



**PLANNING BOARD & BOARD OF ADJUSTMENT
CHECK LIST FOR SUBMISSIONS**

This checklist is meant to be a guide to the requirements set forth in the City of Perth Amboy Zoning and Land Development Ordinance, Chapter 430. Refer to chapter 430 for additional information on the application process.

GENERAL SUBMISSION INFORMATION REQUIREMENTS

1. Applicant must submit one original executed completed application and 14 additional copies. All requested information on application and checklist must be provided. Any information not applicable to this application should be designated in the appropriate location(s).
2. Applicant must provide certification that property taxes, water and sewer charges are currently paid.
3. Applicant is to provide the required fees (Administrative and Escrow.)
4. Applicant must provide 15 copies of any required plot plan, site plan, subdivision plan, architectural, digital disk of plans (AutoCAD format).etc...
5. Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lien holder, etc. Should be indicated. (See Application)
6. An application submitted under N.J.S.A 40:70 d is required to have a court reporter present at the hearing, and a copy of the transcript must be provided to the administrative officer.
7. If applicable provide one of the following:
 - a. A letter of interpretation from the N.J.D.E.P. identifying the absence of freshwater wetlands, or indicating the presence and verifying delineation of the boundaries of freshwater wetlands, or,
 - b. A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the freshwater Wetlands Protections Act, and regulations promulgated there under, or,
 - c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.

Please continue to next page

8. The Planning Board or The Board of Adjustment may waive 6(a), (b) or (c) where it can be established by applicant and verified by the board and its professional that no wetlands exist on site or on contiguous property owned by the applicant.
9. If the applicant is a corporation or partnership, list names and addresses of all stockholders or individuals partners owning at least 1 0% its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq. (See application)
10. The application must list all professionals and witnesses (see application) listing their field of experience, if any.
11. If a request for a waiver of any requirements is sought the applicant must provide statements of reasons why waiver should be granted.

12. Disclosure Requirements

- A. Any applicant for a variance pursuant to N.J.S.A. 40:55D-70(d) or a variance pursuant to N.J.S.A. 40:55D-70(c) in conjunction with any application for a subdivision not considered a minor subdivision pursuant to local ordinance or a site plan not considered a minor site plan pursuant to local ordinance as well as any application for a subdivision not considered a minor subdivision pursuant to local ordinance or site plan not considered a minor site plan pursuant to local ordinance requiring waivers or exceptions pursuant to N.J.S.A. 40:55D-51 shall include in the application Contribution Disclosure Statements for all Developers; all associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2; and all Professionals who apply for or provide testimony, plans, or reports in support of said variance and who have an enforceable proprietary interest in the property or development which is the subject of the application or whose fee in whole or part is contingent upon the outcome of the application. Regardless of whether the owner of the property which is the subject of the variance application falls in any of the categories established in the preceding sentence, the applicant shall include in the application a Contribution Disclosure Statement for said owner.
- B. During the pendency of the application process until final site plan approval is granted, any applicant required to comply with this ordinance shall amend its Contribution Disclosure Statements to include continuing disclosure of all Contributions within the scope of disclosure requirement of the above paragraph.
- C. Contribution Disclosure Statement- The term "Contribution Disclosure Statement" means a list specifying the amount, date, and the recipient of any and all Contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, this municipality, made up to one year prior to filing the variance application and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.
- D. Contribution - The term "Contribution" means every loan, gift, subscription, advance or transfer of money or other thing of value, including any item of real property or personal property, tangible or intangible (but not including services provided without compensation by individuals volunteering a part or all of their time on behalf of a candidate, committee or organization), made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee and any pledge, promise or other commitment or assumption of liability to make such transfer. For purposes of reports required under the provisions of the ordinance, any such commitment or assumption shall be deemed to have been a contribution upon the date when such commitment is made or liability assumed.

4. DISCLOSURE REQUIREMENTS:

Pursuant to N.J.S. 40:55D-48. 1, the name and address of each person(s) owning 10% or more of the stock in a corporate applicant or 10% or more interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criteria have been disclosed. [Attach pages as necessary to fully comply.]

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

5. PROPERTY INFORMATION:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attached copies) No Proposed Not Applicable

NOTE:
All deed restrictions, covenants, easements, association by-law, existing and or proposed must be submitted for review and approval.

Present or last use of the premises:

Description of building(s):

6. APPLICANT'S REPRESENTATIVES:

Applicant's Attorney:

Address:

Telephone Number:

Fax Number:

Applicant's Engineer:

Address:

Telephone Number:

Fax Number:

Applicants's Planning Consultant:

Address:

Telephone Number:

Fax Number:

Applicant's Architect:

Address:

Telephone Number:

Fax Number:

7- APPLICATION IS A REQUEST FOR THE FOLLOWING:

- General Development Plan Application
- Riders attached

SUBDIVISION:

- Minor Subdivision Approval Number of existing lots _____ Number of proposed lots _____
- Major Subdivision Approval
- Major Subdivision Approval (Preliminary) Major Subdivision Approval (Final)
- Number of existing lots _____ Number of proposed lots _____

SITE PLAN:

- Minor Site Plan Approval
- Major Site Plan Approval
- Preliminary Site Plan Approval [Phases (if applicable)] _____
- Final Site Plan Approval [Phases (if applicable)] _____
- Proposed number of building(s) _____
- Proposed number of dwelling units _____
- Proposed area of structure(s) (Grade area) _____ Sq Ft.
- Proposed area of site improvements _____
- Total area of site disturbed _____ Sq Ft.

- Request for waiver from site plan Requirement
- Reason for request: _____
- _____
- _____
- _____

Variance Relief:

- Variance Relief (hardship) [N.J.S. 40:55D-70c(1)]
- Variance Relief (substantial benefit) [N.J.S. 40:55D-70c(2)]
- Variance Relief [N.J.S. 40:55D-70d]
 - Variance Relief (Use & Principal Structure) [N.J.S. 40:55D-70d(1)]
 - Variance Relief (Expansion of a nonconforming use) [N.J.S. 40:55D-70d(2)]
 - Variance Relief (Deviation from a specification or standard) [N.J.S. 40:55D-70d(3)]
Pertaining to Conditional Use
 - Variance Relief (Increase in the permitted floor area ratio) [N.J.S. 40:55D-70d(4)]
 - Variance Relief (Increase in permitted density) [N.J.S. 40:55D-70d(5)]
 - Variance Relief (Height of a principal structure) [N.J.S. 40:55D-70d(6)]

Please continue the Variance Relief check list on the next page.

Variance Relief Continued from page 3:

- Conditional Use Approval [N.J.S. 40-55D-67]
 - Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S. 40:55D-34]
 - Map or Ordinance Interpretation of Special Question [N.J.S. 40:55D-70b]
 - Appeal decision of an Administrative Officer [N.J.S. 40:55D-70a]
 - Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]
 - Certification Pre-Existing Nonconforming Use.
 - Conceptual Review, (Informal)
 - Capital Improvement Review
- State
 County
 Municipal
 Other Authority _____

8. VARIANCE DETAILS AND WAIVERS:

a. Section(s) of Ordinance from which a variance is requested:

b. Waivers requested of *Development* Standards and/or Submission Requirements.- [attach additional pages]

c. Has a previous variance application been made regarding this property? No Yes, Date _____ Docket # _____

d. Provide brief description of final determination?

9. OTHER REQUIRED APPROVAL(S):

Application Filed

	Federal	State	County	Municipal	Other
AGENT:					
FILE DATE:					
CASE #:					

	Federal	State	County	Municipal	Other
AGENT:					
FILE DATE:					
CASE #:					

10- MISCELLANEOUS INFORMATION

A. Explain in detail the exact nature of the application and the changes to be made at the premises. Including the proposed use of the premises: [attach pages as needed]

B. Is a public water line available?

C. Is public sanitary sewer available?

D. Does the application propose a well and septic system?

E. Are any off-tract improvements required or proposed?

F. Is the subdivision to be filed by Deed or Plat?

11. CERTIFICATIONS

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.
 [if the applicant is a corporation, this must be signed by an authorized corporate officer- if the applicant is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this _____ day of _____ '20 _____

Notary

Signature of Applicant

I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.
 [if the owner is a corporation, this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.]

Sworn to and subscribed before me this _____ day of _____ '20 _____

Notary

Signature of Owner

I understand that the sum of \$ _____ has been deposited in an escrow account (Trust Account). In accordance with the Ordinances of the City of Perth Amboy, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by The Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

Signature Of Owner or Applicant

CONTRIBUTION DISCLOSURE STATEMENT

A. Disclosure Requirements:

1. Any applicant for a variance pursuant to N.J.S.A. 40:55D-70(d) or a variance pursuant to N.J.S.A. 40:55D-70(c) in conjunction with any application for a subdivision not considered a minor subdivision pursuant to local ordinance or a site plan not considered a minor site plan pursuant to local ordinance as well as any application for a subdivision not considered a minor subdivision pursuant to local ordinance or site plan not considered a minor site plan pursuant to local ordinance requiring waivers or exceptions pursuant to N.J.S.A. 40:55D-51 shall include in the application Contribution Disclosure Statements for all Developers; all associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2; and all Professionals who apply for or provide testimony, plans, or reports in support of said variance and who have an enforceable proprietary interest in the property or development which is the subject of the application or whose fee in whole or part is contingent upon the outcome of the application. Regardless of whether the owner of the property which is the subject of the variance application falls in any of the categories established in the preceding sentence, the applicant shall include in the application a Contribution Disclosure Statement for said owner.
2. During the pendency of the application process until final site plan approval is granted, any applicant required to comply with this ordinance shall amend its Contribution Disclosure Statements to include continuing disclosure of all Contributions within the scope of disclosure requirement of the above paragraph.

B. Definitions:

1. Application Checklist - The term "Application Checklist" means the list of submission requirements adopted by ordinance and provided by the municipal agency to a developer pursuant to N.J.S.A. 40:55D-10.3.
2. Developer - The term "Developer" means a developer as defined by N.J.S.A. 40:55D-4, i.e. the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.
3. Professional - The term "Professional" means any person or entity whose principals are required to be licensed by New Jersey Law and who supplies legal representation, expert testimony or written reports in support of an application. Professionals shall include both any individuals supplying the representation, testimonies or reports and the firms or entities in which said individuals practice.
4. Contribution - The term "Contribution" means every loan, gift, subscription, advance or transfer of money or other thing of value, including any item of real property or personal property, tangible or intangible (but not including services provided without compensation by individuals volunteering a part or all of their time on behalf of a candidate, committee or organization), made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee and any pledge, promise or other commitment or assumption of liability to make such transfer. For purposes of reports required under the provisions of the ordinance, any such commitment or assumption shall be deemed to have been a contribution upon the date when such commitment is made or liability assumed.
5. Contribution Disclosure Statement - The term "Contribution Disclosure Statement" means a list specifying the amount, date, and the recipient of any and all Contributions made to or on behalf of any candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, this municipality, made up to one year prior to filing the variance application and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.

MAN MADE FEATURES

On the site and within 200 feet thereof.

	" A " Appeal	" B " Inter- pretation or Special Question	" C " Variance	" D " Variance	Condi- tional Use	Planning Variance
1. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Location of existing wells and septic systems.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
3. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connection to existing or proposed utility systems.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
5. Location and description of monuments whether set or to be set.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

STREETS

6. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
7. Required road dedication.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
8. Road orientation (as it relates to energy conservation).					<input type="checkbox"/>	<input type="checkbox"/>
9. Plans, profiles and cross-sections of all proposed new street's and/or access to proposed streets.			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

MISCELLANEOUS

10. Proposed sign easements where required.					<input type="checkbox"/>	<input type="checkbox"/>
11. Proposed drainage easements where required.					<input type="checkbox"/>	<input type="checkbox"/>
12. Natural resource inventory information including:						
a. Flood plain soil (status).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Limitation for foundation.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Limitation for local road and streets.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Agricultural capacity classifications.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Erosion hazard.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MISCELLANEOUS

	" A " Appeal	" B " Interpretation or Special Question	" C " Variance	" D " Variance	Condi-tional Use	Planning Variance
13. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.					<input type="checkbox"/>	<input type="checkbox"/>
14. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.					<input type="checkbox"/>	
15. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The purpose of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Exterior Lighting Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank You

Application Fee Schedule

invoice shall be due and payable by the applicant prior to memorialization of the Board's decision on the particular application. After receiving estimates by the Board professionals, the administrative officer shall notify the applicant, in writing, of any additional escrow fees required to complete the review of said application.

Schedule
Conventional Applications

Type of Development Application	Column A Administrative Fee	Column B Professional Review Escrow Fee
Minor subdivision	\$100.00	\$1,500.00 [Amended 9-21-2005 by Ord. No. 1304-2005]
Major subdivision		
Preliminary		
1 to 10 lots	\$350.00	\$75.00/lot
11 to 50 lots	\$600.00	\$100.00/lot
51 to 250 lots	\$850.00	\$100.00/lot
Over 250 lots	\$1,000.00	\$100.00/lot
Final	\$250.00+ \$50.00/lot	\$500.00+ \$50.00/lot
Minor site plan		
Less than 5,000 square feet of building	\$250.00	\$1,000.00
Modification of less than 10,000 square feet of previously approved site plan	\$250.00	\$1,500.00

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Type of Development Application	Column A Administrative Fee	Column B Professional Review Escrow Fee
Major site plan		
Residential preliminary		
1 to 10 dwelling units	\$350.00	\$75.00/lot
11 to 50 dwelling units	\$600.00	\$100.00/lot
51 to 250 dwelling units	\$850.00	\$100.00/lot
Over 250 dwelling units	\$1,100.00	\$100.00/lot
Residential final		
	\$250.00+	\$500.00
	\$25.00/unit	\$50.00/unit
Residential preliminary		
Less than 1,001 square feet	\$325.00	\$50.00

§ 430-54 ZONING AND LAND DEVELOPMENT § 430-54

Type of Development Application	Column A Administrative Fee	Column B Professional Review Escrow Fee
Less than 5,001 square feet	\$375.00	\$100.00
More than 5,001 square feet	\$450.00	*
Retail final	\$100.00	\$1,500.00
Office preliminary		
Less than 2,500 square feet	\$325.00	\$500.00
Less than 30,000 square feet	\$375.00	\$1,500.00
More than 30,000 square feet	\$450.00	*
Office final	\$100.00	\$1,500.00
Industrial preliminary	\$100.00+ \$15.00/1,000 square feet	\$1,500.00+ \$25.00/1,000 square feet
industrial final	\$100.00	\$1,500.00
planned development overall plan	\$2,500.00	*
other planned developments (as defined in N.J.S.A- 40:55D-6)	\$2,500-00	*
Planning permits (pursuant to <u>N.J.S.A</u> 40:55D-34 and 40:55D-35)	\$100.00	\$1,500.00
Applications for variance (as set forth in N.J.S.A. 40:55D-39a, appeal from administrative official or agency)	\$100.00	\$1,500-00
Conditional use (all conditions satisfied heard by Planning Board N.J.S.A. 40:55D-70d)	\$250.00	\$1,500.00
Interpretation (pursuant to <u>N.J.S.A</u> 40:55D-70b)	\$100.00	\$500.00

§ 430-54

PERTH AMBOY CODE

§ 430-54

Type of Development Application	Column A Administrative Fee	Column B Professional Review Escrow Fee
Certificate of preexisting nonconforming use (pursuant to N.J.S.A. 40:55D-68)	\$50.00	*
Informal conceptual review Proposed small-scale development (less than 10 acres)	\$100.00	\$1,500.00
Proposed large-scale development (more than 10 acres)	\$100.00	\$2,500.00
Bulk and use variance (pursuant to N.J.S.A. 40:65D-70c and d)		
Single or double undersized lots variance (application involving only 1 lot occupied or to be occupied by only 1 single-family dwelling)**	\$100.00	\$350.00
Application by single- or two-family homeowner of single lot or bulk variances (homeowner application involving remodeling or expansion of existing home)	\$100.00	\$250.00
Resubmission of plans (required for all applications)	\$0.00	1/3 of original escrow fees

* There shall be no charge to any applicant pursuant to Subsection C of this section for any request for an adjustment in the sizes of widths of either parking stalls or parking lot aisles.

** No additional fees or escrow amounts will be required for other bulk variances which may be required because of the undersized lot.