

## **PROGRAM IN PLANNING AND ZONING ADMINISTRATION**

This series of courses is intended to meet the educational needs of those municipal employees who are the designated administrative officers in accordance with the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and secretaries to planning boards and zoning boards of adjustment. The curriculum encompasses three courses: an introductory course plus two special topic seminars, all of which were developed with the support and advice of the New Jersey Association of Planning and Zoning Administrators.

### **GENERAL REQUIREMENTS**

University certificates of attendance are awarded upon satisfactory completion of each course, which is defined as attendance at 80% of the class hours, full payment of all fees, and attainment of a passing score where a written examination is required.

### **COURSE DESCRIPTIONS**

Special Note: The Program in Planning and Zoning Administration has been revised. Financial and Records Management have been combined into a single six-hour course, and Understanding Plans has been lengthened from a six-hour to a ten-hour session.

### **INTRODUCTION TO PLANNING AND ZONING ADMINISTRATION**

This sixteen-hour course offers a comprehensive overview of basic administrative procedures for planning and zoning support staff. Discussions cover such critical issues as the responsibilities of each board, the legal responsibilities of the administrative officer and such practical matters as the preparation of agendas and minutes, notice requirements, application tracking techniques, and the management of escrow accounts. A written examination is given at the conclusion of the course. The introductory course may be taken in a different semester than the other courses in the program.

**Those seeking the Planning Board/Zoning Board Secretary or Land Use Administrator designation offered by Rutgers must enroll in both of the seminars listed below during the same semester and take the exam. Refer to the back panel of this brochure for information about the certificate program.**

### **FINANCIAL AND RECORDS MANAGEMENT FOR PLANNING AND ZONING OFFICES**

In this one-day seminar both the financial and record-keeping aspects of the board secretary's job are explained. The financial management discussion emphasizes escrow account administration in the context of the application review process. Three other major topics are covered: budget preparation and administration, application fees, and post-approval guarantees and inspection fees. The second half of the seminar focuses on traditional records management topics. Practical advice on file management and operational procedures in land use offices is given, and state records retention and disposal requirements are reviewed.

**Prerequisite: Introduction to P/Z Admin.**

### **UNDERSTANDING PLANS: SITE PLAN AND SUBDIVISION REVIEW FOR ADMINISTRATIVE OFFICERS AND BOARD SECRETARIES**

In this one and one-half day seminar, the administrative officer and board secretary are exposed to some of the technical aspects of site plan and subdivision review. The administrative processing requirements for both types of applications are discussed. Planning and engineering terminology is explained, and the symbols for various physical features and design elements are identified. Classroom exercises offer opportunities to become familiar with site plan and subdivision drawings and to review plans for completeness. An exam covering the material in Financial/Records Management and Understanding Plans is given at the conclusion of this course.

**Prerequisite: Introduction to P/Z Admin.**

## **REGISTRATION**

Complete the attached form and send it with a check, voucher, or credit card information to the Center for Government Services. The registration form with payment must be received prior to the start date in order for your name to be placed on the roster.

If you do not preregister by mail, you MUST call 732-932-3640, ext. 643, to determine if enrollment is possible via fax. Upon our receipt of your completed application along with a check, voucher, or credit card information, a class space will be reserved for you.

We will confirm receipt of your registration electronically if you provide us with your email address. NO other confirmation will be sent.

The University reserves the right to cancel any course if enrollment is insufficient.

### **WITHDRAWAL**

CGS will refund the full course fee less a \$25 processing charge to any student who notifies CGS in writing of his/her intent to withdraw at least 48 hours before the course is scheduled to start. Withdrawals are not accepted over the telephone. Withdrawal notices may be sent via fax to 732/932-3586 or mailed to:

Planning and Zoning Administration  
Center for Government Services  
Edward J. Bloustein School  
of Planning and Public Policy  
Rutgers, The State University of New Jersey  
33 Livingston Avenue, Suite 200  
New Brunswick, NJ 08901-1979

### **RETURNED CHECK**

There is a \$25 fee for all returned checks.



CENTER  
FOR  
GOVERNMENT  
SERVICES

Courses in

# Planning and Zoning Administration

for New Jersey  
Local Governments

In cooperation with  
New Jersey Association of  
Planning and Zoning  
Administrators

## INFORMATION

Questions may be directed to the Center for Government Services, Edward J. Bloustein School of Planning and Public Policy, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901. To inquire by telephone, call 732-932-3640, ext. 643.

### RUTGERS CERTIFICATES FOR PLANNING BOARD/ZONING BOARD SECRETARY AND LAND USE ADMINISTRATOR

In cooperation with the New Jersey Association of Planning and Zoning Administrators, the Center now offers two certificates in this field. Those who successfully complete all three courses, including two examinations, are eligible, upon application to the Center, for a Planning Board/Zoning Board of Adjustment Secretary certificate. A Land Use Administrator certificate is offered to those who successfully complete the courses and have five years full-time administrative experience in a planning or zoning office. Applications for Land Use Administrator must be approved by a review committee. To receive an application for either designation, contact Daphne Johnson-Jones, Program Assistant, Center for Government Services, Edward J. Bloustein School of Planning and Public Policy, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.

### Notice of Nondiscrimination

Rutgers, The State University of New Jersey, is committed by law and by purpose to serving all people on an equal and nondiscriminatory basis.

#### REGISTRATION FOR PLANNING AND ZONING ADMINISTRATION COURSES

I WISH TO REGISTER FOR:

Course Title: _____	Course #:	Location:
Course Title: _____	Course #:	Location:
Course Title: _____	Course #:	Location:

MAIL TO:  
Planning/Zoning Admin. Program  
Center for Government Services  
Rutgers, The State University of NJ  
33 Livingston Ave., Suite 200  
New Brunswick, NJ 08901-1979

Total amount due: \$ \_\_\_\_\_.

CHECK, VOUCHER (payable to Rutgers University) OR CREDIT CARD INFORMATION MUST ACCOMPANY REGISTRATION.

Check  Voucher  VISA  Mastercard  Exp. Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ (necessary if a confirmation is desired)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  Yes, I am.....  No, I am not.....interested in the certificate program.

(necessary for computer registration)

Municipal Affiliation \_\_\_\_\_ Title \_\_\_\_\_