the application submission – the application fee and the escrow deposit. The application fee is a non-refundable charge to cover direct administrative expenses.

The escrow deposit is authorized by State law and is established to cover the costs of professional services including engineering, legal, planning, and other expenses connected with the review of an application and the appearance before the Zoning or Planning Board. The Law provides that the costs of consultant services are recovered.

## **THE DIVISION OF ENGINEERING**

### **INGROUND POOL** **ENGINEERING OFFICE**

Building folder with necessary building, electric and/or plumbing permits completed is provided along with proposed grading plan. Proposed grading plan, which has been prepared by a licensed New Jersey Professional Engineer, should include proposed elevation of pool, existing and proposed grades, filter location, as well as distances from property lines and house.

Once the location and grading is approved, it is forwarded to the Inspection Division for their review.

After pool has been installed and the landscaping completed, two (2) as-built grading plans prepared by a licensed New Jersey Land Surveyor are submitted to the Engineering Division for approval. When approved, an as-built is taken to the Building Inspection Division to be used in the issuance of a certificate of occupancy.

### **CURB, SIDEWALK, & APRON PERMIT** **DIVISION OF ENGINEERING**

To replace or construct new curbing, sidewalk, or apron, a permit is required. There is a \$30.00 fee for this permit.

If a contractor is performing the work, their Division of Consumer Affairs registration is required. Otherwise the homeowner will take the responsibility.

An inspection by a Township of Hamilton Public Works Inspector is required before any concrete is poured.

## **CONSTRUCTION OF NEW HOUSE** **ENGINEERING DIVISION**

Building folder with building, electric, and plumbing permits completed is presented along with grading plan and a driveway permit for review and approval. Once approved for setbacks and grading, a driveway permit is issued and the folder is taken to the Building Inspection Division.

Upon completion of the house construction and the grass has been established, two (2) as-built grading plans prepared by a licensed New Jersey Land Surveyor are submitted to the Engineering Division for review and approval. After approval, they are returned to the Building Inspection Division for consideration of a certificate of occupancy.

## **SPEEDING COMPLAINTS** **DIVISION OF ENGINEERING**

Hamstat call takers will gather all the information from the citizen calling and will refer the matter to the Police Traffic Enforcement and Division of Engineering.

Engineering will begin a review to determine what actions, if any, should be taken to change traffic patterns, i.e., speed bumps, speed limit reduction, etc. The review will include placing speed sensor devices on the street. Sensors will be in place for one (1) week without indicating the vehicle speed limit and one (1) week indicating the speed limit. Engineering will use this information, along with other data collected, including accidents, etc. to determine what actions, if any, are warranted.

The Township Engineer will consult with the Police Traffic Unit concerning the information they have gathered and determine what further actions are warranted.

The Township Engineer will send a letter to the citizen initiating the complaint informing them of the findings of the survey and what actions can be taken and what actions will not be taken.

## **DEED PLOTTING** **DIVISION OF ENGINEERING**

Deeds are received by either mail or in person to the Engineering Division for plotting. The fee of \$25.00 for plotting is required except if owner is 62 or over. This plotting is required per Township of Hamilton Code of Ordinance – Chapter 50.

### Change of Name or Ownership

To change a name on tax records because of marriage or divorce, a copy of marriage certificate or divorce decree is given to the Engineering Division along with fee of \$25.00.

To change ownership due to death of spouse, a copy of the death certificate is given to the Division of Engineering. A fee of \$25.00 is required unless owner is 62 or over and fee can be waived.

If change of ownership is through a will, a new deed needs to be provided and this deed must be recorded with Mercer County first prior to plotting with Township of Hamilton.

## **CHANGE OF HOUSE NUMBER** **DIVISION OF ENGINEERING**

If a property owner wishes to have their house number changed, they must request such change in writing to the Division of Engineering. If the sequence can be approved, the request is then sent to the Post Office and Police – 911 System for their approval. If all are in agreement, a letter is sent to the property owner with a copy of the letter going to all involved.

## **DRIVEWAY PERMIT** **DIVISION OF ENGINEERING**

A driveway permit is required to resurface a driveway. The cost for this permit is \$30.00. Should there be no change to the driveway dimensions, no survey is required. However, if the property owner wishes to increase the width (maximum 20 feet), a copy of their survey is mandatory.

If the new driveway will be less than 5 feet from the property line, the property owner must apply for an Administrative Waiver. A copy of their survey and a notarized letter from adjacent property owner stating that they have no objections to driveway being closer than 5 feet to common property line is required along with fee of \$100.00.

If a contractor is performing work, their Division of Consumer Affairs registration is required. Otherwise the property owner will take the responsibility.

Driveways shall be dust free (blacktop, concrete, or brick pavers) and must be inspected by a Public Works Inspector. A detail of the driveway requirements is presented to either the contractor or property owner.

## **DEVELOPMENT** **DIVISION OF ENGINEERING**

Development projects typically begin with conceptual review meetings with the developers to ensure that the Township's vision for the type of development, building appearance, and requirements for improvements to roads and infrastructure are being met.

Once an application is filed, the Engineering Division reviews it for completeness, flood plain relief, compliance with Township standards, stormwater regulation requirements, and other site improvements.

