



BOROUGH OF CHATHAM
ANNUAL REPORT
2008
BUILDING DEPARTMENT
PLANNING BOARD
AND
ZONING BOARD OF ADJUSTMENT

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ZONING BOARD OF ADJUSTMENT

2008 ANNUAL REPORT

February 10, 2009

REPORTS

- Building Department Monthly and Annual Report
- Uniform Construction Code Annual Report
- Transmission to State of Building Department Monthly DCA Report
- Quarterly State Training Fee Report
- Permits Issued (see attached report)
- Fees Collected (see attached report)
- Tree Removal (see attached report)
- OPRA Requests (65)

SUPPLIES AND DOCUMENTS

- Municipal Land Use Law Books
- P.B. and Z.B. Applications
- Building Permit Applications
- Inspection Schedules
- CCO Documents and Schedules

ISSUED PERMITS AND SCHEDULED INSPECTIONS

- Building, Electric, Plumbing, and Fire
- Continued Certificate of Occupancy
- Land Disturbance
- Tree Removal
- Signs
- Fences

PREPARE AGENDAS AND MINUTES and APPLICATIONS

- Sign Committee
- Planning Board
- Zoning Board of Adjustment

NEWSPAPER ADVERTISEMENTS

- Resolutions for Professional Services
- Public Notices of Resolutions Denied or Approved
- Cancellations and Special Meetings
- COAH Fair Housing Element
- Annual Resolutions for P.B. and Z.B.
- Other Public Notices for P.B. and Z.B.

PREPARE APPLICATIONS FOR P.B. AND Z.B.

- Review Application with Applicant
- Answer Questions and Assist in Preparation
- Obtain Zoning Evaluations
- Obtain all Review Letters
- Check for Completeness
- Receive Escrow Payments
- Track Escrow Accounts
- Follow-up Letters for Additional Escrow

FILING OF RECORDS

- Archive Records for Building Department
- Archive New Applications for P.B. and Z.B.
- Discard Duplicated Documents

In conclusion, we are looking forward to 2009 and we wish everyone a healthy and productive new year.

Maria Maramonte
Administrative Secretary

Bill Jankowski
Construction Official

BJ:mm

Attachments

INSPECTIONS 2008

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BUILDING	54	90	82	112	87	79	98	92	89	118	78	70
ELECTRIC	64	59	64	76	78	98	53	49	75	84	38	66
PLUMBING	45	59	55	48	54	48	45	48	60	52	67	49
FIRE	23	18	18	19	15	15	18	20	21	24	16	11
CO	3	8	14	11	10	8	13	13	7	7	4	1
CCO -RES	8	11	11	13	44	14	16	10	9	7	9	2
CCO-COM	0	0	0	0	0	0	2	0	3	2	0	4
OTHER	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	197	245	244	279	288	262	245	232	264	294	212	203

PERMITS ISSUED 2008

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BUILDING	17	32	39	58	42	26	49	36	41	43	26	11
ELECTRIC	24	29	42	37	46	27	42	41	44	35	18	16
PLUMBING	20	41	37	35	23	25	47	33	39	31	22	15
FIRE	19	21	20	11	11	15	26	17	14	28	18	7
CO	3	8	14	11	10	8	13	13	7	7	4	1
CCO	8	11	11	13	44	14	18	12	12	9	9	6
TOTALS	91	142	163	165	176	115	195	152	157	153	97	56

FEES COLLECTED 2008

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BUILDING	4,001	16,124	12,743	16,260	16,142	7,527	18,884	12,282	12,126	14,288	8,957	1,148
ELECTRIC	1,690	2,435	2,925	3,065	3,280	1,780	3,705	2,875	3,410	3,405	1,235	1,020
PLUMBING	2,035	3,450	2,955	3,270	2,175	1,975	1,630	3,575	3,035	3,885	1,090	910
FIRE	1,410	1,410	1,240	1,370	760	1,020	4,650	1,620	1,440	2,190	2,015	410
CO	195	520	950	715	670	520	845	885	455	475	260	65
CCO	390	510	540	650	1,870	680	890	610	645	450	430	310
TOTALS	9,721	24,449	21,353	25,330	24,897	13,502	30,604	21,847	22,551	24,693	13,987	3,863

