



SALEM COUNTY ENGINEER'S OFFICE  
110 Fifth Street, Suite 600, Salem, New Jersey 08079  
856-935-7510, Ext. 8549

## **Motorist Solicitation Traffic Control Requirements**

**In addition to the requirements set forth in the resolution permitting charitable organizations to solicit contributions on County roads on a case-by-case basis, Adopted March 4, 1998, Resolution No. 98-115; the following traffic control requirements will need to be included as part of any application.**

The following requirements are similar to what construction contractors use for any roadway work within Salem County. Applicants will have to consider contacting a traffic control company to provide the appropriate temporary traffic control signs, traffic control barrels and traffic cones, as well as a sketch plan for its layout. All traffic control devices must be to NJDOT standards and current M.U.T.C.D. design standards. The Salem County Road Department cannot provide any traffic control devices.

In accordance with Federal and State requirements on the use of Variable Message Boards (VMS); the County of Salem will no longer provide VMS signage for Coin Drops. VMS signs will be prohibited from the County right-of-way if used for solicitation. VMS's can be rented from an appropriate vendor and placed on private property as long as they are approved by the Municipality.

1. A traffic control plan, shall be submitted, drafted upon an aerial image or a roadway map which shows the placement of all NJDOT and M.U.T.C.D. approved traffic control barrels, cones, and signs. All traffic control devices must be laid out in accordance with the current design standards for the speed of the roadway. If the applicant is unfamiliar, it is recommended that they contact an appropriate vendor or engineer for guidance. The County of Salem cannot provide this service.
2. On the proposed traffic control plan, an area indicating the safe zone for the person collecting the money shall be shown. All traffic cones must be a minimum of **28 inches tall** and have reflective bands on them. Quantity and spacing will be in accordance with the speed of the roadway as stipulated in the current design standards.
3. Per Resolution No. 98-115, two signs of not more than 16 square feet announcing the charitable organization must be mounted on an NJDOT approved breakaway sign system and located outside of each travel way, on each road. The sign must meet current design standards for safety. The signs must state: "**Charitable Solicitation 500 Feet Ahead**". A second sign must state the "**organization name**". These signs must be located on the traffic control plan.
4. All volunteer vehicles will need to be parked away from the intersection so as not to impair sight distances at the intersection and not be a hazard on the shoulder. This parking area will also need to be shown on the traffic control plan as well.

5. Anyone working in the County right-of-way will be required to wear high visibility NJDOT approved road safety vests, appropriate clothing and closed toed footwear. The clothing and footwear are to prevent trips/falls and snagging of clothing on passing vehicles. Loose fitting clothing or flip flop shoes will not be permitted. All personnel working within the county right-of-way must be 18 years of age or older. At all times all personnel will be required to wear a road safety vest with reflective striping.
6. All Solicitation must occur during day light hours. All traffic control must be removed by Sunset.
7. Applications should be mailed or delivered to the Salem County Engineer's Office 90 days prior to the event. Sufficient time for review will be required. Applications will be reviewed by the Engineer's Office for completeness. Once the review is completed, the application will be forwarded on to the Salem County Public Works Committee for comments. Once the Public Works Committee approves, a draft resolution will be sent to the Salem County Commissioners to approve and adopt at the next available board meeting.
8. Once approved by the Salem County Commissioners, the applicant will be mailed a copy of the adopted resolution and a copy of the Charitable Solicitation Permit, executed by the Clerk of the Board. Additionally, copies will be sent to the local law enforcement agency for that municipality and the County Office of Emergency Management.



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**Example of NJDOT & M.U.T.C.D. Approved Traffic Control Devices**



1. *Standard NJDOT approved traffic cones placed evenly along the centerline of the road*
2. *Traffic barrel placed at the Safe Zone for the collection person to stand at and to force traffic around them*
3. *Event signage mounted on break away mounts*
4. *No event staff vehicles parked at the intersection*



COUNTY OF SALEM

110 5<sup>th</sup> Street

Salem, New Jersey 08079

(856) 935-7510 Ext. 8203

**APPLICATION FOR MOTORIST SOLICITATION  
IN ACCORDANCE WITH N.J.S.A. 39:4-60 AND  
COUNTY OF SALEM RESOLUTION NO. 98-115**

PLEASE TYPE OR PRINT

1. Name and phone number of applicant organization: \_\_\_\_\_
2. Name and phone number of contact person at applicant organization: \_\_\_\_\_
3. Address of applicant organization: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City/State Zip
4. Specific location or locations of proposed charitable solicitation: \_\_\_\_\_  
\_\_\_\_\_
5. DATES and RAIN DATES of proposed charitable solicitation: \_\_\_\_\_  
\_\_\_\_\_
6. TIMES of proposed charitable solicitation: \_\_\_\_\_  
\_\_\_\_\_
7. Has the municipality passed on ordinance permitting charitable organizations to solicit contributions in the roadways situate within the municipality? \_\_\_\_\_  
(Yes/No)  
If YES, please attach a copy of the ordinance from the municipality permitting the charitable solicitation, as required by N.J.S.A. 39:4-60.
8. Does this request pertain to a location on any State Highway or intersection with a State Highway?  
\_\_\_\_\_  
(Yes/No)  
If YES, please attach a copy of an authorization from the Commission of Transportation of the State of New Jersey permitting the charitable solicitations, as requested by N.J.S.A. 39:4-60.
9. Identify the manner in which the motorist solicitations will be conducted and the procedures to be used to ensure the safety of the members of the public who will be traveling the roadways in the County of Salem.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
ORGANIZATION REPRESENTATIVE

Approved as to Form and Legality

Date Adopted

Committee

March 4, 1998

ROAD & BRIDGE

**RESOLUTION PERMITTING CHARITABLE**

**ORGANIZATIONS TO SOLICIT CONTRIBUTIONS**

**ON COUNTY ROADS ON A CASE BY CASE BASIS**

WHEREAS, New Jersey statute 39:4-60 permits municipalities to authorize by ordinance charitable organizations to solicit contributions in the roadway or highway, other than interstate highways or toll roads, subject to regulations of the State Department of Transportation in consultation with the Division of Highway Traffic Safety; and

WHEREAS, a municipality shall not authorize charitable organizations to solicit on any County Roads or intersection without approval of the Salem County Board of Chosen Freeholders; and

WHEREAS, the Salem County Board of Chosen Freeholders determines that it is appropriate to permit on a case by case basis charitable organizations, as defined in N.J.S.A. 45:17A-20, to solicit contributions on County Roads so long as conducted in a safe and reasonable manner.

NOW, THEREFORE, BE IT RESOLVED by the Salem County Board of Chosen Freeholders that:

- I. Upon the Clerk of the Board of Chosen Freeholders receiving a completed county application for motorist solicitation the Clerk shall present said request to the Board of Chosen Freeholders for its review and consideration, with the Board's decision being memorialized by resolution. The application for motorist solicitation is attached hereto, marked Exhibit "A" and is incorporated herein.
- II. All of the requirements of N.J.S.A. 39:4-60, as well as other applicable law, shall be followed by the charitable organizations.

ENGINEER

- III. The Clerk of the Board of Chosen Freeholders shall obtain from any charitable organization seeking Freeholder approval to solicit contributions on a County Road a completed application for motorist solicitation.
- A. Name of applicant organization.
  - B. Address of applicant organization.
  - C. Telephone number of applicant organization.
  - D. Contact person of applicant organization.
  - E. Specific location or locations of proposed charitable solicitation.
  - F. Dates and times of proposed charitable solicitation.
  - G. Identify the manner in which the motorist solicitation will be conducted and the procedures to be used to ensure the safety of the members of the public who will be traveling the County Road.
  - H. An applicant shall complete the proper application form and submit it to the Clerk of the Board.
  - I. All applications shall be reviewed and either approved or denied within 45 days of their submission in complete form, however, the County will make its best effort to process Charitable Solicitation Permits in less time. The time for the County review may be extended with the written consent of the applicant.
  - J. To be complete, the application form shall be accompanied by a sealed copy of a municipal ordinance.

- K. If the charitable solicitation is proposed at the intersection of a State Highway and a County Road, the application form shall also be accompanied by written approval from the State Department of Transportation.
  - L. The application form shall specify the location, date(s), duration, and time(s) of the proposed charitable solicitation. One application may cover multiple dates during the same calendar year. Seasonal applications are encouraged by the County.
- IV. A charitable organization obtaining Freeholder approval shall comply with the following:
- A. No person shall solicit charitable contributions on a County Road or intersection thereof without approval from the Board of Chosen Freeholders via the issuance of a "Charitable Solicitation Permit". A "Charitable Solicitation Permit" means a permit issued by the Salem County Board of Chosen Freeholders through it's Clerk of the Board. Such permit shall be in possession of the solicitor during all times of solicitation and be available for inspection by local, county, and state police enforcement personnel. The "Charitable Solicitation Permit" is attached hereto, marked Exhibit "B" and is incorporated herein.
  - B. Charitable solicitation permits shall be granted only to charitable organizations soliciting for charitable purposes.
  - C. Each person soliciting charitable contributions on behalf of the charitable organization shall be at least 18 years old.

- D. Solicitation shall be subject to the specific terms and conditions of each permit granted.
- E. Solicitation shall be permitted on County right-of-way, but is encouraged to be off the traveled way.
- F. Solicitation shall not stop traffic or impede the flow of traffic. Traffic shall already be stopped before solicitation may occur and shall cease while traffic is moving. Use of flagmen shall be prohibited.
- G. The charitable organization shall be responsible for cleaning up any debris from the right-of-way.
- H. Solicitation shall only be permitted during daylight hours.
- I. State, County or local police may suspend solicitation operations at any time if any condition of the permit is violated, or, if in the police officer's sole discretion, traffic is being impeded or delayed or the public safety is at risk.
- J. Solicitors shall not drink alcoholic beverages, use drugs, or be under the influence of drugs or alcohol when soliciting. Solicitors shall not harass the public.
- K. The Board of Chosen Freeholders shall not be liable in any civil action for damages for property damaged or personal injury resulting from a motor vehicle accident arising out of or in the course of solicitations for the purpose of soliciting contributions, conducted by charitable organizations, as defined pursuant to N.J.S.A. 45:17A-20, pursuant to N.J.S.A. 39:4-60.



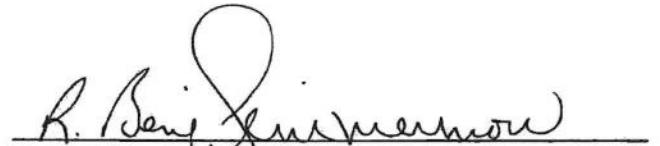
- V. A charitable organization shall have approval in advance from the respective municipal governing body via ordinance.
  
- VI. Safety is paramount and the following shall be observed:
  - A. All solicitors shall wear safety vests that are in accordance with NJ DOT standards.
  
  - B. Parking of vehicles shall comply with applicable traffic regulations. The Board of Chosen Freeholders recommends off-site parking.
  
  - C. The Board of Chosen Freeholders recommends coin tosses using blankets located off the traveled way as the safest method of solicitation.
  
  - D. The solicitor shall not install any traffic control devices.
  
  - E. Signs advertising the roadway solicitation are permitted, but they must be of a temporary construction and breakaway to the extent possible.
  
  - F. Signs shall be a maximum of 16 square feet.
  
  - G. Signage shall be in accordance with the temporary signage standards contained in the "Manual on Uniform Traffic Control Devices, 1988" or superseding issue, available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

- H. At least two (2) warning signs shall be placed as follows:
    - 1. "CHARITABLE SOLICITATION 500 FEET AHEAD".
    - 2. Second sign following identifying the name of the organization soliciting.
  - I. Signs shall not be permitted in the traveled way or in medians less than eight (8) feet in width.
  - J. All signs warning, noticing, or advertising a solicitation shall be removed immediately following the solicitation event.
- VII. The Board of Chosen Freeholders may impose special conditions on any charitable solicitation permit to preserve and protect the public safety and the free flow of traffic on its roadways.
- VIII. The Board of Chosen Freeholders will not unreasonably withhold approval. The Board may deny a permit based on the following reasons:
- A. To ensure that traffic flow is not unreasonably impeded, interrupted, or delayed.
  - B. The design of the particular highway and/or intersection, turning movements, traffic densities, and/or speeds do not permit the safe interaction between the solicitor and vehicular traffic.
  - C. The solicitation would interfere with construction activity.

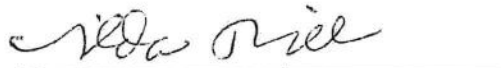
D. To protect the public safety.

1. If the Board of Chosen Freeholders denies a permit, the denial letter shall set forth the reasons for the denial.

IX. An applicant who has been denied a Charitable Solicitation Permit may appeal such denial to the Clerk of the Board. The applicant shall submit a written request for reconsideration, within 30 days of denial of a permit. The Clerk of the Board shall render a written decision to the organization within thirty (30) days of receipt of the written request.

  
 R. Benjamin Simmermon, Jr., Chairman  
 Road and Bridge Committee

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of Chosen Freeholders at a regular meeting held on Wednesday, March 4, 1998.

  
 Gilda T. Gill, Clerk of the  
 Board of Chosen Freeholders

RECORD OF VOTE

Freeholder	Aye	Nay	N.V.	A.B.	Res.	Sec.	Freeholder	Aye	Nay	N.V.	A.B.	Res.	Sec.
Vare	x						Simmermon	x				x	
Sullivan	x						Kugler	x					x
Facemyer				x			Sparks	x					
Strong	x												

x. - Indicates Vote      A.B. - Absent      N.V. - Not Voting      Res. - Resolution Moved      Sec. - Resolution Seconded

# COUNTY OF SALEM

## CHARITABLE SOLICITATION PERMIT

*"Example"*

THIS PERMIT has been issued pursuant to RESOLUTION # \_\_\_\_\_ by the authority of the Board of Chosen Freeholders of the County of Salem to permit motorist solicitation by \_\_\_\_\_, (name of charitable organization) reflected on its application attached hereto, and in strict accordance with the representations contained therein.

Gilda T. Gill, Clerk of the Board of Chosen Freeholders

\_\_\_\_\_ Date

EXHIBIT "B"