ORDINANCE NO. 2026-07

AN ORDINANCE OF COLTS NECK TOWNSHIP AMENDING CHAPTER 41 "MISCELLANEOUS FEES", § 41-2 "ESTABLISHMENT OF FEES" OF THE CODE OF THE TOWNSHIP OF COLTS NECK

WHEREAS, Colts Neck Township Police Department ("Department") expends significant time and resources in responding to requests for copies of body-worn camera footage, placing significant burdens on the Department staff as they work to maintain their many routine tasks while also meeting the demands of preparing copies of camera footage for requesters; and

WHEREAS, there is concern that requesters may ask for copies of body-worn camera footage and subsequently not follow through with collecting their requested records, preventing the Department from collecting a fee for the time and effort expended in producing the copied footage; and

WHEREAS, the Township has noted a discrepancy in its fee ordinance regarding fees for certified lists of property owners, and wishes to bring its ordinance in line with state statute (see N.J.S.A. 40:55D-12(c)) on this matter; and

WHEREAS, the Township desires to update its fee ordinance to address fees for the digital copying of engineering and architectural drawings; and

WHEREAS, the Township seeks to update its fee ordinance in relation to the services of the Township's Registrar of Vital Statistic; and

WHEREAS, the Township wishes to update its fee ordinance as it relates to website advertisement costs; and

WHEREAS, the Township has been given guidance by its tax assessor regarding fees for farmland assessment inspections and wishes to update its fee ordinance in connection with farmland assessments.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of Colts Neck Township, in the County of Monmouth and State of New Jersey, as follows (additions to text indicated by ***bold italicized underline***; deletions to text indicated by ~~***bold italicized strikeout***~~):

SECTION 1. Chapter 41, Section 2 of the Code of the Code of the Township of Colts Neck is hereby amended as follows:

§ 41-2 Establishment of fees.

A. Photocopy costs. Pursuant to N.J.S.A. 47:1A-2, the following rates are to be charged for persons or entities seeking photocopies of municipal records:

(1) Photocopying charges: $0.05 per page for 8 1/2 inches by 11 inches; $0.07 per page for legal-size.

~~***B. Website advertisement costs. To defray costs associated with the setup and operation of the Colts Neck Municipal Website, the governing body has determined that it is in the public interest to make available sufficient space to accommodate businesses located in the Township of Colts Neck on the website on a first-come-first served basis at a cost of $25 per space per annum. These spaces shall be made available to businesses holding valid mercantile licenses issued by the Township of Colts Neck and which are located within the Township of Colts Neck. The advertisements shall be compiled in the nature of a business directory.***~~

B~~***C***~~. Chapter 102, Development Regulations, of the Township of Colts Neck with Zoning Map: $50.

C~~***D***~~. Zoning Map of the Township of Colts Neck: $5.

D~~E~~. Master Plan of the Township of Colts Neck: $50.

E~~F~~. Street Map of the Township of Colts Neck: $5.

F~~G~~. Preparation and certification of a list of property owners from the current tax duplicates: $0.50 per name or $***~~20~~10***, whichever is greater.

G~~H~~. Photocopy of engineering or architectural drawings.

(1) Twenty-four-inch by thirty-six-inch size sheets: $12 per sheet.

(2) Thirty-inch by forty-two-inch size sheets: $12 per sheet.

(3) Digital scans (regardless of size): $3.50 per each digital scan

(4) Flash drive: $12.00 (in lieu of requesting a flash drive from Township, requesters may supply their own flash drive at no charge)

H~~I~~. Registrar of Vital Statistic Documents and Services:

(1) Marriage license: $28.

(2) Certified copies of marriage, birth and death certificates: $20.

(3) Processing fee for corrections to marriage, birth and death certificates: $20.

(4) Domestic partnership license: $28.

~~*(5) Vital statistic search fee: $10.*~~

I~~J~~. Firearm Map of the Township of Colts Neck: $5.

J~~K~~. Copy of any formal bid packages: $50.

K~~L~~. Film permit.

(1) Definitions.

FILMING

The taking of still or motion pictures, either on film or videotape, or similar recording medium, for commercial or educational purposes, intended for viewing on television, in theaters or for institutional uses. The provisions of this chapter shall not be deemed to include the filming of news stories within the Township of Colts Neck.

PUBLIC LANDS

Any and every public street, highway, sidewalk, square, public park or playground or any other public place within the Township which is within the jurisdiction and control of the Township of Colts Neck.

(2) Permit required.

(a) No person or organization shall film or permit filming on public or private land within the Township of Colts Neck without first having obtained a permit from the office of the Municipal Clerk, which permit shall set forth the approved location of such filming and the approved duration of such filming by specific reference to day or dates. No permit shall authorize filming for more than three consecutive days in any one location, and in no event shall filming at one location within the Township exceed a total of six days in any one calendar year, regardless of the number of permits utilized in reaching this six-day maximum. Said permit must be readily available for inspection by the Township officials at all times at the site of the filming. The six-day limitation may be extended

only if the filming requested constitutes a major motion picture or television series.

(b) All permits shall be applied for and obtained from the office of the Municipal Clerk during normal business hours. Applications for such permits shall be in a form approved by the Municipal Clerk and be accompanied by a permit fee in the amount established by this chapter.

(1) If a permit is issued and, due to inclement weather or other good cause, filming does not in fact take place on the dates specified, the Municipal Clerk may, at the request of the applicant, issue a new permit for filming on other dates subject to full compliance with all other provisions of this chapter. No additional fee shall be paid for this permit.

(3) Issuance of permits.

(a) No permits will be issued by the Municipal Clerk unless applied for prior to five days before the requested shooting; provided, however, that the Municipal Clerk may waive the five-day period if, in his or her judgment, the applicant has obtained all related approval and adjacent property owners or tenants do not need to be notified.

(b) Proof of insurance coverage must be provided for filming on public lands, prior to issuance of any permit, in the following amounts:

[1] For bodily injury to any one person, in the amount of $500,000, and any occurrence, in the aggregate amount of $1,000,000.

[2] For property damage, for each occurrence, in the aggregate amount of $300,000.

(c) No permit shall be issued without an agreement, in writing, whereby the applicant agrees to indemnify and save harmless the Township of Colts Neck from any liability, expense, claim or damages resulting from the use of public lands.

(4) Filming in residential zones. Filming in residential zones shall be permitted Monday through Friday between the hours of 7:00 a.m. and 9:00 p.m. The setup, production and breakdown required by all filming shall be included in the hours as set forth herein.

(5) Refusal to issue permit. The Municipal Clerk may refuse to issue a permit whenever he determines, on the basis of objective facts and after a review of the application and a report thereon by the Police Department, that the filming would pose either an undue hardship on the public by interference with the use and enjoyment of their property or by presenting a possibility of endangering the health, safety and well-being of the public.

(6) Appeal. Any person aggrieved by a decision of the Municipal Clerk denying or revoking a permit may appeal to the Township Committee. A written notice of appeal setting forth the reasons for the appeal shall be filed with the Municipal Clerk within 10 days from the Municipal Clerk's decision. A hearing date shall be provided within 30 days from the receipt of the appeal. The decision of the Township Committee shall be in the form of a resolution.

(7) Fees.

(a) Application fee: $100.

(b) Filming permit: The Municipal Clerk shall set a per-day permit fee in his or her discretion, as the situation may warrant, taking into consideration the totality of the circumstances and impact that the filming will present to the Township and its residents.

LM. Additional recycling carts. Whereas each resident household shall be provided by the Township with one recycling cart at no cost to the household, additional recycling carts may be purchased from the Township at a cost of $120 per cart.

M. Camera Footage – When body-worn camera/police vehicle camera footage is requested from Colts Neck Police Department, the footage generally requires review for possible redaction.

(1) For every one (1) hour of camera footage requested, it shall be assumed that three (3) hours were required to review the footage for redaction purposes.

(2) Requests of camera footage will be charged a fee of $25.00 per hour of review for redaction purposes.

(3) Camera footage review fees shall be billable in half-hour increments.

(4) Requests of body-worn/vehicle camera footage with run-times of less than one and one-half (1.5) hours shall be provided free of charge.

(5) Prior to review and production of recorded camera footage, the requester shall be provided with an estimated charge for production of the footage. In order for the review and production to proceed, the requester shall provide Colts Neck Police with a deposit in the amount of 50 percent of the estimated charge.

N. Farmland Assessment Inspection: Whereas per N.J.A.C. 18:15-3.4, an application for farmland assessment must contain information to confirm that the land will continue to be actively devoted to agricultural or horticultural use from the date of the application to the end of the tax year for which application for farmland assessment is made, and whereas the assessor's office must make an on-site inspection of the land that is the subject of the application, and whereas N.J.A.C. 18:15-3.4 permits a municipality to impose a fee for on-site inspection of property of not more than $ 25.00, therefore a $25.00 fee shall be collected from each taxpayer that has a farmland assessment inspection conducted on their property.

SECTION 2. INCONSISTENT ORDINANCES

All other Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency.

SECTION 3. SEVERABILITY

If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of this Ordinance shall be deemed valid and effective.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect upon its passage and publication according to law.

I hereby certify this Ordinance foregoing to be a true copy of an Ordinance introduced by the Township Committee of Colts Neck Township on the 25th day of March 2026. A public hearing will be held on April 8, 2026, 7:00 p.m. Town Hall, 1 Veterans Way, Colts Neck.

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Kathleen Capristo, Municipal Clerk

RECORD OF VOTE										
	First Reading					Second Reading				
	March 25, 2026					April 08, 2026				
	M	S	Yes	No	NV	Ab	M	S	Yes	No	NV	Ab
Mayor Viola			X									
Deputy Mayor Buzzetta		S	X									
Rizzuto			X									
Torchia Buss		M	X									
Tobia			X									

M - Moved S - Seconded X - indicates vote NV - Not Voting Ab - Absent