

Borough of Woodbury Heights

Office of the Borough Clerk – 500 Elm Ave– Woodbury Heights NJ 08097 – 856-848-2832
City of Woodbury- Chief of Police- 220 S Broad St- Woodbury, NJ 08096

CHARITABLE ROADWAY SOLICITATION APPLICATION *Local Ordinance 12-2004*

PLEASE READ CAREFULLY: The Borough of Woodbury Heights and the County of Gloucester each have different requirements that must be completed separately. **Approval from Woodbury Heights is required prior to the day on which the event will take place.** You must file an application with **The Borough of Woodbury Heights at least forty-five (45) days prior** to the requested occasion. Failure to submit the items listed below shall be cause for **REJECTION** of the application.

Submission Checklist

- ☐ • Application is being filed a minimum of 45 days before the scheduled solicitation event
- ☐ • This is my initial submission of an application with the BOWH & I have attached a copy of the State Charitable Organization Registration OR I have received previous authorization from the BOWH and my Registration Number is _____.
- ☐ • Certificate of Insurance evidencing \$1 million general liability coverage & naming the BOWH as additional insured is attached.
- ☐ • Signed & Notarized Indemnification & Hold Harmless form has been executed & is attached.
- ☐ • A Non-Criminal background check has been executed through the Woodbury City Police Department within the last 12 months (Instructions Attached).
- ☐ • Copy of Authorization from Gloucester County permitting solicitation on a county roadway

Organization Name _____

Organization Address _____

Contact Person _____

Contact Person Address _____

Home Phone _____

Email _____

Cell Phone _____

Solicitation Supervisor (If Different From Contact Person) _____

Supervisor Address _____

Supervisor Cell Phone _____

- A. Solicitations shall be held only at intersections with traffic signals during daylight hours;
- B. Advanced warning signs of a minimal size of four feet by four (4 x 4) feet shall be provided at least 100 feet in advance of the solicitation location which shall include the name or charitable purpose of the solicitation;
- C. All solicitors shall be at least 18 years of age;
- D. Solicitors shall not stop traffic and may only approach vehicles that are stopped;
- E. Solicitors shall be responsible for cleaning and removing any debris resulting from the charitable solicitation;
- F. The charitable organization shall comply with all terms and conditions of N.J.S.A. 39:4-60 as such statute shall be amended from time to time and comply with all regulations promulgated pursuant to the "Administrative Procedure Act" (N.J.S.A. 52:14B-1, et seq.).
- G. All solicitors shall wear reflective vests or orange shirts.
- H. No traffic cones shall be placed in roadway nor shall "flag men" be used.

OCCASION

DATE(S):

RAIN DATE(S):

TIME(S):

LOCATION

Must comply with all traffic control and safety measures provided by the Woodbury Police Department

Intersection of

☐	Woodbury Glassboro Rd & Elm Ave
☐	Elm Ave & Mantua Pike (Rt 45)
☐	
☐	Other:

The Borough will endeavor to be fair and consistent in reviewing and approving all applications.

As the organizations representative/applicant, I have carefully reviewed all the provisions of holding a Charitable Roadway Solicitation in the Borough of Woodbury Heights and will comply with all of the terms and conditions of Ordinance No. 12-2004, adopted June 21, 2004. I further understand that if the organization is found in violation of any of the conditions of approval, they will be barred from conducting future charitable roadway solicitations. I understand that approval by the Gloucester County Department of Public Works is required following municipal approval (Application Attached)

Organization Representative Signature

Dated

Organization Representative Print Name

Please Find the Following Documents Attached for Your Convenience:

- Hold Harmless Agreement (Page 4)
- Police Non Criminal Background Check Instructions (Page 6)
- County of Gloucester Application for Coin Drop/Toss (Page 7)
- Town Map (Page 10)

For Police Department Use Only	
This application for Roadway Solicitation is	Granted
	Rejected

Comments:

☐ A non-criminal background check has been executed within the last 12 months for the applicant.

Police Chief or Designee

Date

For Office Use Only

CHECKLIST

Application	☐
CO Registration or Number Listed	☐
Certificate of Insurance	☐
Hold Harmless	☐
Application to Police Department	☐
Police Department Reply	☐
Permit Issued	☐
Issuance Date	
Application Denied	☐
Reason(s) for Denial	_____
Receipt of Gloucester County Approval	☐
Date Completed	_____

Borough of Woodbury Heights

Hold Harmless Agreement between Borough of Woodbury Heights and

(Contractor)

Use of Borough Property on _____ During the _____
(Date) (Event Name)

Hold Harmless/Indemnification Provision. _____(Contractor)
(hereinafter the "Company") agrees to indemnify the Borough of Woodbury Heights ("the Borough"), its agents, servants, employees and elected officials, and save them harmless against and from any and all claims, suits and costs of every kind, type or description, and any and all damages and liability to which they may be subjected, by reason of injury to the person or property of third parties resulting from or in any way arising out of its use of _____(Location/Borough Property)

on _____(Date) during the abovementioned event. This obligation of the Company does not include a duty to indemnify the Borough for the negligent acts of the Borough's employees.

Insurance. As further assurance to Borough but not in any way limiting the Company's liability for indemnification, the Company shall supply the Borough with a Certificate of Insurance (COI) evidencing the type and amount of coverage described herein to substantiate that such insurance is in full force and effect. During the performance of the activities the Company shall keep in force at least the following insurance:

Commercial General Liability insurance or its equivalent for bodily injury, personal and advertising injury and property damage including loss of use, with minimum limits of:

- \$1,000,000 each occurrence;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate per project;
- \$2,000,000 products/completed operations aggregate

Business Automobile Liability (If Applicable) insurance or its equivalent including applicable No-Fault coverage, with limits of liability not less than \$1,000,000 per accident combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Workers' Compensation (If Applicable) insurance or its equivalent with statutory benefits as required by any State or Federal law, with **Employer's Liability** insurance minimum limits of:

\$500,000 each accident for bodily injury by accident;
\$500,000 each employee for bodily injury by disease; and
\$500,000 policy limit for bodily injury by disease

Borough of Woodbury Heights, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers; shall be added as additional insured on the on the general and automobile liability policy with respect to activities performed by the Company. A copy of the additional insured endorsement(s) shall be attached to the certificate.

Coverage shall be primary to the additional insureds and shall not be contributing with any other insurance or similar protection available to the additional insureds, whether other available insurance be primary, contributing or excess.

Contractor:

By: _____
Signature *Print Name/Title*

Date: _____

Sworn and subscribed before me on this _____ day
of _____, 20____.

Signature of Notary

Borough of Woodbury Heights:

By: _____
Signature *Print Name/Title*

Date: _____

Woodbury City Police Department
Non Criminal Background checks for licensing purposes

Requests for a Criminal History Record Information (CHRI), for Non Criminal Justice purposes can be submitted here <https://www.njportal.com>

Complete the 212A Criminal History Record Information

The online 212A Form should be used only after consultation with your local Police Department or the State Agency that is responsible for the type of licensing needed. You must first obtain an Originating Agency Identifier (ORI) Number from the licensing department to complete this form. Incorrect ORI Number may result in non-processing of your form.

Woodbury City Police Department ORI **NJ0082200**

Each submission costs \$20.00, payable by Visa, MasterCard, Discover, or American Express credit or debit card.

This form can't be used for a personal background check.

COUNTY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS
PERMIT DIVISION

APPLICATION FOR COIN DROP/TOSS

Applicant: Name _____

Address _____

Email _____ Phone # _____

Name of the Responsible Party for the Charitable Organization _____

Location of the Coin Drop, describing the roadway and demonstrating that the coin drop/toss is being conducted at a traffic signal or bridge opening:

Date (s) of the coin drop/toss (Month/Date/Year)

Starting time for the coin drop/toss _____

Ending time for the coin drop/toss _____

* Coin toss/drops are only to be conducted during daylight hours.

By signing this application, the Applicant meets the definition of permitted charitable organizations as defined as follows:

- A. Pursuant to NJSA 45:17A-20 Charitable Organizations is to defined as (1) any person determined by the Federal Internal Revenue Service to be a tax exempt organization pursuant to section 501 (c) (3) of the Internal Revenue code of 1986, 26 USC sec. 501 (c) (3); or (2) any person who is, or holds himself out to be, established for any benevolent philanthropic, humane, social, welfare, public health, or other eleemosynary purpose, or for the benefit of law enforcement personnel, firefighters or other persons who protect the public safety, or any person who in any manner employs a charitable appeal as the basis of any solicitation, or any appeal which has a tendency to suggest there is a charitable purpose to any such solicitation.

- B. That if the coin drop/toss is to be conducted along a County and/or State roadway, the Applicant certifies that the Applicant will receive by the proposed date of the coin drop/toss approval from the local municipality and/or State agency which must be provided to the County of Gloucester before the day on which the coin drop/toss is to take place.
- C. The County of Gloucester, Board of County Commissioners. Its Departments and Agencies, be included as additional insured under the general Liability policy for an amount no less than \$1,000,000.00. The coverage shall be primary to the Additional Insured's and shall not be contributing with any other insurance of similar protection available to the Additional Insured's whether other available insurance be primary, contributing, or excess.

County of Gloucester
 Board of County Commissioners
 Its Departments and Agencies
 PO Box 337
 Woodbury, NJ 08096
 Attn: Highway Permit Department

- D. That the Applicant and its agents will place up to 4' x 4' advance signs warning of the upcoming coin drop/toss activity including a reference to the name of the Applicant. The Applicant further certifies that no cones will be placed upon the roadway, that the Applicant and its agents will not place a flagman at the coin drop/toss, that the Applicant and its agents will not stop traffic or impede its movement, all individuals involved in this event are required to wear reflective safety vests and/or orange shirts for visibility in accordance with NJDOT standards and that the Applicant and its agents will be responsible to clean any debris and will leave the roadway in its original condition.

List the names and ages of those persons who will be participating in the coin drop/toss for the application. No person under the age of eighteen (18) shall be allowed on the highway. Attach an additional sheet if necessary.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following authorized agent for the Applicant hereby certifies that he or she has full authority to sign this application and hereby further certifies that the foregoing statements are true. I am aware that any of the foregoing statements made by me are willfully false, I am subject to punishment.

Applicant or Authorized Agent for Applicant

Print name of signer

Date

Authorization by the Chief of Police or his Authorized Representative in charge of Traffic Regulation

I, hereby certify that I have reviewed the application and determined that it is in compliance with all local and county policies.

Chief of Police

Date

FOR THE PUBLIC WORKS DEPARTMENT

COMMENTS: _____

Approved _____
Director of Public Works or Authorized Agent

Date _____

This form may be emailed to RoadOpeningPermits@co.gloucester.nj.us or faxed to 856-307-6606

Town Map

