



**TOWNSHIP OF GALLOWAY
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE TOWNSHIP CLERK**

300 E. JIMMIE LEEDS ROAD GALLOWAY, NJ 08205
(609) 652-3700 EXT. 292 FAX: (609) 652-3233

Kelli Danieli, RMC
Township Clerk
kdanieli@gtnj.org

APPLICATION FOR DONATION OF LAND TO THE TOWNSHIP OF GALLOWAY

DATE: _____ EMAIL: _____

NAME: _____ PHONE: _____

ADDRESS OF APPLICANT:

COPY OF TAX MAPSHEET: _____ CURRENT BLOCK: _____ LOT: _____

ADDRESS OR LOCATION OF PROPERTY TO BE DONATED:

LOT SIZE: _____ REASON FOR REQUEST: _____

SIGNATURE: _____

This space is to be filled out by Township officials.

BALANCE OF TAXES \$ _____

DATE: _____ TAX COLLECTOR: _____

ASSESSEMENT \$ _____

DATE: _____ TAX ASSESSOR: _____

DONATION OF LAND PROCEDURES

- ❖ Property Owner (or Property Owner's legal representative) completes a **Donation of Land Request Form** in the Township Clerk's Office. (If not the property owner, documentation must be provided that you are duly authorized to act and/or administer the estate of the property owner).
- ❖ Application is distributed by the Township Clerk's office to the following offices for review:
 - Tax Assessor - establishes a market value.
 - Zoning Official - reviews zoning and determines conforming and non-conforming.
 - Public Works Director - reviews other considerations, i.e. drainage, stormwater, sewer, etc.
 - Planning Board – gives recommendation
 - Township Planner / If needed, Township Engineer
 - Township Manager
 - Tax Collector (Certificate of Taxes Paid or Owed)
- ❖ Departments must complete their review within 30 - 45 days from receipt of the application from the Township Clerk and the completed reviews are to be returned to the Township Clerks Office.
- ❖ If approval is received from each of the above listed the Township Clerk shall notify the Township Solicitor in writing to review and provide and legal advice.
- ❖ If the Township Manager chooses to proceed with the application request and recommend acceptance of the Property, the Township Clerk shall then prepare a report to the Governing Body for their review and recommendation.
- ❖ The Governing Body and Township Solicitor shall render a decision within 60 days.
- ❖ Once a decision has been made the Township Clerk shall notify the applicant in writing.
- ❖ Once all requirements have been satisfied, the Township Solicitor shall record all necessary legal documents with the County Clerks Office and any other Agencies required.
- ❖ All Documents shall be maintained on file in the Township Clerks Office.