

**TOWNSHIP OF WARREN
ORDINANCE NO. 22-23**

**AN ORDINANCE OF THE TOWNSHIP OF WARREN, SOMERSET COUNTY,
NEW JERSEY AMENDING CHAPTER 4, TITLED “LICENSING-GENERAL”, TO
ADD A NEW SECTION 4-18 TITLED “ANNUAL CERTIFICATE OF INSURANCE
REGISTRATION FOR BUSINESSES, RENTAL UNITS AND MULTI-FAMILY
DWELLINGS” OF THE CODE OF THE TOWNSHIP OF WARREN**

WHEREAS, pursuant to N.J.S.A. 40A:10A-1, et seq. (the “Act”), owners of businesses, rental units and certain multi-family dwellings must annually register with the municipality in which the business, rental units or multi-family dwelling is located by submitting a certificate of insurance demonstrating compliance with the Act; and

WHEREAS, the Act permits municipalities to establish a reasonable administrative fee for the annual certificate of insurance registration required pursuant to the Act for properties located within the municipality; and

WHEREAS, the Township Committee finds and declares that it is in the best interests of the Township and its residents to establish a fee pursuant to the Act for the administrative costs incurred in collecting and processing annual certificates of insurance registrations.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Warren, Somerset County, New Jersey, as follows:

SECTION 1. Chapter 4, titled “Licensing-General”, is amended to add a new Section 4-18, titled “Annual Certificate of Insurance Registration for Businesses, Rental Units and Multi-Family Dwellings” as follows:

**SECTION 4-18-ANNUAL CERTIFICATE OF INSURANCE REGISTRATION FOR
BUSINESSES, RENTAL UNITS AND MULTI-FAMILY DWELLINGS**

4-18.1- Business Insurance Registration Required.

It is unlawful for any owner of a business, owner of a rental unit or units, or the owner of a multi-family home of four or fewer units, one of which is owner occupied, to operate within the Township without first annually registering its certificate of insurance demonstrating compliance with the requirements of N.J.S.A. 40A:10A-1, et seq., and annually paying the registration fee required herein.

4-18.2- Entities Covered.

The following entities are required to annually register their certificate of insurance under this Section 4-18:

- A. Business, which for purposes of this Section 4-18 shall mean, any person intending to sell or dispose of or to offer to sell or dispose of any goods, wares, merchandise or render any services for fees within the Township. This shall include businesses operating on a temporary basis within the Township, such as peddlers, solicitors and transient vendors and temporary retail food establishments and mobile food units.
- B. Owners of a rental unit or units.

C. Owners of a multi-family home of four or fewer units, one of which is owner occupied.

4-18.3- Registration Official.

The Township Clerk shall accept, file and acknowledge receipt of annual certificate of insurance registration applications and collect registration fees hereunder.

4-18.4- Registration Fees, Expiration and Renewals.

All annual registration applications submitted under this Section 4-18, including renewals, shall be accompanied by a \$25.00 fee. Annual registrations shall expire on December 31 of each year. Annual renewals of existing registrations must be submitted no later than December 1 of each year. Upon receipt of the annual certificate of insurance registration application and certificate of insurance, the Township Clerk will acknowledge receipt of the same and this receipt will serve as the certificate of annual registration.

4-18.5- Application and Insurance Requirements.

An annual application for a business insurance registration shall be accompanied by the required fee and shall be made to the Township Clerk upon forms provided by the Clerk. The application shall contain the following information:

- A. Name and address of the applicant. If the applicant is a corporation, the name and address of its registered agent.
- B. The address of the business or rental dwelling units as applicable. If the registration applies to a transient business or mobile food unit, a general description of the timeframe for operation and area where the business will be operated.
- C. A description of the nature of the business and goods, property, or services to be sold or supplied.
- D. A copy of the current annual certificate of insurance reflecting the required amounts of insurance in compliance with N.J.S.A. 40A:10A-1, et seq., as that statute may be amended from time to time, as follows;
 - i. Except as provided in Section 4-18.5D.ii below, the owner of a business or the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
 - ii. The owner of a multifamily dwelling, which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000.00 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

4-18.6- Violations and Penalties.

Any person or entity that violates the terms of this Section 4-18 et seq., shall pay the registration fee plus a fine of:

- A. Not less than \$50.00 for a first offense to be assessed by the Municipal Court of the Township of Warren and such other fines, fees and costs required by law.

- B. Not less than \$100.00 for a second offense to be assessed by the Municipal Court of the Township of Warren and such other fines, fees and costs required by law.
- C. Not less than \$500.00 for a third offense to be assessed by the Municipal Court of the Township of Warren and includes a mandatory appearance in the Municipal Court of the Township, and such other fines, fees and costs required by law.
- D. For the fourth and all subsequent offenses, a fine of not less than \$500.00, but no more than \$5,000.00 through a summary proceeding pursuant to the “Penalty Enforcement Law”, N.J.S.A. 2A:58-10 et seq.

SECTION 2. All actions of the Township taken prior to the date of adoption hereof contemplated by this Ordinance are hereby ratified and approved.

SECTION 3. If any section, paragraph, subsection, clause, or provision of this Ordinance shall be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any remaining part thereof.

SECTION 4. All Ordinances or parts of Ordinances of the Township of Warren heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5. This Ordinance shall take effect immediately upon its final passage, approval and publication as provided by law.

ATTEST:

TOWNSHIP OF WARREN

Cathy Reese, RMC
Township Clerk

Victor J. Sordillo, Mayor

INTRODUCED: November 17, 2022

ADOPTED: December 15, 2022

EFFECTIVE: December 22, 2022

(Revised AEC on November 16, 2022 at 4:33PM)