



MINE HILL TOWNSHIP

Municipal Building ~ 10 Baker Street ~ Mine Hill, New Jersey 07803

Marcia H. Istvan, RMC/CMR

Township Clerk, Registrar

Planning Board Administrator/Recording Clerk

Direct Line: 862-437-1190 Fax: 973-366-1626 Clerk@MineHill.com

Solicitor Information

(Updated 12/03/2025)

Attached, please find a copy of Chapter 380 of the Township Code which governs solicitation within the Township of Mine Hill. You are responsible for familiarizing yourself with these regulations.

Upon completion of a solicitor registration, payment of \$25 fee and police investigation approval of the information provided, you will be given a copy of the most recent "Do Not Solicit" List (DNS) and a Solicitor Badge. Both will indicate the date of the DNS that you were given upon registration. Both expire 30 days from the date found on the upper right-hand corner of the list. Please return to Town Hall with your Badge prior to the expiration date to receive an updated DNS and renew your Badge or drop it off in the drop box at Town Hall if no longer soliciting

Please review your DNS carefully. Soliciting to an address found on the list will result in ***immediate suspension and possible revocation*** of your right to solicit within the Township. Additional penalties apply for soliciting with an outdated DNS or Badge.

Please refrain from soliciting to ***any*** home on Federal Holidays. Solicitation shall be permitted between the hours of 10:00 a.m. to sunset except in May, June, July and August, when it shall end by 8:00 p.m.

If you have any questions about these regulations, please contact the Municipal Clerk's Office prior to conducting any solicitation activities.

Thank you for your anticipated cooperation.

Chapter 380. Peddling and Soliciting

ARTICLE I "Do Not Solicit" List [Adopted 12-17-2015 by Ord. No. 28-15]

§ 380-2

§ 380-1. Definitions.

As used in this article, the following terms shall have the meanings indicated:

PERSON — An individual, organization, firm, partnership, corporation, company, association, church, religious denomination, society, class, league or other entity or group.

SOLICIT and SOLICITATION — Offering goods or services for sale, or making sales and delivering articles door to door to purchasers, or the request, directly or indirectly, for money, property, financial assistance, or other things of value, including for a charitable and philanthropic purpose. Any person taking a poll or a survey from house to house or on the streets or distributing advertisements or handbills is included. The word "solicitor" shall not include salespersons calling on retail merchants. Solicitation shall be deemed to be complete when made, whether or not the person making the same receives any contribution.

§ 380-2. Registration required. [Amended 7-28-2016 by Ord. No. 18-16; 10-17-2019 by Ord. No. 22-19; 10-2-2025 by Ord. No. 12-2025]

- A. It shall be unlawful to solicit within Mine Hill Township without first registering with the Township Clerk on a form to be provided by the Township Clerk which shall indicate the identification of the individual or individuals soliciting, the planned date or dates, time, and place where the solicitation will occur. A copy of the "Do Not Solicit List" shall be provided to every person registering with the Township Clerk. Anyone engaged in solicitation shall have proof of registration and shall have personal identification outwardly visible on their person at all times while soliciting in Mine Hill. Solicitation shall be permitted between the hours of 10:00 a.m. to sunset except in May, June, July and August, when it shall end by 8:00 p.m.
- B. Any person registering with the Township Clerk shall file with an application to be supplied by the Clerk containing the following information:
 - (1) Name and permanent address of the applicant.
 - (2) Date of birth, weight, height, hair color, eye color.
 - (3) Car make, model, license number and car registration number of any vehicle being used in conjunction with the solicitation.
 - (4) Name and address of employer.
 - (5) Type of merchandise or service to be sold.
 - (6) At least three business and character references.
 - (7) The residence of the applicant for the preceding three years.
 - (8) The length of time for which license is desired.
 - (9) The number of arrests or convictions for misdemeanors, crimes or disorderly conduct, and when and where the offenses occurred.

- C. If the applicant is an employee or agent, he or she must attach to the application form a letter from the firm or corporation for which the applicant purports to work, authorizing the applicant to act as its agent or representative.
- D. Investigation. When the application is properly filled out and signed by the applicant, it shall be the duty of the Township Clerk to refer the same to the Chief of Police, who shall investigate the accuracy of statements made therein, and not more than three days shall be allowed for such investigation. After investigation, the Clerk and the Chief of Police shall indicate approval or disapproval in writing upon the application. In case of disapproval of an application, the applicant may appeal to the Mayor and Council. The Mayor and Council shall set a time and place for a hearing, which hearing shall be held within 10 days after appeal is taken by the applicant, at which hearing the applicant will be given an opportunity to present his reasons why the license should be issued. The decision of the Mayor and Council shall be final.
- E. Fees. There shall be a registration fee of \$25 which shall be good for a period of 30 days. The fee will be waived for solicitation by nonprofits and their agents.

§ 380-3. Inclusion of property on list.

Any person who owns or rents property within the Township may register such property to be included on the "do not solicit" list by registering through the Township Clerk's office.

§ 380-4. Maintenance of list.

Maintenance of the "do not solicit" list shall be as follows:

- A. The "do not solicit" list shall be maintained by the Township Clerk. The list shall be available through the official Township website.
- B. The "do not solicit" list shall consist solely of property addresses and shall include no further identifying information concerning the ownership of each property.
- C. The Tax Assessor shall notify the Township Clerk of any change in ownership of property within the Township. The Township Clerk shall remove from the "do not solicit" list any property which has changed ownership.
- D. Other than by sale of property, a property, once listed, may only be removed from the list by submitting a written request to the Township Clerk.

§ 380-5. Duties of Township Clerk. [Amended 7-28-2016 by Ord. No. 18-16]

The Township Clerk shall provide a copy of the "do not solicit" list to any person notifying the Township Clerk's office pursuant to this article of his/her intention to engage in soliciting within the Township. The failure of the Township Clerk to provide the "do not solicit" list to such person or the failure of such person to have received a copy of the "do not solicit" list from the Township Clerk shall not provide a defense to the requirement of having in his/her possession a copy of the updated "do not solicit" list.

§ 380-6. Solicitation at listed properties prohibited.

It shall be unlawful to solicit at any property listed on the "do not solicit" list.

§ 380-7. Exemptions.

The prohibition in this article shall not apply to an individual visiting a property where the owner or occupant of such property has directly or implicitly indicated to the solicitor, through prior interaction, that his/her visit would be welcomed. The burden of persuasion shall be on the person claiming this exemption.

§ 380-8. Suspension of solicitation privileges. [Added 7-28-2016 by Ord. No. 18-16]

A person found by the Township Clerk to have engaged in solicitation on a property listed on the "do not solicit" list shall, after notice and an opportunity to be heard, have his or her right to solicit within the Township suspended for a period of 30 days for a first offense, 60 days for a second offense, and indefinitely after a third offense. The individual shall have a right to appeal the suspension to the Township Council, which shall hear the appeal at its next regularly scheduled meeting. The suspension shall be in addition to any other penalties for violation of this article which may be imposed by the Municipal Court.



Mine Hill Township, Morris County, New Jersey



Solicitor Registration Form

(Updated 12/03/2025)

Company Name: _____

Merchandise or Services: _____

Name of Individual who
will be conducting solicitation: _____

Driver's License No.: _____

Vehicle Make: _____ Model: _____ Year: _____ License Plate: _____

Personal Address: _____

Phone Number/Email _____

Physical Description of Applicant: Gender _____ Height _____ Weight _____ Hair Color _____ Eye Color _____

Company/Supervisor Phone: _____

Supervisor Email: _____

Company Address: _____

If you will be soliciting in a
uniform, please describe: _____

Dates of Solicitation: Start Date _____ End Date _____

Business and Character References:

1. _____

Name

Address

Telephone Number

2. _____

Name

Address

Telephone Number

3. _____

Name

Address

Telephone Number

By signing below, I certify that I understand the provisions of the attached "Do-Not-Solicit" Ordinance, as updated and amended.

I agree to carry a copy of the Do-Not-Solicit List with me, and to obtain updates from the Municipal Clerk at least every 30 days during my solicitation activities.

I understand that violations of this Ordinance and/or failure to be in possession of an updated List may result in summonses in Municipal Court.

Signature of Applicant: _____

Date: _____

For Township Use Only:

Signature of Municipal Official Accepting Registration: _____

Date of Registration: _____

Date of List Provided: _____

List Update Provided: _____

Update Provided by: _____

List Update Provided: _____

Update Provided by: _____

Record of Complaints:

Date: _____

Complaint: _____

Date: _____

Complaint: _____

Date: _____

Complaint: _____

Date: _____

Complaint: _____