Residential Brochure



2024

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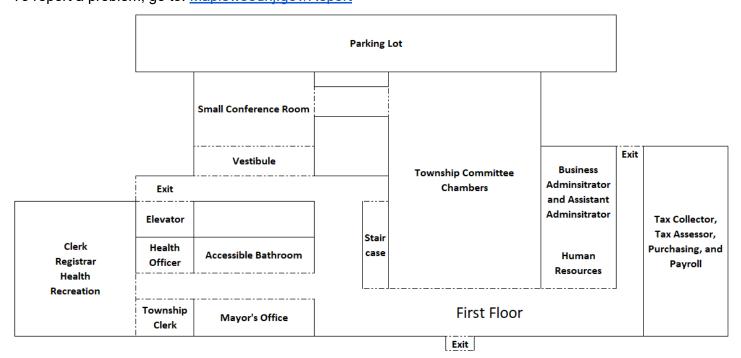
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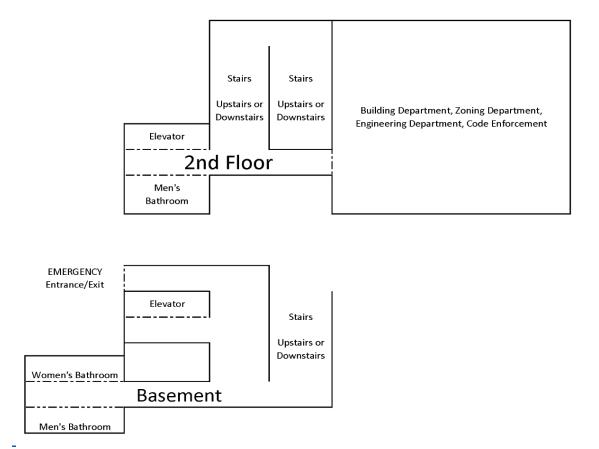
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Town Hall

Town Hall is located at 574 Valley Street. The main number is 973-762-8120. To report a problem, go to: <u>Maplewoodnj.gov/Report</u>



Dashed lines are entrances



Maplewood Department Contact Directory

Departments Are Located At 574 Valley Street Unless Otherwise Noted.

Township Committee

Mayor Nancy Adams: (973) 762-8120 ext. 2105 | <u>nadams@maplewoodnj.gov</u> Deputy Mayor Jamaine Cripe: (973) 762-8120 ext. 2106 | <u>jcripe@maplewoodnj.gov</u> Committeeperson Dean Dafis: (347) 613-3403 | <u>ddafis@maplewoodnj.gov</u> Committeeperson Deborah Engel: <u>dengel@maplewoodnj.gov</u> Committeeperson Victor De Luca: (973) 762-8120 ext. 2108 | <u>vdeluca@maplewoodnj.gov</u> Township Committee Page: <u>https://www.maplewoodnj.gov/government/township-committee</u>

Township Administration

Sub-Department: Human Resources General Information: (973) 762-8120 ext. 2002 | E-Mail: <u>kdowney@maplewoodnj.gov</u> Home Page: <u>https://www.maplewoodnj.gov/government/administration</u>

Township Clerk

Sub-Department: Vital Statistics General Information: (973) 762-8120 ext. 2101 or 2103 | aallah@maplewoodnj.gov Registrar: (973) 762-8120 ext. 2101 | <u>Registrar@maplewoodnj.gov</u> Home Page: <u>https://www.maplewoodnj.gov/government/township-clerk</u>

Community Development (Building and Construction)

Sub-Departments: Construction (Building), Zoning, Property Maintenance, Zoning and Planning Board, Fire Prevention General Information: (973) 762-8120 ext. 3700 Fire Prevention: 973-762-6501 ext. 12 Home Page: <u>https://www.maplewoodnj.gov/government/community-development</u>

Community Services (Recreation)

Sub-Departments: Senior Programming, Community Pool Address: 106 Burnet Ave, Maplewood, NJ 07040 (Senior Center) | 187 Boyden Ave, Maplewood, NJ 07040 (Maplewood Pool) | 574 Valley Street, Maplewood, NJ 07040 (Main Office) General Information: (973) 762-8120 ext. 4005 or 4000 | recinfo@maplewoodnj.gov Home Page: https://www.maplewoodnj.gov/government/community-services

Department of Public Works

Address: Recycling Center 359 Boyden Avenue Maplewood, NJ 07203 Phone: (973) 762-1175 x2 or x1110 | E-mail: hdavila@maplewoodnj.gov or <u>Amayes@maplewoodnj.gov</u> Home Page: <u>https://www.maplewoodnj.gov/government/public-works</u>

Engineering

General Information: (973) 762-8120 ext. 3200 | Engineering@maplewoodnj.gov

Finance

Sub-Departments: Tax Collector, Tax Assessor, Purchasing, Payroll General Information: (973) 762-8120 ext. 2800 Home Page: <u>https://www.maplewoodnj.gov/government/administration-and-finance</u>

Maplewood Library

Address: 129 Boyden Avenue Maplewood, NJ 07203 | 1688 Springfield Ave Maplewood, NJ 07203 General Number: (973) 762-1622 | <u>library@maplewoodlibrary.org</u> Home Page: <u>https://www.maplewoodlibrary.org/</u>

Maplewood Police Department

Address: 1618 Springfield Avenue Maplewood, NJ 07040 Non-Emergency Police Phone Number: (973) 762-3400 | <u>DGiordano@maplewoodnj.gov</u> Home Page: <u>https://maplewoodpd.org/</u>

Municipal Court

Address: 1618 Springfield Avenue Maplewood, NJ 07040 General Information: (973) 762-2839 Home Page: <u>https://www.maplewoodnj.gov/government/municipal-court</u>

Public Health & Social Services

Sub-Departments: Environmental Health, Social Services, Animal Control General Information: (973) 762-8120 ext. 2006 | E-mail: <u>HealthDepartment@maplewoodnj.gov</u> Animal Control: (973) 762-8120 x2002 or Maplewood Police Department Non-Emergency number at (973) 762-3400 Environmental Health: (973) 762-8120 ext. 2002 Home Page: <u>https://www.maplewoodnj.gov/government/public-health-social-services</u>

South Essex Fire Department

Sub-Departments: EMS Services Address: 56 Sloan Street South Orange, NJ 07079 Non-Emergency Line: (973) 762-6501 Home Page: <u>https://www.maplewoodnj.gov/government/public-safety/fire-department</u>

Township Committee



1: Left to Right: Committee Members Victor De Luca, Deputy Mayor Jamaine Cripe, Mayor Nancy Adams, Deborah Engel, and Dean Dafis.

Mayor's Email: <u>NAdams@maplewoodnj.gov</u> Office Number: (973) 762-8120 ext. 2105 Township Committee Page: <u>https://www.maplewoodnj.gov/government/township-committee</u>

Quick Links

- Meeting Calendar: Meeting Calendar: Maplewoodnj.gov/Calendar
- Upcoming Meeting Agendas: Maplewoodnj.gov/agenda
- Township Committee Zoom Link: <u>Maplewoodnj.gov/zoom</u>
- YouTube Page: <u>https://www.youtube.com/@MaplewoodTownshipTV/streams</u>
- Township Agendas and Minutes Page: https://maplewoodnj.gov/ecode/

Boards and Committees

- Boards and Committees Listing: <u>https://www.maplewoodnj.gov/government/boards-committees</u>
- Volunteer Application: <u>Maplewoodnj.gov/volunteer</u>

How Do I Apply for a Board or Committee?

Prospective members must be Maplewood residents and submit an application form (Maplewoodnj.gov/Volunteer) stating why they would like to serve on the Board and what particular skills they can bring to the Board.

Prospective members may be nominated or self-nominated by an advisory committee charter organization (the Community Coalition on Race, SOMA Action, or SOMA Justice: Addressing Race and Inequality in South Orange and Maplewood). Applicants nominated by a charter organization must include a statement of support from that organization; self-nominated applicants should consider submitting a brief statement from another Maplewood resident.

What Do Boards & Committees Do?

Boards and Committee meetings focus on specific governance aspects, which are where most policies, procedures, and decisions begin. Each are comprised of a department head, one to two Township Committee members, professionals of the field, and members of the public appointed. You can find a list of our boards and committees and if there are vacancies at <u>https://www.maplewoodnj.gov/government/boards-committees</u>. Their meetings are public, and you can find their meeting date, time, and location at https://www.maplewoodnj.gov/government/boards-committees. Their meetings are public, and you can find their meeting date, time, and location at https://www.maplewoodnj.gov/government/boards-committees.

| Monday, January 1, 2024 Reorganization Meeting | Tuesday, July 2, 2024 |
|---|-----------------------------|
| Starting 2:00 PM | |
| Tuesday, January 16, 2024 | Tuesday, July 16, 2024 |
| Tuesday, February 6, 2024 | Tuesday, August 6, 2024 |
| | Starting 8:30 PM |
| Tuesday, February 20, 2024 | Tuesday, August 20, 2024 |
| Tuesday, March 5, 2024 | Tuesday, September 3, 2024 |
| Tuesday, March 19, 2024 | Tuesday, September 17, 2024 |
| Tuesday, April 2, 2024 | Tuesday, October 1, 2024 |
| Tuesday, April 16, 2024 | Tuesday, October 15, 2024 |
| Tuesday, May 7, 2024 | Wednesday, November 6, 2024 |
| Tuesday, May 21, 2024 | Monday, November 18, 2024 |
| Wednesday, June 5, 2024 | Tuesday, December 3, 2024 |
| Tuesday, June 18, 2024 | Tuesday, December 17, 2024 |

Township Committee Meetings

2 Please note: Meetings are subject to change based on various factors, and special meetings may be held. Refer to the Township website for updates.

The Township Committee meets twice a month. The five-member committee meets on the first and third Tuesday of the month, starting at 7:30 PM in person at Town Hall and Zoom. Throughout the year, there are exceptions if there is a need for special meetings or circumstances arise which make it so the Township Committee are unable to meet.

Public Comment

At least twice during Township Committee meetings, there are public comment portions in which the public can comment on agenda items or other concerns with a majority of the Township Committee present. The following are the scheduled Township Committee Meetings for 2024:

How Can I View Township Committee Meetings?

- 1. In-Person (Allows for Public Comment)
- 2. Via our YouTube page (View Only)
- 3. Zoom (Allows for Public Comment)

How Can I Find Past Agendas, Minutes, Ordinances, and Resolutions?

You can find the information you are looking for via Maplewoodnj.gov/ecode.

What Is The Process For Policy, Procedure, or Ordinance Changes?

Things begin at a sub-committee. When a policy is agreed upon, it is proposed to the Township Committee. If approved, it is implemented and carried out by either Township staff or contracted to a vendor to be completed.

Who are my Government Representatives?

As of 8/22/2024

Maplewood Township Committee

Address: 574 Valley Street, Maplewood, NJ 07040

Township Committee Members Are Elected At Large

- Committeeperson Dean Dafis <u>ddafis@maplewoodnj.gov</u> (347) 613-3403
- Committeeperson Deborah Engel <u>dengel@maplewoodnj.gov</u>
- Mayor Nancy Adams
 <u>nadams@maplewoodnj.gov</u>
 (973) 762-8120 ext. 2105
- Deputy Mayor Jamaine Cripe jcripe@maplewoodnj.gov (973) 762-8120 ext. 2106
- Committeeperson Victor De Luca vdeluca@maplewoodnj.gov (973) 762-8120 ext. 2108

County

Address: Board of County Commissioners, County of Essex, 465 Dr. Martin Luther King Jr. Blvd.,Room 558 Hall of Records, Newark, New Jersey 07102 Phone: (973) 621-4486 Fax: (973) 621-569 Website: <u>https://ecfnj.com/</u> Meeting Schedule: <u>https://ecfnj.com/cms/18/Meeting-Schedule-2024</u>

• Commissioner President Carlos M. Pomares

District 5 Phone: 973-621-4467 Fax: 973-621-5695 cpomares@commissioners.essexcountynj.org

Commissioner Vice President Tyshammie L. Cooper

District 3 Phone: 973-621-4473 Fax: 973-621-5695 tcooper@commissioners.essexcountynj.org

- Commissioner At-Large Patricia Sebold
 Phone: 973-621-4484
 Fax: 973-621-5695
 psebold@commissioners.essexcountynj.org
- Commissioner At-Large Romaine Graham Phone: 973-621-5680 Fax: 973-621-5695 rgraham@commissioners.essexcountynj.org
- Commissioner At-Large Brendan W. Gill
 Phone: 973-621-4479
 Fax: 973-621-5695
 bgill@commissioners.essexcountynj.org
- Commissioner At-Large Wayne L. Richardson
 Phone: 973-621-6457
 Fax: 973-621-5695
 wrichardson@commissioners.essexcountynj.org
- Commissioner A'Dorian Murray-Thomas
 District 2 (Representing Maplewood)
 Phone: 973-621-4483

Fax: 973-621-5695 amurraythomas@commissioners.essexcountynj.org

- Clerk To The Board Deborah David Ford Deputy Clerk Kathy Brown
 Phone: 973-621-4492 | 973-621-4486
 Fax: 973-621-5695
 kbrown@commissioners.essexcountynj.org
- County Clerk Christopher J. Durkin Deputy County Clerk Garnet R. Hall Phone: 973-621-4922 | 973-621-4929 Fax: 973-621-4640 info@clerk.essexcountynj.org

State

- Governor Phil Murphy
 Office of the Governor
 PO Box 001
 Trenton, NJ 08625-0001
- New Jersey Senate President Nicholas Scutari
 67 Walnut Ave.
 Clark, NJ 07066
 Phone: (732) 827-7480
 Fax: (732) 215-4785
 Contact Form: https://nj-22-senate.web.fireside21.app/forms/writeyourrep/
- New Jersey State Assembly Speaker Craig Coughlin
 569 Rahway Ave.
 Woodbridge, NJ 07095
 Phone: (732) 855-7441
 Fax: (732) 855-7558
 Contact Form: https://nj-19-district.web.fireside21.app/forms/writeyourrep/

District 28 Assembly Members

- Senator Renee C. Burgess

 660 Stuyvesant Ave.
 Irvington, NJ 07111
 Phone: (862) 231-6577
 Fax: (862) 955-3966
 Contact Form: https://nj-28-senate.web.fireside21.app/forms/writeyourrep/
- Assemblywoman Garnet R. Hall 511 Valley St.

Maplewood, NJ 07040 Phone: (973) 762-1886 Contact Form: https://nj-28-assembly-hall.web.fireside21.app/forms/writeyourrep/

Assemblywoman Cleopatra G. Tucker
 1079 Bergen Street
 Newark, NJ 07112
 Phone: (973) 926-4320
 Fax: (973) 926-5736
 Contact Form: <u>https://nj-28-assembly-tucker.web.fireside21.app/forms/writeyourrep/</u>

Federal

Senate

• Senator Cory Booker

Contact Form: https://www.booker.senate.gov/contact/write-to-cory#

Website: https://www.booker.senate.gov/

New Jersey Addresses

One Gateway Center 23rd Floor Newark, NJ 07102 Phone: (973) 639-8700 Fax: (202) 224-5702

One Port Center 2 Riverside Dr., Suite 505 Camden, NJ 08103 Phone: (856) 338-8922 Fax: (202) 224-5701

Washington D.C. Address 717 Hart Senate Office Building

Washington, DC 20510 Phone: (202) 224-3224 Fax: (202) 224-8378

• Senator George Helmy

*Senator until approximately November 27 or when the election is certified. Contact Form: <u>https://www.helmy.senate.gov/share-your-opinion/</u> Website: <u>https://www.helmy.senate.gov/</u>

New Jersey Addresses 210 Hudson Street

Harborside 3, Suite# 1000 Jersey City, NJ 07311 Phone: 973-645-3030

208 White Horse Pike Suite# 18 Barrington, NJ 08007 Phone: 856-757-5353

Washington D.C. Address 528 Hart Senate Office Building Washington, DC 20510 Phone: 202-224-4744

Congressional District 11

Mikie Sherrill

Website: <u>https://sherrill.house.gov/</u> Contact: <u>https://sherrill.house.gov/contact</u>

Livingston District Office 357 S. Livingston Avenue Suite 201 Livingston, NJ 07039 Phone: (973) 526-5668

Washington DC Office 1427 Longworth HOB Washington, DC 20515 Phone: (202) 225-5034 Fax: (202) 225-3186

Administration

Sub-Department: Human Resources, Division of Arts and Culture General Information: (973) 762-8120 ext. 2002 | E-Mail: <u>kdowney@maplewoodnj.gov</u> Division of Arts & Culture: <u>info@maplewoodartsandculture.org</u> Home Page: https://www.maplewoodnj.gov/government/administration

The Township Administrator is established by ordinance to serve as the Township's Chief Administrative Officer and Appropriate Authority. All Department Heads report to the Township Administrator and/or their designee. It is the job of the Township Administrator to oversee the day-today operations of the entire municipal government operation and be consistent with the policies set forth by the Mayor and Township Committee.

Quick Links

- Affordable Housing: <u>https://www.affordablehomesnewjersey.com/all-opportunities/municipalities/?mid=a1Fo0000000q8QEAS</u>
- Tort Claim Forms: <u>https://www.maplewoodnj.gov/home/showpublisheddocument/732/637818201154300000</u>
- Employment Opportunities: <u>https://www.maplewoodnj.gov/residents/apply-for-a-job#!/</u>
- Report An Issue: <u>Maplewoodnj.gov/report</u>
- Division of Arts & Culture: <u>https://www.maplewoodartsandculture.org/</u>

Division of Arts and Culture

Maplewood Division of Arts & Culture organizes and facilitates performances and cultural activities throughout the Township of Maplewood

Clerk's Office

Sub-Departments: Registrar (Vital Statistics)

Registrar: (973) 762-8120 ext. 2101 General Information: (973) 762-8120 ext. 2101 or 2103 | <u>aallah@maplewoodnj.gov</u> Home Page: https://www.maplewoodnj.gov/government/township-clerk

Core Responsibilities

- 1. Acting As The Official Secretary to the Township Committee
- 2. Chief Administrative Officer of Elections Held In The Municipality
- 3. Secretary of the Municipal Corporation
- 4. Chief Registrar of Voters in the Municipality
- 5. Administrative Officer
- 6. Records Coordinator and Manager

Additional responsibilities include:

- Issuing Parking Permits and Jitney passes
- Managing public documents
- Reviewing event applications
- Publish public notices
- Issuing marriage licenses
- Legalized Games of Chance (Bingo and Raffle Licenses)
- Alcoholic Beverage Control Applications
- Limo & Taxi Applications
- Garage Sale Permits
- Dumpster Permits

• Banner Applications

Quick Links

- Application Directory: Maplewoodnj.gov/Applications
- OPRA Requests: Maplewoodnj.gov/OPRA
- Parking & Jitney Pass Application: Maplewoodnj.gov/Parking
- Notary Public Application: <u>https://www.njportal.com/dor/notary</u>
- Essex County Clerk: https://www.essexclerk.com/services/23
- Essex County Register of Deeds and Mortgages: http://www.essexregister.com/

Parking & Jitney

Parking & Jitney is a shared responsibility between the Clerk's Department, Police Department and DPW.

The Clerk's Department handles applications and maintains the database, DPW is in charge of the Jitney, and the Police Department handles enforcement.

Does Maplewood Township Allow For Overnight Parking?

No. Between the hours of 2:00 AM and 6:00 AM, any car that is on the street without a permit/pass or notifying the Police Department is subject to a ticket. Please be aware of this when signing a lease or purchasing additional vehicles for your household.

Laws & Regulations

Where Can I Find The Laws Regarding Parking?

You can <u>find it in our eCode here</u> (https://ecode360.com/9422169?highlight=driveway,park,parked,parking&searchId=34283807933017 041).

Passes and Permits

If I'm Having Visitors Or I Need To Temporarily Park on the Street Overnight, How Can I Prevent a Ticket?

If you are having a visitor or visitors, or you need to park on the street overnight temporarily, alert the police department by calling the non-emergency line at (973) 762-3400.

What Are The Different Parking and Passes?

Combo (\$360 January to June | \$180.00 After July 1): Combo parking is a discounted combination of getting a Jitney Pass and paying for Commuter parking.

Jitney Pass (\$150 January to June | \$75.00 After July 1): The Department of Public Works manages the Township Jitney Service and it runs from 6:00 AM to 9:00 AM and 5:00 PM to 9:00 PM Monday through Friday, except municipal holidays. For further information, check out the Jitney Bus Services page: <u>https://www.maplewoodnj.gov/government/public-works/jitney-bus-services</u>

Commuter (\$330 January to June | \$165.00 After July 1): For those who pay for commuter parking, they have preferential parking on the streets in the document (<u>https://www.maplewoodnj.gov/home/showpublisheddocument/1157/638261500297370000</u>) from 6 AM to 9 AM.

Overnight Parking (\$250 Per Year - If Qualified): The Township of Maplewood does not allow parking on a public road between 2 AM and 6 AM.

If the home has a driveway, it DOES NOT QUALIFY for an overnight parking permit.

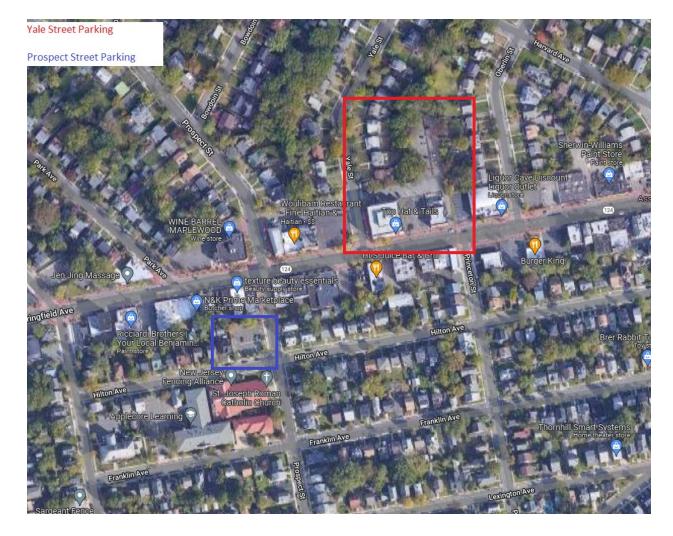
<u>NOTE</u>: Also, in cases where the applicant has more vehicles than can fit in their driveway or their landlord doesn't provide sufficient parking, the applicant still WOULD NOT qualify.

Please refer to Chapter 257 Section 24: https://ecode360.com/9422190

Your options would be either the Township lots on Prospect Street, Yale Street, or the Woodland (noted below), or speaking to a private business owner and making arrangements with them.

Prospect Street & Yale Street (\$50 Per Month): The Prospect and Yale Street lots are for individuals who don't qualify for overnight parking and need to park their vehicles.

There are two lots, off of Springfield Avenue, which can be used for parking. Please <u>note this picture</u> <u>for location</u> reference.



Highland Parking (\$50 Per Month) and Woodland 24 Hour Parking (\$100 Per Month): These two connected lots are for individuals who don't qualify for overnight parking and need to park their vehicles.

However, please note there can be events at the Woodland which can lead to you having to move your vehicle and the Highland Parking lot limits parking to 3 hours between 9AM to 6PM Monday through Saturday. The Highland Parking lot is more so for those who need to park overnight, and expect to commute to work.

The Police Department will post information regarding where to park if either lot is unavailable. For reference, the parking location is noted <u>in this image</u>.



Residential Parking (Free - If Qualified): If a citizen lives near a school, they would need this parking pass. To see if your home qualifies, please use this website: <u>https://www.maplewoodnj.gov/home/showpublisheddocument/1155/638261463314200000</u>

Villa Terrace Parking (Free): Parking is exclusively to people who live on that street.

Where Does Commuter Parking Allow Me to Park?

Please read the signs on the streets as regulations vary per location.

| Dunnell Road | From Jefferson Ave. to Oakland Road (15 spaces) |
|----------------|--|
| Highland Place | Between Everett Place and Ridgewood Road |
| Maple Avenue | Between Dunnell Road & Burnet Side |

| Park Road | Between Valley Street & Prospect Street |
|------------------|--|
| Oakview Avenue | Between Dunnell Road & Prospect Street |
| Oakland Road | Between Valley Street & Prospect Street |
| Dunnell Road | From Oakland Road to Baker Street |
| Baker Street | Between Dunnell Road & Valley Street |
| Maplewood Avenue | From 6 Spaces pass Durand Road to Jefferson Ave. |
| Beach Place | Off of both sides of Woodland Road |
| Woodland Road | Between Beach Place and Jefferson Ave. |
| Lenox Place | Maplewood Ave to Ridgewood Road |
| Winthrop Place | Maplewood Avenue to Ridgewood Road |

Which Homes Qualify For A Residential Parking Permit?

- Baker Street: #34
- Beach Street: #17, 18, 19,20,21,22,23, 24
- Burnett Street: #2, 6, 10, 12, 14, 16, 18
- Crowell Place: All Homes
- Dunnell Road: #256
- Edgewood Place: All Homes
- Elmwood Avenue: All Homes
- Franklin Place: All Homes
- Harvard Avenue: All Homes
- Keningston: All Homes
- Lenox Place: #1, 4, 5, 6, 7, 9, 10, 12, 13, 14, 15, 16, 18, 20, 22, 24, 30
- Lincoln Place: All Homes
- Maple Avenue: #50,54,58,62,64,66, 70
- Maplewood Avenue: #76, 79, 80, 82, 83, 84, 88, 89, 92, 93, 95, 96, 99, 100, 102,104,107,108,110,111,112,115,116,117,120,121, 122,123,126,127,128,130,131,134, 136,137,138,139,140, 180
- Maryland Road: All Homes
- North Terrace: All Homes
- North Crescent: All Homes
- Oakland Road: #3, 7, 9, 10, 11, 13, 14, 15, 17, 18, 20, 24, 28, 30, 34, 36, 37,39,41,42,44,46,47,48,50,52

- Oakview Avenue: #8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30, 31, 32, 33, 36, 37, 38, 39, 41, 45, 47
- Park Road (Upper): All Homes
- Prospect Street: All Homes
- Ridgewood Road: #612
- Salter: All Homes
- South Crescent: All Homes
- Villa Terrace: All Homes
- Winthrop Place: #1, 3, 4, 5, 6, 8, 9, 11, 12, 14, 15, 17, 18, 19, 20
- Woodside Road: All Homes
- Woodland Road: All Homes

How do I change my license plate number for parking?

Email a member of the Clerk's Office and they will take care of that for you.

Contact: https://www.maplewoodnj.gov/government/township-clerk/-fsiteid-1#!/

What's The Difference Between The Highland Parking and Woodland 24 Hour Parking Permit?

While both permits are strictly for residents, the Highland Parking lot is cheaper at \$50, per car, per month, but is strictly for parking between 6PM and 9AM Monday through Saturday, with all parking being free on Sunday. However, if you need to park between 9AM and 6PM, you would need the Woodland 24 Hour Parking, which is more expensive at \$100, per car, per month.

Are There Any Discounts For Parking?

The only parking discount is for those with hybrid or electric vehicles. They get a 25% discount, which would mean Commuter Parking would cost \$247.50, and Combo would cost \$270.00 for the full year price, or \$123.75 for Commuter parking after July 1 and \$135.00 for a Combo. Vehicle registration is required to confirm ownership.

If I Only Need A Commuter Parking Or Jitney Pass For Half A Year, Can I Pay The Half-Year Price? No. The discounted half-year price is only for purchases made after July 1.

Can I Use My Health Savings Account card, or similar program, to pay for my parking/jitney pass? The simple answer is maybe, depending on how the card issuing bank categorizes the card and what kind of payment types they can use it for.

The more complicated answer leans more towards the answer being no, as most HSA and similar programs want the vendor to be exclusively within a specific category like parking, health, utility, and etc. The Township of Maplewood generally doesn't fit that criteria due to being a government entity, thus the transaction could be denied.

When Does The Application Open For The Next Year?

On or the first Monday after December 15th.

Handicap Parking

How Do I Get A Handicap Parking Spot In Front Of My Home?

First, please note that a handicap parking spot in front of your home, if approved, would not be exclusive to you, but anyone with a handicap parking placard.

Secondly, you would need to send an email to the engineering office assistant, and CC the Township Engineer and Assistant Township Engineer. The current staff members can be found here: <u>https://www.maplewoodnj.gov/government/engineering</u>

In your email you will inform them of the situation and include documentation regarding the handicap person.

After this is received, it'll be put on the agenda of the Engineering, Public Works, and Planning Committee that happens once a month. Following that, it would need to pass two meetings of the Township Committee.

Are Handicap Parking Spots Exclusive to the Requester?

No. In the Township of Maplewood, handicap parking spots are open to anyone with an up to date handicap parking placard, including handicap parking spots in front of homes.

Parking Tickets

I Got A Parking Ticket, What Can I Do?

When you get a parking ticket, the bottom of the ticket should have a method to dispute the ticket. Use your confirmation e-mail as proof that you paid for your parking pass. The information you input is used for the database used by the Parking Attendant and it is the responsibility of the applicant to check for accuracy. If any changes need to be made to the license plate, make sure to promptly alert the Clerk's Office to make changes.

Election

Quick Links

- Maplewood's Election FAQs Page: <u>Maplewoodnj.gov/Election</u>
- Online Voter Registration: <u>https://voter.svrs.nj.gov/register</u>
- Paper Registration: <u>https://nj.gov/state/elections/voter-registration.shtml</u>
 - <u>Spanish Application: https://www.state.nj.us/state/elections/assets/pdf/forms-voter-registration/68-voter-registration-espanol-essex.pdf</u>
- Voter Search: <u>https://voter.svrs.nj.gov/registration-check</u>
- Vote by Mail: <u>https://nj.gov/state/elections/vote-by-mail.shtml</u>
- Track your Ballot: <u>https://nj.gov/state/elections/vote-track-my-ballot.shtml</u>
- Polling Place Search: <u>https://voter.svrs.nj.gov/polling-place-search</u>
- Party Affiliation: https://www.state.nj.us/state/elections/voter-party-affiliation-declaration.shtml

- Drop Box Locations: <u>https://www.nj.gov/state/elections/vote-secure-drop-boxes.shtml</u>
- Early Voting Page: <u>https://www.essexclerk.com/Services/25</u>
- Election Results: <u>https://results.enr.clarityelections.com/NJ/Essex/</u>
- Become a Poll Worker: https://essexboardofelections.com/become-a-poll-worker/

Registering To Vote

What are the Guidelines to Register to Vote?

- A United States citizen
- At least 17 years old, though you may not vote until you have reached the age of 18
- A resident of the County for 30 days before the election
- A person not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another State or of the United States.

Where Do I Register?

- 1. Online Through the New Jersey Division of Elections: <u>https://nj.gov/state/elections/voter-registration.shtml</u>
- 2. At the Clerk's Office (Township Hall, 574 Valley Street, Maplewood NJ) via Paper Application
- 3. At the Essex County Board of Elections (495 Dr. Martin Luther King Jr. Blvd, Dr. Martin Luther King Justice Building, Room 145, Newark, NJ 07102) via Paper Application
- 4. At any Motor Vehicle Office or Welfare Office via Paper Application

When must I register to be eligible to vote in the next election?

You must register any time before the 21st day before any election to be eligible to vote in that and subsequent elections.

Will I Ever Have to Re-register?

- Voter registration in New Jersey is permanent except when a voter has moved from the County in which they are registered.
- A voter who moves within the same election district remains registered and may be allowed to vote for two years.
- If a voter moves within the County within 29 days preceding the election, they may vote at their newly designated polling place by means of a Provisional Ballot.
- Check the New Jersey voter registration database (https://voter.svrs.nj.gov/registration-check) to see if you are a registered voter in the State of New Jersey.
- If a sample ballot is returned as undeliverable or indicates the voter has moved out of county/State, that voter is put into an "Inactive" status and is sent a confirmation notice informing them that they have until the second federal general election after the date of the notice to update their voting record or appear to vote and complete the necessary form or they will be removed from the voting rolls. Inactive voters do not get sample ballots and are not eligible to receive a vote by mail ballot until they are put back into an Active status.

How Do I Change My Party Affiliation?

A Party Declaration Form must be filled out. This may be obtained from the Essex County Board of Elections or the Township Clerk. Party Declaration forms must be received by the Essex County Board of Elections no later than 50 days before the Primary.

How Do I Remove Myself Or A Deceased Kin From New Jersey's Voter Registration Database?

To request removal of a deceased next of kin: Please to the address below a copy of the deceased voter's death certificate. You may send a request for removal, with a legible death certificate, via email, regular mail, or expedited mail. Please make sure you make a legible written request, including your name, email address, and phone number, and attach the above-mentioned copy of the deceased voter's death certificate.

Send all requests to:

Office of the Superintendent of Elections/Commissioner of Registration 495 Dr. Martin Luther King Jr. Blvd. Justice Building, Room 103 Newark, New Jersey 07102 TEL: (973) 621-5061 EMAIL: info@elections.essexcountynj.org

To request removal of your own voter profile for any reason: You may come in to our office at the abovementioned address and request removal of your voter profile by presenting us with your last New Jersey address, and one of the following forms of identification to verify your identity: a social security card, a driver's license, non-driver's identification card from the OMV, a copy of current and valid photo identification card, current utility bill, sample ballot, bank statement, government check or pay check, any other government document that shows your name and current address.

You may also provide us with a written request for removal via email, regular mail, or expedited mail. Written requests for removal must contain:

- 1. A written request for removal, containing your:
 - a. date of birth
 - b. last NJ address
 - c. An "original" (or "wet")* signature
 - d. A copy of the front and back of one of the above pieces of identification is needed.
- 2. All letters and copies of identification must be legible and clear. All pictures and signatures must be discernible.
- 3. We process these requests within a reasonable time of receipt of your complete and accurate written request with identification. We confirm deletion once complete. Incomplete submissions will not be processed.

*An "original" or "wet" signature is a signature fixed to a piece of paper by a writing implement, like a pen. It cannot be a picture taken with a camera/phone.

Voting

Where Do I Vote?

- 1. You can search for your polling place on the New Jersey Division of Elections Website (<u>https://voter.svrs.nj.gov/polling-place-search</u>).
- 2. The sample ballot you receive from the County Clerk's Office will tell you where to vote.
- 3. You may contact the City Clerk's Office who will search the State's website on your behalf.

When are the Elections?

The Primary Election is held on the first Tuesday after the first Monday in June, and the general election is held on the first Tuesday after the first Monday in November.

If I Will Be Out Of Town On Election Day, How Can I Vote?

Apply for a vote-by-mail ballot. The County Clerk must receive your completed application no less than seven days before the election by mail or by 3 PM the day before the election in person.

You can drop off your ballot at an Essex County Secure Ballot Drop Box location, mail in your ballot, or give it to a member of the Essex County Board of Elections at 495 Dr. Martin Luther King Dr. Dr, Martin Luther King Justice Building Room 145 Newark, NJ 07102. You would not give your ballot to the Maplewood Clerk's Office.

The State gives you the ability to track your ballot by signing up for a "My Voter Record" account.

There are also numerous early voting sites in Essex County that are open to any registered voter in Essex County. **Maplewood currently does not have an early-voting location**. Please visit the Essex County Board of Elections early voting page or the State Election page for locations, dates, and hours.

What Time are the Polls Open?

Primary and General Election - 6 AM to 8 PM

Where Can I Find Election Results?

Official results can be found on the Essex County Board of Elections website.

How Does An Unaffiliated Voter Vote In Primaries?

New Jersey has closed primaries. To vote in a primary, you must become affiliated with either the Democrats or Republicans.

Mail-in Ballots: To vote by mail, you must register as a voter for a specific political party at least 55 days before the primary election.

Voting in Person: You would walk into your assigned polling station, request either a Republican or Democratic ballot, and then vote. However, when you vote, you are registering and affiliating with a political party.

Looking for Information on How to Vote in New Jersey?

<u>Check out the instructional videos (https://www.essexclerk.com/Services/4)</u> provided by the Essex County Clerk's Office or <u>the State's guide on YouTube</u> (https://www.youtube.com/watch?v=2bbmod3PG8M).

How Do I Become A Poll Worker?

The Essex County Board of Elections chooses and assigns poll workers. Head to their website for more information.

When should I expect to receive a sample ballot?

Sample ballots are sent out by the County Clerk's office the Wednesday preceding the start of the early voting period.

When Will I Receive My Mail In Ballot?

The Essex County Clerk's office will begin sending mail-in ballots 45 days before the election. This means you should expect to receive your ballot by the end of September for the general election and by the end of April for the primary election, if you are registered to a political party.

How Do Mail-In Ballots (Absentee Ballots) Work For Voting?

In the State of New Jersey, you can request a Mail-In Ballot (also known as an Absentee Ballot) without having to provide a reason.

Unfortunately, while you can register to vote online, requesting for the next election, or all elections, to vote by mail requires you to do a paper application as of 2024. To complete the process, you would either:

1. Use the Voter Registration Application (<u>https://nj.gov/state/elections/assets/pdf/forms-voter-registration/68-voter-registration-english-essex.pdf</u>) and check off on box 1 that you want to vote by mail, or;

 Use the dedicated Application For Vote By Mail Ballot (<u>https://nj.gov/state/elections/assets/pdf/forms-vote-by-mail/vote-by-mail-english-essex.pdf</u>).

Please note, the Voter Registration Application doesn't require you to add postage, but the Application for Vote By Mail Ballot does.

It is **STRONGLY** recommended that you create or access your "My Voter Record" account at https://voter.svrs.nj.gov/auth/sign-in after you send in your application.

The reason for this is, alongside being able to see if your status has changed to receive Mail-In Ballots, you can also see when the County Clerk sent out your Mail-In Ballot, when they received it back, and more. For example, you can also find other information like upcoming election dates for your district, and also your voting history. Note, it won't say who you voted for, just that you voted and where.

OPRA (Open Public Records Request)

How Do I Get Information Regarding Construction Permit History?

The quickest way to get a permit history on a property would be through the website and looking up the property of interest. As an alternative, you can submit an OPRA request.

What Is An OPRA Request And How Do I File One?

An OPRA (Open Public Records Act) request is used to receive access to government records.

All requests for copies of official public <u>records</u> must be made in accordance with the State of New Jersey's Open Public Records Act (N.J.S.A. 47:1A-1 et seq.).

A request for access to a government record must be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The time frame to fulfill a request for access to government records under OPRA does not begin until the request form or equivalent written request has been delivered to the appropriate records custodian. After the day of receipt, the department records custodian has seven business days to respond. So if the request was received on Friday, day 1 would be Monday. However, if Monday was President's Day, for example, then day 1 would be Tuesday.

Sending a records request to the wrong officer or employee may delay the fulfillment of the request. In the Township of Maplewood, the Township Clerk is the official Records Custodian.

Requestors must be as specific as possible when requesting records. A valid request identifies a specific type of record, address, Block/Lot of property (properties), parties to the correspondence, *dates/date range*, and subject matter. Requests for information or requests that ask questions are NOT valid OPRA requests.

Only submit requests by one method. You do not need to hand-deliver, mail, email, and fax the completed form. Please be advised that records provided via e-mail and facsimile are free of charge.

You can file an OPRA request electronically.

What is the Process to Have a Title Search Done?

Title searches need to be done through the Essex County Register of Deeds and Mortgages Office, not through the Township.

Please visit their website (http://www.essexregister.com/) for the most up-to-date hours and procedures.

Dumpster

Can I Use A Bagster Instead of a Dumpster?

Yes, bagsters can be used in the Township of Maplewood. However, if you don't place the bagster on your lawn due to overhead wires, among other obstacles, and place it on the street, it will be treated like a dumpster. You will have to follow all the procedures and requirements for a dumpster.

Do I Need A Dumpster Permit, and if I Do, What is Required?

If you put the dumpster in the driveway, you do not need a dumpster permit. However, if you put it on the public street, you are required to fill out a dumpster permit and have a Certificate of Insurance, which names the Township as an additional insured for no less than \$300,000. The cost is \$50.00 for each 7 days, and the dumpster will be on a public road.

When Do I Need A Dumpster Permit?

You'll need a dumpster permit if you put a dumpster or pod on the street.

Where Can I Put A Dumpster?

You can put a dumpster in front of your home unless you live on a street like Springfield Avenue or Boyden Avenue. On certain streets, due to traffic or how tight the street is, you may have to put the dumpster at a location that isn't in front of your home.

What Does A Certificate of Liability Insurance Look Like?

Like the image below:

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3 Certificate of Insurance Example

Notary

Does The Township of Maplewood Have Notary Services?

Yes, our Clerk's Department has a notary, and the fee is \$2.50 per page.

How Do I Become a Notary Public?

- 1. You may obtain a Notary Public Application from the New Jersey Department of the Treasury.
- 2. Following approval from the State, you must contact the Essex County Clerk (NOT THE TOWNSHIP CLERK) to take your oath of office.

For further information, please visit or call: Essex County Clerk's Office 495 Martin Luther King Jr. Boulevard. Newark, NJ 07102 (973) 621-4920

Springfield Avenue Banner

What are the requirements for putting up a banner?

Banner Specifications: Banners must be no longer than 20 feet in length and 30 inches in height. Also, they need to have metal grommets spaced no more than 18 inches apart along the entire top of the banner. Also, the banner must have metal grommets in all four corners. Lastly, there must be wind slits every 2 feet of banner length.

Location: Currently, the only available location is near the corner of Indiana Street and Springfield Avenue. For reference, here is a picture from Google Maps:



Application: Fee: \$25.

Must include: Certificate of Liability Insurance naming the Township of Maplewood as an additional insured, not less than \$300,000.00.

Registrar/Vital Statistics

Registrar: (973) 762-8120 ext. 2101 | Registrar@maplewoodnj.gov

Quick Links

- Marriage Application: Maplewoodnj.gov/Marriage
- Vital Records (Certified Copies of Birth, Marriage, or Death Certificates): <u>Maplewoodnj.gov/VitalRecords</u>
- Township Registrar: <u>Maplewoodnj.gov/Registrar</u>
- Court Website: <u>https://www.njcourts.gov/</u>

• Name Change Information: https://faq.ssa.gov/en-us/Topic/article/KA-01981

Getting Married

What is the process For getting married in Maplewood, New Jersey?

- 1. Know that you can only apply for a marriage license from Maplewood if one of the two spouses lives in Maplewood OR neither of them lives in New Jersey but are getting married in Maplewood.
- 2. Our Registrar is by appointment only to begin the process and will confirm your time after completing the online application.

For extended details and instructions, please visit the Registrar page.

If I don't live in New Jersey, what is the process For getting married in Maplewood?

If neither you nor your spouse are New Jersey residents, you would follow the same process as a Maplewood resident by applying via our online form.

Take Note - You should schedule additional time to finish the application process. Once you finish the online form, the Registrar will have to meet with you in person and see the government-issued ID from you and your future spouse. You would need to bring a witness over 18, and all parties will have to sign the documents. From there, New Jersey has a 72-hour hold between completing the application and being issued a marriage license.

Our Registrar has limited hours, of which you can see their current hours on the Registrar page (maplewoodnj.gov/registrar), so check their schedule and plan accordingly.

What about Domestic Partnerships?

Domestic partnerships are not licensed, have no gender requirements, and are only available for those 62 or older. You also wouldn't use the Marriage application. What you would present is an affidavit of domestic partnership that notes the name, ages, and mailing addresses of both parties, alongside a statement that, at the time the affidavit is signed, both parties meet the requirements of the Act and wish to enter into a domestic partnership with each other.

In order to file such an affidavit, neither person can have been a partner in a domestic partnership that was terminated less than 180 days prior to the filing of the current Affidavit of Domestic Partnership, except that this prohibition does not apply if one of the partners died.

Marriage Records

Requesting Your Marriage Certificate (or Certificate of Marriage):

- 1. You must complete an application for a "Certified copy of a vital record," which can be done at maplewoodnj.gov/vitalrecords.
- 2. The cost varies per town, but in Maplewood, it is \$15 for the first copy, and each additional copy is \$5.
- 3. Either spouse can pick up the certificate, and all they would need to show is the same ID they used for the application part of the process.

4. As with applying for a marriage license and picking one up, check with the Registrar whether an appointment is needed - In Maplewood, this is necessary.

How Do I Get My Divorce Records?

The Township does not maintain divorce decrees. You would need to request those records from the County or State where you divorced. You can visit the Court website (https://www.njcourts.gov/self-help/divorce) to get a copy of court records from the State.

How Do I Get My Name Changed?

You would have that done by the Social Security Administration. Information on the process can be found on their website.

Certified Records

How Do I Get A Birth, Death, or Certified Copy of Marriage?

In order to receive this, you need to apply for a Vital Records Request online (maplewoodnj.gov/vitalrecords) with the required proof of relationship or documentation.

Community Development

Sub-Departments: Construction (Building), Zoning, Property Maintenance, Zoning and Planning Board General Information: (973) 762-8120 ext. 3700 Home Page: <u>https://www.maplewoodnj.gov/government/community-dev</u>elopment

Responsibilities

The Department of Community Development (DCD) includes the Construction, Zoning, and Property Maintenance Divisions, Zoning and Planning Board Administration. DCD staff also initiates and implements special projects related to the environment, business development, and pursues grant opportunities from public and private sources.

Quick Links

- Homepage: <u>https://www.maplewoodnj.gov/government/community-development</u>
- <u>Construction Permit/Inspection:</u>
- <u>Rental Property Registration Form</u> (Please Note This Is Separate From The Form Filed With The Township Clerk For One and Two Family Units)
- Landscaper Registration
- <u>Certificate of Continued Use & Occupancy</u>
- Vacant Property Registration
- Zoning Review
- Zoning Map
- Fire Inspections and Permits

- Construction Permit: <u>https://map.govpilot.com/map/NJ/maplewood</u>
- Limits of Rent Increases
- Rent Control

What Is The Allowed Rent Increase For 2024?

The allowed rent increase is 4.41%.

Where Can I Find Information About Rent Control?

You can find the limits of increases and the section of our codebook regarding Rent Control linked above.

How Do I Obtain The List Of Properties 200 Feet From Where I'm Looking To Do Construction?

Please contact Engineering at (973) 762-8120 ext. 3200 to get the list and pay the fee.

Community Services (Recreation)

Sub-Departments: Senior Programming, Community Pool General Information: (973) 762-8120 ext. 4005 or 4000 | <u>recinfo@maplewoodnj.gov</u> Home Page: https://www.maplewoodnj.gov/government/community-services

Responsibilities

The mission of the Maplewood Department of Recreation, Senior Services, and The Division of Arts & Culture is to provide entertaining, safe, and varied recreational programs and services to the Township's diverse population in a cost-effective and progressive manner.

We constantly strive to review, improve, and expand our programs and services to keep pace with the changes and needs of the entire community.

Quick Links

Community Pool: <u>http://www.maplewoodcommunitypools.org/</u>

- Swimming Lessons: <u>http://www.maplewoodcommunitypools.org/lessons.html</u>
- Membership: <u>https://maplewood.recdesk.com/Community/Membership</u>
- <u>Pool Pal Application:</u>
 <u>https://www.maplewoodnj.gov/home/showpublisheddocument/840/637873573283500000</u>
- Facebook: https://www.facebook.com/profile.php?id=100068836615702
- <u>Summer Job Application:</u> https://www.maplewoodnj.gov/home/showpublisheddocument/1361/638442960481900000

- <u>Youth Programming Page</u> (Camp, Youth Sports, and more [https://www.maplewoodnj.gov/government/community-services/recreation/youthprogramming])
- RecDesk (Register for Maplewood Recreation Programs Senior, Summer Camp, and more): <u>https://maplewood.recdesk.com/Community/Home</u>
- <u>Park and Facility Rentals (https://www.maplewoodnj.gov/government/community-services/park-and-facility-rentals)</u>
- Renting the Woodland: <u>https://www.thewoodlandnj.com/</u>
- Park And Field Request Form: <u>https://www.maplewoodnj.gov/home/showdocument?id=1555</u>
- Recreation Assistance Fund: https://www.maplewoodnj.gov/home/showpublisheddocument/286/637763979844770000

Township Events

• Art & Culture Events: https://www.maplewoodartsandculture.org/upcoming-events-summary

Program Assistance Fund:

- <u>Eligibility Guidelines:</u> https://www.maplewoodnj.gov/home/showpublisheddocument/842/637873595035070000
- <u>Application:</u>
 <u>https://www.maplewoodnj.gov/home/showpublisheddocument/286/637763979844770000</u>

Maplewood Pool

Do You Need to be a Resident to be a Member of the Pool?

No, you do not need to be a resident to be a member of the pool; there are specific rates for non-residents on the website.

How Can I Obtain Guest Passes for the Pool?

Please present your pool membership card at the pool to obtain guest passes:

Maplewood Community Pool 187 Boyden Ave. Maplewood, NJ 07040

Where Can I Apply for a Pool Membership Discount?

Verification Needed for Pool Membership Discount All information must be current.

- School Verification for Children Ages 6-17
- Proof of Residency
- Proof of Free/ Reduced Lunch Status (if applicable)
- Photo ID

Fill out the Pool Pal Application Form

(https://www.maplewoodnj.gov/home/showpublisheddocument/840/637873573283500000) and return to: Maplewood Recreation Department 574 Valley Street Maplewood, NJ, 07040

Program Assistance Fund

Where Can I Apply for the Recreation and Cultural Affairs Program Assistance Fund?

The Maplewood Department of Recreation and Cultural Affairs offers a variety of programs and activities for community residents. Some funds are available each year to assist those residents who can demonstrate financial need and/or hardship. Completion of an application does not automatically assure an award. Awards depend on availability of funds and are awarded on a first come, first served basis. All information will remain confidential.

To apply:

- 1. Please review the Eligibility Guidelines and Application Procedure
- 2. Next, fill out the <u>Recreation Assistance Fund Application</u>. You may print or mail your completed application.
 - 1. If mailing your application, please address it to: Maplewood Recreation Department at 574 Valley Street, Maplewood, NJ 07040
 - 2. If emailing your application, please send it to: recinfo@maplewoodnj.gov

Applicants will receive notification or an update of their status within one week of initial application. For any questions, please contact the Recreation Department at (973) 762-8120.

Donations are always appreciated!

The Maplewood Recreation & Cultural Affairs Assistance Program is an opportunity to help your neighbors who would not otherwise be able to afford to enroll their children in our programming. Click the highlighted link to donate online or you may mail/drop off a check to 574 Valley Street, Maplewood, NJ 07040 to the Attn of the Recreation Department.

Engineering

General Information: (973) 762-8120 ext. 3200 Home Page: <u>https://www.maplewoodnj.gov/government/engineering</u>

Responsibilities

The Engineering Department of Maplewood Township is responsible for a broad spectrum of duties. These duties include, among other things, design and implementation of road improvements, storm and sanitary sewer maintenance and upgrades, traffic calming and any other engineering tasks that arise. The Department utilizes the services of outside consulting engineers as needed to complete design tasks.

The Engineering department works with a consulting engineer, and an attorney that service both the Planning and Zoning Boards and two administrative personnel including the secretary of the two boards. Together the personnel function as a team to address a multitude of issues that arise daily.

Capital Improvements

Capital improvements are the main focus of the department. The improvements include:

- Budgeting, planning, tax map maintenance, and grant writing
- Improving and reconstructing roads, sewer, parks, ball fields, buildings, and traffic systems
- Remediate environmental hazards
- Surveying, inspecting construction, designing capital projects, and reviewing site plans

Quick Links

- Bids/RFPS: <u>https://www.maplewoodnj.gov/government/engineering/bids-rfps</u>
- <u>Signage Policy:</u> <u>https://www.maplewoodnj.gov/home/showpublisheddocument/204/637763092780100000Re</u>
- <u>Stop Sign Policy</u>
- Street Lighting Policy
- Traffic Calming Policy
- Sewer Rates Brochure

Requesting Signs And Lights

How Can I Request a Sign be Installed on my Street?

Please view the department's signage policy for more information about requesting sign installation.

How Can I Request a Stop Sign on my Street?

Please refer to the department's stop sign policy.

How Can I Request a Street Light in my Neighborhood?

Please view the department's street lighting policy for more information on requesting street light installations.

How Can I Request Traffic Calming for my Street?

Please view the department's traffic calming policy for more information about requesting traffic calming.

Flooding

How to Reduce Flows into the Sewer System?

The Joint Meeting of Essex and Union Counties provides treatment of our wastewater flows here in Maplewood. During wet weather, they experience high rates of flow into the treatment plant in Elizabeth. There are ways we can reduce the wet weather flows, and the joint meeting has prepared a brochure to help inform and give tips on how we can all help. View the brochure for more information.

Finance

Sub-Departments: Tax Collector, Tax Assessor, Purchasing, Payroll General Information: (973) 762-8120 ext. 2800 Home Page: <u>https://www.maplewoodnj.gov/government/administration-and-finance</u>

Responsibilities

The Finance Department encompasses not only finance programs, but also the Tax Collection Division. Through the tax collection responsibilities, the department handles the collection of tax and sewer bill payments and manages the annual tax sale. The Finance Department is also in charge of:

- Accounts Payable
- Payroll
- Escrows
- The Municipal Budget
- Other Financial Responsibilities

Quick Links

- Pay Taxes: <u>Maplewoodnj.gov/PayTaxes</u>
- Maplewood Business Owner Questionnaire
- Tax Relief: <u>https://www.nj.gov/treasury/taxation/relief.shtml</u>
- <u>Tax Map</u>
- <u>County Property Assessment Search</u>

Taxes

Due Date

Due Dates: Property taxes are due February 1, May 1, August 1, and November 1. These dates never change.

State Statutes do not permit post office postmark dates as proof of payment. All payments must physically be in the Tax Office at the close of operations at 4:30 pm in order to be credited for that day.

Payment Methods

- In Person: Visit the tax office Monday-Friday 9a-4:30p to make payments via cash or check only. We <u>do not</u> have a card processing machine and therefore cannot take any forms of payments like debit, credit, ApplePay, etc.
 - Make all checks payable to "Township of Maplewood."
- Online: Pay Taxes: <u>Maplewoodnj.gov/PayTaxes</u>
 - There is a \$1.95 transaction fee for paying with an "e-check" (bank account and routing number). There is a 2.95% transaction fee charged by the credit/debit card processor.

Does The Township Accept Postdated Checks?

No.

Interests and Penalties

NJ STATE STATUTES DO NOT ALLOW US TO WAIVE INTEREST FOR ANY REASON. As set forth by state statute and resolution, the interest rate on tax and sewer bills is 8% on the first \$1,500.00 of the balance, and 18% on the remaining balance.

Sewer

Due Date

Sewer taxes are billed in early to mid-May and due on the last Friday in June (your bill will have the exact date). Although they are billed in the middle of the year, the charges cover the full calendar year of Jan-Dec.

Maplewood Library

General Number: (973) 762-1622 Home Page: <u>https://www.maplewoodlibrary.org/</u>

Maplewood Police Department

Non-Emergency Police Phone Number: (973) 762-3400 Home Page: <u>https://maplewoodpd.org/</u> or <u>https://www.maplewoodnj.gov/government/public-safety/police-department</u>

Facebook Page: https://www.facebook.com/Maplewoodpolicedepartment

Location: 1618 Springfield Avenue Maplewood, NJ 07203

Responsibilities

The mission of the Maplewood Police Department is to serve and safeguard all persons within the Township in a fair, safe, professional, and considerate manner consistent with the law and established goals of the community.

The Maplewood Police Department, in partnership with the community, prevents, identifies, and suppresses criminal activity. This is accomplished through a variety of creative and appropriate means while ensuring the rights of all citizens are recognized, respected, and preserved.

The Maplewood Police Department strives to maintain the highest standards of conduct and proficiency while seeking to provide a supportive and personally enriching workplace for the members of the organization.

Quick Links:

- Burglar Alarm Registration
- Firearm Information
- Bicycle Registration
- Special Needs Registration
- Leaf Blower Ordinance

Who Should I Call Regarding a Violation of the Leaf Blower Ordinance (Ordinance 3057-22)?

If you become aware of anyone violating the ordinance, please call the police non-emergency line.

Municipal Court

We are located on 1618 Springfield Avenue in Maplewood. Between our building and the Church of Jesus Christ of Latter Day Saints building is a parking lot that offers **free parking** for our customers.

General Information: (973) 762-2839 Home Page: https://www.maplewoodnj.gov/government/municipal-court

Responsibilities

As the local branch of the judiciary, the Maplewood Municipal Court is committed to resolving all disputes that occur within our Township, while upholding the laws of the Constitution of the United States. The Court strives to accomplish the Administrative Office of the Court's (AOC) four core values, with sensitivity to our diverse community:

- Independence
- Integrity
- Fairness
- Quality Service

Quick Links

Directions to the Municipal Court Building

Following Forms

- Judiciary Records Request Form
- Complaint Information Form
- Complaint Information Form (Domestic Violence)
- Plead By Mail
- Certification In Support of Probable Cause
- Online Payment: <u>http://www.njmcdirect.com/</u>
- Payment Alternatives: <u>https://njcourts.gov/forms/12313_mc_payments_8.5x11.pdf</u>
- Expunge Criminal Records: https://www.njcourts.gov/forms/10557_expunge_kit.pdf?cacheID=lgwQ0tu
- Municipal Appeal: <u>https://www.njcourts.gov/forms/10559_muni_appeal_kit.pdf?cacheID=k8kck74</u>
- Municipal Court Rules: <u>https://www.njcourts.gov/attorneys/rules.html</u>

Handling Tickets

Online Ticket and Municipal Complaint Payment

Court ID: Maplewood: 0711

Fines

What are the Accepted Payment Methods?

In Person:

- Credit Card /Debit Card: American Express, Mastercard, Visa, and Discovery (Apple Pay and Google Pay is not Accepted)
- Cash
- Money Order

What Can I Do if I am Unable to Pay my Fines?

View the Municipal Court Payment Alternatives. If you are on an existing Time Payment and are unable to pay, you can go before a Judge on one of our Court Sessions to get your Time Payment revised. Our Court Sessions are as follows:

- Maplewood 1st and 3rd Mondays and 2nd and 4th Thursdays
- South Orange Mondays and Tuesdays

How Can I Expunge my Criminal Record?

Please view information from the New Jersey Judiciary to learn How To Expunge Criminal Records.

How Do I File an Appeal?

Please visit the Administrative Office of the Courts website to learn How to File a Municipal Appeal.

What Rules Govern the Municipal Court System?

Please view the New Jersey Judiciary website for information on rules governing practice in the municipal courts.

Public Health & Social Services

Sub-Departments: Environmental Health, Social Services, Animal Control General Information: (973) 762-8120 ext. 2006 E-mail: <u>HealthDepartment@maplewoodnj.gov</u> Home Page: https://www.maplewoodnj.gov/government/public-health-social-services

The **Maplewood Health Department** provides the following services:

- Licensing and inspections of food and other establishments to ensure adherence to codes and safety of residents
- Communicable and infectious disease investigations and prevention
- Education programs and events to promote and encourage healthy behaviors
- Providing assistance to health impacted residents by connecting them to necessary resources
- Dog and cat licensing and supervision of Animal Control services



Quick Links

Link for following applications: https://eforms-main.govpilot.com/NJ/maplewood

- Pet Licensing
- Child Care Business Application
- Health Licensing Application
- One Day Food Business License Application
- Retail Food Establishment License

Additional Quick Links

- Pet Licensing Information: Maplewoodnj.gov/pets
- Health Department Applications: <u>Maplewoodnj.gov/applications</u>
- Report a Concern: <u>Maplewoodnj.gov/Report</u>
- Facebook Page: https://www.facebook.com/MaplewoodPublicHealth/
- <u>Community Resource Guide</u>

Animal Control

Either the Maplewood Health Department at (973) 762-8120 x2002, or Maplewood Police Department Non-Emergency number at (973) 762-3400.

How Do I Renew My Pet License?

Please visit our "Animal Licenses" page where you can find the online application.

Where Can I Find Social Services?

For SNAP, TAND, Medicaid and Medicare Assistance, you can go to: 18 Rector Street, Newark, NJ 07102 50 S. Clinton Street, East Orange, NJ 07018 465 Martin Luther King, Jr Blvd., Newark NJ 07102

Where can I apply for medical assistance?

You can apply for medical assistance at: **Department of Citizen Services** 18 Rector St. Newark, NJ 07102

Where can I apply for Section Eight rental assistance?

You can apply for rental assistance at: **Department of Community Affairs** 7 Glenwood Ave. East Orange, NJ 07018 (973) 266-2822

(973) 733-3000

Where can I apply for food stamps?

You can apply for food stamps at: **Essex County Food Stamp Office** 18 Rector St. Newark, NJ 07102 (973) 733-3000

Where can I apply for financial assistance if I have dependent children?

You can apply for financial assistance at: **Essex County Citizen's Service Office** 18 Rector St. Newark, NJ 07102 (973) 733-3000

Environmental Health

(973) 762-8120 ext. 2002

The Health Department's *Registered Environmental Health Inspector (REHS)* responds to resident's complaints about environmental issues including:

- Garbage
- Lack of Heat

- Leaky Plumbing
- Poison Ivy
- Rodent control
- Stagnant water leading to mosquito breeding
- Lead paint
- Unsanitary conditions

Public Works

Contact Information

Phone: (973) 762-1175 x2 or x1110 E-mail: <u>hdavila@maplewoodnj.gov</u> or <u>Amayes@maplewoodnj.gov</u> Home Page: https://www.maplewoodnj.gov/government/public-works

Address

Recycling Center 359 Boyden Avenue Maplewood, NJ 07203

Responsibilities

The operations of the Department of Public Works (DPW) consist of providing a myriad of services, including, but not limited to:

- Street sweeping
- Roadway repair
- Tree pruning
- Maintenance of all municipal buildings
- Care and upkeep of parks
- Automotive Repairs of all municipal vehicles
- Recycling
- Snow removal
- Operation of the jitney service

Quick Links

- Bulk Drop-Off Days: <u>https://www.maplewoodnj.gov/government/public-works/bulk-drop-off-program/-fsiteid-1#!/</u>
- Shred It Days: <u>https://www.maplewoodnj.gov/government/public-works/shred-it-day/-fsiteid-</u> <u>1#!/</u>
- Farmers Market: <u>https://www.maplewoodnj.gov/government/public-works/farmers-market/-</u> <u>fsiteid-1#!/</u>

- Vendor Application: <u>https://www.maplewoodnj.gov/government/public-works/farmers-</u> market/interested-vendor-form#!/
- Leaf Collection Schedule & Leaf Blower Restrictions: <u>https://www.maplewoodnj.gov/government/public-works/leaf-collection-and-schedule/-fsiteid-</u> <u>1#!/</u>
- Recycling Schedule: <u>https://www.maplewoodnj.gov/government/public-works/recycling-and-waste-disposal/-fsiteid-1#!/</u>
- Tree Removal Permit: <u>https://www.maplewoodnj.gov/government/public-works/tree-removal/-</u> <u>fsiteid-1#!/</u>
- Report a Concern: Maplewoodnj.gov/Report

Solid Waste & Recycling

Solid Waste Removal

Household waste removal, that isn't recycling, isn't handled by the Department of Public Works. You would need to contact a third party, such as Waste Management or Waste Industries.

- Waste Management's contact number: 877-669-6062
- Waste Industries' contact number: 908-436-1966

Where Do I Get The Blue Recycling Bins From?

You can purchase them from retailers or online via a third party. The Township does not provide or sell bins.

The maximum recommended size is 64 gallons.

What are my Recycling Days?

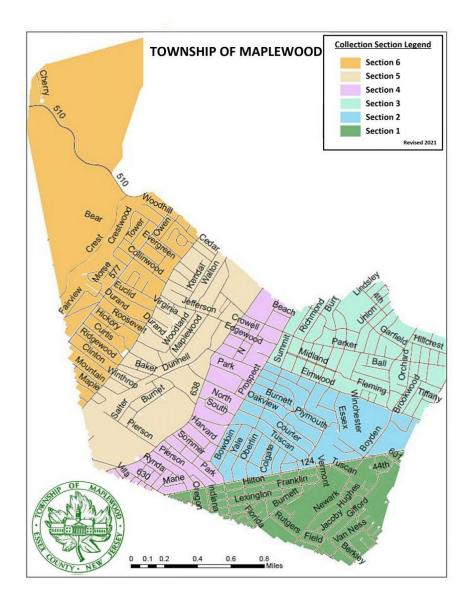
All residential curbside recycling will be collected on every Monday or Tuesday depending on which section of town you are located in.

Sections 1, 2, and 3 are collected on Monday.

Sections 4, 5, and 6 are collected on Tuesday.

Please remember to put your recyclables in reusable containers or clear plastic recycling bags. All other plastic bags will not be accepted.

The Township of Maplewood operates a recycling depot located at 359 Boyden Ave. The facility is **open to Maplewood residents only** Monday through Friday from 8:00 AM to 3:00 PM. The facility is for residential usage only, commercial usage is not allowed.



Storm Information

Where Can I Find Information On What To Do During and After Storms?

Regarding storms, Township Departments will be prepared to address problems that arise. Please call the Maplewood Police Department at 973-762-1234 to report flooding, fallen trees, downed wires, and other storm-related problems. If you need emergency shelter or a cooling center, call the police at 973-762-1234.

Call 911 to report a health or medical emergency or a fire.

Below is information from PSE&G:

In advance of a storm, PSE&G crews perform system and logistics checks to ensure the availability of critical materials, fuel and other supplies to fulfill our commitment to bring customers safe and reliable service regardless of extreme weather conditions.

Stay connected:

• Download the PSE&G mobile app to report outages and receive information on restoration times, crew locations and more.

• Register for MyAlerts to receive text notifications at pseg.com/outagecenter.

• Report an outage and receive status updates by texting OUT to 4PSEG (47734). You can also report your outage through our app or on our website at pseg.com/myaccount.

• Follow PSE&G on Facebook, Instagram (@PSEG) and Twitter (@PSEGdelivers) for updates before, during and after the storm.

• Visit PSE&G's Outage Map for the latest in outage info, restoration times and crew locations across New Jersey at <u>pseg.com/outagecenter</u>.

• To report an outage by phone, call PSE&G at 1-800-436-PSEG (7734).

Storm Safety:

• Downed wires should always be considered "live." Stay at least 30 feet away from downed lines, and don't go near the pole or anything touching the line. Immediately contact PSE&G, at 1-800-436-PSEG (7734), via our mobile app or our website, to report downed wires and dial 911 if an immediate hazard exists.

• Electric current passes easily through water, so stay away from downed power lines and electrical wires. Don't drive over – and don't stand near – downed power lines.

• Downed lines can potentially be hidden in standing water. If you encounter large pools of standing water, stop, back up and choose another path.

• To prevent carbon monoxide poisoning, do not run any gasoline-powered generators in a garage or any other enclosed space.

How Do I Request a Town Tree Removal?

Apply for a Tree removal permit at <u>Maplewoodnj.gov/Applications</u>. If you have questions, please call (973) 762-1175.

I Missed The Greenhouse Sign Up, Where Do I Go To Secure A Bench? The Division of Public Works located at 359 Boyden Avenue.

South Essex Fire Department

Non-Emergency Line: (973) 762-6501 Home Page: <u>https://www.maplewoodnj.gov/government/public-safety/fire-department</u> Address: <u>56 Sloan Street South Orange</u>, NJ 07079

Responsibilities

The mission of the South Essex Fire Department (SEFD) is to minimize the loss of life and property threatened by fire, medical conditions and other emergencies by providing the best professional services possible with the resources at its disposal.

In support of that mission, all members of this department are expected to attain and maintain a level of professionalism consistent with the noble profession they represent. SEFD shall maintain continued fire education and safety for its residents and members.

EMS Services

SEFD is the primary provider for emergency medical services in Maplewood. Services are available 24 hours a day; 7 days a week.

The ambulance is staffed by firefighters who are trained as N.J. State Certified Emergency Medical Technicians (EMT-B) and are constantly undergoing training in the latest methods and standards of patient care, through the fire department, and in conjunction with area hospitals.

In addition to providing emergency medical transportation, every SEFD firefighter is trained in CPR, semi-automatic external defibrillation (SAED), and emergency first aid. All ambulances and fire apparatus are equipped with SAED units, Naloxone HCL, oxygen and emergency medical kits. This allows for critical emergency medical care in the event that our ambulance is already assisting another patient; an engine or ladder company will be sent to stabilize the patient until a transport ambulance becomes available.

Quick Link

• Smoke/Carbon Monoxide Detector Placement: <u>Https://www.maplewoodnj.gov/home/showpublisheddocument/288/637764009364270000</u>

Inspections

Does the Fire Department Inspect Homes for Possible Fire Hazards?

Yes, the Fire Department can inspect a home for possible hazards, as well as help you work on an evacuation plan. For more information, please call the Fire Department Deputy Chiefs' office at (973) 762-6500 ext. 17.

How Can I Schedule a Smoke Detector and Carbon Monoxide Inspection?

To schedule an inspection, please call the Administrative Assistant at the Fire Department at (973) 762-6500 ext. 10.

How Can I Obtain a Fire Report Copy for my Home or Business?

You can pick up a copy of a fire report the next day following an incident by going to Fire Headquarters. The Administrative Assistant can help you during business hours, or you may ask to speak to the Tour Commander on holidays or weekends. It is recommended that you call in advance, so that we may have the report ready for you when you arrive.

How Many Smoke Detectors and Carbon Monoxide Detectors Do I Need?

View the instructions of how to place your smoke and carbon monoxide detectors. Along with useful information in these instructions, you will find a diagram of where to locate these items.

Reporting a Concern

Web Form

At <u>www.Maplewoodnj.gov/report</u>, you can file an online report to the Township and attach documents regarding the situation or concern. This will be emailed to our Assistant Business Administrator, the head of the department that handles that concern, and a member of their staff. You will receive an e-mail confirming that the Township received the concern when it is in progress and when it is closed.

The public can comment on agenda items or on any topic. Please note that there is a three-minute limit.

Additional FAQs

Noise Ordinance

Where Can I Find The Noise Ordinance?

Noise Ordinance: https://ecode360.com/43852937

To Summarize Main Points:

- 1. Radios, TVs, phonographs, live music that are audible at a distance of 100 feet from a building, structure, or vehicle should be limited between 11:00 PM and 8:00 AM
- 2. Yelling, shouting, hooting, whistling, or singing on public streets which annoys or disturbs the quiet shall be limited between 11:00 PM and 8:00 AM
- 3. Construction, unless the work is being performed by or for the Township, County, or State, is limited to 7:00 AM to 8:00 PM on weekdays, 8:00 AM to 8:00 PM on Saturday, and 11:00 AM to 6:00 PM on Sunday.
- Home maintenance, lawn care, vehicle maintenance, or similar services may begin work starting 7:30 AM weekdays and Saturdays starting at 8:00 AM, with work having to be complete by 8:00 PM. No work shall take place before 11:00 AM on Sunday and must cease by 6:00 PM.

Transportation

Jitney Bus

Maplewood Township's Jitney Service has been designed to transport Maplewood commuters to and from Maplewood Train Station. The Jitney Service runs Monday through Friday (except municipal holidays), on a fixed route.

There are several runs starting each morning from about 6:00 a.m. to 9:00 a.m., as well as in the evening from about 6:00 p.m. to 9:00 p.m.

In order to ensure ample space for working commuters, only children commuting by train may utilize the jitney service.

Jitney Fees

(As of 11/8/2024)
2024 Combo (Parking/Jitney): \$360 (\$180 after July 1st)
2024 Commuter Parking Fee: \$330.00 (\$165.00 after July 1st)
2024 Jitney Pass: \$150.00 (\$75.00 After July 1st)
Single Ride: \$3.00 cash each way (pay exact amount on bus; drivers do not make change)

Schedule & Jitney Map

Maplewood Jitney Bus Services (Based on posted NJ Transit times as of 08/29/23)

- <u>Maplecrest and Hilton Jitney Schedule</u>
- Elmwood and Parker Jitney Schedule
- <u>Wyoming Jitney Schedule</u>

Please Note: The Jitney Services doesn't run on holidays. For a list of holidays the Township is closed, and Jitney service isn't running, please <u>check the Township Calendar</u>.

Other Transit Options

New Jersey Transit

Rail

Maplewood is on the Morris & Essex Commuter Rail Line View Timetables: <u>https://www.njtransit.com/schedules/printable</u>

Bus

The 25 and 70 bus stop within Maplewood View Timetables: <u>https://www.njtransit.com/bus-to</u>

County Contacts & Services

County Main Directory: https://essexcountynj.org/county-directory/

Essex County Clerk

Address: 495 Martin Luther King Jr. Boulevard. Newark, NJ 07102 General Information: (973) 621.4920 | <u>info@clerk.essexcountynj.org</u> Services: Passport, Swearing In For Notary, Sending Mail In Ballots and Sample Ballots Home Page: <u>https://www.essexclerk.com/</u>

Essex County Social Services

Address: 18 Rector Street, Newark, NJ 07102 | 50 S. Clinton Street, East Orange, NJ 07018 | 465 Martin Luther King, Jr Blvd., Newark NJ 07102 General Information: (973) 395-8000 | <u>ECWCustomerElink@citizenservices.essexcountynj.org</u> Services: NJ Snap, WFNJ/TANF, WFNJ/GA, NJ FamilyCare, NJ Child Support, Food Stamps, Home Energy Assistance, and More Home Page: <u>https://essexcountynj.org/welfare/</u>

Essex County Surrogate

Address: Martin Luther King, Jr. Justice Building, 495 Dr. Martin Luther King, Jr. Blvd., Room 212, Newark, NJ 07102 General Information: 973-621-4900 Services: Wills and Estates, Adult Guardianship, and Adoptions Home Page: <u>http://essexsurrogate.com/</u>

Office Of Register Of Deeds And Mortgages

Address: Hall of Records-Room 130 465 Martin Luther King, Jr. Blvd. Newark, NJ 07102 General Information: 973-621-4960 | <u>info@essexregister.com</u> Home Page: <u>http://www.essexregister.com/</u>



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