



MUNICIPAL CLERK'S OFFICE ♦ 1600 SHORE ROAD, NORTHFIELD NJ 08225 ♦ 609-641-2832

## CHARITABLE ROADWAY SOLICITATION APPLICATION

*The City of Northfield shall permit charitable organizations, as defined in Section 3 of P.L. 1994, c. 16 (N.J.S.A. 45:17A-20), to solicit contributions on the roadways and highways located in the City of Northfield, except those roadways and highways owned, controlled and maintained by the State of New Jersey, between April 1<sup>st</sup> and November 30<sup>th</sup>, in accordance with the provisions contained herein. This article is promulgated pursuant to N.J.S.A. 39:4-60, as amended by P.L. 1997, Chapter 82, approved April 30, 1997.*

Name of organization: \_\_\_\_\_  
Address of organization: \_\_\_\_\_  
Contact person at organization: \_\_\_\_\_  
Contact person address: \_\_\_\_\_  
Contact person telephone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_  
Contact person Email address: \_\_\_\_\_  
Purpose of funds to be collected: \_\_\_\_\_

### INDIVIDUAL RESPONSIBLE FOR FUNDS COLLECTED

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_ Alternate : \_\_\_\_\_  
Email address: \_\_\_\_\_

### LOCATION, DATES AND TIMES (LIMITED TO 9:00 AM – 4:00 PM)

Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Alternate Date #1: \_\_\_\_\_ Time: \_\_\_\_\_  
Alternate Date #2: \_\_\_\_\_ Time: \_\_\_\_\_

*Name / contact # for coin drop Supervisor who will be on location for the duration of the event:*

Name: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

## REQUIRED DOCUMENTATION

*Initial each box, at left, to indicate that requested documents are attached prior to submission of application*

Copy of State Charitable Organization Registration letter / certificate as evidence of tax exempt status. To apply for or check your charitable organization number, you may contact the NJ Division of Consumer Affairs Charitable Registration Hotline at 973-504-6215.

Certificate of Insurance evidencing general liability insurance coverage in the minimum amount of \$1,000,000 naming the City of Northfield as an additional insured

Hold harmless and indemnification agreement between the organization and the City of Northfield on the form provided by the City of Northfield

Map showing the location of the event and the names of the intersection / road(s) affected by the solicitation. Map must contain an identifying legend and must display the following:

- i. Location of existing traffic control signals and/or signs.
- ii. Proposed location of any and all cones / barriers / solicitation signs.
- iii. Any and all known or expected safety hazards.

Sketch of the traffic control plan

Approval by the Atlantic County Board of Chosen Freeholders is required following Municipal Approval. You must file an application with Atlantic County at least thirty (30) days prior to your scheduled event. Contact the Freeholders' Office by telephone at 609-645-5928 or by visiting their website at: [http://www.atlantic-county.org/documents/freeholders/roadway\\_solicitation\\_application\\_packet.pdf](http://www.atlantic-county.org/documents/freeholders/roadway_solicitation_application_packet.pdf)

YOUR INITIALS IN THIS BOX INDICATE YOU HAVE READ AND UNDERSTAND that the written approval from Atlantic County for the organization's charitable roadway solicitation MUST BE PROVIDED to the City of Northfield Municipal Clerk upon receipt.

I have read and understand in its entirety City of Northfield Ordinance No. 7-2017, and agree to abide by the terms set forth therein in making this application:

Organization Representative Name: \_\_\_\_\_

Organization Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESTRICTIONS \*\***

*\*\*for a full list of restrictions refer to City of Northfield Ordinance No. 7-2017*

- No charitable organization shall conduct solicitation activities on a municipal roadway, nor on any state highway.
- **Application must be submitted to the Municipal Clerk at least 90 days prior to the scheduled solicitation event.**
- Failure to include any information requested herein, or failure to include and or complete information and or documentation requested shall subject the application to rejection.
- The frequency of charitable roadway solicitation events shall be limited as follows:
  - A maximum of three (3) total roadway solicitation events shall be permitted during any calendar year.
  - The solicitation event shall be a maximum of one day which shall not be on a holiday or a holiday weekend.
  - No single organization shall be granted approvals for solicitations on more than two occasions per year (January through December).
  - Only one solicitation location per occasion.
  - Only one charitable roadway solicitation event shall be permitted per day throughout the City of Northfield.
- **Solicitation activities shall be undertaken by persons age 18 or older.**
- A minimum of six (6) participants must be in attendance and working at all times during each solicitation event and must wear reflective safety vests in accordance with New Jersey Department of Transportation standards.
- Solicitations may only occur at controlled intersections and shall not stop or impede the flow of traffic. Traffic shall be stopped before solicitation may occur and solicitation shall cease while traffic is moving. Soliciting organizations shall not use a flagman.
- No assistance will be rendered by the City of Northfield or any of its departments or employees including but not limited to the Northfield Police Department in terms of traffic control, signage, provision of cones, reflective vests, equipment or personnel. Applicant must supply their own materials, equipment and personnel.
- Solicitation signs shall be constructed of wood or other stable material and be no smaller than 3' high and 2' wide and no larger than 4' high and 3' wide. All solicitation signs must be removed immediately upon completion of the solicitation event.
- The soliciting organizations shall place two warning signs, the first of which shall indicate "charitable solicitation 500 feet ahead" and a second sign following which shall identify the organization conducting the solicitation. Signage shall comply with all requirements contained in N.J.A.C. 16:40-6.1.



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**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_, hereafter Organization, agrees to indemnify and hold harmless the City of Northfield and/or the Atlantic County Municipal Joint Insurance Fund, and their agents and/or employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees in case it shall be necessary to file an action arising out of performance of the work herein which is (1) for bodily injury, illness or death, or for property damage, including loss of use; and (2) caused in whole or in part by negligent act or omission, or that of a subcontractor of Organization or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.

This indemnification and agreement shall apply in all instances whether the City of Northfield and/or the Atlantic County Municipal Joint Insurance Fund is made a direct party to the initial action or claim or is subsequently made a party to the action by third party in pleading or is made a party to a collateral action arising in whole or in part from any of the issues emanating from the original cause of action or claim.

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Signature of Organization Representative: \_\_\_\_\_

Printed Name of Representative: \_\_\_\_\_

Title within Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_

Notary Public Commission Expiration Date

[Seal]