



**MEETING AGENDA  
& SUBMISSION OF SUPPORTIVE DOCUMENTATION**

**Purpose:**

To establish a deadline for the receipt of supportive documentation submitted for the Morris County Agriculture Development Board's review and the placement of specific issues on the CADB meeting agenda. The deadline will allow sufficient time for staff to process requests and to forward materials to the CADB members prior to the meeting.

**Policy:**

1. **In order to submit information to the Morris County Agriculture Development Board, the following must be accomplished:**
  - A. Information which is to be reviewed by the Morris County Agriculture Development Board must be delivered to the office of the Board **no later than one week prior to the meeting**. *(Please submit materials as early as possible to allow adequate time for staff review.)*
  - B. Ten (10) copies of all proposed information are required for submission to the Board, but can be waived at staff's discretion.
  - C. The petitioner must submit all pertinent information to the CADB staff prior to the deadline (noted above). Information that is submitted after the deadline will be held for the next available meeting agenda. *(It is at the discretion of the CADB staff in consultation with the Chairman to place the petitioner on the next available meeting agenda.)*
2. **In order to be placed on the CADB meeting agenda:**
  - A. The petitioner must notify the CADB staff **no later than the first Thursday of the month**; stating that they would like to be placed on the CADB agenda to present their proposal before the Board.
  - B. The petitioner may notify the CADB staff by telephone, email or written correspondence, as long as the notification is received prior to the deadline date.
3. **Copies of Staff Reports:**
  - A. If a Staff Report is prepared for the CADB meeting, upon request, a copy will be provided to the petitioner before noon of the CADB meeting day. The report will be provided via email or fax or can be picked up by the petitioner at the office of the Morris

County Department of Planning and Development located at 30 Schuyler Place,  
Morristown, NJ.

Adopted:	Effective:	Revision #:	Last Revised:
3-10-05	3-10-05	1	6-13-13