

DOWNE TOWNSHIP
REQUEST FOR PROPOSAL (RFP)

**ZONING and CODE ENFORCEMENT
OFFICER SERVICES**

NOTICE OF SOLICITATION:

The Township of Downe is requesting proposals for **Zoning and Code Enforcement Officer Services** for the 2021 calendar year.

POSITION SUMMARY

Responsible for ensuring that new development and on-going land use conforms to applicable Township regulations regarding land use and zoning. The Applicant will be required to be knowledgeable of all Land Use and Planning regulations of Downe Township and all other County, State and Federal Agency's requirements applicable to Downe Township. The Applicant shall provide all services required for enforcing all of the ordinances of Downe Township including but not limited to the following:

- Receive, examine, and process all applications and permits (special exception and conditional uses and for variances)
- Record and file all applications for zoning permits or certificates of use and occupancy.
- Inspect properties to determine compliance with the Downe Township Zoning Ordinance (as well as conditions attached to the approval of variances, special exceptions, and conditional uses).
- Inspect nonconforming uses, structures, and lots and to keep a filed record of such nonconforming uses, structures, and lots, and examine them periodically, with the view of eliminating the nonconforming uses under the existing laws and regulations.
- Perform such other duties related to administration of Downe Township Zoning Ordinances and other township ordinances and resolutions.
- Perform duties of Floodplain Manager.
- Receive and handle complaints pertaining to violations of Downe Township Ordinances
- Conduct site inspections to determine if violations exist or for compliance with Notices of Violation. In addition, self-initiate observation of violations while traveling within the Township.
- Provide necessary follow up to complaints, including, but not limited to initiating necessary legal action against violators, appearing, and testifying in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.
- Establish a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multi-family premises, schools and places of worship and assembly.
- Submit monthly reports of inspections made including names and addresses of owner, occupants, or lessees of premises, dates of inspection, code violations

found, if any, notices of violations served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.

- Inspect signs and outdoor light poles and stanchions for condition.
- Advises owners or other persons of violations to the zoning code.
- In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and order such matters abated, or issue notices of violation of local code pertain to same.
- Will be required to learn to utilize various types of electronic and computerized information systems used by the agency, office, or related units.

The Applicant should have the ability to read, analyze, and interpret blueprints, maps, technical procedures, and governmental regulations.

The Applicant should have the ability to write reports and business correspondence. The ability to effectively present information and respond to questions from groups, contractors and employees of the municipality as well as residents.

The position is a one day per week Part time position.

Evaluation of Proposals:

The Township of Downe intends to appoint this official municipal government position for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq., for a one (1) year term.

Proposal should be clearly marked "**2021 ZONING and CODE ENFORCEMENT OFFICER SERVICES**". Proposals must be received at the address below prior to the specified deadline.

Any questions regarding this Request for Proposal should be directed to Nadine E. Lockley, Municipal Clerk, Township of Downe at 288 Main St., Newport, NJ 08345. Phone: 856-447-3100, Fax: 856-447-3533, Email: downtownshp@comcast.net or by visiting our website at www.downtownshp.org

Please submit eight **(5)** copies of the proposal to:

**Nadine E. Lockley, Municipal Clerk
Township of Downe
288 Main Street
Newport, NJ 08345**

All submissions must be received at the Township Office
on or before Friday, January 29, 2021.