



# New Jersey Planning Officials

The Association of Planning Boards and Zoning Boards of Adjustment  
 P.O. Box 7113 Watchung, NJ 07069 (908) 412-9592 Fax: (908) 753-5123  
 e-mail njpo@njpo.org <http://www.NJPO.org>  
 An affiliate of the NJ State League of Municipalities since 1939

## 2017 NJPO Winter-Spring Programs Planning Boards, Zoning Boards of Adjustment & Combined Boards Mandatory Training Programs & Experienced Sessions

### Mandatory Training Courses (State Required)

In accordance with State Law, within 18 months of appointment, all members of Planning Boards and Zoning Boards of Adjustment must participate in five hours of mandatory training. All such programs on this agenda are designed according to the standards published by the NJ Department of Community Affairs in the NJ Register, Monday, July 17, 2006 (CITE 38 N.J.R. 3019), Vol. 38, #14, N.J.A.C. 5:87. The curriculum in each session, course outlines and instructors' credentials were submitted to the Department of Community Affairs to ensure that attendees at these training sessions will fulfill mandatory training obligations. Certificates of completion are issued by DCA following successful completion of the five-hour program and a test. NJPO was certified as a training organization for these programs in 2006.

### Experienced Members Previously Certified

- A mix of how to and refresher with something new
- Recent court cases covering a myriad of relevant issues
- Legislation on land use
- Legal experts share time to tackle one-on-one topics
- Planners and engineers offer insight into techniques and mandates that will tie-in the local master plan with effective ordinances to keep your board working in community interest and, hopefully, out of court.... *And more of what you bring ...*
- Location to location, year to year, this category is never the same.

### Mandatory Training

**NJPO Member** Mandatory Training Registrants

\_\_\_\_\_ X \$80 = \_\_\_\_\_

**Non-NJPO Member** Mandatory Training Registrants

\_\_\_\_\_ X \$115 = \_\_\_\_\_

### Experienced Members

Experienced **NJPO Member** Registrants

\_\_\_\_\_ X \$55 = \_\_\_\_\_

Experienced **Non-NJPO Member** Registrants

\_\_\_\_\_ X \$75 = \_\_\_\_\_

### PUBLICATIONS:

P6 MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle (*NJPO Member*) \_\_\_\_\_ X \$30 = \$ \_\_\_\_\_

P6 MLUL and Guide to Planning Boards & Zoning Boards of Adjustment Book Bundle (*Non-Member*) \_\_\_\_\_ X \$36 = \$ \_\_\_\_\_

Calculate Shipping & Handling Fees 1 (Bundle) = \$4.00, 2 = \$6.00, 3-10 = \$15.00 \_\_\_\_\_ = \$ \_\_\_\_\_

Books may be purchased separately. Order forms are available on NJPO.org. All publications will be shipped to the municipality.

### Person to contact regarding this form:

### Amount Due:

Municipality: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Registrations \$ \_\_\_\_\_

Publications \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Voucher/PO# \_\_\_\_\_

Check # \_\_\_\_\_

**REGISTRATION FOR:**

Municipality \_\_\_\_\_ ZIP \_\_\_\_\_

**NJPO 2017 WINTER-SPRING  
MANDATORY TRAINING PROGRAMS &  
EXPERIENCED MEMBER SESSIONS**

Date	Day	Course #	Time	Location
1/28/17	Sat	Mandatory 1	8:15 a.m. – 1:15 p.m.	Morris County - Police Academy, Morris Plains
2/4/17	Sat	Mandatory 2	8:15 a.m. – 1:15 p.m.	Camden County - Gloucester Twp. Municipal Bldg., Laurel Springs
2/11/17	Sat	Mandatory 3	8:15 a.m. – 1:15 p.m.	Middlesex County - Fire Academy, Sayreville
2/25/17	Sat	Mandatory 4	8:15 a.m. – 1:15 p.m.	Cape May County - Technical High School, Cape May Court House
3/1/17	Wed	Mandatory 5	5:15 p.m. – 10:15 p.m.	Bergen County - Community College, Hackensack
		Experienced 6		
3/4/17	Sat	Mandatory 7	8:15 a.m. – 1:15 p.m.	Hunterdon County - Voorhees High School, Glen Gardner
3/10/17	Fri	Mandatory 8	5:15 p.m. – 10:15 p.m.	Gloucester County - Pleasant Valley School, Harrison
3/18/17	Sat	Mandatory 9	8:15 a.m. – 1:15 p.m.	Ocean County - Fire Academy, Waretown
3/25/17	Sat	Mandatory 10	8:15 a.m. – 1:15 p.m.	Bergen County - Paramus Life Safety Building, Paramus
4/1/17	Sat	Mandatory 11	8:15 a.m. – 1:15 p.m.	Sussex County - Sussex Community College, Newton
4/8/17	Sat	Mandatory 12	8:15 a.m. – 1:15 p.m.	Burlington County - Burlington Township Municipal Building
4/22/17	Sat	Mandatory 13	8:15 a.m. – 1:15 p.m.	Monmouth County – Monmouth Co. Fire Academy, Howell
		Experienced 14		
4/29/17	Sat	Mandatory 15	8:15 a.m. – 1:15 p.m.	Somerset County - Hillsborough Twp. Municipal Complex, Hillsborough
5/6/17	Sat	Mandatory 16	8:15 a.m. – 1:15 p.m.	Essex County - Kessler Institute, West Orange
		Experienced 17		

**INSTRUCTIONS:** Type/ Print Clearly -  
*Certification to DCA is based on provided information.*

- Step 1: Fill in Registrant Name, Email, and Board
- Step 2: Enter Selected Course Number (1-17)
- Step 3: Complete information on this page and Send form to NJPO

Morning sessions – Sign in & continental breakfast at 8:00 a.m.;  
evening sessions include dinner sandwiches.

REGISTRANT NAME	EMAIL (Used for cancellation notification only)	BOARD PB, COMBINED, ZBA	Course #

- > **Vouchers, purchase orders or checks on all registrations and orders MUST be received no later than 7 days before the event**
- > Make checks payable to NJPO
- > **NO registration changes within 3 days prior to a program.** If you cannot attend, NJPO will attempt to reschedule you with a \$20 rescheduling fee.
- > Program registrants can only be rescheduled within the same calendar year.
- > **NO-show registrants will be charged the entire tuition fee if NJPO is not notified by the end of the second business day following the scheduled program.** If notification is provided then a \$20 rescheduling fee will be added to your invoice.
- > Board secretaries are responsible for communicating the **NO-show** policy to their registrant(s).
- > Non registered attendees will be charged for the class plus a \$20 late fee and will encounter delays processing tests and certificates.
- > Forms may be mailed, e-mailed to [njpo@njpo.org](mailto:njpo@njpo.org) or faxed, 908-753-5123.

**For directions & more, visit us at [www.njpo.org](http://www.njpo.org)**