

The Planner

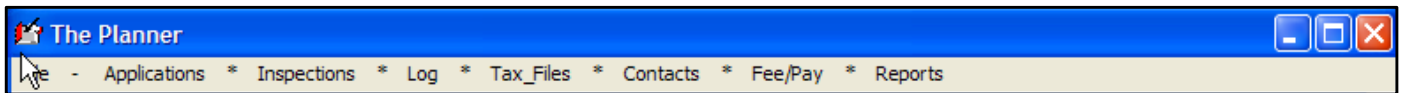
A Program for Planning/Zoning Application Management

MC Systems & Software Services, LLC

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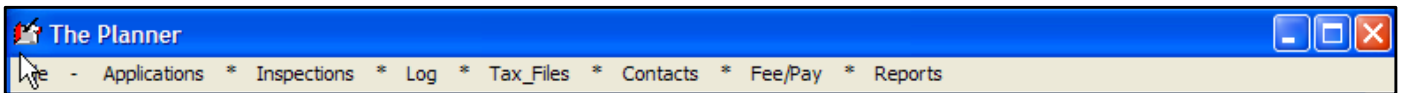
(609) 221-1693 FAX (856) 824-1126

Table of Contents



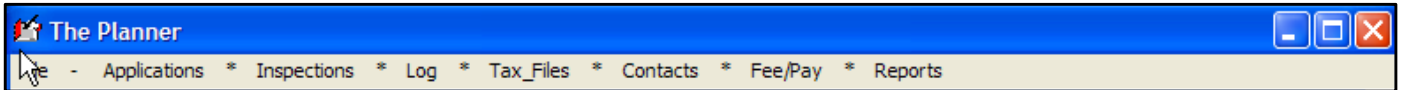
Introduction	3
Conventions in Using MCSystems Programs	4
Instructions applicable to all screens	
The Browse-Form Paradigm	5
Making a Template	6
Application Browse	7
Most frequently used screen in your day-to-day operations	
Application Form Summary	8
Overview of the application screens	
Entering a New Application, Parts 1-2	9-10
Application “Contact Log” Tab	11
Enter letters, memos, and more	
Entering a Log Item—Letter Form	12
Entering a Log Item—Action Form	13
Entering a Log Item—Memo Form, Parts 1-2	14-15
Entering a Log Item—Attach Form	16
Printouts for a Highlighted Record	17
Printing ad hoc Documents	18
Application “Inspection/Plan Review” Tab	19
Enter violation inspections, plan reviews, zoning Permit inspections	
Entering a Violation Inspection	20
Understanding and using the form	

Table of Contents



Zoning Inspections—Data Sources.....	21
Entering Zoning Inspections.....	22
Application Photos Tab.....	23
Application Bonding Tab.....	24
Application \$ Transactions Tab.....	25
Application “Other Actions” Tab.....	26
Planner Log Browse.....	27
Planner Log Form.....	28
Tax Files Browse.....	29
Contact Log Browse.....	30
Fee/Escrow Browse.....	31
Creating and Viewing Agendas, Parts 1-2.....	32-33
Agenda—Data Sources.....	34
Using and Changing Standard Words in Agendas.....	35
Printing Reports, Parts 1-4.....	36-39
Add/Change/Delete Rates.....	40
Creating Standard Words.....	41
Street Names & Add/Change/Delete Users.....	42
Violation Lookup Data.....	43

Introduction



This program is composed of five major files plus a bunch of lesser files. They are connected to each other for cross-reference purposes. The major files are;

- ◆ **Tax or Property File**—The tax records for the municipality
- ◆ **Application File**—Planning/Zoning application records
- ◆ **Contact File**—Contacts used in your conduct of business
- ◆ **Inspection File**—Plan reviews, zoning permits, violations
- ◆ **Log File**—All correspondence, discussion records, etc., you created in the conduct of your business

Cross-referencing works like this:

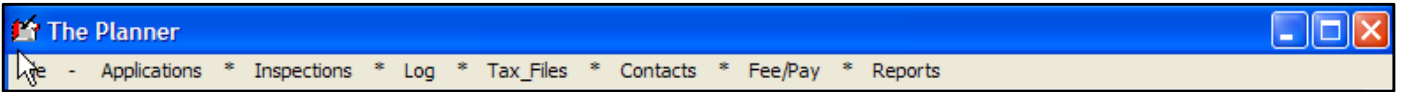
When you add an application you must choose a block and lot. This connects the registration to the appropriate record in the tax file.

When you add any child record of the Application File (inspections, names of occupants, log items, tickets, or photos), the program connects the child record to the application record using the application number. It also grabs the Block/Lot from the application record thus connecting this child record to a record in the Tax File.

The two most important child files are the Inspection and Log files. These files can be accessed independently from the main menu (that bar across the top of the screen), but normally you will enter these records while viewing an application.

Confusing? I suppose so. But try it, you will like it—it's not as confusing as it sounds!

Conventions in Using MCSystems Programs

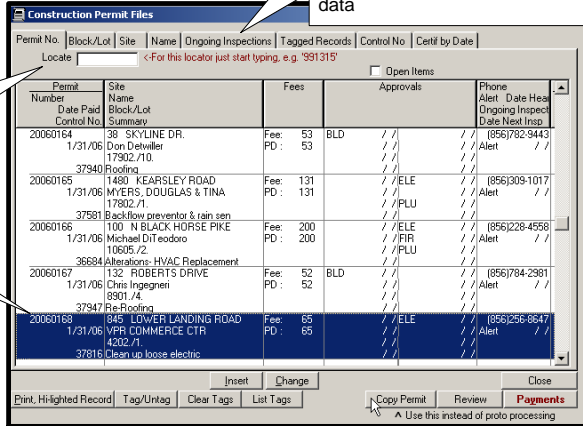


This is the Main Menu

These are Tabs. On a browse, they change the sort order of the records and give you different ways to look up your data

This is a Locator. Depending on which tab you are on, type something and the browse will scroll to the record you want

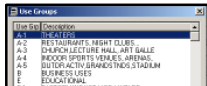
This is a light bar indicating the Highlighted Record. When you double-click on a highlighted record you are "selecting" it



All MC Systems programs use a "Browse-Form Paradigm." It is a metaphor for the real world. Let me explain...

If you were looking for an ash tray in a room, you would **not** open the door a crack and reach in for it. Instead, you would open the door wide view all the items in the room, find the ash tray and grab it.

The browse shows all the items in your database and provides an easy way to find your data and grab it.



Our programs all use **point and shoot**, that is, on a lookup find the record you want then double-click to retrieve data

This is called a **Browse Screen**. It is like an open door on your database. It shows many records at once and you can scroll or "browse" them using the up/down keys on your keyboard, or you can find individual records using the locator.

How to Enter Block/Lot

When searching or entering block and lot, use slashes to separate the items. For example, block 3.01, lot 1, condo C123 would be entered

3.01/1//C123

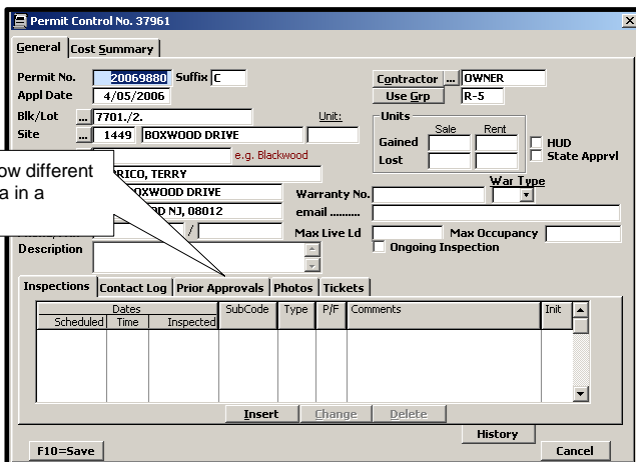
The Change button is used to change a record or to view it



The Insert button. It is used to add a record to the database

These are buttons you will find on the bottom of many browses

Sometimes the Delete button will be disabled or omitted.



These tabs show different but related data in a browse format

Buttons and Ellipses

This is a Button

This is an Ellipsis

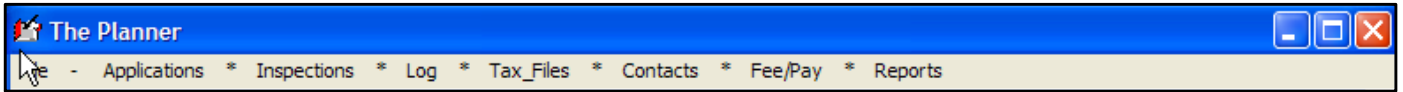


Buttons and ellipses just mean "more..." Click on one and you will get additional information: sometimes a lookup, sometimes a form with data.

Enter and Tab

Our programs all allow you to use either the Enter key or the Tab key to move between fields

The Browse-Form Paradigm



The Browse-Form Paradigm is a fancy expression for one feature that makes MCSystems programs better. It is really very simple, take a look at the examples, below.

Traditional Approach

Traditional approaches vary, but most start with a form where you enter a code (e.g. a last name or a street name) for the record you want. If you guess wrong or if it is not a unique code, you then get a list of items containing the code you seek. No surrounding items are shown if you spell your entry wrong.

The example shown has one additional step: You must choose the type of search you want.

Many programs start with a form

These would be tabs in the browse-form paradigm approach shown below

Choose your search

Browse-Form Paradigm

Application#	Block/Lot	Street Name	Applicant	Project	Coded Applic No.	Escrow No.	Status	Venue	Date	Site	Applicant	Action
834					192.113/19		P	PB	9/25/08	25 BEDFORD TER	VISCONTI	PBmeeting
809				Care PA	94.73.07		A	ZB		2901 ROUTE 42 Unit 4	VISION CAR	
890					194.01/41		A	ZO		129 TRENT ROAD	VITALE, JA	
8161					165/1		A	ZO		115 JOHNSON RD	VITALE, JO	
742				Medical Office	214/2//CC003		A	ZO		900 ROUTE 168 SUIT	VITOLA, CA	
733				Trumble & Associates	214/2//CB001		A	ZO		900 ROUTE 168 SUIT	VJ VENTURE	
734				Trumble & Associates	214/2//CB002		A	ZO		900 ROUTE 168 SUIT	VJ VENTURE	
ZO 14492					4.06/9		A	ZO		6 HARVARD ST	VOLID, ROB	
ZO 14747				Warning of Violation	214/2//CD002		P	ZO	1/22/07	900 ROUTE 168 SUIT	VOLPA, EDW	VIOLATION
PB 14603				Wachovia Bank	112.01/7.05		P	ZO		120 STAGE COACH R	WACHOVIA B	PLNBRD
PB 14377				new site	198.16/25		P	ZO		9 WILLIAMSBURG CT	WACHTEL, H	
ZO 12984				Walmart	115.01/23		A	ZO		3501 ROUTE 42	WALMART, H	
ZO 13669				Will remain a nail salon	159./2.01		A	ZO		5100 ROUTE 42	WASH CTR L	
ZO 13682				Fit out. and change of	159./2.01		A	ZO		5100 ROUTE 42	WASH CTR L	
ZO 14190				Change of occupant	159./2.01		A	ZO		5100 ROUTE 42	WASH CTR L	
ZO 14243				Fit Out	159./2.01		A	ZO		5100 ROUTE 42	WASH CTR L	
ZO 11814				FIT OUT BUSINESS	113/11		A	ZO		123 JOHNSON ROAD	WASHINGTON	
PB 13590				Variance	82.92/25.02		A	ZO		321 THIES ROAD	WASHINGTON	1/09/07 PLNBRD
PB 14266					17./3.10		A	ZO		ENTERPRISE COUR	WASHINGTON	
PB 14657				Fire House	194.12/9.04		A	ZO		233 GREENTREE RD	WASHINGTON	
PB 14271					85/3		A	ZO		Atlanta Court	WASHINGTON	
ZB 14385				Multi Family Housing	5/1		D	ZO		448 WOODBURY-TRN	WASHINGTON	

Click on a tab and the sort order is changed.

Each tab has a locator so you can find what you are looking for. The closest match to your input is found along with surrounding records so you can scroll up/down to perfect your search

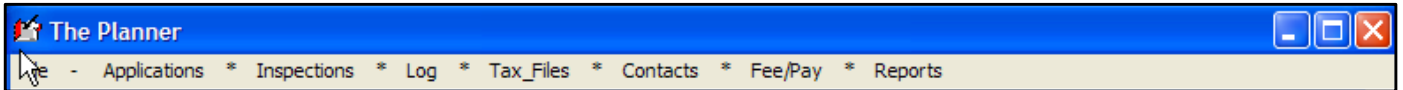
This particular browse has lots of filters you can apply: e.g. ZO for Zoning Officer, PB for Planning Board

More filters

Press Insert or Change on the browse and you proceed to a form showing all fields in the record ...

MC Systems programs start with a browse
The browse is like an open window on your database

Making a Template



Summary of Process

Create a template using Microsoft Word and the tokens recognized by the program.

Save the template (as a .DOC file) in a location recognized by the program

2 Assign a code that will help you recognize this template. Actually, in this case, 'ZONING' would have been more appropriate

3 Assign a code that will be the first part of the MSWord file name you will use (The program will add '.DOC')

4 This can be the subject line of your document or just text to tell you what this template is about

6 Save

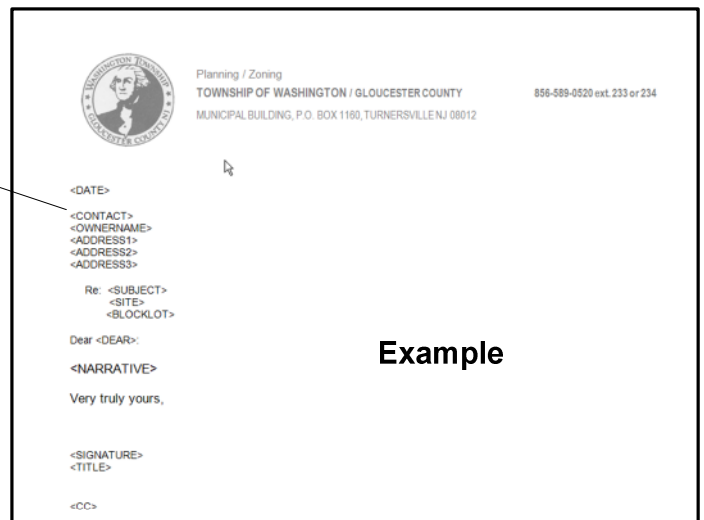
1 Follow the instructions for 'Creating Standard Words' to get to this form

5 You can place text here or in the .DOC template you will be using

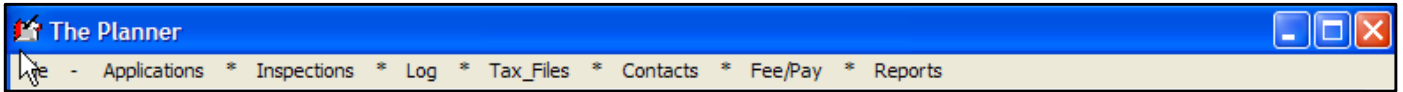
Standard Words Form

7 Now create a document using MSWord. Add tokens from the Standard Words form.

8 Save the MSWord document to the 'X:\MCSys\LUdata\Template' directory where 'X' is the drive on which the software has been installed.



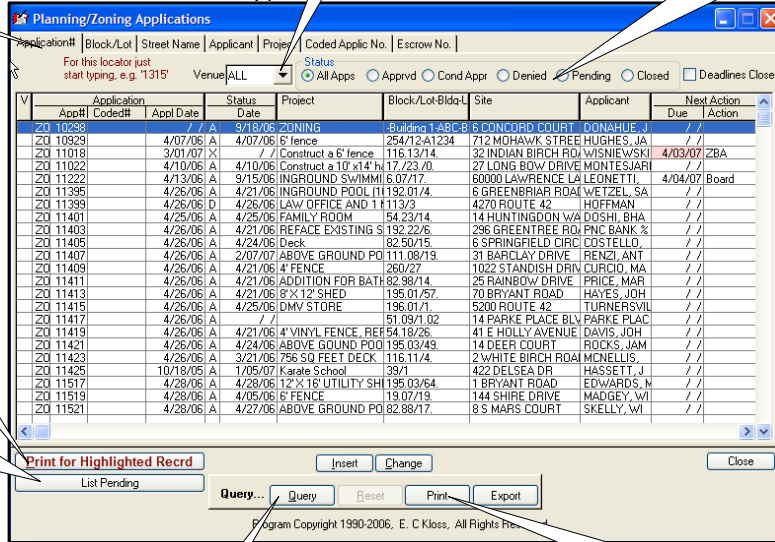
Application Browse



The Application Browse starts automatically upon start-up of program

FILTERING RECORDS

The tabs are for changing sort order **1** Choose a venue: All, ZB, PB, or ZO **2** Choose a Status **3**



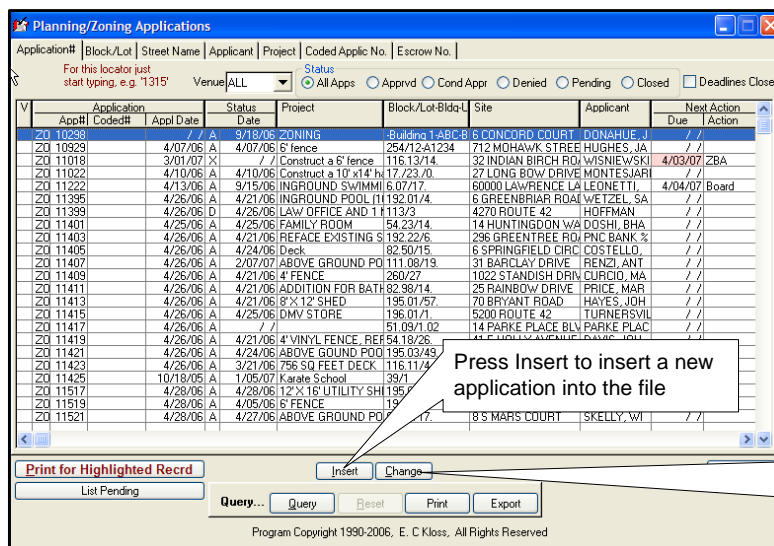
Press here to get a menu of printouts for the highlighted record

Quick list of pending applications

If the sort orders and filters provided at the top of the screen are not enough, use the query

You can print reports from here. The report will depend on the results of the query you make. You will also be given a choice of date range for the printed report

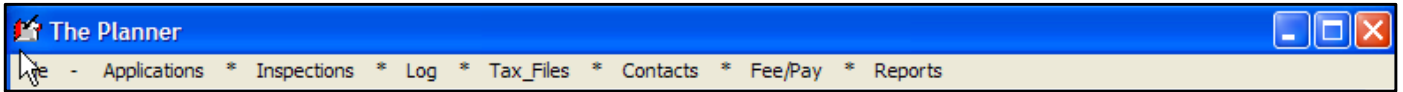
INSERTING & CHANGING RECORDS



Press Insert to insert a new application into the file

Press Change to make changes to an application in the file

Application Form Summary



Important Contacts, etc., by pressing More tab

Full owner information from tax roles

Project Name (Specific Use Proposed)

Get Tax information (Latest file installed with program)

Applicant contact information

Each tab presents a different list of entries

This first tab is a contact tracker...memos, letters, conversations, etc

This tab shows Zoning officer inspection results, and, if you want, plan review observations

An unlimited number of photos can be stored

Project data

Next action alert

Handles three Venues

Pre-computer Applic No and Acctg escrow No.

Customizable Checklist

Financial Status, including bonding

Selected data about project

Current notes about project

All receipts and expenditures

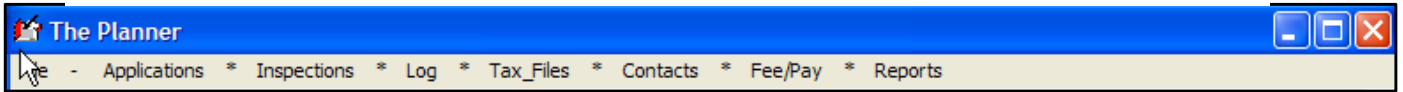
Board Briefing

Current bonding transactions

You stay connected! Everything you need to know about an application is here!

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Entering a New Application, Part 1



Enter Project Name
(Specific Use Proposed)
e.g. 'Underground Fitness-Waiver'

Date all required elements
have been submitted and the
clock starts ticking!

Application type, e.g.
'Site Plan'

Next action alert. It is a good idea, on
initial entry, to put a code and a date for the
initial hearing, e.g. 'Plan Bd, 06/02/07'

1

Absolutely required
first step! Get Tax
information. This will
complete many of the
fields for you

Handles three
Venues

Date initial application
is received

Any pre-existing
number used before
computerization

This checkbox
will transfer
owner information
to the Applicant
section

Acctg Dept
escrow No.

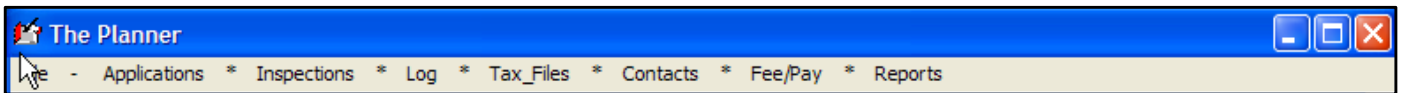
This checkbox
unhides the
Contact field

Ignore, financial stuff
will be completed
automatically when
transactions are
entered

Current notes
about project, will
appear on board
briefing

2 Just fill in the blanks. Use ellipsis where available to simplify entry

Entering a New Application, Part 2



1

Select the 'More' tab

2

Press Button to lookup Attorney name

3

If the proper name does not appear, go to step 4, otherwise press "Select"

WASHINGTON TWP Planning/Zoning No. 13434

More Contacts:

Attorney: [MIG REALTY LLC] [lookup] [OK] [Cancel]

Eng/Planner: [ADULT LTH] [lookup] [OK] [Cancel]

Other Name: [1000000000] [lookup] [OK] [Cancel]

Lot Considerations:

Area Tract: [1]

Lots Created: [5]

Int. Coverage: [0.00]

Area Bldg: []

Area Used: [0]

Additional Parameters:

Parking Required: [n]

No. Employees: [n]

No. Stories: [n]

Type Construction: []

County Bid No: []

Full Name/Address of Applicant/Owner (Tab 1):

Owner (Tab): [MIG REALTY LLC/MIG REALTY LLC]

Address 1: [4501 FT 42, CJ 2]

City: [JURBERTVILLE, NJ 08852]

Phone: [000000-0000]

More Was/Now:

	Was	Now
Lot/Lottery	0	0
No. COVH Units	n	n
Parking	n	n
No. Road Units	n	n

Application Checks:

A: Just Access LU/UL, etc

Site Plan Traffic CPB's

Inconsistency

Contact	Loc	Insp/Plan Review	Photos	Planning	IS/Thorough	Other Actions
[X] T	Type	Special	Form	Date	By	For Concerning
[X] T	MIG			07/20/08	JM	MIG REALTY LLC-4501 Ft 42 Plan/Warrant Approval

Buttons: Final Highlighter, Insert, Change, Freeze, Briefing Report, Mark Complete

Application Date: [Usual, use name. This field sets the sort order for searching. It may act as the folder name for WJRC docs for the property.]

View Highlighted PDF or WJRC Document

Note how the browse tabs remain in view, thus keeping you "connected" to the application

4

Browse Names on File

Name Code	Category	Name	Dear	Phone 1	Contact
1024	CONSTR	CONSTRUCTION	00	(703)294-0099	John Doe
21ST CEN01	CONTR	21ST CENTURY SIGN	95	(803)435-1116	
4171 ROUTE	CONTR	4171 ROUTE 42,		(856)218-8566	
470 DELS01	CONTR	470 DELSEA DRIVE, LLC		(856)232-4551	
5 STAR DEV	ZONE	5 STAR DEVELOPERS INC		(856)881-7540	
5 STAR REM	CONTR	5 STAR REMODELING		(609)888-7100	
7 OIL CO	CONTR	7 OIL COMPANY		(856)798-0707	
A & C LAWN	UTIL	A & C LAWN INC		(732)349-0576	
A & E CO01	PR2B	A & E CONSTRUCTION	WT110706315	(610)449-3152	
A & E HE01	CONTR	A & E HEATING & A/C 01		(856)582-4288	
A & E HE07	ZONE	A & E HEATING		(609)632-4288	
A & J CA01	CONTR	A & J CARPETS		(856)227-1753	
A & S SPRI	ZONE	A & S SPRINKLER CO		(215)379-2990	

Buttons: Insert, Change, Delete, Select, Close

Writing a New Application

Name: []

Address: []

City: []

State: []

Zip: []

Phone: []

Mobile: []

Cell: []

Home: []

Work: []

Business: []

Other: []

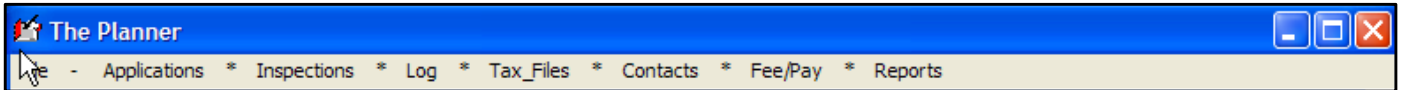
Buttons: OK, Cancel

5

Continue filling-in the blanks. use buttons where available to simplify entry. Just about everything on this screen is helpful, but not really crucial to tracking applications.

Complete the form. NameCode is the last name of the contact or a company mnemonic. (10 character limit.)

Application "Contact Log" Tab



1

Select the 'More' tab

2

Press Button to lookup Attorney name

3

If the proper name does not appear, go to step 4, otherwise press "Select"

Note how the browse tabs remain in view, thus keeping you "connected" to the application

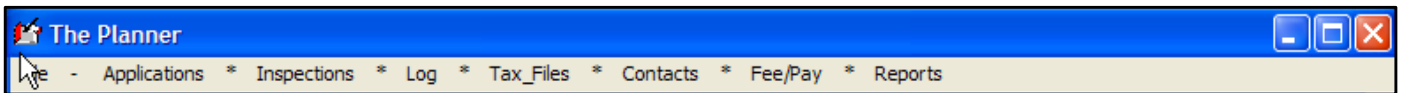
4

5

Continue filling-in the blanks. use buttons where available to simplify entry. Just about everything on this screen is helpful, but not really crucial to tracking applications.

Complete the form. NameCode is the last name of the contact or a company nemonic. (10 character limit.)

Entering a Log Item—Action Form



1 Beginning at the Action Form ...

2 Select using ellipsis

Record Will Be Added

Date: 8/15/08

Entry By: DA

Name Code: HUGHES, JA

Action ID: [Ellipsis]

Action Due Date: [Ellipsis]

Summary:

Text:

F10=Save Cancel

6 Read these three options carefully and check boxes, as appropriate

- Post to Header - This places the Action ID and date in the master record for viewing. Note that 10 days before the Action Date it will appear colored red in the browse.
- This places the text, below, in header 'Notes'. **Careful, it overwrites!**
- This APPENDS text below into header 'Notes'

5 Write some narrative to support your decision to set this action code

3 Select your Action ID by using the ellipsis button to browse the milestone codes

7 Save your work

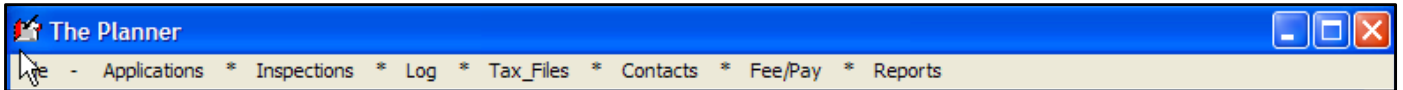
Browse the MileSton File

Milest Code	Description
200ft	200 ft List Certification
As Built	As Built Plan Due
Board	Board Agenda Item
Board Actn	Board Action Deadline
Complete	Resolution, application complete
CPB	County Planning Board Approval
Final	Final Project Disposition

Buttons: Insert, Change, Delete, Select, Close



Entering a Log Item—Memo Form, Part 2



1

Beginning at the Memo Form ...

You can set a reminder for yourself or others using the Tickler Box.

2

Initials	Person Signs Name	Title
DA	Dawn Applegate	Housing Clerk
LB	Linda Bryant	Housing Clerk
MT	Michael Thompson	Housing / Code Enforcemen
RF	Roger Fort	Construction Official
TC	Thomas Casey	Housing / Code Enforcemen
TR	Tim Rodgers	Housing / Code Enforcemen

3

Set a follow-up date--for example, one month away. The follow-up date will appear on the tickler list

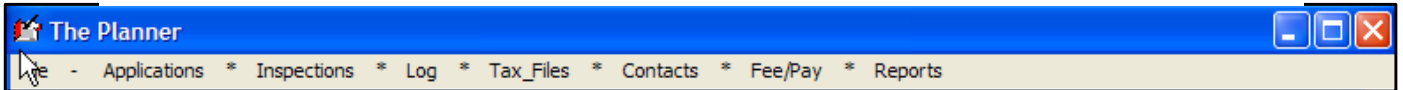
5

Save your work

Once the necessary action is completed--"Date OK"--the item is removed from the tickler list

4

Printouts for Highlighted Record



1

Beginning at the Application Browse...

Application	Status	Project	Block/Lot-Bldg-L	Site	Applicant	Action *
App#	Coded#	Appl Date	Date			Date Action ID
Z0 10929	4/07/06 D	4/07/06	6' fence	254/12-A1234	712 MOHAWK STREE HUGHES, JA	6/08/07 As Built
Z0 11018	3/01/07 X	3/01/07	Construct a 6' fence	116.13/14.	32 INDIAN BIRCH RD, WISNIEWSKI	4/03/07 ZBA
Z0 11022	4/10/06 A	4/10/06	Construct a 10' x14' h	17/23/0.	27 LONG BOW DRIVE MONTESJARI	/ /
Z0 11222	4/13/06 A	9/15/06	INGROUND SWIMMI	6.07/17.	60000 LAWRENCE LA LEONETTI,	4/04/07 Board
Z0 11395	4/26/06 A	4/21/06	INGROUND POOL	11192.01/4.	6 GREENBRIAR ROAD WETZEL, SA	/ /
Z0 11399	4/26/06 D	4/26/06	LAW OFFICE AND 1	113/3	4270 ROUTE 42 HOFFMAN	/ /
Z0 11401	4/25/06 A	4/25/06	FAMILY ROOM	54.23/14.	14 HUNTINGDON WA DOSHI, BHA	/ /
Z0 11403	4/26/06 A	4/21/06	REFACE EXISTING S	132.22/6.	296 GREENTREE RD, PNC BANK %	/ /
Z0 11405	4/26/06 A	4/24/06	Deck	82.50/15.	6 SPRINGFIELD CIRC COSTELLO,	/ /
Z0 11407	4/26/06 A	2/07/07	ABOVE GROUND PO	111.08/19.	31 BARCLAY DRIVE RENZI, ANT	/ /
Z0 11409	4/26/06 A	4/21/06	4' FENCE	260/27	1022 STANDISH DRIN CURCIO, MA	/ /
Z0 11411	4/26/06 A	4/21/06	ADDITION FOR BATH	82.98/14.	25 RAINBOW DRIVE PRICE, MAR	/ /
Z0 11413	4/26/06 A	4/21/06	8' X 12' SHED	195.01/57.	70 BRYANT ROAD HAYES, JOH	/ /
Z0 11415	4/26/06 A	4/25/06	DMV STORE	196.01/1.	5200 ROUTE 42 TURNERSVIL	/ /
Z0 11417	4/26/06 A	/ /	/ /	51.09/1.02	14 PARKE PLACE BLV PARKE PLAC	/ /
Z0 11419	4/26/06 A	4/21/06	4' VINYL FENCE, REF	54.18/26.	41 E HOLLY AVENUE DAVIS, JOH	/ /
Z0 11421	4/26/06 A	4/24/06	ABOVE GOUND POO	195.03/49.	14 DEER COURT ROCKS, JAM	/ /
Z0 11423	4/26/06 A	3/21/06	756 SQ FEET DECK	116.11/4.	2 WHITE BIRCH ROAD MCNELLIS,	/ /
Z0 11425	10/18/05 A	1/05/07	Karate School	39/1	422 DELSEA DR HASSETT, J	/ /
Z0 11517	4/28/06 A	4/28/06	12' X 16' UTILITY SHI	195.03/64.	1 BRYANT ROAD EDWARDS, M	/ /
Z0 11519	4/28/06 A	4/05/06	6' FENCE	19.07/19.	144 SHIRE DRIVE MADGEY, WI	/ /
Z0 11521	4/28/06 A	4/27/06	ABOVE GROUND PO	82.88/17.	8 S MARS COURT SKELLY, WI	/ /
Z0 11523	4/28/06 A	4/27/06	15' X 13' DECK, STEF	6.11/13.	80 CLEMENS LANE ATLEE, KEV	/ /

2

Bring up Print Menu with printout options for the highlighted record

3

Make your report selections

Print Menu

Certificate (Not posted to an inspection)

Envelope

CheckList [ChklistL.WMF]

Print **Quit**

This option asks you to make a further selection

4

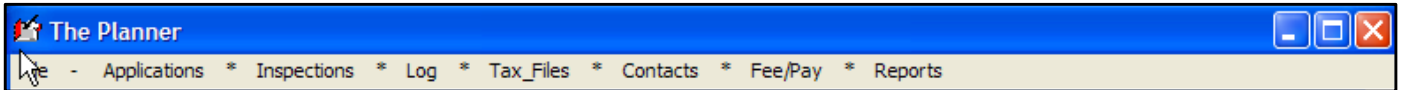
"Print" brings up normal print screen

Browse the Document File

Type	Description
CERTZ	Zoning Permit
CERTZD	Zoning Permit Denial

Select **Close**

Printing ad hoc Documents



1 Click on Registrations

Registration Browse

Registration Table

Registration No. 0 Block/Lot Site Owner Inspection Due Coded Registr. No. 952 Records on File

Locate 0 <-For this locator just start typing, e.g. '1315'

Application	Site	Owner	Inspections	Agent Phone
Regis No.	Block/Lot	Tax Owner	Insp Freq	Reg. Date
Coded No.(if any)	Use Grid	Block/Lot	Pd:	Valid For
X 1	10 S BROADWAY R O T PROPERTIES 1./3.		Due: 20.00 Pd: 30.00 Insp Freq 0 Last Insp 2/26/2001 Date Next // 2001	(000)000-0000 11/07/97
2	16 S BROADWAY TIMMONS, ROBERT 1./4.		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp 2/27/2001 Date Next 1/01/2001	(000)000-0000 11/07/97
3	389 MANTUA AVE VELAHOS, JOHN 1.08/60.00		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp // Date Next //	(000)000-0000 11/07/97
4	401 MANTUA AVE VELAHOS, VINCENT 1.08/62.00		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp // Date Next //	(000)000-0000 11/14/97
5	403 MANTUA AVE VELAHOS, VINCENT 1.08/62.00		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp // Date Next //	(000)000-0000 11/14/97
	405 MANTUA AVE VELAHOS, VINCENT 1.08/62.00		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp // Date Next //	(000)000-0000 11/14/97
	389 MANTUA AVE VELAHOS, VINCENT 1.08/62.00		Due: 0.00 Pd: 0.00 Insp Freq 0 Last Insp // Date Next //	(000)000-0000 11/14/97

Print or Highlighted Recrd Insert Change Delete Close

Billing Menu Tag/Unlag Clear Tags List Tags Duplicate(copy) Item Payments

Program Copyright 1990-1999, MC Systems of NJ, Inc., All Rights Reserved

2 Highlight the registration of interest, press 'Change'

3

Registration Form

Registration Form, Registration No. 00001

Code# 1115 Deleted Reg. Date 1/24/00 Registration Valid For 2000

Block/Lot 1./3 Zoning Billing Exempt Send Bill

Site Address 236 SUGARMAN AVE Unit: 1 Rate Grp/Type 2000

Owner(Tax) PIERCE, DAVID L No Units 1 of 1

Tax Street 246 SUGARMAN AVE Rate 82.50

Tax CSZ: MILLVILLE, NJ 08332 Insp. Freq 12 Months Amount 82.50

Specific Use: Date Last 4/04/2001 Balance last Yr 0.00

Emergency PIERCE, DA (856)455-1372 Next Due 4/04/2002 Fine/Penalty 10.00

Emerg. Contact David Application Total Fee 92.50

Agent Code Mail Date 3/21/2001 Paid- 1/24/00 Balance 82.50

Agent Date Due Balance 10.00

Max Occup. 0 Bedrms: 0 SF 0 Conversion Age/Disab/Restrict Rent Subsidized Other Photos 0 0

Inspections: Action Log Photos Occupants/Other Names Remarks

Date	Type	Insp#	By	Name Code	Summary
4/04/01	STAFF	0	GLS	PIERCE, DA	Standard Letter
4/04/01	STAFF	0	GLS	PIERCE, DA	Standard Letter
4/04/01	LETT1	0	GLS	PIERCE, DA	Standard Letter
4/10/01	VIO1	2	GLS	OWNER	test

F10-Save Insert Change Delete Print Highlighted Document Cancel

4 Press Insert then select document from screen below

Document Selection Browse

Browse the Document File

These are some standard document types

Type	Description
CERTH	Housing Certificate Of Approval
CERTZ	Zoning Permit
COMP	Complaint
FAIL	Inspection Failure
FAIL2	Inspection Failure
FAX	FAX
FBIL	Normal Fire Bill
FBXL	Delinquent Bill
INSP	Inspection Report

Insert Change Delete Close

Update the LOG file for Property 1./3.

Date 4/10/01

Document Type FAIL (STAFF for staff memo, LETTER for letters, MEMO, FAX)

Name Code (If a letter, this is the address, look it up by pressing the Name Code button. This field provides the cross-reference to the contact file.)

Send document to... Tax Owner Name Code

To John Doe (Use the 'To' field for a staff memo or the 'Clear' part of a letter (the program provides the words 'To' or 'Dear

Originator GLS This is who will be signing the document

Summary Inspection Failure

You are the owner/tenant of the subject property. You have days to take the required corrective action. Complying within that time you will avoid a complaint being filed with the Municipal Court of the city of Millville without further notice to you. If convicted, this may subject you to a fine and other penalties at the discretion of the Judge. Once the complaint is signed the complaint will not be dismissed. You must appear before the judge to explain why the corrections were not completed by the required date.

If you have any questions or you are in need of any help please call our office at 825-7000

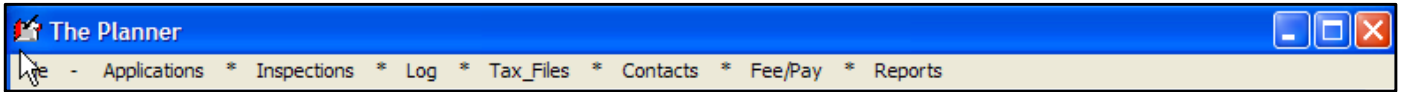
F10-Save Cancel

5 If you selected a letter or a staff memo, you must supply the text. Standard wording will be supplied for other selections

Fill in the blanks, then save

6 Print your Document

Application "Inspection/Plan Review" Tab

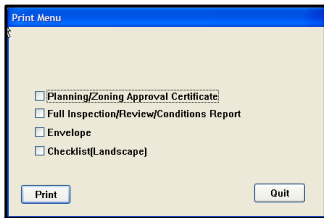


1

Beginning with the Application Form

2

Select the Inspection Tab

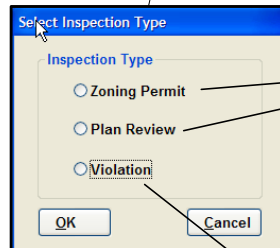


5

Print inspection results

3

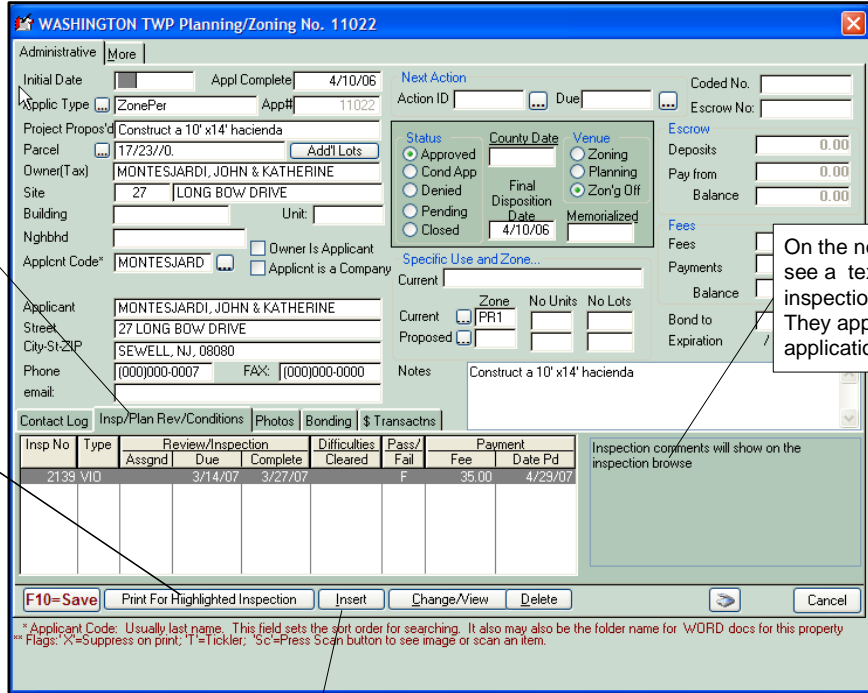
Press the INSERT button



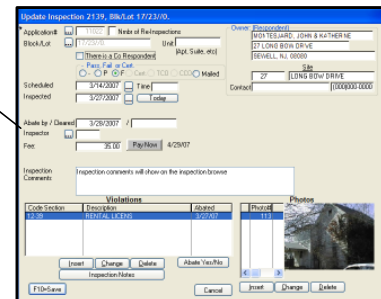
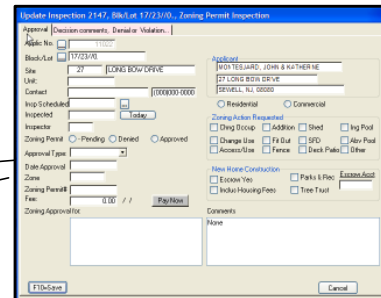
4

Choose the type inspection you want (we consider a plan review as a type inspection).

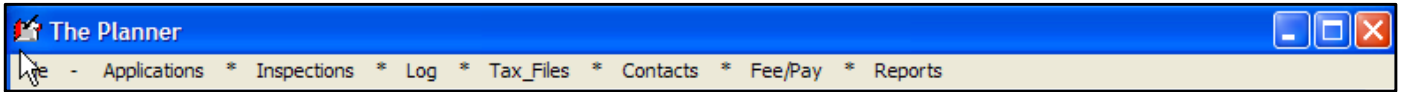
One of two forms will appear as shown



On the next page you will see a text box for inspection comments. They appear here on the application screen.



Entering a Violation Inspection



1 Beginning with the Violation Inspection Form . . .

2

If you are starting from the Application Form then Application#, block/lot and other fields will already be set up.

Otherwise, press the appropriate ellipsis to import the data.

3

Fill-in the blanks as appropriate. Use ellipsis where available

Code Section	Description	Abated	Photo#
12-39	RENTAL LICENS	3/27/07	113

4

Saves a step if you use the 'Pay Now' feature. Press button

5

If you must add a violation, press the INSERT button to add one. Repeat as necessary

6

Press the button to select a code section to cite

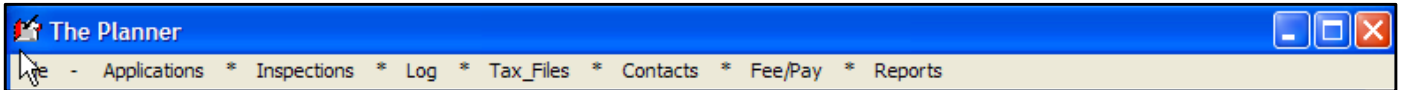
Press INSERT to add a photo.

5

7

Customize the citation, if you wish.

Zoning Inspection—Data Sources



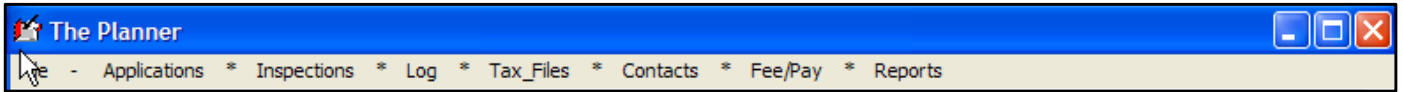
Zoning Permit Inspection Form--Approval

For this example, select PER, or Zoning Permit, from the Document Types screen. (See step 3)
Complete form

- There are four approval types, which are accessed from the drop down menu. Each approval type inserts the following words into the completed certificate:
1. Permitted, "which is a use permitted by ordinance"
 2. Variance, "which is a use permitted by variance approved on [date] subject to any special conditions attached to the grant thereof"
 3. Officer NC, "valid non-conforming use as established by the Zoning Officer based on evidence supplied by the applicant as specified on the reverse hereof, and the detailed statement, above, of all aspects of the non-conforming use"
 4. Board NC, "which is a valid non-conforming use as established by finding of the Zoning Board of Adjustment"

- Checking off any of these boxes triggers the addition of the following language to the certificate, as appropriate:
- "The financial obligations of the applicant include:
- "Establishment of an escrow account" or
 - "Inclusionary housing fees" or
 - "Parks & Recreation Dept. contribution" or
 - "Tree Trust"

Entering Zoning Inspections



For this example, select CCO from the Document Types screen.
Complete form as shown

Lookup Registration #, if appropriate

Always lookup Block/Lot

Select pass "P" or fail "F."
Alternately, select "mailed" if the certificate has been mailed

Enter scheduled date and time of inspection.
Click on the ellipses button and a monthly calendar will come up to help you identify dates

Enter fee amount. If fee is being paid immediately, click on the Pay Now button and the Payments Screen appears. Instructions are on step 5

You can include information about construction permits, if you have the MC Systems' Permit Application System (MPAS) program. If you have MPAS, permits you select will be displayed in the Comments field. Since you are printing a CCO, you can have these words appear on the permit, as well

Always save your work

If you must enter violations, press Insert

If unsure about violation number or description, press the ellipses button and the NJ codes will appear.

CCO Inspection Form

Registration# 4565 Nbr of Re-Inspections CCD
Block/Lot 0/0 Unit: (Apt. Suite, etc)
 There is a Co Respondent
Pass, Fail or Cert: P F Cert TCO CCD Mailed
Scheduled: [calendar icon] Time: [time icon] Abate by: [calendar icon]
Inspected: [calendar icon] Today
Passed: [calendar icon] Today
Next Periodic Insp: 6/07/06
Inspector: [calendar icon]
Fee: 0.00 Pay Now //
Check Constructn Permits: (Functionality only active if you have MPAS. Permits you select will be displayed in 'Comments')
Inspection Comments: [text area]
Reason: New Rental Sale Violation Periodic (Reg)
Violations table:

Code Section	Description

Photos table:

Pho No	Description

Buttons: F10=Save, Insert, Change, Delete, Cancel

If this is a CCO, you can have these words appear on the certificate

Violation: [text field]
Description: [text field]
[calendar icon]
Buttons: F10=Save, Cancel

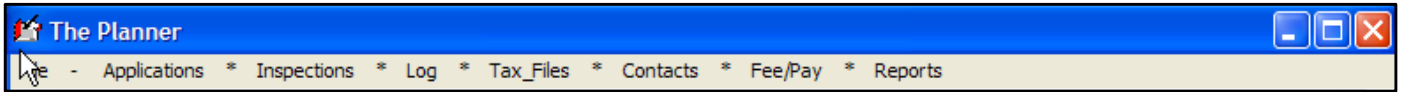
You can sort by code # or by an alphabetical listing of code descriptions

Code | Description |
Change Code in Use
Locate

Code Section	Description
219-2A	Application & Review
IPMC 303.2	ENCLOSURES
N.J.S.A. 40	N.J.S.A. 40:
NO VIOLATIONS	
PM-101.1	Title:
PM-101.2	Scope:
PM-101.3	Intent:
PM-101.4	Referenced standards:
PM-101.5	Existing remedies:
PM-101.6	Workmanship:

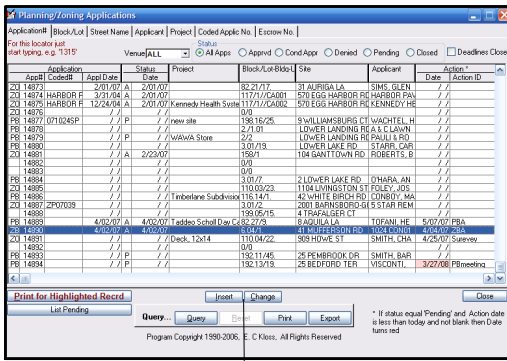
Buttons: Select, Insert, Change, Delete, Close, List Codes (Print out)

Application Photos Tab



1

Beginning at the Application Browse . . .



2

You can add photos to new zoning or planning board applications or existing ones by pressing Insert or Change

3

Select the Photos Tab

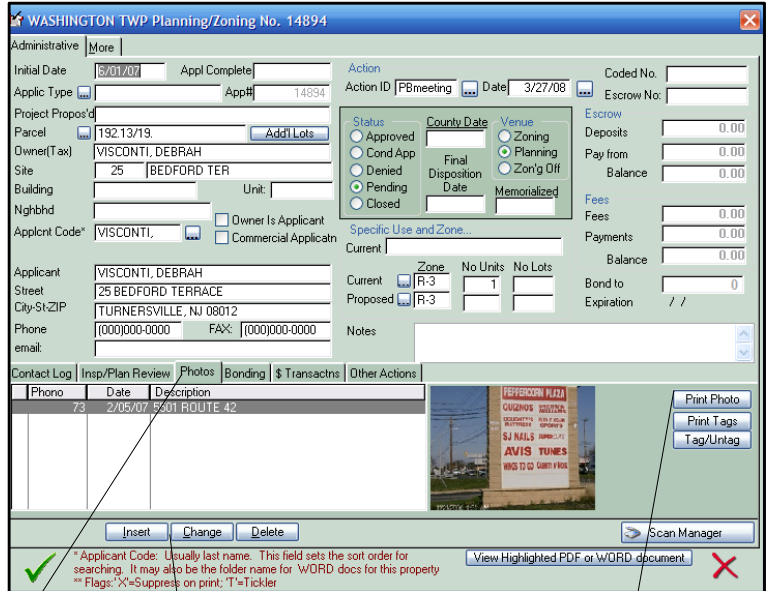
4

You can insert or change JPG photos by pressing these buttons. In the form that comes up simply enter the correct photo file name, a description of the photo (eg, it's address), and save it. The photo is now attached to the file.

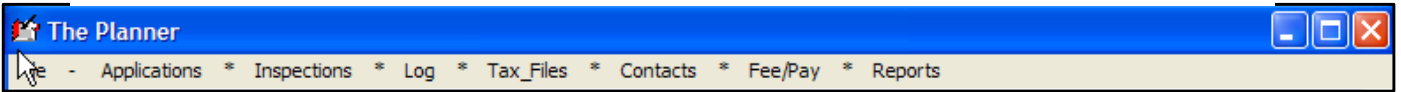
5

Print Photo prints from MS Word. It gives you a print preview, as show below

Application Form



Application Bonding Tab



1

Beginning with the Application Form

2

Select the Bonding Tab

Total bonding and date of first to expire

3

Press the INSERT button

4

Fill in fields as necessary

5

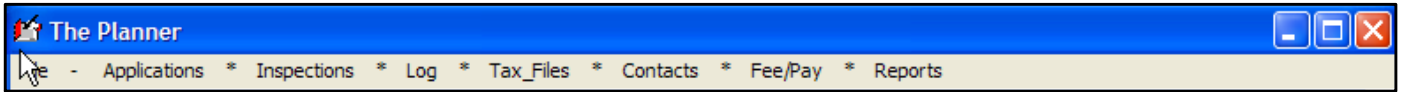
Look up/Add new bonding company

6

Bonding report

7

Application \$ Transactions Tab



1 Beginning with the Application Form

Date	Rate Code	Fee Type	From/To	Description	Escrow		Fees		Check
					Deposit	Paid	Due	Paid	
6/01/07	ZB Appl	Payment	HUGHES, JA	Zoning Board Application			50.00	50.00	1234
6/01/07	Deposit	Deposit	HUGHES, JA	Deposit to Escrow	1,000.00				45764
6/01/07	Trailer	Withdraw	HUGHES, JA	Trailer - Temporary		35.00			67
6/01/07	Inspectn	Payment	HUGHES, JA	Zoning Permit			35.00		
6/12/07	Inspectn	Payment	HUGHES, JA	Zoning Permit			35.00	35.00	1234

2 Select the \$ Transactions Tab

Escrow totals shown here

Fee totals shown here

All transactions for this application

3 Press the INSERT button

10

4 Select the Transaction Type

7 Inspection/Review No. will already be filled-in if you used the 'PAY NOW' button. Otherwise, if an inspection, connect to the inspection record by using the ellipsis

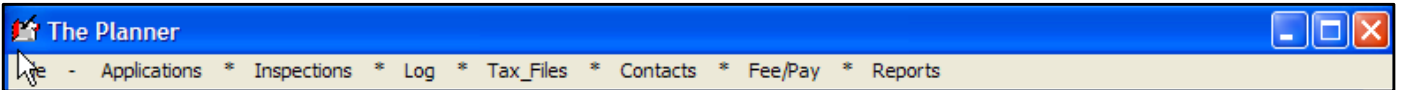
5 Applicant appears by default, otherwise look up

8 You may enter Due and Paid in the same transaction, or separate transactions. Your choice.

6 Look up 'For'

9

Application "Other Actions" Tab



1

Beginning at the Application Browse . . .

2

Select the Other Actions Tab

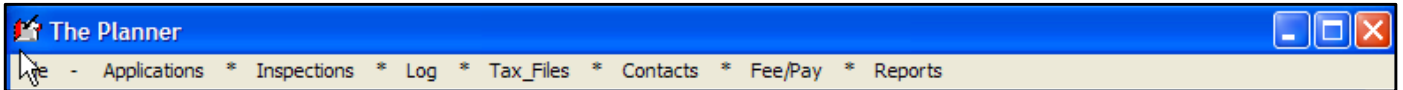
Insp No	Type	Review/Inspection		Difficulties	Pass/ Fail	Payment	
		Assgnd	Due			Complete	Cleared

3

From here xxx

Complete form. Remember to save

Planner Log Browse



1

Beginning at the Log Browse . . .

T	TG	Sc	Seq#	Type	From To	By	Assgt	Date	Follow-up	Date OK	Name Code	Parcel	Summary
			475	MEMO	MT			9/12/08			BOARD OF E	115/100	Child Care Verification Letter
			362	PDF		JN1		1/10/05			ROUTE 42 L	115.02/9.01	R13-2005 Use Variance De
			371	NEXT	PLNBRD	JN1		12/15/06			LOCUST HIL	115.02/16.01	Planning Board
			239	PDF		JN1		10/17/06			MLB REALT	115.04/10	R06-55 Site Plan Waiver Ac
			112	MEMO		JN1		12/05/06			SKLIKAS	115.04/11.07	Relocate Sign from previous
			368	NEXT	ZOR	JN1		12/15/06			PASTORE, N	115.04/11.07	Zoning Officer Review
			185	NEXT	Construct	JN1		12/11/06			PASTORE, N	115.04/11.07	CO Construction Department
			184	NEXT	ZOR	JN1		12/01/06			PASTORE, N	115.04/11.07	CO Zoning Officer Review
			203	PDF		JN1		4/18/06			SKLIKAS	115.04/11.07	CO R06-20 Site Plan Waiver Ac
			462	MEMO	CORR	JN1		5/01/07			WISNIEWSKI	116.13/14	Used Car Sales Only
			461	WORD	KD			4/06/07			WISNIEWSKI	116.13/14	Verification of Zone
			460	LETT		JN1		4/05/07			WISNIEWSKI	116.13/14	Child Care Verification Letter
			439	WORD	AH1			3/28/07			1024 CON01	116.13/14	Agenda for the monthly plan
			440	LETT		AH1		3/28/07			1024 CON01	116.13/14	Agenda for the monthly plan
			425	PDF	CORR	LC		3/19/07			WISNIEWSKI	116.13/14	Was Ven/Ver/LandPage1.P
			436	WORD		JD		3/28/07			CONBOY, M	116.14/1	Agenda for the monthly plan
			438	TIF	CORR	JD		3/28/07			CONBOY, M	116.14/1	116.14-1_P200000438.TIF
			187	NEXT	PLNBRD			12/11/06			MARZ, ROY	116.36/8.09	Planning Board
			316	NEXT	Memoriali	JN1		12/14/06			Omnipoint	116.37/16.01	Memorialize
			89	NEXT	ZBRD	JN1		12/05/06			Omnipoint	116.37/16.01	Zoning Board

If you license these other MC System programs, you can view their logs

3

To look up all log entries connected with a property, simply select the All Parcel tab, enter the Block/Lot in the Locate bar and press enter

All long entries for the block/lot will appear together

2

Highlight desired record and press Change button. This will bring up the memo, letter, or other document associated with that record.

Update the LOG File

Date: 4/05/07 Send To: Owner Applicant Attorney Engr/Planner Other

Document Type: LETTER

Name Code: WISNIEWSKI

Contact: _____

Name: WISNIEWSKI, WILLIAM T & MAR

Address: 32 INDIAN BIRCH ROAD

CSZ: TURNERSVILLE, N.J. 08012

To/Dear: Applicant

Originator: JN1 This is who will be signing the document

Summary: Child Care Verification Letter

Std Words: This letter is in response to your request for a zoning compliance letter for the above referenced property located at 340 Egg Harbor Road. Our office has verified that the property is zoned as O-1 (Office Residential). The proposed use of the property as a Child Care Center is permitted under the NJS 40:55D-66.6.

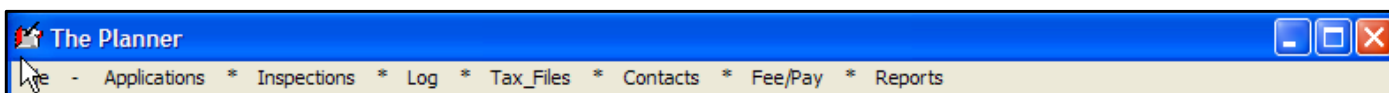
Remember to close open MS Word documents before pressing the 'W'

Expand Text F10=Save Cancel

Copies to: LETTER

460

Planner Log Form



1

Beginning at the Planner Log Form . . .

2

Press Word button

Note how the tokens in the letter form at left, are replaced by data from the planner log form above in the final letter, below right

```

<DATE>

<CONTACT>
<OWNERNAME>
<ADDRESS1>
<ADDRESS2>
<ADDRESS3>

Re: <SUBJECT>
    <BLOCKLOT>

Dear <DEAR>:

<NARRATIVE>

Very truly yours,

<SIGNATURE>
<TITLE>
    
```

```

April 5, 2007

WISNIEWSKI, WILLIAM T & MARYANNE
32 INDIAN BIRCH ROAD
TURNERSVILLE, NJ, 08012

Subject :Child Care Verification Letter
Block/Lot: 116.13/14.
Application No. 11018.

Dear Applicant:

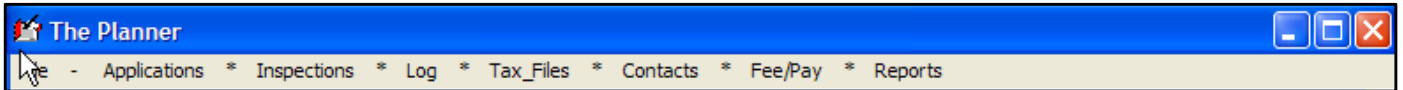
This letter is in response to your request for a zoning compliance letter for
the above referenced property located at 340 Egg Harbor Road. Our
office has verified that the property is zoned as O-1 (Office Residential).
The proposed use of the property as a Child Care Center is permitted
under the NJS 40:55D-66.6.

Should you have any further questions, please do not hesitate to contact
the undersigned.

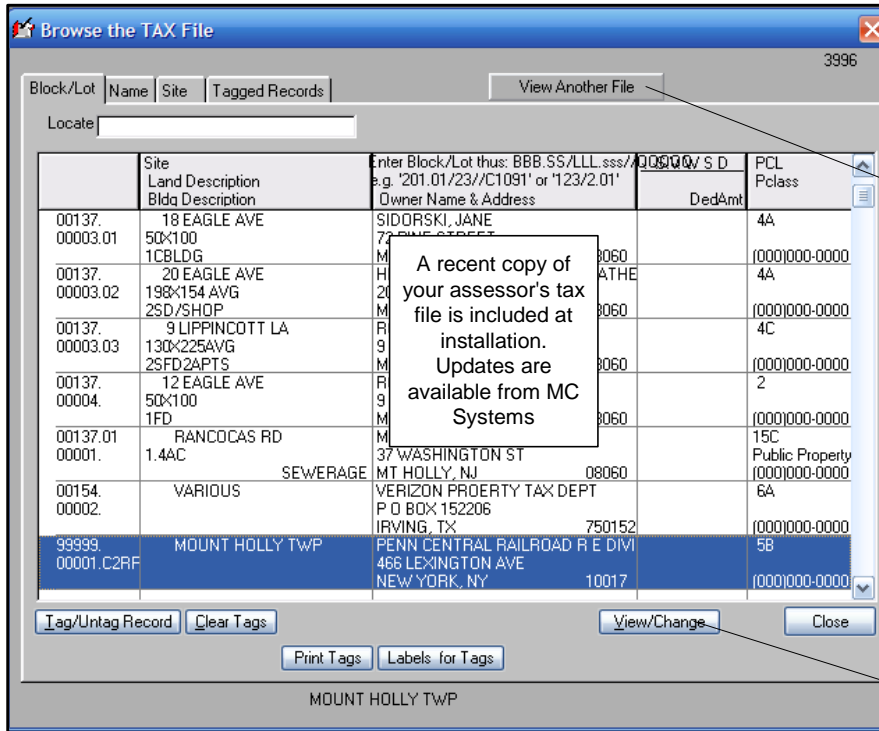
Very truly yours,

Jeanette Naylor
Planning Zoning Clerk
    
```

Tax Files Browse



Beginning at the Tax Files Browse . . .



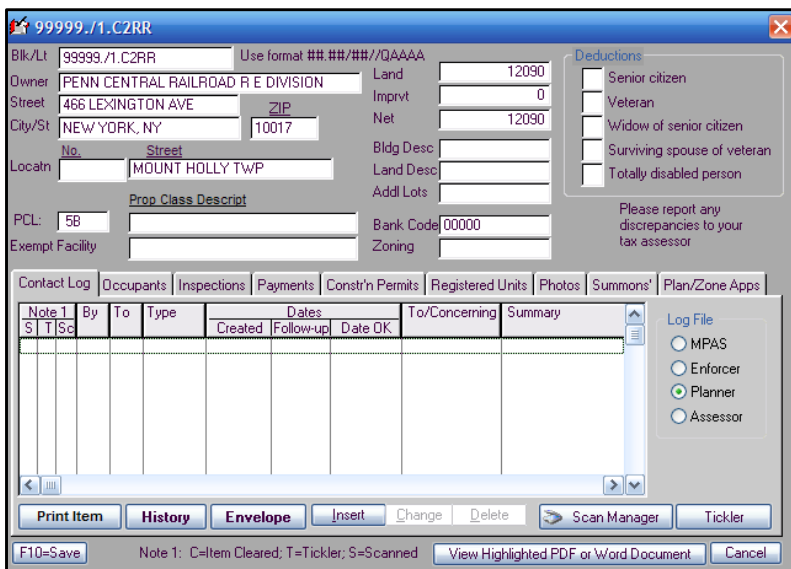
This button will provide you with a historical record of tax data, up to the current year, as your data base builds

A recent copy of your assessor's tax file is included at installation. Updates are available from MC Systems



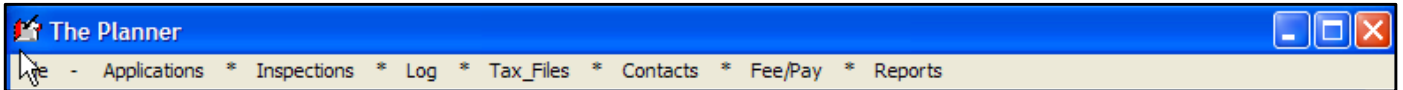
Press to view

Tax File Browse



Note: This screen shows all available information for a block and lot. (Program works best when MC Systems Enforcer and MPAS licenses are installed.)

Contact Log Browse

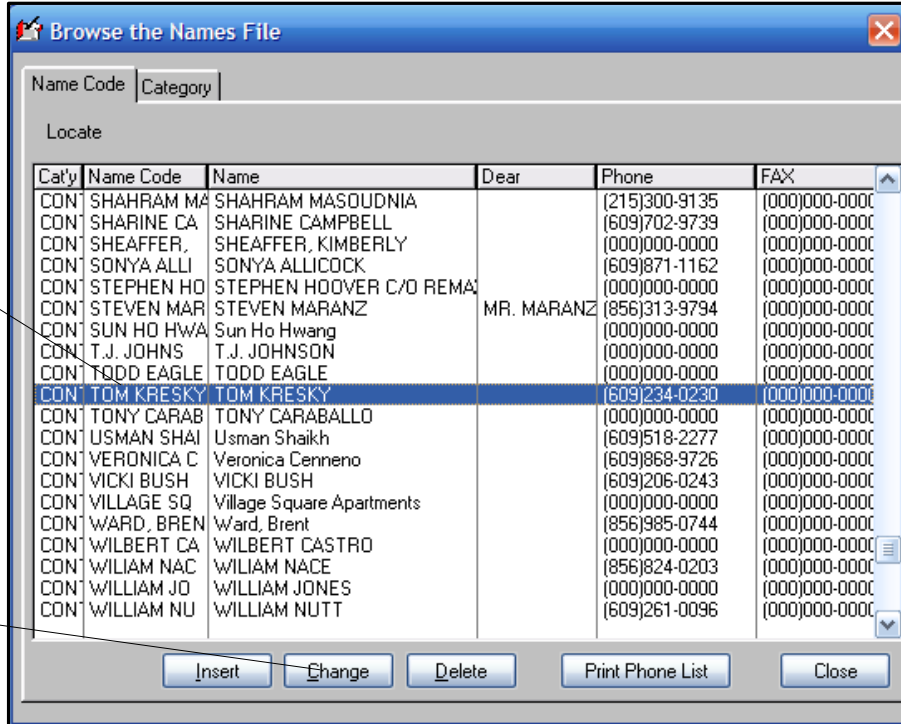


1

Beginning at the Contact Log Browse . . .

2

Highlight the desired record (See "Conventions...", found in beginning of manual)



3

Press Change to view record; Insert to make new record

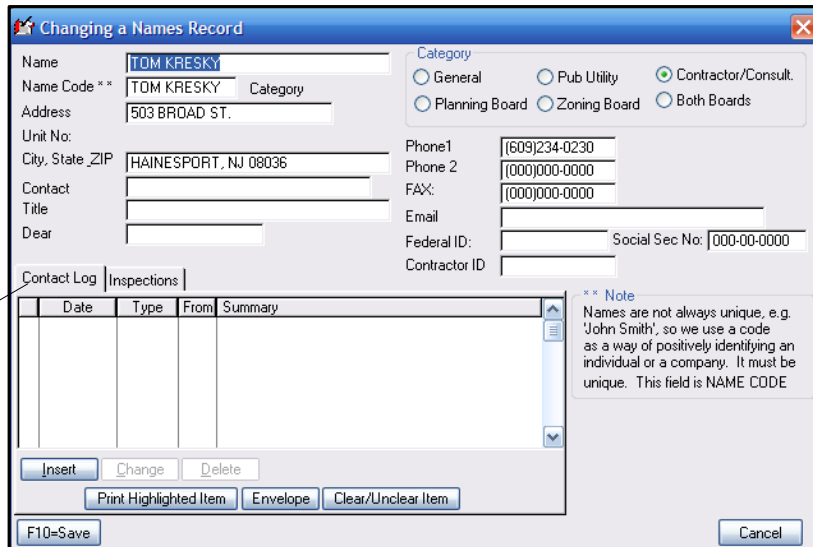
Contact Record

4

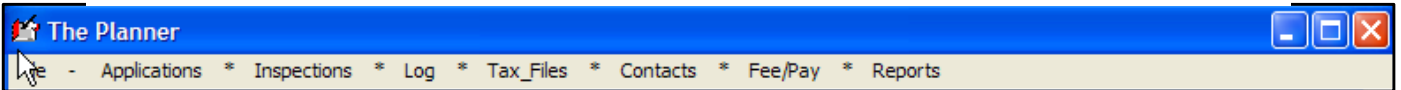
Complete form

5

Tabs show correspondence history and inspection



Fee/Escrow Browse



Beginning at the Fee/Pay Browse . . .

You can print reports for All Transactions, Escrow Lists, or Fee Lists for any date range or for one day

Fees are entered in other parts of the program. This feature lets you view fees and payments made for a day or any other time period and print reports tailored to your specific needs

Date Range for Report

Beg Date
 End Date

Browse the Fee/Payment File

Transaction No. | Date | Application No. | Transactions for One Day |

Locate 0

Trans No	Date	Applic No	Insp No	Rate Code	Description	To/From Escrow		Fees		Paid	Check
						Deposit	Withdrawal	Amt Due			
1	/ /	10298	10298	PERM	Zoning Permit Inspection			25.00		50.00	134
3	3/28/07	11018	11018	PERM	Zoning Permit Inspection			25.00		25.00	
4	4/10/06	11022	11022	PERM	Zoning Permit Inspection			25.00		25.00	Cash
5	4/13/06	11222	11222	PERM	Zoning Permit Inspection			25.00		25.00	
6	4/26/06	11395	11395	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
7	4/26/06	11399	11399	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
8	/ /	11401	11401	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
9	4/26/06	11403	11403	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
10	4/26/06	11405	11405	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
11	4/26/06	11407	11407	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
12	4/26/06	11409	11409	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
13	4/26/06	11411	11411	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
14	4/26/06	11413	11413	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
15	4/26/06	11415	11415	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
16	4/26/06	11417	11417	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
17	4/26/06	11419	11419	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
18	4/26/06	11421	11421	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
19	4/26/06	11423	11423	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
21	4/28/06	11517	11517	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
22	4/28/06	11519	11519	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
23	4/28/06	11521	11521	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
24	4/28/06	11523	11523	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
25	4/28/06	11525	11525	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
26	4/28/06	11527	11527	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
27	4/28/06	11529	11529	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
28	4/28/06	11531	11531	PERM	Zoning Permit Inspection	25.00		25.00		25.00	

View

List All Transactions List Escrow List Fees

Using the ellipses button, you can select the specific day for which you want to view the transactions

Transactions for One Day

Browse the Fee/Payment File

Transaction No. | Date | Application No. | Transactions for One Day |

4/26/06

Trans No	Date	Applic No	Insp No	Rate Code	Description	To/From Escrow		Fees		Paid	Check No.
						Deposit	Withdrawal	Amt Due			
6	4/26/06	11395	11395	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
7	4/26/06	11399	11399	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
9	4/26/06	11403	11403	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
10	4/26/06	11405	11405	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
11	4/26/06	11407	11407	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
12	4/26/06	11409	11409	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
13	4/26/06	11411	11411	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
14	4/26/06	11413	11413	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
15	4/26/06	11415	11415	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
16	4/26/06	11417	11417	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
17	4/26/06	11419	11419	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
18	4/26/06	11421	11421	PERM	Zoning Permit Inspection	25.00		25.00		25.00	
19	4/26/06	11423	11423	PERM	Zoning Permit Inspection	25.00		25.00		25.00	

Daily Reconciliation!

The program totals the fees for the day you have selected

300.00

View

List All Transactions List Escrow List Fees

You may view data for a specific transaction on this screen, but any changes you make will not be saved to the data base

Applic No: 11395

Date: 4/26/06

You may View but not change data on this screen

Transaction Type

Deposits to Escrow or Charges withdrawn from Escrow
 Deposit to Escrow
 Pay from Escrow
 Non-Escrow

To/From: OWNER

For: PERM Insp/Rev No: 11395 (If any)

Description: Zoning Permit Inspection

Amt Due: 25.00

Paid:

Check#/Cash:

Initials:

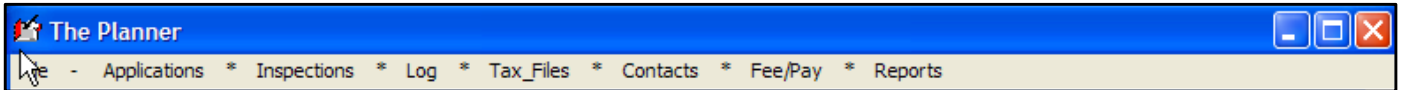
Block/Lot: 192.0174

Remarks:

6

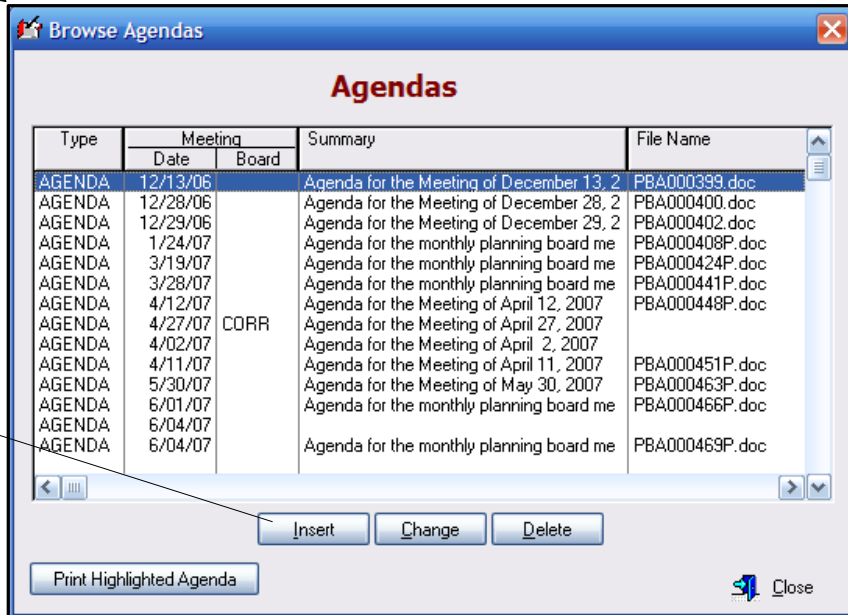
OK Cancel

Creating and Viewing Agendas, Part 1



1

Beginning at the Agendas Browse . . .

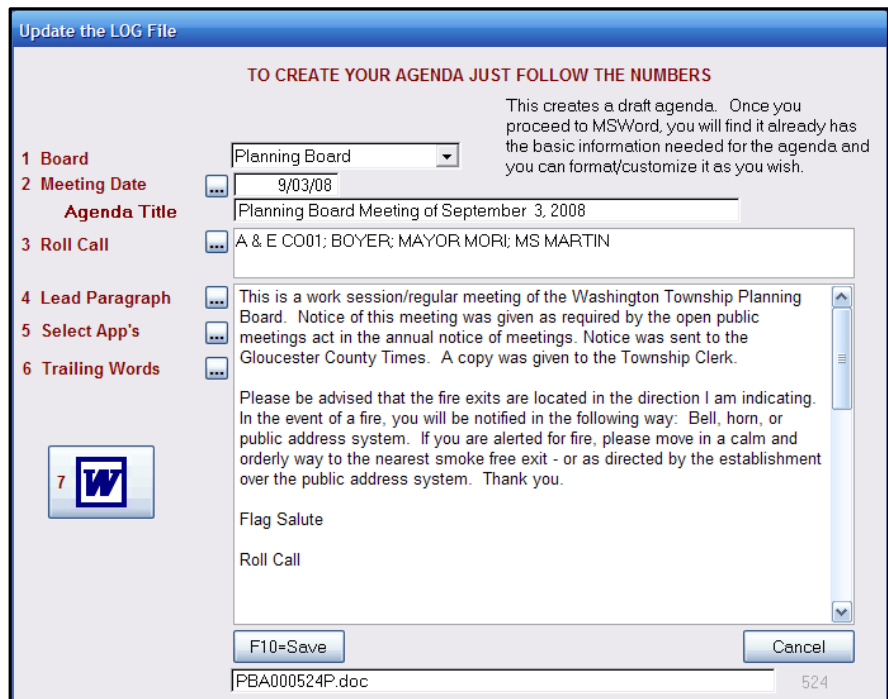


2

Select "Insert"

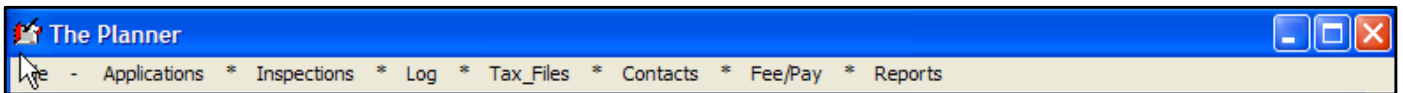
The Agenda Browse keeps track of all your meeting agendas. It keeps all of this information at your fingertips, making generating copies and referring to action items a simple task. The forms you can access from this browse make creating new reports a remarkably easy task, as you will see in the following pages

To create your meeting agenda, just follow the numbers. The drop menu and ellipses buttons with built in calendar and standard words' features make it easy. You print from Microsoft Word, as usual. The following pages walk you through the process



Agenda Form

Creating and Viewing Agendas, Part 2



2 The ellipsis button calls up a calendar that lets you select the meeting date with ease

3 If you press the Roll Call ellipsis button, the Planning or Zoning Board members will automatically be filled in. (See Contact Log page. The Contact Log Record form has a Category section where you check off if the contact is a member of the Planning, Zoning, or both boards, etc.)

4 The program provides you with standard words, as shown in the sample here. You can modify and save them to make them appropriate to your needs

5 See below

6 See step 4

1 The drop menu lets you select Zoning or Planning Board Meeting

Agenda title automatically entered

Update the LOG File

TO CREATE YOUR AGENDA JUST FOLLOW THE NUMBERS

This creates a draft agenda. Once you proceed to MSWord, you will find it already has the basic information needed for the agenda and you can format/customize it as you wish.

1 Board Planning Board

2 Meeting Date 9/29/08

Agenda Title Planning Board Meeting of September 29, 2008

3 Roll Call BOYER, MAYOR MORI; MS MARTIN; ABATE, JOS; ADAMS, D.J

4 Lead Paragraph This is a work session/regular meeting of the Washington Township Planning Board. Notice of this meeting was given as required by the open public meetings act in the annual notice of meetings. Notice was sent to the Gloucester County Times. A copy was given to the Township Clerk.

5 Select App's

6 Trailing Paragraph

Please be advised that the fire exits are located in the direction I am indicating. In the event of a fire, you will be notified in the following way: Bell, horn, or public address system. If you are alerted for fire, please move in a calm and orderly way to the nearest smoke free exit - or as directed by the establishment over the public address system. Thank you.

Flag Salute

Roll Call

F10=Save Cancel

PBA000525P.doc 525

Agenda Form

5a Select zoning or planning board applications you want included in the agenda by double clicking on them in the "All Applications..." tab

5c Switch to the Applications for this Meeting tab and press the Continue button. This automatically imports all the applications into your meeting agenda

Save Change

Double-click on those applications you want included in the Agenda

All Applications for Venue by Number

Venue	Applic#	Action	Date	Applicant Name	Project	Current Status
ZB	13444	ZBmeeting	9/30/08	KACIC, TOMMIS(LAVA & N	Office/residence	
ZB	13448	ZBmeeting	9/30/08	Manor Care	Nursing Home	
ZB	13450			SHEPPARD, JOHN N	SFD	
ZB	13452	ZBmeeting	3/27/08	BLACK HORSE PIKE ANIN	Veteranarian Hosp - New	
ZB	13454			ECHO CENTER ASSOCIA	DYFS	
ZB	13456			BLACK, STEPHEN M & JA		
ZB	13462			WASHINGTON TWP SPC	Washington Twp Sports Medicine	
ZB	13464			Smith / Slice of Dream		
ZB	13475			Omnipoint communications	Antennae for Omnipoint	
ZB	13495			Interstate Development S	CVS	
ZB	13487			Mark Investment MidAtlan	Walgreens	
ZB	13489			MCGINLEY, MARIA K & M	Use Variance & Minor Sub	
ZB	13582			Down Harris	Professional Office in Residential	
ZB	14213			KOBE, JOHN W, JR & MEL	Patio w/Roof	
ZB	14225			Addison Bradley	Senior Citizen Condos	
ZB	14226			Thomas Heidenberg	Development & Professional Offices	
ZB	14259		9/28/08	CASTORINA, CHAD C & C		

Save Change

"All Applications" Tab

Save Change

To add applications to the meeting for this venue, switch to a tab for 'All Applications...' and double-click on those you want included.

Applications for This Meeting

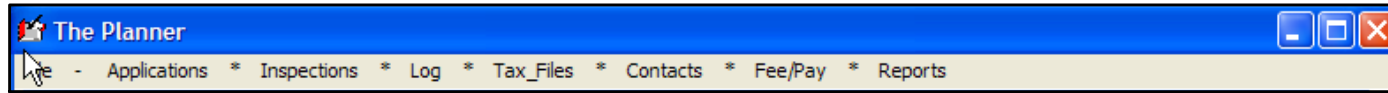
This tab shows all pending apps for the date chosen with an Action ID of PBmeeting or ZBmeeting as appropriate

Applic#	Action	Date	Applicant Name	Project	Current Status
13505	PBmeeting	9/03/08	Learn to Express	Learning Express	
13580	PBmeeting	9/03/08	WASHINGTON TWP FIRE	Variance	
14251	PBmeeting	9/03/08	ProCacci Development Co	ProCacci Development Co.	

Continue

"Applications for this Meeting" Tab

5b Press Save/Change after each application you've selected



Update the LOG File

TO CREATE YOUR AGENDA JUST FOLLOW THE NUMBERS

This creates a draft agenda. Once you proceed to MSWord, you will find it already has the basic information needed for the agenda and you can format/customize it as you wish.

- Board: Planning Board
- Meeting Date: 9/30/08
- Agenda Title: Planning Board Meeting of September 30, 2008
- Roll Call: BELL, DO01, BROWN, BROWN & CO, BRUCE, CARPENTER, CELLA01, CLARK, JAY, PETRON, JOHN, FETTI, RICH FINI, GREG FARNU, GUS KNESTA
- Lead Paragraph: This is a work session/regular meeting of the Washington Township Planning Board. Notice of this meeting was given as required by the open public meetings act in the annual notice of meetings. Notice was sent to the Gloucester County Times. A copy was given to the Township Clerk.
- Select App's
- Trailing Paragraph: Please be advised that the fire exits are located in the direction I am indicating. In the event of a fire, you will be notified in the following way: Bell, horn, or public address system. If you are alerted for fire, please move in a calm and orderly way to the nearest smoke free exit - or as directed by the establishment owner, the public address system. Thank you.

See also Standard Words form, next page

219, GLOUCESTER COUNTY CHURCH

F10=Save

PBA001621P.doc 1621

Agenda Form, Draft 1 of the product



Planning / Zoning
TOWNSHIP OF WASHINGTON / GLOUCESTER COUNTY 434-388-4222
MUNICIPAL BUILDING, P.O. BOX 1160, TURNERSVILLE NJ 08012

Agenda Planning Board Meeting of September 30, 2008

Roll Call

Douglas Bell, John Brown, Brown & Company, LLC, John Bruce, Addie Carpenter, Paul Clark, Jay Petron, Joan Fetti, Rich Fini, Greg Farnu, Gus Knesta

This is a work session/regular meeting of the Washington Township Planning Board. Notice of this meeting was given as required by the open public meetings act in the annual notice of meetings. Notice was sent to the Gloucester County Times. A copy was given to the Township Clerk.

Please be advised that the fire exits are located in the direction I am indicating. In the event of a fire, you will be notified in the following way: Bell, horn, or public address system. If you are alerted for fire, please move in a calm and orderly way to the nearest smoke free exit - or as directed by the establishment owner, the public address system. Thank you.

Flag Salute

Roll Call

219, GLOUCESTER COUNTY CHURCH
Application Date: 10/02/92
Block/Lot : 13/17.09
Site : CHAPEL HEIGHTS ROAD
Applicant : ANTON CONSTRUCTION, 359 CHAPEL HGTS. RD., SEWELL, NJ 08060
FTG.& FOUNDATION PERMIT, ONLY: FTG.& FOUNDATION ONLY SITE PLAN APPR. 11/9/91 - RES. 491-75 SOIL CONG.APPR., APP. 492-065, LYRENT - 10/15/91

368, HOLY FAMILY CH./PARISH CNTR
Application Date: 11/05/92
Block/Lot : 19A117
Site : 226 HURFFVILLE ROAD
Applicant : STANKER & CALETTO, PO BOX 243 VINELAND, NJ 08080
13,850 SQFT PARISH CENTER, ADDITION: PARISH CENTER (2 BUILDINGS) AS PER SITE PLAN APPROVAL OF PL BD. 6/23/92, 92-31, 6/23/92

This selection allows the user of the Planner to provide a standard ending to the agenda. It is an optional selection for the user and is set up in Standard Words by the user for repeated use.

Changing a Names Record

Name: John Brown
Name Code: BROWN
Address: 123 New St
Unit No.:
City, State, ZIP: Pitman, NJ 08071
Contact Title:
Email:
Dear:
Phone 1: 0000000000
Phone 2: 0000000000
FAX: 0000000000
Federal ID: 0000000000
Social Sec No: 0000000000
Contractor ID:

Category: General Pub Utility Contractor/Consult
 Planning Board Zoning Board Both Boards

Operations:

Name	Type	From	Summary

Buttons: Insert, Change, Delete, Print Highlighted Item, Envelope, Clear/Unclear Item, F10=Save, Cancel

Contact Form

WASHINGTON TWP Planning/Zoning No. 00219

Administrative: Appl Complete: 10/09/92
Applic Type: FTG & FOUNDATION P
Project Proposal: GLOUCESTER COUNTY CHURCH
Parcel: 53.17.09
Owner (Tax):
Site: CHAPEL HEIGHTS ROAD
Building:
Ngbhd:
Applicant Code: GLOUCESTER CH
Applicant: ANTON CONSTRUCTION
Street: 359 CHAPEL HGTS. RD.
City/State/ZIP: SEWELL, NJ 08060
Phone: 0000000000
FAX: 0000000000

Status: Approved Zoning Escrow
 Cond App Planning Deposits
 Denied Zoning Off Pay from
 Pending Memorialized Balance
 Closed

Specific Use and Zone:
Current: R
Zone: No Units, No Lot
Bond to: 0
Expiration: / /

Notes: FTG.& FOUNDATION PERMIT, ONLY: FTG.& FOUNDATION ONLY | SITE PLAN APPR. 11/9/91 - RES. 491-75 SOIL

Contact Log:

Block	Type	Special Form	Date Created	Follow Up	Date OK	By	For/Concerning	Summary

Buttons: Print Highlighted, Insert, Change, Envelope, Briefing Report, Mark Complete, Scan Manager

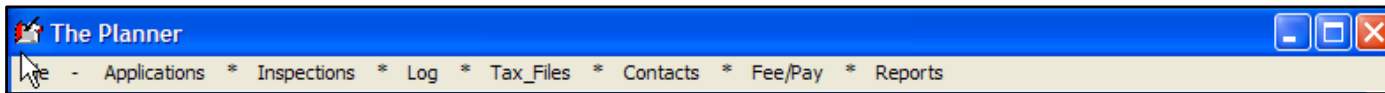
Application Form

Clearly the program has not produced an agenda suitable for distribution, however, it did bring over all the important information for you to format and re-arrange for the final product

The Planner, a Program for Pla

Program and manual copyright 1999-2009 by, E. C Kloss. All Rights Reserved
MC Systems Software and Services, LLC; 15 McCay Way, Delanco, NJ 08075-5229 (609)221-1693

Using and Changing Standard Words in Agendas



1

Beginning at the Agenda Form . . .

This form creates a draft agenda. Once you proceed to MS Word you will find it already contains all the basic information needed for the agenda and you can format/customize it as you wish

2

When you press the ellipses buttons for the Lead Paragraph or Trailing Paragraph the Standard Words Form comes up. It contains standard words for Planning and Zoning Board issues.

Key to the ease of use of the Agenda Form is the Standard Words feature. This allows you to use stock paragraphs that you can then tailor for your specific agenda in MS Word before you print or save

Doc Code	Description
AGEND01P	Beginning paragraph(s) for planning board Agenda
AGENDA02	Trailing paragraph(s) for planning board agenda
BUS REG	Business Registration
CHILD CAR	Child Care Verification Letter
CHILDCAR	Childcare Center or School Information
RECORD D	No Zoning Permit on File - Record based on Verification Dat
SIGN VIOLA	Sign Violations
TEST	asdf asdf asdf
USED CAR	Used Car Sales Only
VERIFICATI	Verification of Zone
VIOLATION	Violation for No Zoning Permit on File

Standard Words Form

3

You can insert new standard words or modify existing standard words easily by highlighting an item in the Standard Words Form and right clicking on it. Then select Insert, Change, Delete

When inserting new Standard Words, be sure to complete the entire form. The Doc Code is what appears in the left hand column of the Standard Words Form. It is shorthand for the lengthier document code subject description field

The Template shows where the document is being saved

The Description gives you a descriptive entry *subject* in the Standard Words Form

Remember to save

4

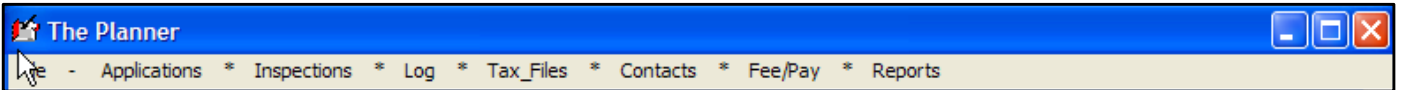
Modify words here

5

If you're simply changing existing wording, modify the body text and press save. The text is now tailored to your board's typical agenda needs

Changing Standard Words Form

Printing Reports, Part 1



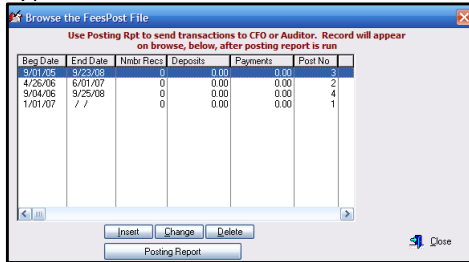
Reports Menu

- Municipal Fees Posting List
- List Applications
- List Fee AND Escrow Transactions
- Escrow Status Report
- List Escrow Transactions by Date
- Escrow Transactions by Account
- List Fee Transactions
- List Fee Transactions by Account
- Escrow Status Summary
- List Bonds
- Batch Statements, All
- Batch Statements, Active

1

Beginning at the Reports Drop Menu . . .

2



The program lets you print a wide variety of reports, as you can see in the drop menu above right. The following pages provide you with samples of these reports, in order as they appear in the drop menu

Municipal Fees Posting List

3

Applications Accepted Complete (Listed by Application Number)
For the Period 12/04/2006 thru 9/25/2008
Township of Washington

NameCode	Applic#/ Code#	Initial/ Accepted	Site Block/Lot	Specific Use	Zone	#Units	#Lots	Parking	COAH	Status or Next Actn	Required Asst S. Plan Average Lot Area COAH CPRA
WISNIEWS11018		3/01/07	32 INDIAN BIRCH ROAD	Now Construct a 6' fence	FRI	0	0	0	0	ZBA	4.03.07
ORCHARD11557	SCHOOL	3/01/07	238 PITMAN-DOWNER RD.	Now Temporary Signs	VARI	0	0	0	0	ZOR	1.01.07
SCAFISL11620		12/11/06	7 LONGWOOD DR	Now Patio Roof	FRI	0	0	0	0	Construct	
WINDOW W11818		12/12/06	2801 ROUTE 42	Now Window Wizards	HC	0	0	0	0		
SCHOENEM12423		12/11/06	1 SHOPPERS LA, Turnersville Square	Now	SC	0	0	0	0		
DOLLAR TR12510		1/26/07	288 EGG HARBOR RD Unit 1, Harbour P	Now Dollar Tree	R	0	0	0	0		
AMUNDSEN12550		1/04/07	620 GLEN COURT	Now	FRI	0	0	0	0	Construct	
OUTBACK S12606		12/04/06	4600 ROUTE 42	Now 3' x 4' TEMPORARY BANNER	HC	0	0	0	0		
MULLEN 19001		12/13/06	43 BORRELLY BLVD	Now	PUD	0	0	0	0		
AYLING, GH13070		12/28/06	74 BORRELLY BLVD	Now	PUD	0	0	0	0	ZOR	1.08.07

You can select any given time period for your report—from one day to multiple years

4a

List Applications

4b

Note how the program totals the escrow deposits and withdrawals and the fees due and paid for the entire time period selected for the report

Fee and Escrow Transactions Combined
Transactions For the Date Range 12/04/2006 Thru 9/25/2008

Date	Applic#	Block/Lot	For	Type	From/To	Description (Shortened)	Deposit	Withdrawal	Due	Paid	VenueChk#	By Trans#
4/03/07	14891	110.04/22	ZB	Appli	Payment	SMITH, CHA Zoning Board Application					ZO	TK1 836
4/29/07	11022	17/23/0		Inspectn	Payment	MONTEJARDefpection			35.00	35.00	ZO 1234	AH 837
5/15/07	14893	192.11/45	ZB	Appli	Payment	SMITH, BAR Zoning Board Application			50.00	50.00	AFASDFAS	AH 838
5/15/07	14893	192.11/45		Deposit	Deposit	SMITH, BAR Deposit to Escrow	10,000.00				PB	AH 839
5/30/07	10298	196.02/44	Fence	Payment	DONAHUE, J Fence			35.00	35.00	ZO 1234	AH1 840	
5/30/07	10298	196.02/44		Deposit	Deposit	DONAHUE, J Deposit to Escrow	1,000.00				ZO 43321	DMT 841
6/01/07	10929	254.2/0	ZB	Appli	Payment	HUGHES, JA Zoning Board Application			50.00	50.00	ZO 1234	DMT 842
6/01/07	10929	254.2/0		Deposit	Deposit	HUGHES, JA Deposit to Escrow	1,000.00				ZO 457845	DMT 843
6/01/07	10929	254.2/0	Trailer	Withdraw	Withdraw	HUGHES, JA Trailer - Temporary		35.00			ZO 87	DMT 844
6/01/07	10929	254/12		Inspectn	Payment	HUGHES, JA Zoning Permit			35.00		ZO	DMT 846
6/01/07	14282	196.11/35	ENGINEER	Withdraw	Withdraw	WIGGINS, R Engineer Fee		512.56			ZO	DT 845
6/12/07	10298	196.02/44		Fine/Pen	Payment	DONAHUE, J Fine/Penalty		1,000.00		50.00	ZO 124	AH 848
6/12/07	10929	254/12		Inspectn	Payment	HUGHES, JA Zoning Permit			35.00	35.00	ZO 1234	DMT 847
10/17/07	11222	6.07/17		Inspectn	Withdraw	LEONETTI, J Zoning Permit		35.00			ZO	AH1 849
12/18/07		01/1		Deposit	Payment	5 STAR DEV Deposit		100.00	100.00		123	DMT 850
12/19/07	11018	116.13/14	Tree	Payment	Payment	WISNIEWSKI Tree Planting & Removal Per			35.00	35.00	ZO	AH1 852
12/19/07	11018	116.13/14	Tree	Payment	Payment	WISNIEWSKI Tree Planting & Removal Per			35.00	35.00	ZO	AH1 853
12/19/07	11018	116.13/14	Shed	Payment	Payment	WISNIEWSKI Shed - Up To 200 SQ FT			35.00	35.00	ZO 1234	AH1 854
12/19/07	11022	17/23/0	Fence	Payment	Payment	MONTEJARFence			35.00	34.00	ZO	AH 855
12/19/07	14895	04/13	PB	Appli	Payment	WILLIAMS, Application Fee			250.00	250.00	PB	DMT 851
2/28/08	10298	196.02/44	Fence	Payment	Payment	DONAHUE, J Fence			35.00	35.00	ZO	AH1 856
3/08/08		04.03/4		Inspectn	Payment	7 OIL CO Zoning Permit			35.00	50.00		DMT 857
3/08/08		04.04/15		Inspectn	Payment	470 DELS01 Zoning Permit			35.00	35.00		DMT 858
3/12/08		04.1/03		Inspectn	Payment	7 OIL CO Zoning Permit			35.00	35.00		AH1 860
3/12/08	14224	131/1		Inspectn	Payment	470 DELS01 Zoning Permit			50.00	50.00	ZO	AC 859
6/17/08	10298	196.2/44	ZB	Appli	Payment	DONAHUE, J Zoning Board Application			50.00	50.00	ZO 1234	AH1 862
6/17/08	14282	11.09/2.01	ZB	Appli	Payment	Zoning Board Application			50.00	200.00	PB	AC 861
7/23/08	11222	6.07/17		Inspectn	Withdraw	LEONETTI, J Zoning Permit		35.00			ZO 1234	DMT 863
Total for Period							21,600.00	2,077.56	11,770.00	8,813.00		

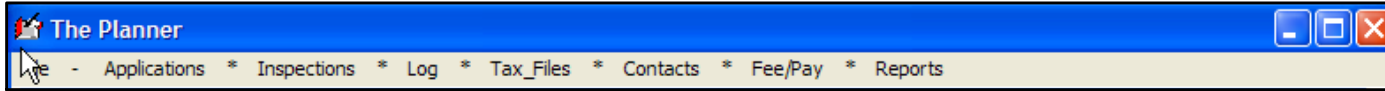
No. Transactions 127

The program also totals the number of transactions during the report period

4c

List Fee AND Escrow Transactions Combined

Printing Reports, Part 2



Escrow Status and Fees Paid Report									
Applications with Non-Zero Balances for the Range									
Township of Washington GLOUCESTER 1487 Through 14886 WASHINGTON TWP Community Development PO Box 1160									
Trans#	Date	Type	Rate Code	From/To	Description	Deposit	Withdrawal	Fee Pd	Check#
14877 new site WACHTEL, HERBERT & SHERRY 198.16/25.						Escrow Balance: \$500.00			
811	2/07/07	Deposit	Deposit	WACHTEL, H	Deposit to Escrow	500.00			
812	2/07/07	Payment	New Cons	WACHTEL, H	New Construction			200.00	
Developer Total						500.00			
14886 Timberlane Subdivision CONBOY, MARK J. & DEBRA A. 116.14/1.						Escrow Balance: \$1,575.00			
822	3/28/07	Payment	Sign App	CONBOY, MA	Engine Application For Board			210.00	12345
823	3/28/07	Deposit	Deposit	CONBOY, MA	Deposit to Escrow	2,000.00			123456
824	3/28/07	Withdraw	ENGINEER	CONBOY, MA	Engineer Fee		425.00		4321
Developer Total						2,000.00	425.00		
Totals						2,500.00	425.00		\$5,725.00
No. Items						5			

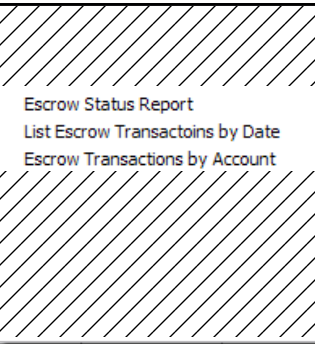
Escrow Status Report

Escrow Transactions										
Transactions for the Date Range 12/04/2006 Thru 9/25/2008										
Date	Applic#	Block/Lot	For	Type	From/To	Description (Shortened)	Deposit	Withdrawal	Venue/Chi#	By Trans#
1/23/07	1181893/11		Deposit	Deposit	WINDOW WIZ	Deposit to Escrow	100.00		ZO	MB 807
1/23/07	1181893/11		Withdraw	WINDOW WIZ				25.00	70	MU 800
2/07/07	14877 198.16/25.		Deposit	Deposit	WACHTEL, H	Deposit to Escrow	500.00		FB	MB 811
3/22/07	11222 0.07/17.		Deposit	Deposit	LEONETTI,	Deposit to Escrow	1,000.00		ZO 123	TK1 818
3/28/07	11018 116.13/14.		Deposit	Deposit	WISNIEWSKI	Deposit to Escrow	1,000.00		ZO	JD 821
3/28/07	11018 116.14/1.		Deposit	Deposit	CONBOY, MA	Deposit to Escrow	2,000.00		PB 123456	JD 823
3/28/07	11018 116.13/14.		Deposit	Deposit	WISNIEWSKI	Deposit to Escrow	1,000.00		ZO	AH1 825
4/02/07	14889 82.27/9.		Deposit	Deposit	TOFANI, HE	Deposit to Escrow	2,500.00		PB 1234	TK1 830
4/02/07	14890 0.04/1.		Deposit	Deposit	SMITH, CAS	Deposit to Escrow	1,000.00		ZB 23	KD 833
5/15/07	14893 192.11/45.		Deposit	Deposit	SMITH, BAR	Deposit to Escrow	10,000.00		PB	AH 839
5/30/07	10298 190.02/44.		Deposit	Deposit	DONAHUE, J	Deposit to Escrow	1,000.00		ZO 43321	DMT 841
6/01/07	10929 254.2/0.		Deposit	Deposit	HUGHES, JA	Deposit to Escrow	1,000.00		ZO 457645	DMT 843
							21,600.00			
ENGINEER										
3/28/07	14888 116.14/1.		ENGINEER	Withdraw	CONBOY, MA	Engineer Fee		425.00	PB 4321	JD 824
4/02/07	14889 82.27/9.		ENGINEER	Withdraw	TOFANI, HE	Engineer Fee		500.00	PB CASH	KD 834
6/01/07	14292 199.11/35.		ENGINEER	Withdraw	WIGGINS, R	Engineer Fee		512.58	ZO	DT 845
							1,437.58			
Inspectn										
3/28/07	11018 116.13/14.		Inspectn	Withdraw	WISNIEWSKI	Zoning Permit		35.00	ZO	AH1 827
10/17/07	11222 0.07/17.		Inspectn	Withdraw	LEONETTI,	Zoning Permit		35.00	ZO	AH1 849
7/23/08	11222 0.07/17.		Inspectn	Withdraw	LEONETTI,	Zoning Permit		35.00	ZO 1234	DMT 883
							105.00			

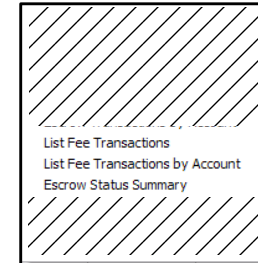
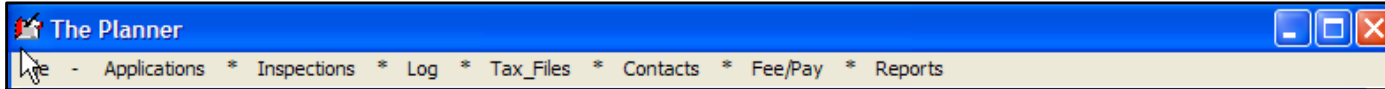
List Escrow Transactions by Date

Escrow Transactions by Account

The reports provide subtotals and grandtotals by category



Printing Reports, Part 3



Reports Menu

Fee Transactions Page 1
 Transactions For the Date Range 12/04/2006 Thru 9/25/2008 9/25/08

Date	Applic#	Block/Lot	For	Type	From/To	Description	Fees		VenueChk#	By	Trans#
							Due	Paid			
12/04/06		088.14/12.03	WAIVER	Payment	SLIWOWSKI	Site Plan Waiver	750.00	750.00	ZO	7344	JN1 797
12/04/06		14405 86.14/12.03	WAIVER	Payment	SLIWOWSKI	Site Plan Waiver	750.00	750.00	ZO	7344	JN1 798
12/04/06		14538 199/12	SIGN	Payment	ROBERT MAR	Sign	35.00	35.00	ZO	5316	JN1 722
12/04/06		14539 8./1.05//C200	SIGN	Payment	RIZZIERI H	Sign	35.00	35.00	ZO	5316	JN1 723
12/05/06		12606 118./1.01	SIGN	Payment	OUTBACK ST	Sign	35.00	35.00	ZO	CASH	JN1 732
12/05/06		14279 111.09/5.01	USE	Payment	ZALAK	Change Of Use					
12/05/06		14288 81./3.03	SIGN	Payment	KENNEDY HE	Sign					
12/05/06		14307 56/10	SFD	Payment	DEFALCO	Single Family Dwelling					
12/05/06		14381 3.01/5.	SFD	Payment	MADDEN, TH	Single Family Dwelling					
12/05/06		14538 123/1	TRAILER	Payment	4570 PARTN	Trailer - Temporary					
12/05/06		14540 8./2.02//C0001	SIGN	Payment	SIMONIN, V	Sign					
12/05/06		14540 8./2.02//C0001	SIGN	Payment	SIMONIN, V	Sign					
12/05/06		14541 109.22/3.06	SHED	Payment	SPANGLER,	Shed - Up To 200 SQ FT					

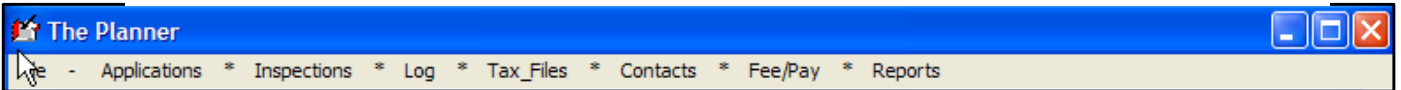
Planning/Zoning Dept Fee Transactions Page 2
 Transactions For the Date Range 12/04/2006 Thru 9/25/2008 9/25/08

Date	Applic#	Block/Lot	For	Type	From/To	Description	Fees		VenueChk#	By	Trans#
							Due	Paid			
Deposit - (Acct Description Not Available)											
12/16/07		01/1	Deposit	Payment	5 STAR DEV	Deposit	100.00	100.00		123	Deposit DMT 850
							100.00	100.00			
DRC - Developmental Review Committee											
12/11/06		0118.38/8.09	DRC	Payment		Developmental Review Committee	100.00	100.00	PB	8685	DRC DMT 759
12/11/06		0118.38/8.09	DRC	Payment		Developmental Review Committee	100.00	100.00	PB	8685	DRC DMT 762
12/11/06		0118.38/8.09	DRC	Payment		Developmental Review Committee	100.00	100.00	PB	8685	DRC DMT 763
12/11/06		14581 118.38/8.09	DRC	Payment		Developmental Review Committee	100.00	100.00	PB	8685	DRC DMT 764
12/15/06		0118.38/18./C040	DRC	Payment	UNIVERSITY	Developmental Review Committee	100.00	100.00	PB	2	JN1 789
12/15/06		14595 118.38/18./C040	DRC	Payment	UNIVERSITY	Developmental Review Committee	100.00	100.00	PB	2	JN1 790
12/15/06		14417 88/1	DRC	Payment	MAGNUM MAN	Developmental Review Committee	100.00	100.00	ZO	11228	JN1 799
12/15/06		14275 118.41/2.	DRC	Payment	PANTARELLI	Developmental Review Committee	100.00	100.00	PB	20525	JN1 801
1/23/07		11425 39/1	DRC	Payment	HASSETT, J	Developmental Review Committee	100.00			ZO	MB 809
							900.00	800.00			
ENGINEER - eEngineer Fee											
3/28/07		14888 118.14/1.	ENGINEER	Withdraw	CONBOY, MA	eEngineer Fee	425.00			PB	4321 JD 824
4/02/07		14889 82.27/9.	ENGINEER	Withdraw	TOFANI, HE	eEngineer Fee	500.00			PB	CASH KD 834

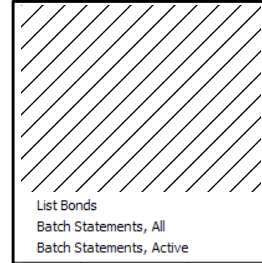
Escrow Status Summary Page 1
 Applications with Non-Zero Balances for the Range **1487 Through 1899** 9/25/08
 Township of Washington

Applic#	Name	Deposit	Payment	Fee Balance
14877	WACHTEL, HERBERT & SHERBINE site	500.00	0.00	\$500.00
14886	CONBOY, MARK J. & DEBRA Timberlane Subdivision	2,000.00	425.00	\$1,575.00
14889	TOFANI, HENRIETTA Taddeo Scholl Day Care	2,500.00	500.00	\$2,000.00
14890	1024 CONSTRUCTION	1,500.00	0.00	\$1,500.00
14893	SMITH, BARBARA M. & DANIE	10,000.00	0.00	\$10,000.00
Total				\$15,575.00
No. Items		5		

Printing Reports, Part 4



Reports Menu



Bond Status Report
Pending Applications and Applications with Active Bonds
Township of Washington

Page 1
Today 9/25/2008

10929 6' fence
718 MOHAWK STREET,
Block/Lot 254/15

Total Bonding **1,000,000.00**

Applicant: A & E CONSTRUCTION
153 GARRETT ROAD
UPPER DARBY, PA 19082
(610)449-3152 FAX (610)449-6325

Attorney: _____
Valid Thru: _____
FAX: _____

Bonds

Date	Bond ID	For	Status/Date	Amount/Expire
6/01/07	12341234		Received	1,000,000.00 1/01/08

Bonding Company: T OIL COMPANY

11018 Construct a 6' fence
32 INDIAN BIRCH ROAD,
Block/Lot 116.13/14.

Total Bonding

Applicant: DOE, WILLIAM T & MARYAN
32 INDIAN BIRCH ROAD
TURNERSVILLE, NJ 08012
(000)000-0002 FAX

Attorney: _____
Valid Thru: _____
FAX: _____

Bonds

Date	Bond ID	For	Status/Date	Amount/Expire
3/21/07	1234		Received	

Bonding Company: _____

14884
2 LOWER LAKE RD,
Block/Lot 3.01/7.

Total Bonding

Applicant: O'HARA, ANITA
2 LOWER LAKE ROAD
TURNERSVILLE, NJ 08012
FAX

Attorney: _____
Valid Thru: _____
FAX: _____

Bonds

Date	Bond ID	For	Status/Date	Amount/Expire
3/20/07	12345		Received	

Bonding Company: _____

Township of Washington
Community Development
Turnersville NJ 08012
(650)580-0520 FAX (650)580-2953

Applic. No. 0 /
Codes No.
Block/Lot
Today 9/25/2008

STATEMENT

(.)

Applicant: _____ Owner: _____
FAX: _____ (000)000-0000

Escrow deposited to-date 0.00 Fees due to-date 0.00
Escrow withdrawn to-date 0.00 Fees Paid to-date 0.00
Balance 0.00 Balance 0.00

Account Transactions

No.	Date	Type	Description	Escrow Deposited	Escrow Withdrawn	Fees Invoiced	Payments	Check No.
792	8/11/08	Payment	Developmental Review Committee	100.00		100.00		100.00 487
773	5/30/08			25.00		25.00		25.00 CASH
800	7/10/08	Payment	Developmental Review Committee	100.00		100.00		100.00 20525
774	9/18/08			25.00		25.00		25.00 CASH
769	12/01/08	Payment		100.00		100.00		100.00
781	12/01/08	Payment	Developmental Review Committee	100.00		100.00		100.00
797	12/04/08	Payment	Site Plan Waiver	750.00		750.00		750.00 7344
744	12/08/08							
748	12/08/08	Payment	Deck	50.00		50.00		50.00 1111
743	12/11/08	Payment	Sign	35.00		35.00		35.00 1708
749	12/11/08	Payment		35.00		35.00		35.00
750	12/11/08	Payment	Sign	35.00		35.00		35.00 1708
751	12/11/08							
752	12/11/08	Payment		25.00		25.00		25.00
753	12/11/08	Payment	Sign	35.00		35.00		35.00
759	12/11/08	Payment	Developmental Review Committee	100.00		100.00		100.00 9866
762	12/11/08	Payment	Developmental Review Committee	100.00		100.00		100.00 9866
763	12/11/08	Payment	Developmental Review Committee	100.00		100.00		100.00 9866
769	12/12/08	Payment	Application Fee	250.00		250.00		250.00 1268
770	12/12/08	Payment	Application Fee	250.00		250.00		250.00 1268
775	12/12/08	Payment	Owner	25.00		25.00		25.00 CASH
759	12/15/08	Payment	Developmental Review Committee	100.00		100.00		100.00 2
803	1/03/07	Payment	Fence	35.00		35.00		35.00
850	12/18/07	Payment	Deposit	100.00		100.00		100.00 123
857	3/08/08	Payment	Zoning Permits	35.00		35.00		35.00
858	3/08/08	Payment	Zoning Permits	35.00		35.00		35.00
860	3/12/08	Payment	Zoning Permit	35.00		35.00		35.00

This statement shows the latest billing from the Board Engineer, Planner and/or Attorney encumbered against your escrow account. The township will withhold payment of these charges for 30 days. If we do not receive any inquiries/comments within this period, we will consider the charges accurate and will proceed with the payment process. Please forward a check for any deficiency noted on the bill to the Address above. Please include the Applicant No. on your check.

Township of Washington
Community Development
Turnersville NJ 08012
(650)580-0520 FAX (650)580-2953

Applic. No. 10298
Codes No.
Block/Lot 00196 20044
Today 9/25/2008

STATEMENT

ZONING
(6 CONCORD COURT.)

Applicant: John Doe
6 CONCORD COURT
Pittman, NJ 08071
(000)000-0006

Owner: DONAHUE, JOSEPH E 3RD
6 CONCORD COURT
TURNERSVILLE, NJ 08012

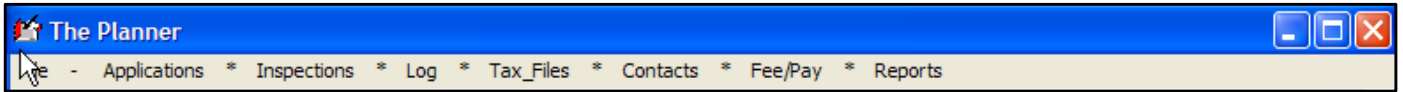
Escrow deposited to-date 1,000.00 Fees due to-date 1,120.00
Escrow withdrawn to-date 0.00 Fees Paid to-date 220.00
Balance 1,000.00 Balance 900.00

Account Transactions

No.	Date	Type	Description	Escrow Deposited	Escrow Withdrawn	Fees Invoiced	Payments	Check No.
1		Payment	Zoning Permit Inspection					50.00 134
840	5/30/07	Payment	Fence			35.00		35.00 1234
841	5/30/07	Deposit	Deposit to Escrow	1,000.00				43321
848	6/12/07	Payment	Fine/Penalty			1,000.00		50.00 124
856	2/23/08	Payment	Permit			35.00		35.00
852	6/17/08	Payment	Zoning Board Application			50.00		50.00 1234

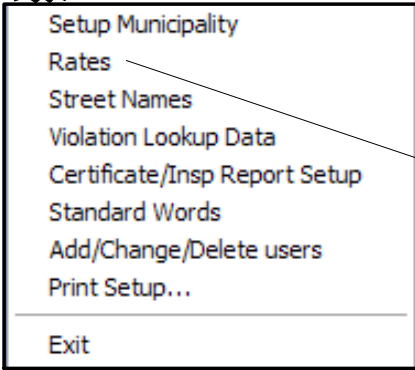
The Planner, a Program for Planning/Zoning Application
Program and manual copyright 1999-2009 by, E. C Kloss. All Rights Reserved
MC Systems Software and Services, LLC; 15 McCay Way, Delanco, NJ 08075-5229 (609)221-1693

Add/Change/Delete Rates



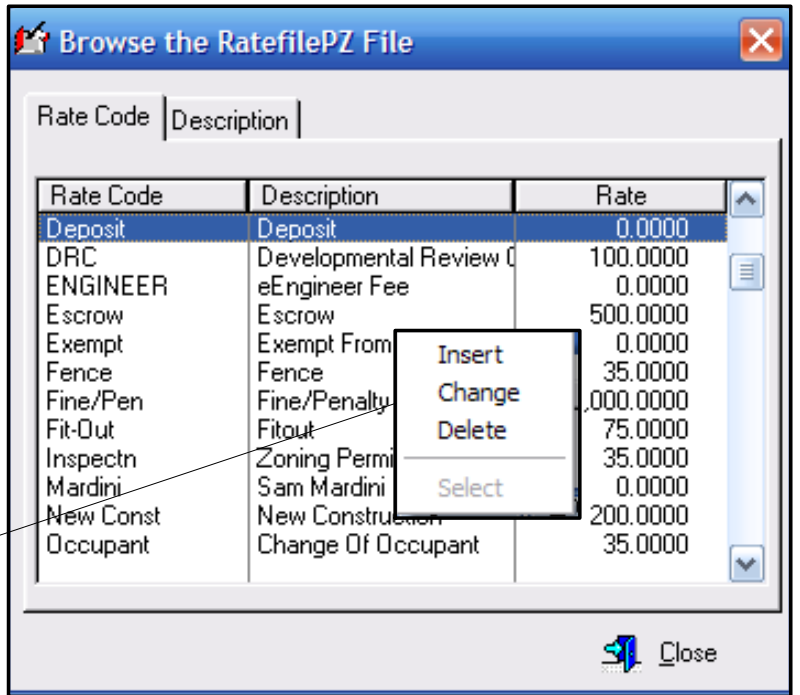
1

File Menu



2

Select Rates



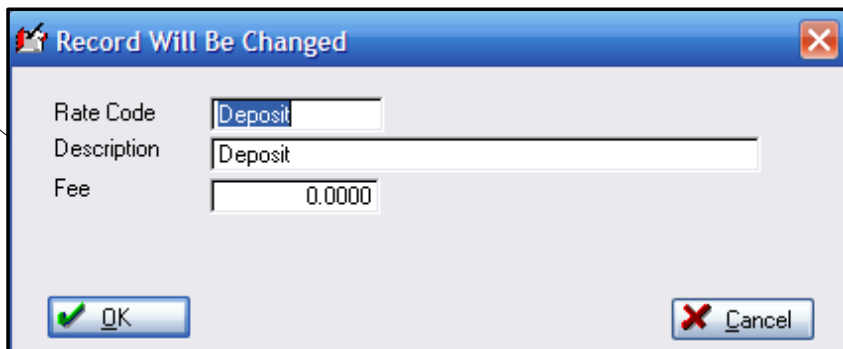
3

To add or change or delete a record, right click on the screen and this box appears. Make your selection and proceed.

Rates Browse

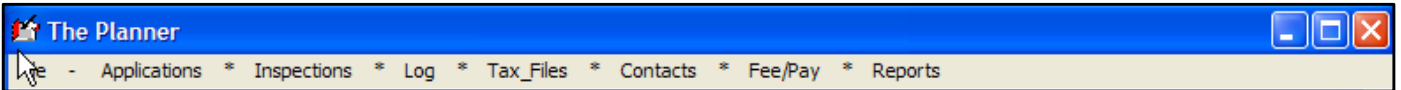
Complete the form.

4



Rates Form

Creating Standard Words



1 File Menu

- Setup Municipality
- Rates
- Street Names
- Violation Lookup Data
- Certificate/Insp Report Setup
- Standard Words
- Add/Change/Delete users
- Print Setup...

Exit

2 Select Standard Words

The Standard Words feature provides you with standard wording for the most common documents you use, including agendas, zoning permits and violation notices, registrations, and various letters. You can use these Standard Word documents as templates to modify to fit you specific needs. You can also create new standard word documents as you need them and keep them on file for future use.

3 Right click to add a new record, change the highlighted record or delete the highlighted record

Browse the Standard Words

Standard Words

Type	Description
Doc Code	Subject
AGEND01P	Beginning paragraph(s) for planning board Agenda
WARNING	Warning of Violation
SIGN VIOLA	Sign Violations
USED CAR	Used Car Sales Only
VIOLATION	Violation for No Zoning Permit on File
VERIFICATI	Verification of Zone
RECORD D	No Zoning Permit on File - Record based on Verification Date
CHILD CAR	Child Care Verification Letter
CHILDCAR	Childcare Center or School Information
VIOLATION	Violation - Used Car Lot
ZC VIOLAT	Zoning Code Violations
BUS REG	Business Registration
ZP BR	No Zoning Permit - Business Registration

Close

7 These are tokens that you can use in a template. Tokens will be replaced by words from the database

4 If you are adding a record, enter a document code for the item

Standard Words Browse

5 If not using a template that was delivered with the program, search for the template you have already created. This is explained in the section on creating a template in Microsoft Word

Changing a For Record

This is to create standard wording for letters and memos

Doc Code: VERIFICATI Give your document a key word for looking up by

Template: Verification of Zone

Description of use: Verification of Zone

Narrative: This letter is in response to your request for a zoning compliance letter for the above referenced property. Our office has verified that the property is zoned as Highway Commercial. The proposed use of the property as a Certified Massage Therapy Business is permitted under the Washington Township Zoning Ordinances.

To the best of our knowledge, the Property is currently in compliance with the Washington Township Zoning Ordinances.

Should you have any further questions, please contact me at [redacted].

From Log Entries:
 <DATE>
 <CONTACT>
 <OWNERNAME>
 <ADDRESS1>
 <ADDRESS2>
 <ADDRESS3>
 <DEAR>
 <SITE>
 <APPLICNO>
 <NARRATIVE>
 <SUBJECT>
 <BLOCKLOT>
 <SIGNATURE>
 <TITLE>
 <CD>

From Other Files:
 <BUSOWNERDATA>
 <BUSOWNERNAME>
 <AGENTNAME>

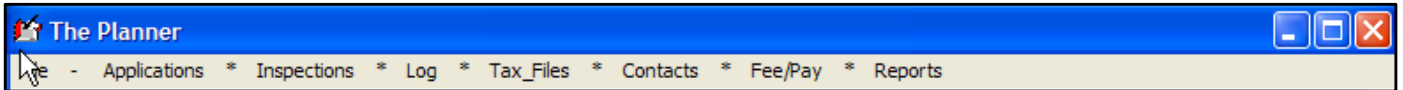
Use this form to create standard wording for letters, memos, and other routine documents.

F10=Save Cancel

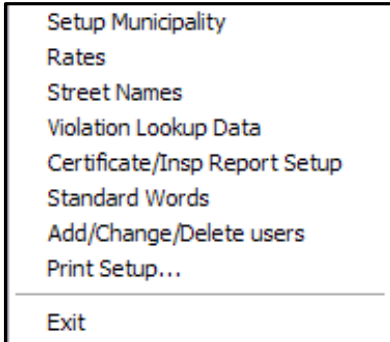
6 Enter your wording here. Be sure to save your work so it will be available to you in the future

Standard Words Form

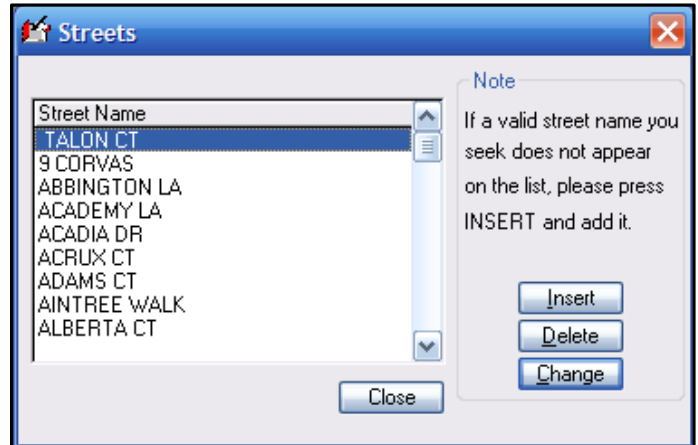
Street Names & Add/Change/Delete Users



File Menu

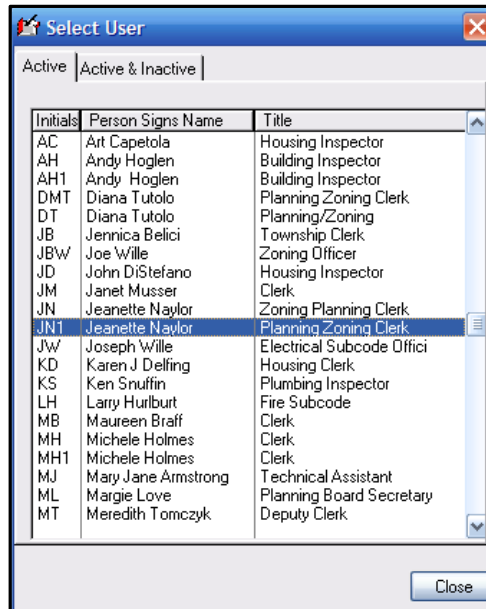


List of streets in the standard format will be provided for you upon installation of the software. On rare occasions, you may wish to modify or add a street name. In that case follow the same process as in other browse-form situations.



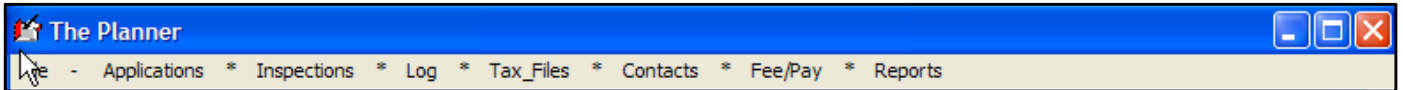
Street Names Form

As in the other programs, right click to add, change or delete, and proceed as in the other browses.



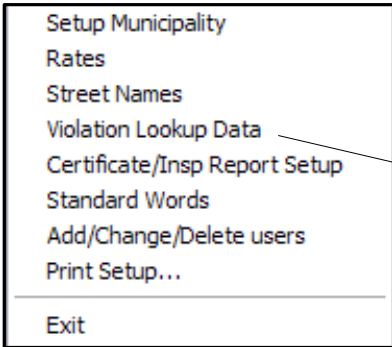
Add/Change/Delete Users

Violation Lookup Data



1

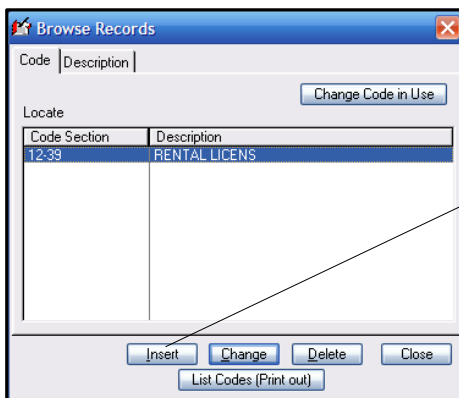
File Menu



2

Select Violation Lookup Data

Ordinarily MCSystems will deliver startup codes for use with your software. If you want to use a local code, provide a Word or PDF document to MCSystems for conversion.



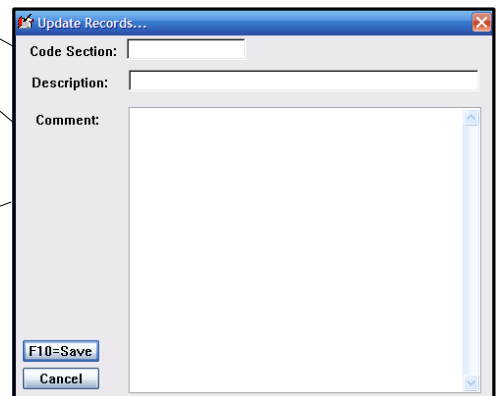
3

Press insert change, or delete, depending on the action you wish to take.

Violation Lookup Browse

4

Complete the form as required.



Violation Lookup Form

