

CENTER FOR
GOVERNMENT SERVICES

Planning & Zoning Program

Planning & Zoning Administration
Zoning Administration & Enforcement
Land Use for Board Members

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || FALL 2017 SCHEDULE



RUTGERS
Continuing Studies

CENTER FOR GOVERNMENT SERVICES

NEW JERSEY PLANNING AND ZONING ADMINISTRATION PROGRAM

This series of courses is intended to meet the educational needs of those municipal employees who are the designated administrative officers in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:D-1 et. seq., and who serve as secretaries to planning boards and zoning boards of adjustment. The curriculum encompasses three courses:

- Introduction to Planning and Zoning Administration
- Financial/Records Management for P&Z Offices
- Understanding Plans: Site Plan and Subdivision Review for Administrative Officers and Board Secretaries

PROGRAM SPONSORS

NJ Association of Planning and Zoning Administrators
Rutgers University, Center for Government Services

BOARD SECRETARY CERTIFICATE

The Board Secretary certificate is offered in cooperation with the New Jersey Association of Planning and Zoning Administrators. Those who attain a passing grade in all three courses are eligible to apply for the Board Secretary certificate for a period of three years from the date the student successfully completed the last class. To obtain the designation, those who complete the program must file a separate application with the Center and pay a \$25 processing fee. Anyone who does not apply for the certificate within the three year timeframe must retake all of the courses before his or her application will be accepted. The application is available on the Center's website at <http://cgs.rutgers.edu/planningzoning>.

PREREQUISITE/OTHER REQUIREMENTS

Those participants seeking the Board Secretary certificate issued by the Center must successfully complete the Introduction to Planning and Zoning Administration course before enrolling in the remainder of the program.

COURSE DESCRIPTIONS

Course descriptions are available online at <http://cgs.rutgers.edu/planningzoning>.

**PLANNING & ZONING ADMINISTRATION
FALL 2017 SCHEDULE OF COURSES**

**Introduction to Planning & Zoning Administration
16 Hours (3 Sessions) \$764**

PZ-3301-FA17-1 Hillsborough

Somerset County Emergency Services Training Academy
402 Roycefield Road

Mondays, September 11, 18, 25*

9 a.m. - 4 p.m. and 9 a.m. - 2 p.m.*

Instructors:

Ilene Cutroneo, Planning Board Coordinator, Princeton

Jessica Caldwell, PP/AICP, Planning Consultant

Clifford Gibbons, Esq., Attorney-at-Law

**Financial and Records Management for Planning &
Zoning Offices**

6 Hours (1 Session) \$260

Note: Students are to bring a calculator to class.

PZ-3302-FA17-1 Hillsborough

Somerset County Emergency Services Training Academy
402 Roycefield Road

Monday, October 2

9 a.m. - 4 p.m.

Instructors:

Ilene Cutroneo, Planning Board Coordinator, Princeton

Douglas Petix, CFO, New Brunswick

**Understanding Plans: Site Plan and Subdivision Review
for Board Secretaries and Administrative Officers**

10 Hours (2 Sessions) \$482

PZ-3303-FA17-1 Hillsborough

Somerset County Emergency Services Training Academy
402 Roycefield Road

Mondays, October 16, 23*

9 a.m. - 4 p.m. and 9 a.m. - 2 p.m.*

Instructors:

Ilene Cutroneo, Planning Board Coordinator, Princeton

Christine Cofone, PP/AICP, Planning Consultant

CENTER FOR GOVERNMENT SERVICES

NEW JERSEY ZONING ADMINISTRATION & ENFORCEMENT PROGRAM

This series of courses is intended to meet the educational needs of those municipal employees who serve as a zoning officer or zoning official in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:D-1 et. seq., and who have responsibility for enforcing local zoning ordinances. The curriculum encompasses three courses:

- Introduction to Zoning Administration & Enforcement
- Understanding Plans: Site Plan and Subdivision Review for Zoning Officials
- Zoning Administration & Enforcement 2

PROGRAM SPONSORS

NJ Association of Planning and Zoning Administrators
Rutgers University, Center for Government Services

ZONING OFFICIAL CERTIFICATE

The Zoning Official certificate is offered in cooperation with the New Jersey Association of Planning and Zoning Administrators. Those who attain a passing grade in all three courses are eligible to apply for the Zoning Official certificate for a period of three years from the date the student successfully completed the last class. To obtain the designation, those who complete the program must file a separate application with the Center and pay a \$25 processing fee. Anyone who does not apply for the certificate within the three year timeframe must retake all of the courses before his or her application will be accepted. The application is available on the Center's website at <http://cgs.rutgers.edu/planningzoning>.

PREREQUISITE/OTHER REQUIREMENTS

Those participants seeking the Zoning Official certificate issued by the Center must successfully complete the Introduction to Zoning Administration & Enforcement course before enrolling in the remainder of the program.

COURSE DESCRIPTIONS

Course descriptions are available online at <http://cgs.rutgers.edu/planningzoning>.

ZONING ADMINISTRATION & ENFORCEMENT FALL 2017 SCHEDULE OF COURSES

Introduction to Zoning Administration & Enforcement 18 Hours (3 Sessions) \$893

Note: Students are to bring a copy of their municipal zoning ordinance to each session.

PZ-3304-FA17-1 Parsippany

Morris County Public Safety Training Academy
500 W. Hanover Avenue

Fridays, September 15, 29, and October 6 from 9 a.m. - 4 p.m.

Instructors: Michael Hafner, Code Enforcement Officer, Ringwood
Jameson Van Eck, Esq., Attorney-at-Law

PZ-3304-FA17-2 Freehold

Western Monmouth Higher Education Center/Brookdale Community College, 3680 Route 9 South

Thursdays, September 7, 14, 28 from 9 a.m. - 4 p.m.

Instructors:

Frank Vuoso, Director of Community Development, Somerville
Dennis Galvin, Esq., Attorney-at-Law

**Understanding Plans: Site Plan and Subdivision Review
for Zoning Officials**

10 Hours (2 Sessions) \$382

Note: Students are to bring the following materials to each session of Understanding Plans:

- A copy of their municipal zoning ordinance
- The Complete Illustrated Book of Development Definitions (distributed at Intro course)
- New Jersey Zoning and Land Use Administration (distributed at Intro course)
- An architect's scale (must be procured by student)
- An engineer's scale (will be provided)

PZ-3305-FA17-1 Parsippany

Morris County Public Safety Training Academy

500 W. Hanover Avenue

Fridays, October 13, 20*

9 a.m. - 4 p.m. and 9 a.m. - 2 p.m.*

Instructors:

Patricia Fischer, Zoning Officer, Roxbury Township

Eric Snyder, PP/AICP, Sussex County Planning Director

PZ-3305-FA17-2 Freehold

Western Monmouth Higher Education Center/Brookdale Community College, 3680 Route 9 South

Thursdays, October 5, 12*

9 a.m. - 4 p.m. and 9 a.m. - 2 p.m.*

Instructors:

Michael Proietti, Deputy Community Development Director, North Brunswick

Robert Hudak, PP/AICP, Director of Planning, Cranford

Zoning Administration & Enforcement 2

15 Hours (3 Sessions) \$544

Note: Students are to bring the following materials to each session:

- A copy of their municipal zoning ordinance
- New Jersey Zoning and Land Use Administration (distributed at Intro course)

PZ-3306-FA17-1 Parsippany

Morris County Public Safety Training Academy

500 W. Hanover Avenue

Fridays, October 27, Nov. 3, 17*

9 a.m. - 4 p.m. and 9 a.m. - 12 p.m.*

Instructors:

Christa Anderson, Zoning Officer, Summit

Russell Stern, PP/AICP, Directory of Planning, Roxbury

Craig Gianetti, Esq., Attorney-at-Law

PZ-3306-FA17-2 Freehold

Western Monmouth Higher Education Center/Brookdale Community College, 3680 Route 9 South

Thursdays, October 19, 26, Nov. 2*

9 a.m. - 4 p.m. and 9 a.m. - 12 p.m.*

Instructors:

Rick Fernandez, PP/AICP, Business Administrator, Passaic

Michael Kates, Esq., Attorney-at-Law

PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS • ONLINE REGISTRATION AVAILABLE AT CGS.RUTGERS.EDU

Mail registration form and payment to:

PLANNING & ZONING PROGRAM
RUTGERS CENTER FOR GOVERNMENT SERVICES

303 George Street, Suite 604
New Brunswick, NJ 08901-2020
Or fax to: 732-932-3586

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name _____

First Name _____ Middle Initial _____

Gender Female Male

Employer _____

Title _____

Business Address

Street _____

City _____

State _____ Zip _____

Home Address

Street _____

City _____

State _____ Zip _____

Phone Numbers (required – check box for preferred)

Mobile _____ Home _____

Business _____ Ext. _____

E-mail Addresses (required – check box for preferred)

Business _____

Home _____

COURSE INFORMATION

I wish to register for:

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Title _____

Code _____ Fee _____

Location _____

Prerequisite(s) (if applicable) _____

Completion Date _____ Location _____

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: <http://cgs.rutgers.edu>. Click on the red "Register Now" button.

There is a \$25 fee for course withdrawals and/or returned checks.

LAND USE FOR BOARD MEMBERS

The Mandate

In 2005, the New Jersey State Legislature enacted N.J.S.A. 40:55D-23.3 and 23.4, which require that members of municipal planning boards, zoning boards of adjustment, and combined boards successfully complete a basic training course within 18 months of their appointment. The statute and implementing regulations call for five hours of instruction offered by course providers approved by the New Jersey Department of Community Affairs. For more information about the requirements, go to the New Jersey Department of Community Affairs website at <http://www.nj.gov/dca/services>.

The Partners

With over sixty years of experience in training New Jersey officials, the Center for Government Services understands the demands placed on board members. As a member of the Partners for Municipal Land Use Education, CGS offers a six-hour course for planning and zoning board members. The partners who helped develop the course are:

The Center for Government Services at Rutgers

The Municipal Land Use Center at the College of New Jersey
New Jersey Future

NJ Chapter of the American Planning Association

NJ Association of Planning and Zoning Administrators

The Curriculum

The curriculum involves six hours of classroom instruction, including a hands-on opportunity to learn how to review site plans and subdivisions. It is presented by an experienced land use attorney and a professional planner. Registrants receive a copy of the PowerPoint presentation used by the instructors, a copy of the Municipal Land Use Law, and a copy of *Planning and Zoning in New Jersey*, a manual developed specifically for the program and as a resource for municipal planning and zoning board members.

This course satisfies the requirements of the “Basic Course in Land Use Law and Planning” Training Program required pursuant to P.L. 2005, c. 133 and has been approved by the Commissioner of the Department of Community Affairs.

Land Use for Board Members

6 Hours (1 Session) \$308

PZ-3307-FA17-1 Parsippany

Morris County Public Safety Training Academy

500 W. Hanover Avenue

Saturday, October 14

9 a.m. - 4 p.m.

Instructors:

Jessica Caldwell, PP/AICP, Planning Consultant

Thomas Molica, Esq., Attorney-at-Law

PZ-3307-FA17-2 Westampton

Burlington County Emergency Services Training Center

53 Academy Drive

Friday, September 22

9 a.m. - 4 p.m.

Instructors:

Phil Sartorio, PP/AICP, Planning Director, Hamilton Township

William Horner, Esq., Attorney-at-Law

The registration fee for Land Use for Board Members includes a continental breakfast and lunch.

REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center's website: www.cgs.rutgers.edu.

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

Students may now register online with a credit card or e-check. Go to www.cgs.rutgers.edu and click on the "Register Now" link in the left column.

To ensure that course materials are available at the first session of the course, it is strongly recommended that all students register at least one week prior to the course start date.

In-person registrations at the course location at the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student's participation in a course can be obtained using any of the following three methods:

- 1) Credit card payment (Visa, MasterCard, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION at cgs.rutgers.edu
- 2) Check or money order payment by mail or in person
- 3) Authorized voucher or purchase order received via mail or fax

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990. Continuing education loans are available from the Rutgers Federal Credit Union. Contact them at www.rutgers.fcu.org.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a \$25 fee for all returned checks. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a \$25 processing fee. Withdrawals will be refunded, minus the \$25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: CGS reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.

RUTGERS

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Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020