



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF SMART GROWTH
PO Box 204
TRENTON NJ 08625-0204

JON S. CORZINE
Governor

JOSEPH V. DORIA, JR.
Commissioner

BENJAMIN L. SPINELLI
Executive Director

December 14, 2007

Dear Mayor:

This letter follows communications from our office on February 28, 2006, October 19, 2006 and January 23, 2007 regarding the Basic Course in Land Use Law and Planning. This course is a requirement for certain planning and zoning board members. All such members shall have completed the training by January 17, 2008 (N.J.A.C. 5:87 sec. 1.8).

In the event a current board member has not yet taken the course, but wishes to do so, our approved course providers are listed at: www.njsmartgrowth.com. If necessary, please contact a service provider to ascertain the availability of remaining course offerings.

Please note that current members that have not successfully completed the course by the prescribed deadline are deemed ineligible to continue to serve on the board. The member shall be removed by the governing body at its first public meeting after expiration of the 18 month period. The individual shall not be eligible for subsequent appointment of either board without first completing the required course

Please also remember to enroll newly appointed members at your earliest convenience. Newly appointed members will have 18 months from the date of their appointment to complete an approved course.

If you have any questions, please feel free to contact us at (609) 292-7156. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Benjamin L. Spinelli".

Benjamin L. Spinelli
Executive Director

c: James Requa
Mukund Kumar