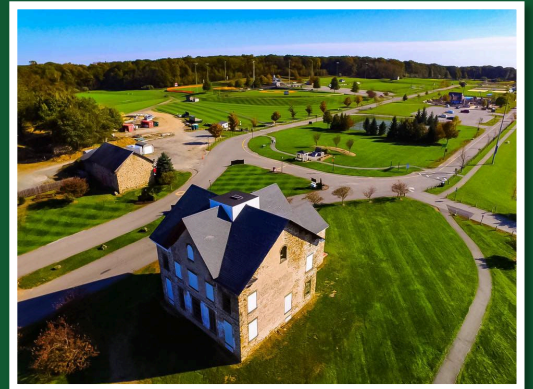


MOUNT OLIVE TOWNSHIP

204 FLANDERS-DRAKESTOWN ROAD
BUDD LAKE, NJ 07828
973-691-0900
WWW.MOUNTOLIVETWPNJ.ORG



Mount Olive



Located in scenic northwest New Jersey, Mount Olive covers a landscape of ridgelines and river valleys enfolding the communities of Budd Lake and Flanders. Covering 32 square miles, it encompasses recreation and farmlands, suburban developments, apartment complexes, historic homes, a signature lake, rivers and streams and remnants of the Old Morris Canal. Mount Olive is located right off of Interstate 80 and Route 206 highway corridors, physically located 40 miles west of Manhattan and 20 miles east of the Delaware Water Gap and Pennsylvania. It has excellent proximity to airports, the east coast's largest cargo port, rail and interstate road networks. Although we are located amidst great infrastructure, Mount Olive lies in pastoral green rolling hills with a quality of life that puts us a step above most corporate environments. Mount Olive is truly a remarkable community as it is a regional center for healthcare, retail, education and manufacturing. Let us show you our serene setting for your work place and quality of life living for your employees and their families. We welcome you as part of our community.



MOUNT OLIVE TOWNSHIP



DEPARTMENTS

Main Number: 973-691-0900

See below for department extensions:

Administration: 7517, 7227

Affordable Housing: 7310, 7313

Animal Control: 7334

Building: 7302, 7391

Emergency Management: 7201

Finance: 7005, 7205

Fire Prevention: 7337

Health: 7356, 7332

Mayor: 7200

Municipal Court: 7242

Parks, Buildings and Grounds: 7361, 7260

Planning/Zoning: 7310, 7313

Public Health Nurse: 7353

Public Works: 7361

Police (Non-Emergency): 973-691-0850

Recreation: 7262, 7263

Registrar: 7356, 7332

Senior Transportation: 7331

Tax Assessor: 7226

Tax Collector: 7280

Township Clerk: 7291, 7292

Water & Sewer: 973-584-7086

EMERGENCY HOTLINES

Police, Fire, EMS Emergency: 911

NJ State Police: (973) 347-1000

First Call for Help: 1-800-435-7555

Poison Control Hotline: 1-800-962-1253

Alcoholism Help: 1-800-322-5525

Drug Hotline: 1-800-225-0196

National Runaway Switchboard:

1-800-621-4000

Runaway Hotline: 1-800-231-6946

NJ Child Abuse Reports: 1-800-792-8610

Depression/Suicide Hotline:

1-800-831-1870

HOSPITALS

Morristown Memorial: 973-971-5000

Saint Clare's Denville: 973-625-6500

Saint Clare's Dover: 973-989-3000

Hackettstown Medical: 908-852-5100

HISTORY

Mount Olive Township is comprised of 32 square miles. It consists of two sections: Budd Lake, named for John Budd, who acquired 1,300 acres of land in the area in 1714, and Flanders, named for a group of early settlers who vacationed in Flanders, Long Island. Roads in the Township are named after settlers such as: Smithtown because of the many Smiths that lived here; Drakestown named for the Drakes; Bartley Road for the Bartley family; Waterloo, which had served as a French Army Officer's hospital in 1740.

The Township of Mount Olive was named after Benjamin Olive, a local land owner. Mount Olive began on March 22, 1871 through the splitting of the area known as Roxbury Township.



DEMOGRAPHICS

Township Size: 31.079 square miles
Population: 29,253
Households: 10,549
Median Age: 38 years old

Median Household Income: \$86,990
Median Housing Price: \$354,300
Average Residential Property Tax: \$9,875
Unemployment Rate: 3.6%

TOWNSHIP GOVERNMENT



GOVERNMENT

Mount Olive Township operates under the Optional Municipal Charter Law (Faulkner Act), Mayor-Council form of government. The Township is governed by our elected Mayor who serves a four year term and a seven member council, each elected at-large for a staggered four year term of office. The Township Council is the legislative branch of government. Township council meetings are held on the second and fourth Tuesday of each month beginning at 7:00 p.m. in the Township Council Chambers. Meetings are open to the public.

OPPORTUNITIES TO SERVE

Economic Development Committee
Environmental Commission
Pride Committee
Stigma Free Committee
Ethics Committee
Recreation Advisory Committee
Open Space Advisory Board
Library Board of Trustees
Planning Board
Board of Health
Budd Lake Fire Department
Budd Lake First Aid and Rescue
Flanders Fire and Rescue Squad

ADMINISTRATION

Administration directs, administers and coordinates the activities of the Municipality in support of policies, goals and objectives established by the Mayor and Council. This department is responsible for the day-to-day operations associated with all municipal activities. It is headed by the Mayor who is the Chief Executive Officer. The Mayor in Mount Olive is a part-time position. The full time employee who reports directly to the Mayor is the Business Administrator. All departments, with the exception of the Township Clerk, report to the Administrator.

The Administrator ensures that all Township activities and operations are carried out in compliance with local, state and federal regulations and laws governing municipal operations. The Administrator also develops, prescribes and enforces rules and regulations to provide for the efficient management of the Township government.

CLERK'S OFFICE

The Township Clerk is charged with statutory responsibilities and includes five core duties: Secretary of the Municipal Corporation, Secretary to the Governing Body, Chief Administrative Officer of Elections, Chief Registrar of Voters and Administrative Officer of Certifications.

LICENSING

The Township Clerk's office administers license applications such as Limo Permits, Solicitor's Permits, Record Requests, Taxi Permits, Citizen Leadership Forms, Bingo Applications, Raffle Applications and Liquor Licenses.

OPEN PUBLIC RECORDS ACT

The Township Clerk's office maintains all Township records including Mayor & Council minutes, ordinances, resolutions and the Township Code. The Clerk's office processes inquiries from the public for official Township documents in accordance with the State of New Jersey's Open Public Records Act. You may submit an OPRA request form, which can be found online at the Township website or in person at the Clerk's office. Each request will be processed within seven working days after it is received.

ELECTIONS

As the Administrative Officer of Elections, the Clerk's office can assist you with questions on voter registration, election dates and polling locations.



MUNICIPAL COURT

Court sessions are on Mondays at 3:00 p.m. (except holidays).

Please send all payments to:

Municipal Court

Township of Mount Olive

P.O. Box 450

Budd Lake, New Jersey 07828

Please put your ticket # on your check or money order. If your offense is not listed or you are unsure of how much to pay, please call the Court at 973-691-0900 ext. 7242.

To pay a ticket online:

NJMCdirect is the fast, secure, convenient way to access your traffic ticket information online.



FINANCE DEPARTMENT

The Finance Department is overseen by the Director of Finance/Chief Financial Officer (CFO) and provides for the coordination of all the Township fiscal operations. It controls budget expenditures, administers the Township's debt and cash management programs, prepares year-end financial statements and makes recommendations to the Township's Mayor, Council and Administrator with regard to financial policy.

DIVISION OF FINANCE

The Division of Finance is responsible for the following:

- Payroll
- Accounts payable/receivable
- Cash management and investment
- Grant coordination
- Budgeting
- Fiscal reporting



DIVISION OF ASSESSMENTS

The Division of Assessments is headed by the Tax Assessor who is responsible for determining the fair market value of every parcel of real property in the Township, as well as maintaining appropriate assessment records for each.

DIVISION OF COLLECTIONS

The Division of Collections is headed by the Tax Collector who works closely with the Tax Assessor. The Tax Collector maintains an accounting of all tax, water, sewer and assessment collections and enforces the collection of delinquent charges through foreclosure of municipal tax liens and municipal tax sales.

For questions regarding your water meter or water/sewer billing please contact the Tax Collector at 973-691-0900 ext. 7280.

****For your convenience you may pay your tax, water and sewer bills online at the Township website. Taxes are due on 2/1, 5/1, 8/1 and 11/1 with a 10 day grace period. Interest will be charged at the rate of 8% on the first \$1,500 and 18% thereafter.****



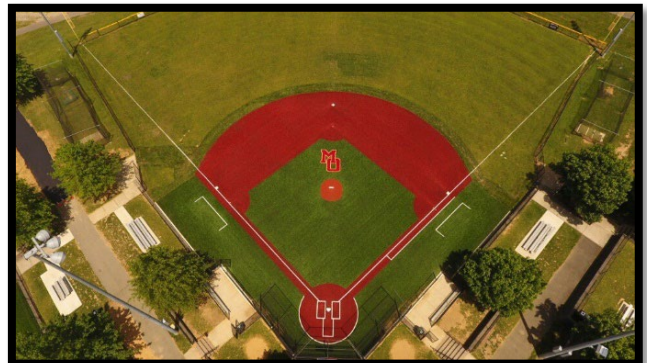
RECREATION

Recognizing the immense value of learning and fun rolled into one, Mount Olive Recreation enriches lives, promotes health and encourages a sense of community! We believe individuals learn best and engage most in fun environments! That's why we strive to provide safe, high-quality, low-cost recreational opportunities keeping pace with local demand and changing trends. We offer a robust variety of classes for all ages and interests, sports, camps and special events throughout the year, open to all regardless of residency. Whether we are inside or outside our programs and events promote physical health, provide life-long learning opportunities and offer engaging family friendly entertainment. Whether you are an individual, family or business, we recommend you get involved, because there is value for everyone when learning and fun is rolled into one!



RECREATIONAL FACILITIES IN MOUNT OLIVE

- Turkey Brook Park (Featuring Pirates Cove Splash Pad and Mount Playmore)
- Flanders Park and Russ Nagle Field
- Flanders Valley Golf Course
- Dan Jordan Softball and Baseball Fields
- Drakesbrook Park Lacrosse Facility
- Budd Lake Beach
- Lou Nelson Park
- Powerline Tennis Courts



DEPARTMENT OF PUBLIC WORKS

SANITATION

How do I get rid of.....?

Not sure how to dispose of old electronics, paint, furniture or batteries? We've got an answer! Visit our website and enter in the item you are looking to discard and the proper way to dispose of it will pop up.

Stickers are required for those extra bulk items we collect at your curb. Stickers can be purchased on our website or in person.



When is my garbage picked up?

Curbside collection of solid waste is done one day a week depending on what section of town you live in. You can view your downloadable collection schedule personalized just for you by visiting the website or by calling 973-691-0900 ext. 7361. The holiday pick up schedule for the year is also available. Please have all garbage at your curb by 5:00 a.m. of your scheduled day.

I am new to town, how do I get a garbage can?

The Township will provide each household with one 96 or 65 gallon size garbage can.

Can I have an additional garbage can?

As stated above, each household is provided one garbage can. If you have additional garbage to place at the curb you may buy a sticker for the additional bag(s). You can do this by coming to Town Hall or purchasing them on our website.

Does the town offer a free large item pick-up week?

Yes, households serviced by Mount Olive Sanitation may leave out three large items for pickup without stickers during our spring cleanup the last full week in April. The following items are *not* picked up: electronics, tires, construction debris, pianos or any item that contains freon.



DEPARTMENT OF PUBLIC WORKS

RECYCLING

Mount Olive Township single streams all recycling, allowing residents to place all recycling in one container.



What size container can I use?

Recycling containers must not exceed 50 pounds, 32 gallon containers are recommended. You can get a container from our Recreation Department for a \$50 donation or purchase one on your own. Please stop by the Municipal Building to get a free decal if you purchased your own container. Use clear plastic bags for shredded paper only. All other material must be in the container loose.

What are the requirements for my cardboard, paper, plastic, metal and glass?

Any paper items can be put in the container as long as the items are clean. There is no need to remove stamps, staples or cellophane windows. Corrugated cardboard must be flattened. We recycle the following numbers on plastics: 1, 2, 4, 5 and 7. Please place plastic caps and lids in the trash. All containers must be dry and empty. We recycle aluminum and steel (tin) cans, loose metal jar lids, steel bottle caps, clean aluminum foil, pie plates and trays. We will also recycle glass bottles and jars with caps and lids removed. No styrofoam will be accepted.

How do I recycle branches, leaves and grass?

Brush (stacked neatly), leaves and grass are to be put out on the curbside. This will be picked up on a weekly basis. All grass and leaves must be in paper bags as approved by the Township. Plastic bags will not be accepted for any of these items. We do not pick up tree stumps or rooted vegetation. Pick up schedules are as follows:

Grass clippings: May through October

Leaves/ Brush: March through May and October through November

Can I bring an item to be disposed of to the town facility?

Household recyclables may be brought to the Township Recycling Center located behind the Municipal Building. We are open Monday through Saturday 8:30 a.m. to 2:30 p.m. We do *not* accept electronics, furniture, appliances, bulk items, tires and construction debris. You may also call the Morris County Transfer Station at 973-829-8006 for on-site drop off of these items.

DEPARTMENT OF PUBLIC WORKS

ROADS

The Road Department's main functions are to keep the 110 miles of Township roadways in good repair, with proper signage and drainage. They perform pot hole repairs, snow removal and ice control for the safety of the traveling public.

What roadways are *not* maintained by the Township?

Thirty miles of roadway are *not* maintained by the Township. Mount Olive Road, North Hillside Ave., Bartley-Chester Road, Bartley-Long Valley Road, Bartley-Flanders Road, Drakesdale Road, Flanders Road, Flanders-Netcong Road and Brooke Street are all maintained by Morris County. Route 80, Route 46, Route 206 and all jug handles are maintained by the NJ State Department of Transportation.

How do I request a road repair or alert of a hazardous condition?

You can contact the DPW at 973-691-0900 ext. 7361 or visit our website to submit an online service request.

How do I report a street light outage?

Please contact JCP&L via phone, 1-888-544-4877, or report online at www.firstenergycorp.com/content/customer/service_requests/report-lighting-problem.html

Is a utility available for connection in my street?

For inquiries regarding utilities such as sewer and water please contact the DPW. For natural gas and cable utilities please contact the utility company directly.



DEPARTMENT OF PUBLIC WORKS

PARKS, BUILDINGS AND GROUNDS

The Parks, Buildings and Grounds Department is responsible for the daily maintenance of all Township facilities. The staff services the Municipal Building, Senior Center, Library and all other buildings the Township owns. PB&G is responsible for the maintenance of approximately 50 properties in town and the 267 acres of Turkey Brook Park. Other properties include well and pumping stations, building lawns and municipally owned right of ways. They are responsible for snow removal at all Township facilities as well as municipal sidewalks, school pathways and providing assistance to the Road Department. PB&G works closely with the Recreation Department to support the many sport associations.



DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER

Mount Olive Township Water and Sewer Department owns, operates and maintains ten municipal water systems with approximately 4,700 service connections. In addition, the Department owns and operates the Cloverhill and Wyndham Pointe wastewater treatment facilities in Flanders as well as three individual sanitary sewer collection systems located in both Flanders and Budd Lake. The Department is responsible for maintaining the infrastructures as well as installing and servicing individual water meters.

How do I report a water leak?

Monday-Friday during business hours you can call the DPW Department at 973-691-0900 ext. 7361. After hours please call the Police Department non-emergency line at 973-691-0850.

How do I have my water shut off?

To have your water shut off you need to set up an appointment by calling 973-691-0900 ext. 7280 or 7361.

FIRE HYDRANTS

If a fire hydrant is leaking, dripping or missing any caps please contact the DPW.



The Township does request that the resident clear the snow from fire hydrants near their home in order to assist the Township in fire prevention.

SNOW AND ICE REMOVAL PROCEDURES

The Township of Mount Olive requires residents to remove all snow and ice from the sidewalks or, in the case of ice which may be so frozen as to make removal impracticable, the area needs to be thoroughly covered with sand, ashes or salt to reasonably prevent pedestrians from slipping on the snow or ice. This must be done within twelve (12) hours of daylight after the storm.



HEALTH DEPARTMENT

OUR SERVICES

Environmental: This division is staffed by Registered Environmental Health Specialists licensed by the New Jersey Department of Health. They are responsible for protecting the health and well-being of the residents of Mount Olive by enforcing regulations that pertain to sanitation of food and water, handling of hazardous and infectious wastes, the safe and sanitary operation of campgrounds, youth camps, massage parlors, tattoo parlors, public swimming pools, wells, septic systems, apartment complexes, kennels and institutional environments.

Public Health Nursing: The Public Health Nurses work on improving the health of the residents by providing skin cancer, female cancer, male cancer, blood pressure, well baby checks, vaccinations and blood test screenings. They investigate all reports of contagious diseases. They also audit schools and daycares to ensure that students have all of their required vaccinations.

Health Education: The Health Department hosts a variety of health education programs for the community such as Alcohol Abuse Control, Drug Abuse Control, Smoking Prevention and Cessation, Nutrition, Injury Control and Chronic Disease Management. Our goal is to help individuals of all ages increase life expectancy and improve their quality of life.

Animal Control: Our Animal Control Officers enforce local and state laws concerning the care and treatment of animals. Our Officers respond to calls from citizens about stray animals and suspected animal cruelty. Officers also ensure that all dogs and cats living in the Township are licensed. Free rabies clinics are offered twice a year.

Vital Statistics: The Vital Statistics Division provides applications for a Marriage License, Certified Copies of Birth, Death and Marriage Certificates as well as corrections to Vital Records.

Senior Transportation: Mount Olive offers transportation services free of charge to qualifying residents. We provide transportation to and from medical services, monthly health seminars, senior club meetings, subsidized lunches provided by the County, grocery stores and special monthly trips to dining, shopping or entertainment venues.



Public Health
Prevent. Promote. Protect.

Township of Mount Olive
Health Department

HEALTH DEPARTMENT

LICENSES AND INSPECTIONS

The Health Department's Registered Environmental Health Specialists (REHS) are responsible for enforcing local, state and federal regulations that pertain to the sanitation of food and water, handling of hazardous and infectious wastes and cleanliness and safety of housing and institutional environments. The REHS will perform the following inspections:

- Well inspections
- Septic System Inspections
- Multi-dwelling Inspections
- Restaurant Inspections
- Recreational Bathing Inspections
- Retail Food Inspections
- Health Certificate Inspections
- Kennel/Pet Shop Inspections
- Massage Parlor Inspections
- Tattoo Parlor Inspections
- Youth Camp Inspections



The Health Department issues the following licenses and/or permits:

- Food and Drink licenses are due for renewal every June
(renewal requires attending one Food Handlers Course during the renewal year)
- Pool licenses - due every May
- Vending Machine licenses - due every January
- Tattoo Parlor licenses - due every January
- Septic Installer's licenses - due every January
- Solid Waste Hauler's licenses - due every January
- Licenses to Operate individual septic disposal systems - due every three years
- Health Certificates issued when renting a home which has a well and/or septic
- Septic permits required for any work on septic systems
- Well permits required for any work on wells
- Certificates of Habitability required for apartments before each occupancy
- Provide water testing services for potability for individual wells

POLICE DEPARTMENT

The Mount Olive Police Department will commit its resources in partnership with the community to promote a safe and secure environment, free from crime and the fear of crime, to maintain order and provide for the safe and expeditious flow of traffic while practicing our core values of professionalism, respect, courtesy, integrity, dignity and accountability. We are dedicated and proud to serve the Township of Mount Olive and the citizens who live and work in our community. Through our community outreach initiatives like National Night Out, Coffee with a Cop, Keeping Seniors Safe, Positive Ticket, Cop Card, Intern/Ride Along and LEAD Programs, it is our goal to build ties and work closely with the community we are protecting.

MEDICATION DROP OFF

Dispose of prescription drugs safely! Bring your unused or expired prescription medication to the Police Department lobby, located in the Municipal Building. This allows residents to anonymously dispose of unwanted medications 365 days a year, 24 hours a day. Sharps can also be dropped off at the Health Department during regular business hours.

LOCAL EMERGENCY ALERTS, SITUATIONS & NOTIFICATIONS

If you would like to receive Morris County alerts please visit:

www.AlertMorris.com

FIREARMS IDENTIFICATION CARD (FID)

Firearms applications may now be accepted electronically by visiting the NEW Firearms Application & Registration System at <https://www.njportal.com/NJSP/FARS> Applicants can still download an application from our website under the Support Services Division link or pick one up at our communications window 24 hours a day. Please read the firearms application instruction forms for details.

HANDICAP PLACARDS

Temporary handicap parking placard applications can be downloaded from the Township website in the police forms section and dropped off at the police station 24 hours a day. Please remember to leave a phone number you can be contacted at when your application is complete.



POLICE DEPARTMENT

POLICE REPORTS

Reports may be picked up at the Mount Olive Township Police Department's Records Office window located in the Municipal Building Monday through Friday 9:00 a.m. to 4:00 p.m. (excluding holidays). OPRA, Discovery, Crash Reports, Background Checks and other records requests are available on our website under the Communications and Records Divisions link. Crash reports are now available through CARFAX at [crashdocs.org](https://secure.crashdocs.org/Landing?AgencyID=NJ0142700). The Mount Olive Township Police Department direct link is <https://secure.crashdocs.org/Landing?AgencyID=NJ0142700>.

Please use the contact information below:

Phone: (973) 691-0900 ext. 7530

Email: records@mopd.org

Records fax line: 973-691-3243



PRESS RELEASES

The Mount Olive Police have a designated officer as the Department's Public Information Officer. Please call 973-691-8650 to reach them. Press releases are typically prepared daily Monday through Friday and can be viewed on the Township website in the communications and records section.

REQUESTS FOR POLICE RECORDS

Reports may be picked up in person during normal business hours. To obtain the form to use please visit the Township website in the communications and records section. To use this form you must be directly involved in the case. Individuals requesting reports must show a government issued ID to confirm their identity.

BACKGROUND CHECKS

Individuals who require a background check can fill out the privacy waiver located on the Township website in the communications and records section. You will need to submit it to the police records window Monday through Friday 9:00 a.m. to 4:00 p.m. Identification is required. There is a fee for this service. Please note - this is an in house records check only and can only be requested for yourself. This check is commonly used to obtain a letter of good conduct. This form is not for a criminal history. Criminal histories are obtained directly through the New Jersey State Police.

FIRE & EMS

Mount Olive takes pride in our emergency services and ensuring the safety of our community. The Fire Departments and Rescue Squads all work together to protect the residents of Mount Olive.

With over 100 volunteers that support our community, the Township is served by the Budd Lake Volunteer Fire Department, Budd Lake First Aid and Rescue Squad and the Flanders Fire Company and Rescue Squad. Our first responders are committed and passionate volunteers, so help is never far away. Through community engagement, conveniently located facilities and state of the art equipment and resources, Fire Departments and Rescue Squads are always ready to protect the residents of Mount Olive.

BUDD LAKE VOLUNTEER FIRE DEPARTMENT

It is the intent and goal of the Budd Lake Fire Department to provide the safest Fire Protection, Emergency Medical Assistance and Education to both it's members and the general public. The manner in which we will provide these services shall be systematically approached and in accordance with the safest practices and procedures of the Budd Lake Fire Department. Above all, it is the intent of the Budd Lake Fire Department to provide the safest and quickest out come of any emergency or non - emergency incident that is confronted by the Budd Lake Fire Department.

The Budd Lake Volunteer Fire Department is always looking for new members and becoming one is easy.

One way is to stop in and fill out a membership target form. Our membership committee will meet with you to answer questions and provide you with a full application. If you have any questions, write to the membership committee at membership@buddlakefire.org or call at 973-691-8770. The best time to call is Tuesdays Between 7:00 p.m. and 9:00 p.m.

CONTACT INFORMATION:

378 Route 46

Budd Lake, New Jersey 07828

www.buddlakefire.org

973-691-8770



FIRE & EMS

BUDD LAKE FIRST AID AND RESCUE

Budd Lake First Aid and Rescue Squad provides emergency medical service for the Budd Lake section of Mount Olive Township. The EMS division operates three Basic Life Support (BLS) transport ambulances. Each ambulance is supplied with the very latest in emergency medical equipment to keep us prepared for almost any type of incident.

The Rescue Team of Budd Lake First Aid and Rescue is comprised of over a dozen members with specialized training in vehicle extrication, open and swift water and ice rescue. We serve as the primary response unit for vehicle extrications in the Budd Lake response area.

CONTACT INFORMATION:

365 Route 46

Budd Lake, New Jersey 07828

www.buddlakerescue.org

973-691-0888



FLANDERS FIRE CO. # 1 AND RESCUE SQUAD

The Flanders Fire Co. #1 and Rescue Squad has the responsibility to respond to fire and EMS emergencies within Mt. Olive Township, Flanders and the surrounding communities. The Company has the duty to maintain all the emergency vehicles and all the equipment used to protect the lives, the property of Flanders residents, those passing through as well as those who live in surrounding towns. The Fire and Rescue Squad is also responsible for attaining the best possible equipment and the continuous training of our volunteer members, both for their safety and the safety of all whom we protect.

CONTACT INFORMATION:

27 Main Street

Flanders, New Jersey 07836

www.flandersfire.org

973-584-7805



BUILDING DEPARTMENT

The Building Department's function is to insure that all construction, renovations and repairs conform to the State of New Jersey uniform construction code and New Jersey approved building codes.

CONSTRUCTION PERMIT

Construction permit applications can be obtained at the Building Department in the Municipal Building. Submittals generally include applicable UCC subcode forms, a small construction jacket, specifications, and one set of plans for each subcode. A survey may be required indicating the location of work to be performed. Drawings should be signed and sealed by a NJ Licensed Architect or Engineer. If the homeowner is the contractor of a one-family owner occupied home, all drawings submitted are to be signed and dated by the homeowner. Permits are issued within twenty (20) business days of submitting a completed application. A Zoning Review may also apply.

SITE WORK PERMIT

Site work permits are required for patios, walkways, driveways, generators, air conditioners and pool equipment. A complete site work application must be submitted along with a jacket and survey indicating the location of the improvement and setbacks.

AREAS WHERE PERMITS ARE REQUIRED:

Above or in-ground pools	Generators
Additions/Alteration/Renovations	Lawn Sprinklers
Chimney liner/Fireplace	New Construction
Decks/Patios/Front porch	Oil tank removal, abandonment, installation
Demolition	Roofing/Siding
Driveways/Steps/Walkways	Solar panels
Electrical services or panels	Stoves
Fences/Retaining walls	
Furnace/Boiler/HVAC/Water heaters	



FIRE PREVENTION

The Mount Olive Township Office of the Fire Marshal was established in 1972. The primary responsibility of the Fire Marshal's office is the enforcement of the New Jersey Uniform Fire Code and other local fire safety regulations. Major activities within the scope of this office include:

- Inspections of life hazard uses
- Inspections of non-life hazard uses (except owner-occupied one and two-family dwellings)
- Fire safety complaints
- Fire permit control
- Fire lane enforcement
- Fire investigations to determine origin and cause.
- Smoke detector, carbon monoxide, fire extinguisher compliance for the resale of residential properties.



COMMERCIAL AND BUSINESS INSPECTIONS

Every commercial building and business in the Township must be inspected yearly to ensure that all buildings abide by the uniform fire codes of New Jersey. Some of the more common violations that are found by the fire prevention bureau are:

- Blocked fire exits- all exit doors must be kept clear at all times.
- Exit lights not illuminated- exit lights must be lit at all times.
- Emergency lights not working- these lights provide light to the occupants in case of emergency.
- Fire extinguisher maintenance - these must be maintained and tested yearly.
- General house cleaning - do not let items that can easily catch on fire accumulate.
- Extension cords - Extension cords are prohibited as a permanent means of a power source.

PRIVATE HOME INSPECTION (SALE OF A HOME)

This type of inspection can only be done before the homeowner sells the house and is mandated by the State of New Jersey. A house cannot be sold without the completion of this inspection. This inspection is to ensure the house has a smoke detector on each level of the house and a carbon monoxide detector within 10 feet of a bedroom on each level. A certification shall not be issued until all requirements are met. The application is available at the Municipal Building.

PLANNING AND ZONING

PLANNING

The Planning Department is administered by the Township Planner who also serves as the Zoning and Property Maintenance Officer. The Department is responsible for preparing the Township's Master Plan and land use regulations in conjunction with the Mount Olive Planning Board and Township Council. The Department also administers the Township's affordable housing program pursuant to the Housing Element and Fair Share Plan. The Township Planner reviews and prepares reports on all development applications that come before the Planning Board.

ZONING

Zoning Permits are the first step to obtaining other permits for construction and occupancy and serve to ensure compliance with the Township's Zoning Ordinance. The Department issues all Zoning Permits for most improvements to residential dwellings including decks, sheds, pools, fences, home additions and new construction. All signage, including temporary signs, must secure a Zoning Permit. All new nonresidential uses in the Township must likewise be issued a Zoning Permit prior to occupancy.

PLANNING AND ZONING FORMS ARE AVAILABLE ON THE TOWNSHIP WEBSITE

PROPERTY MAINTENANCE

The Township is committed to improving quality of life for all its residents and strive to be responsive to the needs of all who live and work in town. Multiple Township officials are authorized to enforce property maintenance issues to protect the public health and safety. It is the homeowners responsibility to maintain their properties free of hazards, unsanitary conditions and kept free of all nuisances.



STARTING A BUSINESS

To help you locate your business in Mount Olive, we have created a guide to walk you through the essential processes required of all businesses. Prior to embarking on a project, we encourage you to contact the Mount Olive Planning Department for more detailed guidance. The Mayor's Office can also offer marketing support and ribbon cutting ceremonies.

- **Zoning Permit Application** - Whether you are buying a building, taking over an existing business, making modest renovations or doing major construction, your first step is to apply for a Zoning Permit.
- **Planning/Zoning Board Approval** - Depending on your use, location and requested improvements, the Zoning Officer may determine that Board approval is required. This is to make sure that parking, signage, landscaping, any necessary site improvements and other needs are addressed.
- **Construction Permits** - For sites requiring construction, after your Site Plan Approval (if applicable) and your Zoning Permit have been issued, you may need Construction Permits.
- **Certificate of Occupancy** - The Township requires a Certificate of Occupancy whenever an existing business space gets a new tenant.
- **Special Licenses** - Several types of business require a local license to protect public health and safety. You may need to obtain a Health License Application before your Zoning Permit will be accepted. The Clerk's Department also issues local licenses which may be required.
- **Signs & Awnings** - Signage is vital to businesses. Please review the Sign Ordinance whenever you are changing a sign or installing a new one. A Sign Permit will be required through the Zoning Officer.
- **Home-based Businesses** - Home-based businesses can be operated from a residential property, subject to satisfying the standards in the zoning ordinance. These standards are intended to ensure that the home-based business does not negatively impact the residential character of the neighborhood.
- **Fire Safety** - Every commercial building and business in the Township must be inspected yearly to ensure that all buildings abide by the uniform fire codes of New Jersey. The Mount Olive Fire Marshal is your partner for ensuring fire safety.
- **Garbage & Recycling** - Each commercial establishment is responsible for handling and removal of garbage and recyclables. The Township does not provide these services.
- **Property Maintenance** - Every property owner and tenant is responsible for maintaining the sidewalks in front of their establishment.

ECONOMIC DEVELOPMENT

Mount Olive is committed to developing an economical and business-friendly environment that facilitates job creation and retention by encouraging business growth and building a world-class community in a small town setting. Mount Olive's proximity to New York City and its ports, airports, rail service and trucking makes it an ideal location. Mount Olive is far enough to be rural, yet near enough to conduct business.

Mount Olive Township is truly a remarkable community. It is a regional center for healthcare, retail, education and manufacturing as well as being one of five strategically placed Foreign Trade Zones in New Jersey.

Come enjoy some of our great authentic restaurants, handmade ice cream and locally brewed craft beer.

Our economic efforts are supported by the Mount Olive Area Chamber of Commerce, one of the largest non-regional Chambers in NJ, whose mission is to support the development of our professional network and to help promote expertise and business capabilities among local business professionals through professional education, brand building, networking and community service events.

Please remember to shop local and come visit our great community, it's all waiting for you here in Mount Olive!

SHOPPING

- ITC Crossing
- Sutton Plaza
- Mount Olive Parkade
- Village Green Shopping Center
- The Mall at 206
- The Mall at Wild Geese
- Flanders Village Mall
- Equity Plaza
- Budd Lake Plaza



MOUNT OLIVE LIBRARY

The Mount Olive Public Library serves as the informational, educational and cultural center of our Township. This is accomplished by providing a diverse array of media, technology, programs and consultative services that support the advancement of intellect, creativity, social responsibility and historic preservation for all to utilize.

CONTACT INFORMATION:

202 Flanders-Drakestown Road
Budd Lake, New Jersey 07828
973-691-8686 www.mopl.org



EDUCATION

The Mount Olive School District, a place where creativity, technology, high motivation, accountability and responsiveness lives. A system of six schools in our K-12 district serves just over 4,700 students. Strategically located close to the public library and municipal complex sits one of four K-5 schools, the Mount Olive Middle School and High School.

Home to the Marauders, the district has a long tradition of providing outstanding educational services. The district enjoys generous community support, satisfied teachers and imaginative students. The system consistently produces hundreds of well-equipped graduates each year. They excel in the fields of calculus and art; physics and choir; drama and business. They compete both on the athletic and robotic arenas. They leave our schools technologically literate with numerous experiences in a variety of career-oriented courses.

Mount Olive is also blessed with many outstanding teachers and administrators, who most deeply care about the work they do; serving their learners with passion and insight. They are detailed oriented and are quick to adapt to change. Come visit Mount Olive and tour our campuses and learn more about our local school district where today meets tomorrow.

CONTACT INFORMATION:

227 Route 206, Suite 10
Flanders, New Jersey 07836
973-691-4000 www.motsd.org

