City of Perth Amboy

Wilda Diaz, Mayor

DEPARTMENT OF CODE ENFORCEMENT

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

375 New Brunswick Avenue • Perth Amboy, New Jersey 08861
732-826-0183 • Fax: 732-826-5830
http://www.ci.perthamboy.nj.us/

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.

City of Perth Amboy

Wilda Diaz, Mayor

DEPARTMENT OF CODE ENFORCEMENT

DOCKET # _____

PLANNING BOARD & BOARD OF ADJUSTMENT APPLICATION FORM

This application and all supporting documentation must be filed with the Department of Code Enforcement, Office of the Administrative Officer to the Planning and Zoning Board. 375 New Brunswick Avenue, Perth Amboy, New Jersey 08861 (732) 826-0183

To Be Completed By Municipal Staff Only.

Initial File Date:____/____/____

Date Submitted for Completeness Review:____/____/____

Date Deemed Complete ____/____/____

Hearing Date: ____/____/____

Zoning Board:_____

Planning Board:_____

Administrative Fee: $_____

Escrow Fee: $ _____

1. SUBJECT PROPERTY:

Location:			
Tax Map	Page:	Block(s):	Lot(s):
Tax Map	Page:	Block(s):	Lot(s):
Dimensions	Frontage:	Depth:	Total Area:
Zoning District(s):			

2. APPLICANT:

Name:					
Address:					
Telephone Number:					
Applicant is a :	Corporation ☐	Partnership ☐	Individual ☐	Lien Holder ☐	Lease Holder ☐
☐ Applicant has owned property for _____ years.				☐ Contract to purchase.	

3. OWNER: (If other than applicant)

Name:			
Address:			
Telephone Number:			
Form of ownership:	Corporation ☐	Partnership ☐	Individual ☐

4. DISCLOSURE REQUIREMENTS:

Pursuant to N.J.S. 40:55D-48. 1, the name and address of each person(s) owning I 0% 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 1 0% 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 properly:

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(l))

☐ 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):

☐ Applicationed 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 al the premises. Including the proposed use of the promises: [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. It 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 (1 5) days.

Date **Signature Of Owner or Applicant**

PLANNING BOARD & BOARD OF ADJUSTMENT

CHECK LIST

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.

PLAT SPECIFICATIONS

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
1. Plat clearly and legibly drawn or reproduced at a scale not smaller than I inch equals 50 feet.	☐	☐	☐	☐	☐	☐
2. Sheet size no greater than 24 x 36.	☐	☐	☐	☐	☐	☐
3. Plans shall be prepared by an architect or engineer if application involves only the location of proposed buildings and their-relationship to the site and the immediate environs.	☐	☐	☐	☐	☐	☐
4. Plans shall be prepared by an architect planner or engineer if application involves only the location of drives, parking layout, pedestrian Circulation, and means of ingress and egress.	☐	☐	☐	☐	☐	☐
5. Plans shall be prepared by an engineer If application involves only drainage facilities for side plans of ten acres or more; or involving storm water detention facilities; or traversed by a water course.	☐	☐	☐	☐	☐	☐
6. Plat prepared to scale based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Municipal Agency.	☐	☐	☐	☐	☐	☐

GENERAL INFORMATION

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
7. Metes and bounds description of parcel in question based upon current land survey information.	☐	☐	☐	☐	☐	☐
8. Property line shown in degree, minutes and seconds.	☐	☐	☐	☐	☐	☐
9. Key map showing location of tract to be considered in relation to surrounding area, within 500 feet	☐	☐	☐	☐	☐	☐
10. Title block containing name of applicant preparer, lot and block numbers, date prepared, date of last amendment and zoning district.	☐	☐	☐	☐	☐	☐
11. Each block and lot numbered in conformity With the municipal tax map as determined by the municipal tax assessor.	☐	☐	☐	☐	☐	☐
12. Scale of map, both written and graphic.	☐	☐	☐	☐	☐	☐
13. North arrow giving reference meridian.	☐	☐	☐	☐	☐	☐
14. Space for signature of Chairman and Secretary of the Municipal Agency.	☐	☐	☐	☐	☐	☐
15. Names of all property owners within 200 feet of subject property.	☐	☐	☐	☐	☐	☐

GENERAL INFORMATION (Cont.)

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
16. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	☐	☐	☐	☐	☐	☐
17. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.	☐	☐	☐	☐	☐	☐
18. Acreage of affected parcel to the nearest hundredth of an acre.	☐	☐	☐	☐	☐	☐
19. Number of lots following subdivision including areas in acres if one acre or over or in square feet if under one acre.	☐	☐	☐	☐	☐	☐
20. Provide a Polaroid or other similar photograph of the premises in question taken from the opposite side of the street.	☐	☐	☐	☐	☐	☐

NATURAL FEATURES (Topography)

Topography of the site and within 200 feet thereof.

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
21. Contour's to determine the natural drainage of the land. Intervals shall be: up to 5% grade-1 foot; greater than 5% and less than 1 0% grade-2 feet; over 10% grade-5 feet.	☐	☐	☐	☐	☐	☐
22. Flood plains.	☐	☐	☐	☐	☐	☐
23. Natural and artificial watercourses, streams, shorelines, tideland claim line and water boundaries and encroachment lines.	☐	☐	☐	☐	☐	☐
24. Federal or State of New Jersey wetlands (Tidal or Freshwater).	☐	☐	☐	☐	☐	☐
25. Wooded areas indicating predominant species and size.	☐	☐	☐	☐	☐	☐
26. Location of trees 4 inches or more in diameter, as measured at breast height (4 feet), outside of wooded area, designating species of each.	☐	☐	☐	☐	☐	☐
27. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.	☐	☐	☐	☐	☐	☐
28. All areas to be disturbed by grading or construction.	☐	☐	☐	☐	☐	☐

MAN MADE FEATURES

On the site and within 200 feet thereof.

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
29. Location of existing structures and their setbacks from existing and proposed property lines.	☐	☐	☐	☐	☐	☐
30. Location of existing easements or rights of way including power lines.	☐	☐	☐	☐	☐	☐
31. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installations affecting the tract.	☐	☐	☐	☐	☐	☐
32. Location of existing wells and septic systems.	☐	☐	☐	☐		
33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.			☐	☐	☐	☐
34. Location and description of monuments whether set or to be set	☐	☐			☐	☐
35. Location, names and widths of all existing and proposed streets on the property and within 500 feet of the tract.	☐	☐	☐	☐	☐	☐
36. Required road dedication.	☐	☐	☐	☐	☐	☐
37. Road orientation (as it relates to energy conservation).	☐	☐	☐	☐	☐	☐
38. Sketch of prospective future street system of the entire tract where a preliminary plat covers only a portion thereof.			☐	☐		

MISCELLANEOUS

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
39. Proposed site easements where required.	☐	☐	☐	☐	☐	☐
40. Proposed drainage easements where required.	☐	☐	☐	☐	☐	☐
41. Natural resource inventory information including:						
a. Soil types as shown by the current Soil Conservation Survey Maps.			☐	☐		
b. Soil depth to restrictive layers of soil.			☐	☐		
c. Soil depth to bedrock.			☐	☐		
d. Permeability of the soil by layers.			☐	☐		
e. Height of soil water table and type of water table.			☐	☐		

MISCELLANEOUS (cont.)

	Minor Site Plan	Minor Sub-division	Prelimi-nary Site Plan	Prelimi-nary Major Sub-division	Final Site Plan	Final Major Sub-division
f. Flood plain soil (status).			☐	☐		
g. Limitation for foundation.			☐	☐		
h. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			☐	☐		
I. Limitation for local road and streets.			☐	☐		
J. Agricultural capacity classifications.			☐	☐		
k. Erosion hazard.			☐	☐		
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.			☐	☐		
43. Soil -Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district	☐	☐	☐	☐		
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage, runoff requirements.			☐	☐		
45. 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 then residential shall be noted.	☐	☐	☐	☐	☐	☐
46. Exterior lighting Plan.	☐		☐	☐		

Please Continue to the next set of questions.

MAN MADE FEATURES

On the site and within 200 feet thereof.

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	Conditional Use	Planning Variance
1. Location of existing railroads. bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.			☐		☐	☐
2. Location of existing wells and septic systems.			☐		☐	☐
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			☐	☐	☐	☐
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.			☐		☐	☐
5. Location and description of monuments whether set or to be set.			☐		☐	☐

STREETS

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

MISCELLANEOUS

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

MISCELLANEOUS

	"A" Appeal	Interpretation or Special Question	"C" Variance	"D" Variance	Conditional 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.					☐	☐
14. Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district.					☐	
15. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage runoff requirements.			☐	☐	☐	☐
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.	☐	☐	☐	☐	☐	☐
17. Exterior Lighting Plan.	☐	☐	☐	☐	☐	☐

Thank You

Application Fee Schedule

§ 430-54. Fees and escrow amounts established.

A. Conventional applications.

(1) Required fees and escrow amounts. The following list of applications must be accompanied, at the time of submission of the application, by the fees and escrow amounts set forth in the schedule below. These fees and escrow amounts shall consist of the sum of the following.

(a) In Column A, an administrative fee which is charged to the applicant to cover the costs associated with the clerical processing and filing of the application, which fee shall be nonrefundable.

(b) In Column B, a professional review escrow amount which shall be deposited into the professional review escrow account maintained by the Municipal Treasurer. The deposit required of the applicant and deposited into the professional review escrow account shall cover the costs associated with the required review of the application by the Zoning or Planning Board's Engineer, Planner, administrative officer or Attorney and, for applications submitted pursuant to N.J.S.A. 40:55D-1 et seq., such other professionals as the Boards may reasonably require, which review may include a written report on the application to be submitted to the Board. Prior to drawing moneys out of the professional review escrow account, each professional engaged by the Board shall submit an estimate of the anticipated cost of review of the application to the administrative officer at the Technical Review Committee meeting. Following the conclusion of the hearings and meetings regarding the application, any unused funds deposited by an applicant into the professional review escrow account shall be refunded to the applicant.

(2) Additional fees; request for additional professional review. An applicant may request that a Board professional schedule additional time, in excess of that covered by the moneys paid into the professional review escrow account, for review of a specific application. If the Board professional consents to such a request, both the applicant and the professional shall sign a consent form authorizing such additional review. When the additional review is completed, the professional shall submit an invoice to the administrative officer, detailing the number of hours expended for such review, the professional's fee and a description of the work performed. Said 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 [Amended 9-14-2011 by Ord. No. 1574-2011]

Type of Development Application	Column A Administrative Fee	Column B Professional Review and Escrow Fee
Minor subdivision	$500.	$1,500.
Major subdivision		
Preliminary	$1,000.	$1,500. + $100./lot
Final	$500.	$750.
	$250.	$50./lot
Minor site plan	$500.	$2,500.
Major site plan		
Residential preliminary	$1,500.	$3,500. + $100./dwelling unit
Residential final	$750. + $25./unit	$1,000. + $50./unit
Retail preliminary		
Less than 10,000 square feet	$750.	$3,500.
Less than 20,000 square feet	$1,000.	$4,500.
More than 20,001 square feet	$1,250.	$6,000.
Retail final	$350.	$1,500.
Office preliminary		
Less than 10,000 square feet	$500.	$1,500.
Less than 30,000 square feet	$600.	$2,500.
More than 30,000 square feet	$700.	$4,000.
Office final	$250.	$1,500.
Industrial preliminary	$250.	$2,500.
	$15./1,000 square feet	$50./1,000 square feet
Industrial final	$100.	$1,500.
Planned development overall plan	$2,500.	$5,000.
Other planned developments (as defined in N.J.S.A. 40:55D-6)	$2,500.	$5,000.
Planning permits (pursuant to N.J.S.A. 40:55D-34 and 40:55D-35)	$250.	$1,500.
Applications for variance	$100.	$1,500.

(as set forth in N.J.S.A. 40:55D-39a, appeal from Administrative official or agency)		
Conditional use (all conditions satisfied heard by Planning Board N.J.S.A. 40:55D-70d)	$350.	$3,000.
Interpretation (pursuant to N.J.S.A. 40:55D-70b)	$200.	$1,000.
Application for use variance (pursuant to N.J.S.A. 40:55D-70d)	$200.	$2,000.
Certificate of preexisting nonconforming use (pursuant to N.J.S.A. 40:55D-68)	$100.	$500.
Informal conceptual review	$100.	$1,500.
Proposed small-scale development (less than 10 acres)		
Proposed large-scale development (more than 10 acres)	$100.	$2,500.
Bulk and use variance (pursuant to N.J.S.A. 40:55D-70c and d)	$100.	$350.
Single or double undersized lots variance (application involving		

only 1 lot occupied or to be occupied by only		
1 single-family dwelling)		
Application by single- or two-family homeowner	$100.	$250.
of single lot or bulk variances (homeowner application involving		
remodeling or expansion of existing home)		
Resubmission of plans	$0.00	1/3 of original escrow fee
(required for all applications)		
Zoning Permit Application Review Fee	$25.	
Resubmission Zoning Permit Application Review Fee		
	$15.	
Request for Zoning Information	$25.	