



Township of Bedminster Municipal Offices
One Miller Lane
Bedminster, NJ 07921

Deliver to Postal Patron
Bedminster, NJ 07921



TOWNSHIP OF BEDMINSTER



2015 DIRECTORY OF SERVICES

One Miller Lane
Bedminster, New Jersey 07921
(908) 212-7000
www.bedminster.us

DEPARTMENT DIRECTORY

Administrator/Clerk	(908) 212-7000, Ext. 403
Deputy Clerk/Deputy Registrar	(908) 212-7000, Ext. 401
Affordable Housing (BHHC)	(908) 212-7010
Animal Licensing	(908) 212-7000, Ext. 427
Animal Control Services	
To Report a Stray	(908) 310-1452
To Inquire about a Lost Animal	(908) 534-2321
Construction Dept.	(908) 212-7000, Ext. 421
Court Administrator	(908) 212-7000, Ext. 302
Court Assistant	(908) 212-7000, Ext. 303
Deer Carcass Removal	(908) 234-0585
Fire Inspections (Extinguisher/Smoke)	(908) 212-7000, Ext. 427
Fire Official	(908) 212-7000, Ext. 425
Health Department/Board of Health	(908) 212-7000, Ext. 401
Land Use Board	(908) 212-7000, Ext. 420
Marriage Licenses & Vital Records	(908) 212-7000, Ext. 403 or Ext. 401
Police Department (Non-Emergency)	(908) 234-0585
Public Works	(908) 212-7015
Recreation Department	(908) 212-7000, Ext. 404
Senior Van	(908) 212-7000, Ext. 427
Sewer Payments	(908) 212-7000, Ext. 433
Tax Assessor	(908) 212-7000, Ext. 432
Tax Assessor Assistant	(908) 212-7000, Ext. 431
Tax Collector	(908) 212-7000, Ext. 433
Zoning	(908) 212-7000, Ext. 423

IMPORTANT INFORMATION (CONTINUED)

FROM THE ZONING OFFICER

Property Owners are required to obtain a Zoning Permit for the reconstruction, alteration, conversion or installation of any structure, building, fence, patio, driveway, or any other lot coverage, on any property. In addition, display of permanent or temporary signage and change in use also require Zoning Officer approval. Historic Preservation Commission approval and Construction Permits may also be required. The Zoning Permit Fee is \$30.00. Questions can be addressed to Geoffrey Price, Zoning Officer, at (908) 212-7000, Ext. 423 or at gbp@bedminster.us.

FROM THE CONSTRUCTION OFFICIAL

The New Jersey Uniform Construction Code requires property owners to obtain Construction Permits for most repairs, renovations, alterations and construction of structures. Water heater, air conditioning and furnace replacements, re-roofing, re-siding and re-decking are examples of routine work that requires permits.

Frequently, during a property sale, issues arise regarding work previously done on properties without having obtained the required permits or required inspections not completed on outstanding Construction Permits. Issues then need to be resolved prior to the completion of the sale, possibly delaying the closing.

If you are considering a renovation, alteration or repair on your property, or if you may have had work done without having obtained the required permits, the Construction Office would be happy to assist you. Feel free to contact Joseph Haggerty, Technical Assistant, at 908-212-7012 or Kenneth Rogers, Construction Official, at (908) 212-7000, Ext. 422.

FOR THE LATEST COMMUNITY INFORMATION . . .

Be sure to visit the Township of Bedminster's website at www.bedminster.us, Facebook at *Bedminster Township NJ*, and sign up for the NIXLE Community Alert Notification System at www.nixle.com.

ABOUT GARAGE SALES

Permits are not required to hold a garage sale, however if you live in The Hills, check with your association. Garage sale signs posted on property other than your own, require a temporary sign permit available from Zoning Officer.

SAVE YOURSELF A TRIP AND DOWNLOAD OUR ONLINE FORMS

Many forms are available for download on the Township's website www.bedminster.us. Forms available include: Alarm Registrations, Temporary Sign Permits, Board of Health Checklists, Bulky Waste Disposal, Business Disclosure Entity, Cat/Dog Registration, Environmental Commission Scoping Document, Golf/Equestrian Event, Landlord Registration, Marriage/Civil Union Application, OPRA Request, Raffle License, Social Affair Permit, Temporary Food License, Vital Record Request (Marriage/Death/Birth), Voter Registration, Zoning Permit Application to name a few.

DIRECTORY OF SERVICES (CONTINUED)

THERAPEUTIC RECREATION

Bedminster Township has a cooperative agreement with the Somerset County Park Commission Therapeutic Recreation Department to provide Therapeutic Recreation programs and services to Bedminster residents who need specialized/adapted recreation programs or inclusion support services. For more information please call (908) 722-1200, Ext. 234 or visit www.somersetcountyparks.org.

VOTER REGISTRATION

New Jersey Voter Registration Application forms are available at the township offices or can be downloaded from www.co.somerset.nj.us. Applicants must be 18 years of age or older on or before the next election, a United States citizen, and reside at your present address for at least 30 days before the election. Completed forms must be returned at least 21 days prior to the next election to be eligible to vote in that election. Mail-in ballots are available for any election at the township but must be mailed or hand delivered to the Somerset County Clerk's Office up to 7 days prior to the election.

IMPORTANT INFORMATION

FROM THE BOARD OF HEALTH - MAINTAIN YOUR SEPTIC

A properly maintained septic system can last the lifetime of your home. Maintenance of these systems is required by the NJDEP Water Quality Management Planning rules at N.J.A.C. 7:15, and it is the sole responsibility of the owner to ensure that proper servicing of the system is performed on a periodic basis. The NJDEP recommends that this service be performed at least once every three years for the average home. The NJDEP requires Bedminster to keep an inventory database of the maintenance status of the systems in operation within the Township. Homeowners are strongly encouraged to submit copies of their waste hauler receipts to the municipality so an accurate record for their property is reflected in the database. Submission of these receipts is currently only voluntary, however there have been efforts at the State level to make it mandatory. The Township is requesting the assistance of homeowners in keeping its records current by providing copies of the waste hauler receipts. The following links provide more information on simple guidelines residents should follow to ensure the satisfactory operation of their onsite wastewater disposal systems:

<http://www.nj.gov/dep/dwq/pdf/septicmn.pdf>
http://www.water.rutgers.edu/Fact_Sheets/fs840.pdf

EMERGENCY SERVICES

Emergency	911
Police (Non-Emergency)	
Bedminster Police Department 55 Miller Lane, Bedminster, NJ 07921	(908) 234-0585
Fire (Non-Emergency)	
Far Hills-Bedminster Fire Department 100 Miller Lane, Bedminster, NJ 07921	(908) 234-1179
Pottersville Volunteer Fire Company 8 Hacklebarney Road, P.O. Box 98 Pottersville, NJ 07979	(908) 439-2544
First Aid (Non-Emergency)	
Far Hills-Bedminster First Aid Squad 500 Main Street/Route 202 P.O. Box 834, Far Hills, NJ 07931	(908) 234-2666

BEDMINSTER ON THE WEB

Township Website:

www.bedminster.us



Visit us on Facebook at **Bedminster Township NJ**



iPhone/iPad users get the FREE "myBedminster" App by visiting the App Store and get information on Bedminster Township's attractions, food, where to stay, events, travel, community and news. Take advantage of the special "report it" function which allows users to quickly report issues to the township committee such as pot holes, graffiti, illegal dumping, broken signs etc. You can even send photos if your device has a camera.

DIRECTORY OF SERVICES

AFFORDABLE HOUSING

For affordable housing opportunities please contact the Bedminster Hills Housing Corp. (BHHC) at (908) 212-7010. Hours are 8:30 am—3:30 pm.

ALARM REGISTRATION

Residential and Commercial buildings with installed alarm systems must obtain an annual permit that provides certification of responsible parties, location and working condition of the device. The annual permit fee is \$20 and expires on January 31st of each year. Forms are available at the township offices or download from www.bedminster.us.

ANIMAL CONTROL SERVICES/LOST ANIMALS

To report a stray animal please call *Animal Control Solutions, LLC* on (908) 310-1452. To inquire about a lost animal please call *Hunterdon Hills Animal Hospital* on (908) 534-2321.

ANIMAL LICENSING

Residents are required to license their cats and dogs by January 31st of each year. After February 1st the late fee is \$10 per animal. Owners of unlicensed dogs/cats will be subject to penalty as provided by law. Applications are available at Town Hall or from the township website www.bedminster.us. A completed application form, payment and a copy of the current rabies certificate are required for registration. One and three year licenses are available depending upon the rabies vaccination. For questions please call the Animal Registrar at (908) 212-7000, Ext. 427.

	<u>Spayed/Neutered</u>	<u>Non-Spayed/Non-Neutered</u>
One (1) Year Cat/Dog License	\$12	\$15
Three (3) Dog License	\$30	\$40

BRUSH & LEAF COLLECTION

Please read the following section carefully as the Township's policy regarding brush & leaf pick up has changed. Brush & leaf collection with restrictions is for residents who live on the following roads only:

Rt. 202 (Somerville Road/Main St.)	Clucas Brook Road
Lamington Road from Rt. 206 to Rt. 202	O'Brien Court
Tuttle Avenue	Jordanna Court
Riverwood Avenue.	Desiree Court
Wildwood Avenue	Black River Rd from Herzog Bridge to church
Bedminster Terrace	Southfield Drive
Hillside Avenue	Union Grove Road
Steeple Chase Court	Lisk Hill
Deerhaven Road	Longview Road
Old Dutch Place	Daly Road
Old Dutch East	Gatehouse Road
Old Stonehouse Road.	Autumn Ridge Court
Berkshire Court	Smoke Rise Road & Lane
Ski Hill Drive	Revere Drive
Oakura Lane	Sgt. David Stoddard Court
Fairview Drive	

Residents who live on private roads are prohibited from placing a brush pile on or along a public road. The Public Works facility is available for drop-off Monday thru Friday from 7:30 am to 3 pm. (Continued)

DIRECTORY OF SERVICES

(CONTINUED)

RECYCLING

Somerset County provides curbside collection throughout Bedminster Township every other Tuesday. For more information about drop off days and hazardous waste visit the Somerset County Website at www.co.somerset.nj.us or call the Recycling Center at (732) 469-3363. Recycling calendars are available at the township offices while supplies last. Blue recycling buckets are available for pick-up at the Bedminster Public Works facility located at 75 Miller Lane between the hours of 7:30 am and 12 noon.

SENIOR VAN

Senior van service is available for pre-qualified Bedminster Residents age 55 or older. The van runs on Tuesdays, Wednesdays and Thursdays to designated locations. The Township reserves the right to cancel van service in bad weather, for safety concerns, or if there are not enough riders on a given day. The van will not run on days when the Bedminster Township Elementary School is closed or has a delayed opening due to inclement weather. School closure information can be found on NJ 101.5 FM radio, WOR 710 AM radio, and Channel 12 News. For more information call (908) 212-7000, ext. 427.

SMOKE DETECTOR INSPECTIONS/FIRE EXTINGUISHER INFORMATION

Certificates of Compliance are required for all residential property sales, leases, or changes in occupancy. The requirements for the inspections are:

- A 2A/10BC Fire Extinguisher visibly mounted within 10 feet of the kitchen, no higher than 5 feet above the floor. The extinguisher cannot be mounted inside cabinets or behind doors.
- Smoke Detectors at all levels of the residence.
- Carbon Monoxide Detectors mounted within 10 feet of each bedroom door.

There is a \$35 fee for an inspection if scheduled 10 days in advance, \$70 if scheduled 4-10 days in advance, and \$125 if scheduled less than 4 days in advance. Inspections are to be scheduled at the township offices located at One Miller Lane in person between 8 am and 4 pm, Monday through Friday. For questions call (908) 212-7000, Ext. 427.

STORMWATER MANAGEMENT

Pollution on streets, parking lots and lawns is washed by rain into storm drains, then directly to our drinking water supplies and the ocean and lakes our children play in. Stormwater pollution is one of New Jersey's greatest threats to clean and plentiful water. The dumping of any liquid other than stormwater into basins, streams and lakes is strictly prohibited. Residents are responsible for picking up after pets and disposing of waste properly, are encouraged to use phosphorus free fertilizers, and not store yard waste within 10 feet of a storm water inlet. For more information on stormwater related topics, visit www.njstormwater.org, www.nonpointsource.org, and www.bedminster.us.

DIRECTORY OF SERVICES (CONTINUED)

LIBRARY

The Clarence Dillon Public Library is located at 2336 Lamington Road in Bedminster and services the Bedminster and Far Hills communities. The telephone number is (908) 234-2325 or visit www.clarencedillonpl.org.

MARRIAGE LICENSES, CIVIL UNIONS AND ALL VITAL DOCUMENTS

Marriage, Civil Union and Domestic Partnership applications and guidelines can be downloaded from the State of New Jersey's website http://www.state.nj.us/health/vital/marriage_apply.shtml. The license is to be made in the New Jersey municipality in which either party resides. If neither applicant is a New Jersey resident, the application is to be submitted where the ceremony will take place. Applicants must provide proof of identity, proof of residency, social security number, a witness 18 years of age or older and the application fee of \$28. If divorced, the divorce decree is also required.

For all other vital record requests (Certified Copies of Marriage, Birth or Death Certificates) please download a "Vital Record Request Form" from the township website www.bedminster.us under "Registrations & Forms" and send to Bedminster Township, One Miller Lane, Bedminster, NJ 07921. There is a \$10 fee per copy for all certified copies. Photo IDs are required for all requests. For questions about vital records or to make an application please call the Registrar at (908) 212-7000, Ext. 403 or Deputy Registrar at Ext. 401.

NOTARY PUBLIC

Notary services are available for both residents and non-residents between the hours of 8 am and 4 pm at the cost of \$2.50 per signature.

PARKS & RECREATION FACILITIES

Bedminster Township's park system consists of 34 acres of active recreation areas at Miller Lane Park, River Road Park, Pluckemin School House Park and Burnt Mills Park. Park features include playing fields & courts, dog parks, playgrounds, and picnic pavilions. Our parks are open to the public from sunrise to sunset and close for the winter months from December through March, unless otherwise posted. The Recreation Department authorizes and schedules the use of playing fields. Permits are required for organized play or the use of the picnic pavilions. For directions and a complete list of parks, playing fields and features visit "Parks & Facilities" on the township's website www.bedminster.us or call the Recreation Department on (908) 212-7014.

For Detailed Information About Our Services Visit

www.bedminster.us

DIRECTORY OF SERVICES (CONTINUED)

FOR BRUSH:

Brush collection with restrictions will begin on the 4th Monday in April:

- Residents will be restricted to one (1) pile of brush per property limited to 6 feet long x 4 feet wide and 2 feet high pile of brush. Piles should be stacked neatly so that all butt ends are facing road edge. No stumps.
- If a brush pile exceeds the restricted size, the pile will be tagged and left. It will be the responsibility of the homeowner to dispose of.
- Residents must have brush at the curb no later than 8 am of the 4th Monday in April.
- The Public Works facility located at 75 Miller Lane will still be open for brush drop off Monday thru Friday from 7:30 am to 3 pm.
- The crew will only collect on street once. Any resident who places brush at the curb after the crew has collected from that street will be responsible for removal of their pile. Please check the Bedminster Township website for an updated list of completed streets www.bedminster.us.
- Absolutely no leaves will be picked up during brush collection.
- If it is deemed necessary to have a collection as a result of an extreme weather condition, please consult the township's website.
- Special Fall Brush Drop-off - The Public Works facility will be open for a special brush and leaf drop-off on the 2nd Saturday in November between the hours of 7 am and 2 pm. No landscapers will be permitted to drop off brush or leaves at the Public Works facility.

FOR LEAVES:

Collection begins on or about the last Monday in October, and will continue through to November 30th:

- Leaves shall be placed at the edge of the roadway, not in the roadway, to allow free flow of traffic, and must be out for pick up by 8:00 am on the 4th Monday in October.
- Crews will continue to cover roads until piles have been collected, however crews will only cover roads 3 times. Please check the Bedminster Township website for an updated list of completed roads at www.bedminster.us.
- Any resident that places leaves at the road edge after November 30th, will be tagged and become the responsibility of the resident to remove from the road edge. The Public Works facility is available for drop off Monday thru Friday, 7:30 am - 3 pm.
- Absolutely no brush or sticks are permitted to be added to the leaf pile. No brush will be picked up during leaf collection. Piles that consist of leaves and brush will be tagged and left.
- No leaves shall be left in plastic bags. Recyclable leaf bags are acceptable.
- Special Fall Leaf Drop-off - The Public Works facility will be open for a special leaf and brush drop-off on the 2nd Saturday in November between the hours of 7 am and 2 pm. No landscapers will be permitted to drop off leaves or brush at the Public Works facility.

DIRECTORY OF SERVICES (CONTINUED)

BULKY WASTE DISPOSAL

Bulky waste permits are required to dispose of bulky household items in the township dump. Permits are available for Bedminster Residents at \$10 per visit up to four (4) visits per 12 month registration cycle. Up to two (2) additional visits may be purchased at \$15 per visit per 12 month registration cycle. Proof of residency required. The dump is typically open the 1st Thursday of each month from 8-11 am and the 4th Saturday from 7 am-2 pm. Permits are available at the township offices or download from www.bedminster.us. Questions call (908) 212-7000, Ext. 427. The 2015 Bulky Waste dates are as follows:

Thursdays

Thursday, January 8 (2nd Thursday)*
Thursday, February 5
Thursday, March 5
Thursday, April 2
Thursday, May 7
Thursday, June 4
Thursday, July 2
Thursday, August 6
Thursday, September 3
Thursday, October 1
Thursday, November 5
Thursday, December 3

Saturdays

Saturday, March 28
Saturday, April 25
Saturday May 16 (3rd Saturday)*
Saturday, June 27
Saturday, July 25
Saturday, August 22
Saturday, September 26
Saturday, October 24

**Date is different due to holiday.*

CHRISTMAS TREE DISPOSAL

Residents may bring their Christmas trees to the Public Works facility located at 75 Miller Lane, Monday thru Friday between the hours of 7:30 am and 3 pm. Curbside pick-up is no longer available.

CONSTRUCTION DEPARTMENT

The Construction Department receives applications, issues permits, provides inspections, collects fees and answers code enforcement questions for all areas of construction including building, electrical, fire and plumbing. The Construction Department is responsible for certificates of occupancy, sign requests, tree removal permits, driveway opening permits, change-in-use permits, developer's fees, and application for historic appropriateness. Contact the Construction Department at (908) 212-7000, Ext. 421 or visit www.bedminster.us for a list of required inspections.

COMMUNITY ALERT NOTIFICATION SYSTEM - "NIXLE"

Nixle is a public alert system that allows residents to receive up-to-date neighborhood and urgent public safety alerts from the Bedminster Township Police Department via email, cell phone or both. Registration is free however, standard text messaging or data charges may apply depending upon your cellular plan. Bedminster Township Police Department will make every effort to send out timely and appropriate notices as the work schedule permits. To register for Nixle visit www.nixle.com.

COURT

The Township of Bedminster Municipal Court is responsible for the administration, prosecution and public defense services in our community. The Bedminster Municipal Court is located at 55 Miller Lane and convenes on Tuesdays at 4 pm. To reach the court please call (908) 212-7020.

DIRECTORY OF SERVICES (CONTINUED)

DEER CARCASS REMOVAL

The NJ Department of Transportation contracts out the removal of deer carcasses from state and county roadways. To report a deer carcass along a public road in Bedminster, call the non-emergency number for the Bedminster Police Department at (908) 234-0585. The location of the deer will be verified by the police, who will report it for removal. Please note that if a deer carcass is on private property, it is the responsibility of the property owner to arrange for removal.

DOG PARKS

Bedminster Township has two (2) dog parks for dogs of all sizes. One is located inside River Road Park, just off route 202 and adjacent to the historic Jacobus Vanderveer House, and the other is located at Burnt Mills Park on Burnt Mills Road. Each park is approximately a half acre in size and features a secure double-gated entry and disposal bag dispensers. The parks are open from dawn to dusk. For directions and park rules visit the "Parks & Facilities" section on the township's website www.bedminster.us.

GARBAGE COLLECTION

Bedminster Township does not provide garbage pickup. Property owners will need to arrange for this service privately. If you live in The Hills and are not receiving this service, contact your management association for further information.

HEALTH DEPARTMENT/BOARD OF HEALTH

The Board of Health has legal oversight of Bedminster Township public health matters. The Board's primary activity is the review of all proposed septic system applications for both new constructions and alterations. The Board works with the Somerset County Department of Health whose officers conduct food inspections and consult on pest control, contagious disease and other issues on a contract basis. For more information or to report a problem contact (908) 212-7000, ext. 401.

HIKE & BIKE TRAIL

The Township's hike & bike trail is a multi-phased project with plans for expansion. The trail is currently 5.48 miles of paved pathway that connects the Bedminster Village area to The Hills housing development, the Bedminster School and the Clarence Dillon Public Library as well as to the Township's expanding network of natural open space areas. Beginning at the corner of Main and Elm Streets in the village, the trail connects the Bedminster School to Miller Lane Park and the Municipal Complex, then the pond, past AT&T, and ends at Robertson Drive in The Hills; or continues on to River Road Park and the historic Jacobus Vanderveer House, towards Thosmor Road to O'Brien Court and the Clarence Dillon Library. As you travel the hike & bike trail look for over 40 noteworthy species of trees and perennial plants that have been identified with assistance from the Somerset County Park Commission Division of Forestry. The signs are located at the root or trunk base of good specimens.