



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920
908-204-2510; www.bernards.org

PROCESS COMPLAINT PROCEDURE

Following is the process put in place to address complaints by any person who believes that Bernards Township, acting through its agents or employees, may have violated RLUIPA.

Should any Township personnel receive a verbal complaint, it should be communicated immediately, in writing, to the Municipal Clerk, who will offer and provide the *Complaint Against the Township of Bernards* Form to the complainant.

Any submitted *Complaint Against the Township of Bernards* forms should be forwarded to the Municipal Clerk immediately upon receipt. The Municipal Clerk shall log the complaint and forward to the complaint Investigator.

It is the responsibility of the Municipal Clerk to accept and maintain each complaint and any proposed or actual action taken by the Township in response to the complaint.

- Copies of *Complaint Against the Township of Bernards* forms, shall be logged in \\ADMINSRV7\ISBR_Documents \Complaint Log
- The log will indicate the name of the complainant, date of complaint receipt, name of the respondent/investigator and the date of the Township's response

The Township Administrator, or his/her designee, will serve as the investigator and examine complaints and respond, in writing, to the complainant within **15 days**, providing the Municipal Clerk a copy of the response for their files and log. If the Township Administrator determines that further investigation is necessary, the Township Administrator may refer the complaint to Stephen O. Davis, Esq., of the firm DiFrancesco Bateman, Coley, Yospin, Kunzman, Davis, Lehrer & Flaum, P.C.

The Municipal Clerk is responsible for providing copies of the written complaints and the Township's responses to the Township Committee. These documents will be included in the Annual Compliance report. This information must be reported by November 26, 2017, November 26, 2018, November 26, 2019, November 26, 2020 and March 22, 2022.

The *Complaint Against the Township of Bernards* form shall be placed on the Bernards Township Website in the Documents section of the Planning and Zoning Departmental page.

COMPLAINT AGAINST THE TOWNSHIP OF BERNARDS

Date: _____
Email Address: _____
Name: _____
Address: _____
Telephone: _____

1. Please state briefly the nature of the service or request that you made of the Township of Bernards (e.g., preliminary and final site plan approval, conditional use permit, variance, rezoning, special use permit, exemption, etc.). In addition, please include a description of the religious land use and the assembly or institution at issue in your request:

2. Please state briefly in what way(s) you believe that the Township of Bernards, or Planning Board or Zoning Board of adjustment may have violated your rights in the exercise of your religion under the United States Constitution, federal law (including RLUIPA), the New Jersey State Constitution, New Jersey State law, or the Bernards Code of Ordinances:

3. If you believe that the Township of Bernards, the Planning Board, the Zoning Board of Adjustment, or any other land use or zoning body of the Township, or any other local government or municipality, has discriminated against you in the exercise of your religion through the implementation of its zoning or land use laws, in addition to completing this complaint, please contact the United States Department of Justice at: (202) 514-4713

You may also write to:

United States Department of Justice
Civil Rights Division
Housing and Civil Enforcement Section
950 Pennsylvania Ave. N.W. –G St.
Washington, DC 20530

or

United States Attorney's Office
District of New Jersey
Civil Rights Unit, Civil Division
970 Broad Street, Suite 700
Newark, NJ 07102

Please return this form to:
Bernards Township Municipal Clerk
clerk@bernards.org
1 Collyer Lane, Basking Ridge, NJ 07920

(Office Use) Date Received: _____