



The Flemington Community Partnership's
**Guide to Doing Business in the
Historic Borough of Flemington**



Welcome

Welcome to Historic Flemington Borough! The Flemington Community Partnership, whose mission is to help our business community thrive, is thrilled that you have chosen Historic Flemington Borough as home for your business. If you are still in the discovery phase about whether or not to locate your business in the Borough, we believe that you have found one of the most business-friendly places to plant your flag—and we are here to help.

Whether you are a seasoned business owner, budding entrepreneur or existing Borough business, we wrote this guide for you. In it you will find the information you need to start your business, along with general information for day-to-day operations, including the array of resources and offerings that make Flemington a great place to work, live and play.

We know that starting and running a business is filled with challenges, especially if you are just starting out and/or are new to town. Please know that you can count on us to support you in the months and years ahead. You can reach us by phone at 908-809-5464 or email: director@flemingtoncp.com.

The bottom-line: our mission is to help the business community thrive. Your success is our success. Let's get to work!



Ann Meredith
Executive Director
Flemington Community Partnership



Bob King
Board Chair
Flemington Community Partnership



About the Flemington Community Partnership

In 1984, in response to numerous economic challenges such as competition from shopping malls and big-box stores, the State of New Jersey enacted legislation allowing cities and towns to designate “special improvement districts”--areas in need of business development and revitalization. Today there are 67 such districts. In 2011 Flemington Borough Council designated Flemington Borough as a Special Improvement District. The Flemington Community Partnership (“FCP”) is the non-profit 501 (c)(3) corporation charged with managing Flemington Borough’s Special Improvement District.

Like most Improvement Districts, Flemington Community Partnership is funded by a special tax assessment paid by owners of commercial properties and apartment buildings (of five or more units). The funds generated by the assessment represent the lion’s share of our operating budget. The same property owners who pay the assessment, along with the business owners who operate businesses in our Borough, are referred to as our “Stakeholders”. Today there are approximately 525 Stakeholders who are, in effect, FCP’s primary constituents. Collectively they elect the FCP’s 11-member board of directors who, with the executive director, work on behalf of our Borough’s business owners to help the business community thrive.

On behalf of its Stakeholders, FCP organizes and supports marketing, advertising, PR and promotional campaigns and special events designed to attract and retain customers. We organize and sponsor beautification, signage and storefront improvement programs. At the same time, we work with public and private partners to foster longer-term economic development.

To receive assistance with establishing your business in Flemington Borough and/or take advantage of the many services, programs, and promotions offered by the Flemington Community Partnership, please call us anytime at 908-809-5464 or email us at **admin@flemingtoncp.com**. To determine if your business is located within the boundaries of Flemington Borough’s Business Improvement District please see Ordinance 2011-5 which can be found at: http://clerkshq.com/content/attachments/flemington-nj/ord_2011_5.pdf. We also encourage you to visit our website: **loveflemington.com** where you can learn more about FCP, our events and activities.

Once you’re settled in there are many opportunities to become an integral part of the local community, to connect with other businesses and volunteer. You will soon discover that Flemington is a warm, welcoming place to do work, play and explore. Let us now Explore Flemington together!

Flemington Borough: Business Friendly and a Bright Future

There are so many reasons why people choose Flemington Borough as their place to call home for their business. To begin with, our local government is exceptionally business-friendly with a well-earned reputation for efficiency and expedience. The FCP, along with the Hunterdon County Chamber of Commerce, also stands at the ready to do whatever possible to pave the way for business success.

Flemington Borough has an active, engaged community with access to a well-educated, talented and tech-savvy workforce. (In 2017 we hosted our first and wildly successful hackathon for Hunterdon County's growing tech sector.) Our public school system, recognized as one of the best in the state, has produced generations of leaders in every sector, scientists, scholars, professional athletes, managers and an upwardly mobile working class.

Our location is also unbeatable. We have the distinction of being the seat for Hunterdon County, surrounded by some of the most beautiful pastoral landscapes in America—while being an hour or so from New York and Philadelphia. Trenton and the Lehigh Valley are under 45 minutes by car.

For those looking for an exceptional quality of life, Flemington has it all. With 65% of our Borough on the National Register of Historic Places, it is one of the most historic towns in the State of New Jersey. With quaint, walkable streets and beautiful Victorian homes, it is in many ways a quintessential American town. At the same time, it is also a hip town—one that a travel writer aptly described as “cool Americana.” With trendy shops, farmer's markets, farm-to-table restaurants, Jersey's best micro-brewery, coffee shops, antique stores, art galleries, and a steady dose of art shows, live concerts, and performances, it is very much a 21st century town. Flemington Borough is also a healthy community, with a variety of yoga and fitness studios, great access to hiking and cycling trails, dozens of traditional and holistic health practitioners, and close proximity to the Hunterdon Medical Center, Hunterdon Healthcare's flagship hospital.

The Flemington Community Partnership is headquartered at 91 Main Street (Rear building, 2nd floor).

Flemington Borough's future is brighter than ever. A transformative \$90 million economic development project in the Union Hotel area of downtown Main Street—one that will bring new housing, a hotel, retail, restaurants, and higher learning to our mix of offerings - has been adopted by the Borough Council and Planning Board. We invite you to be part of our growth and prosperity. We have a red carpet waiting for you!

Opening, Renovating or Relocating Your Business: What To Do

Whether you are opening a new business, relocating, or expanding your existing business in Flemington, there are many steps you'll need to take to ensure a smooth start. It is your responsibility to ensure that your business complies with local, state, and federal regulations and requirements. Take note that certain types of businesses, such as restaurants, daycare facilities, salons, fitness facilities and other specialty services, will likely require additional special permits.

Once you've chosen a location in Flemington, we urge you to meet with the Flemington Community Partnership and the Borough Zoning Officer to determine allowed use of specific locations before signing your lease or purchasing a property. Developers at large-scale projects should, of course, also meet with Planning Board officials. If you are renovating or expanding an existing business, many of the same steps will need to be taken and could require a variance and development approvals prior to construction. Some examples requiring approval are HVAC installation, fire alarm installation, outdoor seating, sidewalk seating, exterior signage, or interior renovations including electrical, plumbing, and structural modifications.

A zoning map is included at the end of this document and is also available on-line in the 2015 Master Plan (Page70) (http://www.historicflemington.com/_Content/pdf/2015-Reexamination-Report.pdf).

Zoning, Variance, and Construction Overview

Depending on the type of business you will operate, the location you have chosen, or renovation being considered, different requirements may apply. It's best to start by having an informal conversation with Jeff Klein, the Borough's Building and Zoning Officer. Mr. Klein can be reached by phone at 908-782-8840, ext. 224; his email address is jklein@historicflemington.com.

Zoning and Use

The first factor to consider is whether or not the business you want to run is permitted in the zone where your property is located.

If the use is permitted, there are two different paths that may be followed:

1. **Certificate of Occupancy Process – Cosmetic Changes Without Major Renovation or Construction**

No work on the building is planned except cosmetic items like paint and carpeting. If this is the case, you can go through the **Continued Certificate of Occupancy (CCO) process**. Jeff Klein can provide a packet of information; the application fees are \$100. The first page, which Mr. Klein will handle, concerns zoning and construction. The second page, which will be directed to Borough Fire Marshal Ken McCormick, has to do with regulation of businesses (non-life hazards). The third page, which seeks contact information, goes to Mr. McCormick and he passes that on to Hunterdon County Communications (911 dispatch). When the paperwork is complete, Mr. Klein (and perhaps Mr. McCormick, depending on the business) will do a site inspection. This leads to approval of the CCO, or a determination of changes that may be needed.

2. Building Permit Process - Renovation and Construction of Business Location

If renovations are planned, you will need to complete the Building Permit process. Various permits may be required – Fire, Plumbing, Electrical, Building – depending on the work planned. Fees for the permits vary depending on the scope of the work. When all the work is satisfactorily completed, Jeff Klein will issue a Certificate of Occupancy (CO) for your business.

Please note certain businesses have minimum on-site parking requirements.

Business and Commercial Property - Each building owner and all tenants are required, per section 8-10 thru 8-15 of the Borough Fire Prevention Code Index, to register with the Borough Fire Marshal. An annual inspection fee, as determined by square footage, is required and will be invoiced at the first of the year.

Business Signage Permit Requirements and Design Tips

An attractive and professional sign will create a positive first impression that lasts for years and has the potential to bring in a lot of business. A poorly designed or maintained sign can have the opposite effect. Flemington Borough Business signs require a permit. Sign size and display regulations apply to all business signs and signage locations. Permit fees for most small business signs are \$35. Please refer to the Flemington Sign Ordinance for specific guidelines or meet with Jeff Klein, the Flemington Borough's Building and Zoning Officer. The Flemington Community Partnership is also happy to give input into your sign design and to recommend sign designers and makers. For an overview of sign regulations, please see the "Summary of Sign Regulations" online. (http://clerkshq.com/content/Attachments/Flemington-nj/flemington26_regs.pdf).

Did you know THIS about signs?

- For a viewer 100 feet away, the minimum readable letter size is 3 inches.
- Words consisting wholly of capital letters are generally harder to read than a mix of upper and lower-case letters.
- Simple typeface is much easier to read than a script or other fancy variety.
- Bold type is easier to read than thinner fonts.
- Black type on a white background (or white type on a black background) offers the maximum contrast and is the most visible.
- Numerous studies have been done to determine the impact of viewing distance and traffic speeds on signage readability. For example, drivers have only 3.0 seconds to read 4 inch letters at 45mph.

Food Establishments

Establishing a food service business in Flemington requires completion of a County of Hunterdon Health Department Referral Form, which goes to the county Board of Health for approval. The applicant brings that back to the Borough with proof of approval to Jeff Klein, the Zoning and Building Officer who will explain what steps come next. To learn more about County requirements we recommend visiting the Hunterdon County Health Department website for detailed information about plan and specification requirements for retail food service establishment, construction, and remodeling.

An early consultation between Health Department personnel and those planning, building, or operating a food service establishment is highly desirable. All plans are to be submitted to and reviewed by the Health Department prior to beginning any construction or remodeling.

Outdoor Dining

The location of each outdoor dining area shall first be reviewed and approved by the Zoning Officer for conformance to local zoning. Upon satisfactory review, a zoning permit or other suitable document shall be issued by the Zoning Officer for the outdoor dining area.

Mobile Retail Food Establishments or Food Trucks

Food Trucks require permitting and must comply with local health and fire zoning ordinances. A “mobile retail food establishment” is any moveable restaurant, truck, van, trailer, cart, bicycle, watercraft, or other transportable unit including hand-carried, portable containers in or upon which food or beverage is prepared, stored, transported, offered for retail sale, or given away at temporary venues. Please contact Zoning Officer Jeff Klein for zoning approval and food safety permits, and Flemington Borough Fire Marshall Ken McCormick to obtain a fire permit, inspection, and approval.

BYOB's

In New Jersey, customers of restaurants without a liquor license are permitted by the restaurant to bring their own wine or beer for consumption. Liquor or hard alcohol is prohibited, and the owners may not advertise the fact that they are a B.Y.O.B. restaurant. They may supply glasses and ice but cannot impose a cover charge, service charge, or corkage charge for any related services. Owners must enforce the under 21-year-old drinking laws, and they must not allow any person who is visibly or apparently intoxicated from further drinking on the premises. Owners arranging delivery service of wine or beer is prohibited. Violation of New Jersey BYOB laws constitutes a disorderly person offense that may be prosecuted in Municipal Court.

Home-Based Businesses

Depending on how your property is zoned, some home-based businesses are allowed, but regulations are restrictive. If a home office is permitted, it is to be used only by people living in the residence. No outside employees or customers are allowed. The office can be in one room of the home, and it may not have a separate entrance. It should require no extra electricity or water supply, and only normal residential deliveries are allowed. The scenario where someone lives upstairs and has an office downstairs is not necessarily permitted unless it was a previously permitted use at that location. Please consult the Borough's Zoning Officer, Jeff Klein, for required permits and zoning information.

Grand Opening Events

The Flemington Community Partnership and Hunterdon County Chamber of Commerce can help you announce your new business to the local community.

The FCP welcomes new businesses with a special *New Business Welcome Basket Presentation Event*. This presentation by FCP's leadership team offers a great photo opportunity that is used by FCP to promote new businesses in a multitude of ways: on the FCP website, in social media, in press releases, and in newsletters. FCP also provides new businesses with an exclusive "Club 10 Card" which entitles business owners to 10% discounts at participating businesses.

Membership in the Hunterdon County Chamber of Commerce includes a Grand Opening Ribbon Cutting that may also be used to promote your new business. For more information about a ribbon-cutting event contact the Chamber of Commerce at (908) 782-7115 or visit <http://www.hunterdon-chamber.org>.

Your Pre-Opening Checklist

Meet with the Flemington Community Partnership

- Get the lay-of-the-land
- Explore available properties
- Learn about FCP benefits and services
- Register your business with the FCP
- Get listed on FCP's website
- Make helpful connections with other businesses/potential partners

Obtain Business Licenses and Registrations

- Obtain required Federal and State Business Registrations
- Register your business in Hunterdon County

Opening a New Business in Flemington

- Meet with Flemington Planning and Zoning Officials to make sure your business complies with local zoning ordinances and is an allowable use in the location you've identified
- Obtain Fire Department Approval
- Determine parking requirements

Construction and Renovation for New and Existing Businesses

- Apply for Building Permits
- Apply for Signage Permit
- Obtain Department of Health approval if required
- Obtain Permit and Variance approvals
- Obtain Certificate of Continued Occupancy Approval

Signage

- Apply for Sign Permit

Restaurants

- Complete Health Department Referral Form
- Work with County Health Department for permits and approvals
- Apply for sidewalk or patio seating permits if applicable

All Businesses

- Register your security alarm with the Flemington Police Department
- Register your fire alarm with the Flemington Fire Department

Plan Your Grand Opening

- Prepare a press release announcing your new business and grand opening
- Send your press materials to the FCP for inclusion in FCP's media channels and on FCP's website
- Plan a New Business Welcome Basket Presentation Event with the FCP
- Plan a Hunterdon County Chamber of Commerce Ribbon-Cutting Event

Doing Business in the Borough: Let's Break it Down

Hours of Business

We strongly encourage retail business owners in Flemington to maintain consistent business hours and remain open late at least one night per week to accommodate shoppers who can only shop after 6. Displaying business hours is crucial in both online and print advertising. Extending hours and staying open during community events such as the *Jazz Fest* or *Summer Car Shows* series offers opportunities for sales and marketing. Be sure to consult the year at a glance event calendar to plan sales, specials, and other incentives.

Trash and Recycling

The collection and disposal of trash and separately designated recyclable materials is the responsibility of the commercial business owner.

All food service establishments, in addition to compliance with all other recycling requirements, are required to recycle grease and/or cooking oil created in the processing of food or food products--and maintain such records for inspection by any code enforcement officer. Please refer to the **Hunterdon County Guide for Business Recycling** for detailed recycling information.

Historic Flemington Borough Parking

There are four free municipal parking lots convenient to Main Street in Flemington Borough. Business patrons can also park in free on-street parking as marked on Main Street. If you are a business owner, please consider parking in one of the off-street municipal parking lots so that on-street parking may be used by customers. Parking may be temporarily suspended due to street closures for events or emergency. Vehicles must be removed from on-street parking in the event of snow emergency management. Please contact the **Flemington Borough Clerk's** office for more information.

Main Street Area Parking Map



Snow Removal

Sidewalk snow removal must be removed within 12 hours of daylight after the snow or ice has accumulated. Every owner or tenant of any lands adjoining public streets within the Borough must remove all snow and ice from the abutting sidewalks of the street, marked crosswalks, and fire hydrants. Any person who owns or controls a handicapped parking area or curb cuts is responsible for assuring that access is unobstructed by ice or snow.

Failure to remove snow or ice in a timely manner may require removal by the street department and result in a violation and fees. Additionally, depositing snow and ice into or upon streets, crosswalks, or fire hydrants is prohibited.

When snow is in the forecast, the Borough asks that you remove your cars from the street. If you do not have off-street parking, you are welcome to park in any of the Municipal Lots. Locations include the Municipal Lot on Court Street, the public lot behind 8 Main Street and the parking lot at Police Headquarters. The Borough asks that after the snow has stopped and plowing of the street curb to curb is complete that you remove your car from the lots to enable us to plow the lot. If you experience an extenuating circumstance that requires your vehicle to be left on the street, please notify the Police Department at 908-782-3434 and advise them of the problem. (Tickets may be issued to cars that interfere with plowing.)

Downtown Maintenance and Repair

Flemington Borough property maintenance ordinance require premises are maintained in keeping with the standards of the neighborhood. Regulations apply to sidewalks, driveways, buildings, signage, awnings, and parking spaces. Basic maintenance includes keeping your place of business litter and hazard-free including the gutter, sidewalk, parking lot, and driveway. It is requested that landscaping be kept trimmed and free from becoming overgrown and unsightly where exposed to public view.

Structural and Storefront

Ordinances require that the exterior of every structure or accessory structure (including fences, signs, and storefronts) be maintained by the owner or operator in good repair, and all surfaces be kept painted or otherwise provided with a protective coating sufficient to prevent structural deterioration and to maintain appearances. All surfaces should be maintained free of broken glass, loose shingles, crumbling stone or brick, excessive peeling paint or other conditions reflective of deterioration or inadequate maintenance.

In the event repairs to a storefront become necessary, repairs should be made with the same or similar materials used in the construction of the storefront in such a manner as to permanently repair the damaged area or areas. Any cornice visible above a storefront shall be kept painted, where required, and in good repair.

The Flemington Community Partnership has a *Storefront Improvement Grant Program* that will pay for 50% of façade improvements, up to \$1500. For more information and an application visit FCP's explore.flemington.com website and look for "Storefront Improvement Grants" under "Documents."

About 2/3 of Flemington is a nationally-designated historic district. It is the second largest such district in the state, behind Cape May. Exterior modifications within the district are subject to review by the borough's Historic Preservation Commission (HPC). Please consult the Historic District Map (at the end of this guide) or at http://historic.flemington.com/_Content/pdf/Flemington-Historic-District-Map.pdf or the Zoning Officer to see if your business is in the district.

Sign Maintenance

The Borough requires that all permanent signs and billboards exposed to public view be maintained in good repair. Any signs which have excessively weathered or faded or those upon which the paint has excessively cracked or peeled should be removed and repaired.

Temporary Window Signs and Advertisements

Except for "For Rent" signs, any temporary sign or other paper advertising material glued or otherwise attached to a window or windows or otherwise exposed to public view and permitted by ordinance of the Borough should be removed at the expiration of the event or sale for which it was created, or within 60 days after it was put up -- whichever occurs sooner.

Except during the course of repairs or alterations, no more than 33-1/3 percent of the square footage of any single window display area exposed to public view should be devoted to signs or other temporary advertising material.

Awnings and Marquees

The Borough requires that any awning or marquee and its accompanying structural members which extend over any street, sidewalk or other portion of the premises be maintained in good repair and not constitute a nuisance or a safety hazard. In the event awnings or marquees are made of cloth, plastic or other similar materials, they are to be well maintained and not show evidence of excessive weathering, discoloration, ripping, tearing or other holes.

OFF-STREET PARKING AND LOADING AREAS

The surface of all off-street parking and loading areas should be well maintained and free from debris, litter, water accumulations, and potholes. Existing lighting should be maintained in good working order. Off-street parking areas that are used at night and do not have lighting should be lighted. All lighting should be arranged and maintained so it does not reflect or cause glare on abutting residential lands.

Handbills, Peddling, and Graffiti

Throwing or distributing commercial handbills in public places such as sidewalks, vehicles, vacant premises, or posted in private premises, is prohibited. The Borough also requires that no person, firm, corporation, or organization shall solicit, hawk, or peddle without first having filed the required bond and having obtained a license.

Property owners are required to remove graffiti within 30 days. Graffiti includes the unlawful application of any drawing, inscription, figure or mark on any structure, wall, rock, bridge, building, fence, gate, roadway, tree or other real or personal property, either privately or publicly owned. A code enforcement officer or a police officer will give notice to the property owner and/or owner's agent or manager to remove graffiti.

Holding Outdoor Events in Flemington

Any business owner, community organization, or individual wishing to hold an outdoor event in Flemington must apply for approval from the Borough of Flemington Police Department. Regulations must be followed to request street closures, alcoholic beverage tent approval and a variety of event offerings.

If you are planning an event in Flemington, please refer to the Borough of Flemington Event Packet which may be obtained from the Borough Clerk, Sallie Graziano.

Did you Know this About Planning Events in the Borough?

- An application for a Special Event Permit must be filed with the Chief of Police not less than six nor more than 30 days before the date of the event.
- An application for temporary food establishments must be made two weeks prior to the event.
- Food trucks and establishments using an open flame must obtain a Class I Fire Permit for each event.
- Event Liquor permits must be obtained through NJ Alcohol and Beverage Control Authority a minimum of 21 days prior to an event. The Borough does not issue any type of liquor permit.

Working with the Borough Government

Flemington Borough is governed by a Mayor and a Borough Council comprised of six at-large council members. A Mayor is elected to a four-year term of office, and Borough Council members serve three-year terms on a staggered basis, with two seats coming up for election each year in a three-year cycle. The Mayor makes committee assignments, and most appointments are made with the advice and consent of the six-member council.

Flemington Borough Council meets the 2nd and 4th Monday of each month (unless otherwise noted) at 7:00 pm. Meetings are open to the public and held at Borough Hall, 38 Park Avenue Flemington, NJ 08822. Meeting notices and changes can be found on the Borough Website. <http://www.historicflemington.com/>

Flemington Council Committee assignments, meeting dates, agendas, and minutes can also be found on the Borough website. Borough Council Committees include the Planning Board, Finance, Redevelopment, Administration, Environmental, Parks and Recreation, Police, Animal Control, Library, Public Information, Public Works and Historic Preservation.

To learn about local government and issues affecting the residential and business community we recommend attending Borough Council meetings. The public is always welcome to comment at council meetings and/or write directly to the Mayor and Council. The Flemington Community Partnership (FCP), the Mayor, and Borough Council work closely together to meet the needs, goals, and vision of the business community.

Council Member	Email	Phone	Committees	Term Expires
Mayor Betsy Driver	bdriver@historicflemington.com	908-297-6208	Library (renovation), DPW, Finance, Agway, Police, Planning Board, Streetscape	2022
Council President Michael Harris	mharris@historicflemington.com	908-397-9283	DPW, Union Hotel Development, Schools, Administration, Code and Zoning, Animal Control	2020
Council Vice President Chris Runion	crunion@historicflemington.com	908-391-2578	Parks and Recreation, Shade Tree, Union Hotel Development, Agway, Planning Board, Schools, Environmental Commission	2021
Councilman John Gorman	jgorman@historicflemington.com	908-328-3941	Code Enforcement, Department of Public Works, Flemington Community Partnership, Redevelopment	2019
Councilman Susan Peterson	speterson@historicflemington.com	908-246-2667	Finance, Agway, Courts, Administration, FCP, Code and Zoning, Streetscape	2019
Councilwoman Caitlin Giles-McCormick	cgiles-mccormick@historicflemington.com	302-743-4123	DIY, Union Hotel Development, Fleming House, HPC, Administration, Public Information, FCP	2021
Councilman Jeffrey Doshna	jdoshna@historicflemington.com	908-246-2667	TBD	2020

Flemington Borough Forms & Documents

Most forms, permits, licenses and contact information are available online at the Flemington Borough Website. (<http://www.historicflemington.com/Forms>). Forms required will be determined by the type, size, and location of your business.

The Borough Clerk oversees the:

- Mobile Food Truck Application
- Event Forms
- Open Public Records Act
- Permit to Operate a Temporary Food Concession
- Retail Food Handling License
- Solicitors Permit
- Street Banner Request Form (for banners across Main Street)
- Street Banner Request Other Than Main Street
- Taxi License

The Building Inspector oversees the:

- Application for Continued Certificate of Occupancy
- Demolition Permit
- Health Department Referral
- Tree Removal Permit
- Building and Sign Permits

The Fire Marshal oversees the:

- Instructions For Event Permit & Applications
- Business Emergency Contact Information
- Life Hazard Use Form
- Non-Life Hazard Use Form
- Permit For Event Or Hood System
- Smoke & CO Detector Cert For 1 & 2 Family Dwellings
- Landlord Process for Non-owner Occupied & Owner-Occupied Dwellings

The Fire Marshal also oversees these Housing & Commercial Rental Property forms:

- Landlord Registration Renewal Application
- Certificate of Inspection - Smoke & Carbon Monoxide Detectors & Fire Extinguisher
- Good Neighbor Act Ordinance
- Landlord Registration Packet
- Non-Life Hazard Commercial Form
- Non-Life Hazard Residential Form
- Police Contact Information Update
- Residential Landlord Information

The Historic Preservation Commission oversees the:

- Historic Guidelines for Flemington Borough
- Exterior Paint Guidelines

The Historic Preservation Committee oversees the:

- Flemington Historic Preservation Application
- Flemington Historic Preservation Searchable District List

The Planning Board oversees the:

- Master Plan
- Planning Board Application & Procedure
- Planning Board Submission Checklist
- Planning Board W-9 Tax Form

The Department of Public Works oversees the:

- Street Opening Permit
- Water – Sewer Inspections
- Facts About Trash & Recycling

CONTACTS

Organization	Name	Contact
Flemington Borough		
Zoning	Jeff Klein	908-782-8840
Utilities Clerk (Sewer & Water)	Rebecca Newman	908-782-8840
Borough Clerk	Sallie Graziano	908-782-8840
Animal Control	Michael Harris	908-397-9283
Fire Marshal	Ken McCormick	908-531-6290
Planning Board Chair	Todd Cook	908-782-8840
Planning Board Secretary	Eileen Parks	908-782-8840
Historic Preservation Commission	Elaine Gorman	908-782-8840
Municipal Court	Susan Fleming	908-782-5770
Parks and Recreation	Sal Randazzese	908-782-7094
Property Maintenance	Bill Sidote	908-782-8840
Public Works	Michael Campion	908-782-2390
Tax Assessor	Ed Kerwin	908-782-8840
Tax Collector	Rebecca Newman	908-782-8840
Police Department	Open 24 hrs a day, 7 days a week	908-782-3434
Flemington Fire Department	Emergency Dial 911	908-782-5151
Hunterdon County		
County Clerk	Mary Melfi	908-788-1221
Board of Chosen Freeholders Clerk (Acting Clerk)	Brad Myhre	908-788-1102
Sheriff's Office	Fred Brown	908-788-1166
Cultural and Heritage Commission	Carrie A. Fellows - Exec Director	908-788-1490
Department of Public Safety	George Wagner, Director	908-788-1205
Emergency Services	Emergencies call 911	908-237-2045
Planning & Land Use	Ken Bogen	908-788-1490
Economic Development	Marc Saluk	908-399-1108
Transportation		
goHunterdon	Commuter Information Svc	908-788-5553
The Link (Free)	Hunterdon Counties Transportation Svc.	800-842-0531
Trans-Bridge Bus Lines	Bus Service to NY, Phil	800-962-9135
Amtrak Rail	Visit website for routes	800-872-7245
Community Organizations		
United Way of Hunterdon County	Community Service Organization	908-782-3414
Prevention Resources, Inc.	Community Health & Wellness	908-782-3909
Hunterdon County Chamber of Commerce	Business Membership Organization	908-782-7115
Hunterdon Helpline	Community Hotline	908-782-4357

Whose Job Is It?

Issue	Responsible Party	Contact
Cleanliness of Sidewalk & Business/Private Property	Property Owner/Tenant	N/A
Condition of Sidewalk (Tripping/safety concerns)	Property Owner/Tenant	N/A
Garbage and Recyclables	Property Owner/Tenant	Your Waste Management Company
Borough Trash Receptacles	Department of Public Works	908-782-2390
Borough Lighting	Department of Public Works	908-782-2390
Snow Removal	Department of Public Works	908-782-2390
Street Sweeping -Streets will be swept at the beginning of each month except during winter conditions.	Department of Public Works	908-782-2390
Municipal Lots and On-Street Parking	Department of Public Works	908-782-2390
Water and Sewer	Utilities Clerk Rebecca Newman	908-782-8840
Electricity - Services Interruptions, line obstructions, tree problems	Jersey Central Power & Light Visit Website or call	888-544-4877
Natural Gas Leaks, odors, and emergencies Evacuate immediately	Elizabethtown Gas	800-492-4009
Call Before You Dig - Before you use mechanized equipment to dig on your property, the law requires you to notify all utilities at least 48 hours in advance so that underground lines can be located and clearly marked.	State of New Jersey 811 Call Center	Dial 811
Public Parks, Monuments, and Buildings	Department of Public Works	908-782-2390
Managing Street Closures	Police Department	908-782-5151

ADVERTISING and P.R. CONTACTS

Successfully marketing your business will likely include utilizing a variety and combination of advertising strategies that may include print, online newspapers and publications, radio, tv, and social media channels and tools.

Here are the popular media outlets serving Flemington and the surrounding area:

New Jersey Advance Media - 732-902-4372

<http://www.njadvancemedia.com/contact-us/>

- Hunterdon County Democrat
- Hunterdon Observer
- Lehigh Valley Live
- NJ.com

MyCentralJersey.com

<http://www.mycentraljersey.com/>

(908) 243-6600

Hunterdon Review

<http://www.hunterdonreview.com/>

(908) 766-3900

Bucks County Herald - 215-794-1096

<http://www.buckscountyherald.com/>

- Online & Print Newspaper
- Area Guide Book

Tapinto Flemington/Raritan - 908-905-0504

<https://www.tapinto.net/towns/flemington-slash-raritan>

Edible Jersey - Edible Jersey connects you with an audience who appreciates and supports local businesses with an emphasis on dining.

<http://ediblejersey.ediblecommunities.com/advertise>

Hunterdon Happening Magazine - Hunterdon Happening provides an insider's view of Hunterdon County, NJ.

<http://hunterdon.happeningmag.com/>

Comcast Spotlight - Offers a wide array of advertising options that help businesses of all sizes.

<https://business.comcast.com/spotlight>

NJ101.5 Radio

<http://nj1015.com/advertise-on-nj1015-com/>

Local Facebook Pages and Groups

Flemington Community Partnership, Flemington Rocks, Hunterdon Underground, Hunterdon Happenings

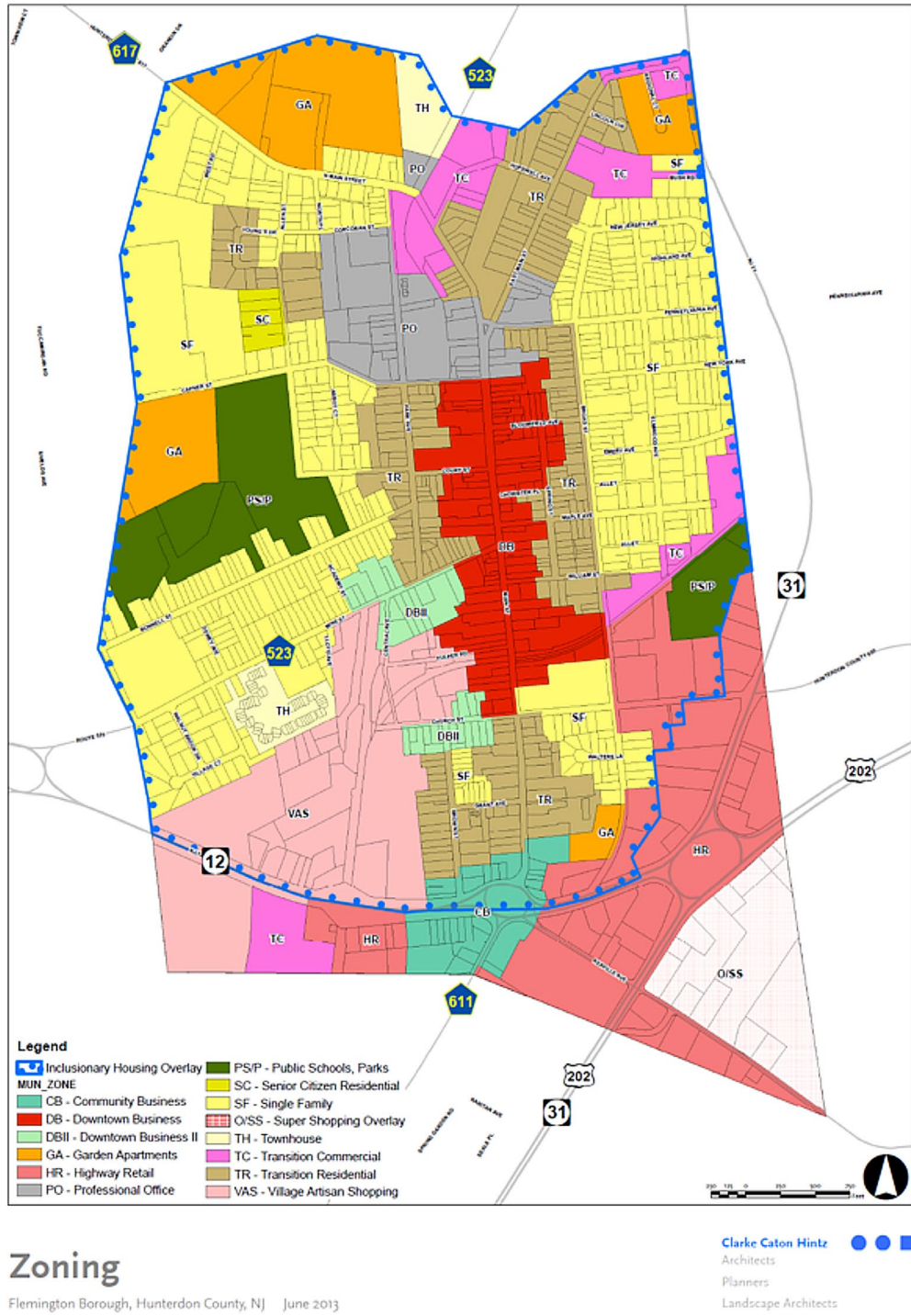
Appendix

Maps & Charts

Flemington Zoning

To find out if your business is part of the designated business improvement district, please see Ordinance 2011-5.

http://clerkshq.com/content/Attachments/Flemington-nj/Ord_2011_5.pdf



Flemington Borough - Summary of Sign Regulations

Flemington Borough - Summary of Sign Regulations

Zone	Façade (Wall Signs)			Projecting Signs (In lieu of façade signs)			Freestanding Signs***							Monument Signs****	Directory Signs***		Other Design Requirements
	Number of Signs	Maximum Size or Percent of Linear Frontage**	Max. Height	Min Ht. Above Ground	Maximum Projection	Max Height	No. of Signs>	Maximum Size of Sign	Max. Ht. of Sign	Min Height Above Ground	Sign Set Back from Right of Way	No. of Signs	Max. Size of Sign	Max Height from Ground	No. of Signs	Max Size of Sign	
CB	1/street frontage*; not to exceed 2 per business	50 sf or 50% whichever is smaller	2'	8'	4.5' (54")	1' (12")	1	20 sf, monument sign only	3'	0	10'	1	20 sf	Inc. Base No.	1/site	12 sf	
TC	1/street frontage*; not to exceed 2 per business	50 sf or 50% whichever is smaller	2'	8'	4.5' (54")	1' (12")	1	30 sf. 50 sf. on Rt. 31	22	8	10'	1****	50 sf		1/site	16 sf.	
DB & DBII	1/street frontage*; not to exceed 2 per business	50 sf or 50% whichever is smaller	2'	8'	4.5' (54")	1' (12") Wooded Signs	1	20 sf.	6'	0	10'	NA	NA	NA	NA	NA	Signs to be reviewed by Planning Board as minor site plan. Freestanding sign can be located at one-half setback of building, but no less than 10 feet from curbline.
PO	1/street frontage*; not to exceed 2 per business	50 sf or 50% whichever is smaller	2'	8'	4.5' (54")	1' (12")	1	20 sf.	6'	0	10'	NA	NA	NA	1/site	16 sf.	Height of freestanding sign shall be set at the elevation of the existing grade.
VAS	1/street frontage*; not to exceed 2 per business	50 sf or 50% whichever is smaller	2'	8'	6 sf.	3'	1	60 sf./ 100,000 sf. center	22	8	10'	1****	60 sf	8'	NA	NA	
HR, OSS	1/street frontage*; not to exceed 2 per business	100 sf or 50%, whichever is smaller	4'	8'	4.5' (54")	1' (12")	1 1 1	35 sf - Church Street 50 sf - Rts. 12 & 31, Reaville Ave. 90 sf - Rt. 202	16' 16' 20'	8' 0' 8'	 20' 	1**** 	50 sf	8'	NA NA 1/site	NA NA 16 sf.	

NA - Not applicable

* Street frontage shall mean vehicular access to a public street where the building fronts, or to a parking lot which serves the building and which directly connects to a public street.

** Linear frontage to be measured from demising wall to demising wall, below soffit of the roof.

*** Maximum size for directory sign located at the setback of the existing building, but no closer than the required frontyard setback.

> Two freestanding signs may be permitted if the business use fronts on more than one street.

In all zones, one identification sign not exceeding 72 sq. inches shall be permitted at the entrance to the business.

**** Monument Signs are allowed in TC, VAS and HR on Rt. 12 and 31.

Monument Signs shall be no more than eight feet (8') in height including the base.

Either a monument sign or a free standing sign shall be permitted as shown but not both.