Borough of Stanhope
Land Use Board
77 Main Street
Stanhope, NJ 07874
Tel: 973-347-0159 ext. 18 Fax: 973-347-6058

# LAND USE BOARD

# APPLICATION FOR DEVELOPMENT

Revised 10/02/15

# Land Use Board Application Package

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**Borough of Stanhope**, Sussex County, New Jersey

77 MAIN STREET, STANHOPE, NJ 07874 TEL: 973-347-0159

Land Use Board

Land Use Board Applicant

SUBJECT: **PREPARING AND FILING APPLICATIONS FOR DEVELOPMENT**

Please take a moment to review the instructions and attached forms before preparing your Application for Development. We have provided these instructions to assist you in properly completing your application for consideration before the Land Use Board. All items in the application must be completed and all required attachments included. Items that are left blank or attachments which were not included, may result in the application being returned to you; therefore delaying the processing of your application.

DEVELOPMENT APPLICATION

Please review and complete the appropriate application forms. Items you believe are either not applicable or you are seeking a waiver from completing that item, you must write "not applicable" (N/A) and explain in writing the reasons why you think a waiver is appropriate. You may attach a written statement to the application. Once the application is completed, make sure it is signed and dated in the space provided.

The Check Lists are provided to ensure that all relevant information concerning your application is submitted. The requested information is necessary so that the Board Members and interested parties are adequately informed about the nature and scope of your project. Please be advised, in order to properly complete all items in the Check List, you may need to seek professional assistance from an attorney, engineer, or planner.

Any items you believe are either not applicable or you are seeking a waiver from completing that item, you must write "not applicable" or explain in writing the reasons why you think a waiver is appropriate.

SHORT FORM CHECK LIST FOR RESIDENTIAL USES WITH EXISTING STRUCTURE

This Check List should be completed for applications seeking to construct a fence, shed, swimming pool, deck, or building addition (less than 400 s.f.) on an existing single-family or two-family residential property.

CHECK LIST FOR DETAILS REQUIRED FOR VARIANCE APPLICATIONS

This Check List should be completed for applications seeking ONLY Use or Bulk variances for Development of new structures. It is not necessary for those applications that include a site plan or subdivision.

## CONSENT FOR INSPECTION FORM

The "Consent for Inspection" form is an authorization allowing members of the Land Use Board and their retained professionals to inspect the property prior to, or during, the application process. In the event the Applicant is not the owner of the property, the Applicant must obtain the signature of the owner.

## CONSENT BY OWNER FORM

The "Consent by Owner" form must be completed, signed, and dated by the owner of the property whether or not the applicant is the owner. In the event the Applicant is not the owner of the property, the Applicant must obtain the signature of the owner.

## FEES

Development Applications have associated fees which must be remitted at the time the application is submitted. The application fee is non-refundable. Additionally, there will be an escrow fee assessed with your application. The escrow fee will be used to pay the Board's professionals for the review and oversight of your project. After the project is completed you may request that the Borough return any unexpended escrow fees.

## COMPLETENESS

Once you have submitted your application package, the Land Use Board is required to determine whether or not your application is complete. The Board and their professionals will review all submitted items. If you have provided all the information as outlined above, your application will be deemed complete and you will be advised of a scheduled Hearing date before the Land Use Board.

If information is not provided, or, if items for which you are seeking a waiver are not approved by the Board, the application will be deem incomplete and you will be required to submit the necessary information before a completeness determination can be made. Needless to say, failure to provide the required information in your application package will result in the delay of a scheduled Hearing date before the Land Use Board.

## LEGAL NOTICE

Should your application be deemed complete, you will be advised whether you are required to notice property owners within 200' of your property of your pending Hearing before the Land Use Board. Notices must be sent via certified mail or personal hand-delivery with proof of receipt no less than 10 days prior to the scheduled Hearing Date. The Land Use Board Secretary will require you provide proof of service of all property owners notified within 200' of your property.

To assist you in determining who those property owners may be, you should obtain a certified list from the Tax Assessor's Office. A "Request for Certified List of Property Owners" form is provided in this application package for your convenience. There is a small fee for this listing.

In addition, state law provides that an applicant must also publish a legal notice in the Official Borough newspaper to inform other interested parties of your pending Hearing before the Land Use Board. The official newspaper for Stanhope Borough is the New Jersey Herald. This legal notice must be published no less than 10 days prior to the Hearing date and proof of publication (clip out from newspaper) must be provided to the Board Secretary prior to your hearing.

## HEARING

The last step in the process is the Hearing. If you are an individual, you have the right to present your case directly to the Land Use Board. If you are a corporation, you must be represented by an attorney. In either instance, you may find it helpful to retain professionals to assist you in presenting your case. The burden is on the applicant to explain to the Board, and to any interested party present, the nature and scope of your project and provide proofs that may be necessary to satisfy the standards required under the New Jersey Land Use Law (N.J.S.A. 40:55D-1 et seq.)

## ONE LAST NOTE

The Land Use Board meets on the 2nd Monday of every a month at 7:30 p.m. Should you have any questions, you should contact the Board Secretary at 973.347.0159 ext. 18. Best wishes for a successful application!

## 1. TYPES OF LAND USE BOARD APPLICATIONS

A. Type of Application (check all that apply)

- ☐ Informal Conceptual Hearing
- ☐ Conditional Use
- ☐ Preliminary Major Subdivision
- ☐ Final Major Subdivision
- ☐ Preliminary Major Site Plan
- ☐ Final Major Site Plan
- ☐ Minor Subdivision
- ☐ Minor Site Plan
- ☐ Interpretation (Appeal from Administrative Officer)

B. Variances (check all that apply)

- ☐ Bulk
- ☐ Use
- ☐ Front Yard Setback
- ☐ Expansion of Nonconforming Use
- ☐ Side Yard Setback
- ☐ Deviation from Conditional Use
- ☐ Rear Yard Setback
- ☐ Increase in Floor Area Ratio
- ☐ Building Height
- ☐ Height in Excess of 10' or 10%
- ☐ Building Coverage
- ☐ Lot Coverage

C. Waivers

- ☐ Submission Waivers (See attached Checklist)
- ☐ Design Standards Specify _____

_____

_____

_____

D. Appeals

- ☐ Section 36 Appeal
- ☐ Section 70A Appeal

**Borough of Stanhope**, Sussex County, New Jersey

77 MAIN STREET, STANHOPE, NJ 07874 TEL: 973-347-0159

PROCEDURE FOR FILING APPLICATIONS

All applications shall be made upon the forms supplied by the Board. In order for an application to be brought before the Board, all of the items on the checklist must be submitted. ***Applications must be submitted at least 10 days prior to a meeting in order to be considered for completeness.***

*(Note: Tax Maps are available in the Borough of Stanhope Land Use Department office for a nominal fee. Call (973-347-0159)*

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Sussex County Planning Board Application is required. The County Planning Board can be contacted at (973-579-0500) should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given to you as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required:

**NOTICE TO INTERESTED PARTIES**

**1. Notice Must be Sent by Certified Mail**

a) A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:

- All property owners within 200 feet. (You can obtain this list from the Tax Assessor.) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Sussex County Planning Board. (If the adjoining municipality is in another County, then notice to that County's Planning Board must be given)
- If the property is on a County road, then to the Sussex County Planning Board.
- If the property is adjacent to a state highway, then to the Commissioner of Transportation.
- If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
- Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor who can be reached at (973-347-0189 Ext. 31).

b) In addition to certified mail, there is another option:

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

**2. Notice must also be published in the official newspaper of the Township.**

The official newspaper is the New Jersey Herald. The official newspaper should be contacted well in advance to insure timely publication at least ten days before the scheduled date of the public hearing (not counting the date of the hearing).

3. **Notice must be published at least ten days prior to the date of the hearing** (not including hearing date).

The following proof of satisfying the notice requirements must be filed with the Land Use Secretary in the Land Use Department a minimum of 48-hours prior to the hearing date:

a. Affidavit of Service;
b. Copy of the notice served;
c. Certified list of property owners within 200 feet and others served with manner of service;
d. Certified Mail receipts stamped by the USPS;
e. Affidavit of publication from the newspaper in which the notice was published.

# AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY
COUNTY OF _____

I, _____, of full age, being duly sworn according to law, upon oath deposes and says that on _____, at least 10 days prior to the hearing date, did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the affected property which were served as well as any public utilities which have registered with the Borough of Stanhope. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Borough of Stanhope.

In addition to those shown on the list, notices were served upon (check if applicable):

( ) 1. Clerk of adjoining municipalities
( ) 2. Sussex County Planning Board
( ) 3. The N.J. Department of Transportation

Sworn to and subscribed before me on_____
(mm/dd/yyyy)

_____
Notary Public

**REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET**

**(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)**

Tax Assessor Telephone No. (973-347-0159 Ext. 31)

DATE_____ BLOCK(S)_____ LOT(S)_____

PROPERTY LOCATION_____

APPLICANT_____

PLEASE MAIL TO _____

_____

_____

TELEPHONE #_____

PAID CHECK # _____ CASH $_____

*Tax Assessor's Note: In accordance with the provisions of the Municipal Land Use Law, the charge for this list is $10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional 25-cent charge.*

## Mail or deliver this request to:

**Tax Assessor's Office**
**Borough of Stanhope Municipal Building**
**77 Main Street**
**Stanhope, NJ 07874**

# The New Jersey Herald

July 1, 2013

Please be advised, effective immediately, The New Jersey Herald Requirements to publish a Legal Notice are as follows:

1. Legals cannot be taken over the phone. The form that your Township or Borough gives you can be either faxed, emailed or you may come into our office.
   (All information is provided below)

2. There is a 2 day deadline for legal publishing.
   **Monday** 12 noon for **Wednesday**
   **Tuesday** 12 noon for **Thursday**
   **Wednesday** 12 noon for **Friday**
   **Thursday 12** noon for **Sunday**
   **Friday** 12 noon for **Monday & Tuesday.**

3. The applicant's name, mailing address and telephone number must be on the form so the proof of publication can be mailed back.

4. Please be sure everything on form is legible.

5. A $30.00 deposit is required on All legal advertising if paying by cash or check. Credit Cards are accepted and will be charged the full amount of the legal ad once it is set in the computer for publication.

Yours truly,
THE NEW JERSEY HERALD

Legal Advertising
2 Spring Street, Newton, NJ 07860
Fax: 973-383-4828
Email: legals@njherald.com

***SAMPLE FORM OF NOTICE OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER of the Borough*** (New Jersey Herald)
AT LEAST 10-DAYS PRIOR TO THE HEARING DATE

**BOROUGH OF STANHOPE**
**NOTICE OF HEARING** (For Newspaper)

TAKE NOTICE, that on ____date of public hearing___ at ____(time)___P.M., a public hearing will be held before the Borough of Stanhope Land Use Board at the Borough of Stanhope Municipal Building located at 77 Main Street, Stanhope, New Jersey 07874 to consider the application of _____(applicant's name)_____for the following:

1. (List type of all variances, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)_____

Including any other variances the Board may deem necessary.

So as to permit (___example: construction of ; installation of ; creation of one new developable lot) on the premises located at _____(address)_____ and designated as Block _ _____(#)____ Lot ___(#)____ on the Borough of Stanhope Tax Map.

The application and supporting documents are on file with the Secretary of the Borough of Stanhope Land Use Board and may be inspected at the Borough of Stanhope Municipal Building, located at 77 Main Street Stanhope, NJ 07874 during regular business hours Monday through Friday, 9:00 am to 4:00 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the regulations of the Municipal Land Use Law and rules of the Board.

_____(Name of Applicant)_____

***SAMPLE FORM OF NOTICE*** to be sent to property owners within 200 feet of property line at least 10-Days PRIOR to the Hearing Date. (Obtain certified list of property owners within 200-feet from the Tax Assessor's office and send notice to the owners exactly as shown on the certified list. A Request Form is attached)

**BOROUGH OF STANHOPE**
**NOTICE OF HEARING** (To be mailed)

TO: _____
_____
_____

PLEASE TAKE NOTICE, that on (date of public hearing) at (time) P.M., a public hearing will be held before the Borough of Stanhope Land Use Board at the Borough of Stanhope Municipal Building, 77 Main Street, Stanhope, NJ to consider the application of (applicant's name) for the following:

2. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit (example: construction of ; installation of ; creation of one new developable lot) on the premises located at (address) and designated as Block (#) Lot (#) on the Borough of Stanhope Tax Map.

The application and supporting documents are on file with the Secretary of the Borough of Stanhope Land Use Board and may be inspected at the Borough of Stanhope Municipal Building, located at 77 Main Street, Stanhope, NJ during regular business hours Monday through Friday, 9:00 am to 4:00 pm. Any interested party may appear either in person or by attorney at said hearing and participate therein in accordance with the regulations of the Municipal Land Use Law and rules of the Borough of Stanhope Land Use Board.

This notice is sent to you by the applicant, by order of the Borough of Stanhope Land Use Board.

Respectfully,

(Applicant)

# All applications must include:

## Application Form; plus:

**Form #1** Owner consent form - signed on Township form

**Form #2** Disclosure Statement (if applicable)

**Form #3** Fully executed application and checklist for the following, as applicable;

- **A.** Minor Subdivision (with or without variances) **OR;**
- **B.** Preliminary major Subdivision **OR;**
- **C.** Final major Subdivision **OR;**
- **D.** Site Plan **OR;**
- **E.** Appeal or variance only (not involving Subdivision or Site Plan)
- **F.** Short Form Checklist

**FORM # 1**

# BOROUGH OF STANHOPE
## CONSENT BY OWNER

I, _____, am the owner of the property known as Block (s) _____, Lot (s) _____ as shown on the Tax Map of Borough of Stanhope. I am aware of the application that is to be filed with the Land Use Board in Borough of Stanhope and I consent to the filing of said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

***(This form must be signed and notarized, even if the applicant is the owner)***

_____
Signature of Owner

Date: _____

Sworn to and subscribed before me
this _____ day of _____ 20__.

_____
Notary Public

**FORM # 1A**

# BOROUGH OF STANHOPE
## CONSENT TO INSPECTION

I, _____, am the owner of the property known as Block (s) _____, Lot (s) _____ as shown on the Tax Map of Borough of Stanhope. I am aware that there is an application that is pending before the Land Use Board for this site. I consent to have the property inspected by either members of the Land Use Board or its professional staff prior to or during the course of the application process. This does not include an inspection on the inside of any structure located thereon.

_____
Signature of Owner

Date: _____

**FORM # 2**

# DISCLOSURE STATEMENT FOR CORPORATIONS AND PARTNERSHIPS APPLYING FOR SITE PLAN AND SUBDIVISION APPROVAL

**CORPORATIONS:**

Please indicate the following with respect to the Corporation:

NAME_____

ADDRESS OF PRINCIPAL OFFICE_____

REGISTERED AGENT:

NAME_____

ADDRESS_____

_____

STATE OF INCORPORATION _____

If other than New Jersey, is Corporation authorized to do business in New Jersey? _____

If so, when was authorization obtained? _____

List all stockholders controlling 10% or greater of stock:

_____

_____

_____

_____

**PARTNERSHIPS:**

Please indicate the following with respect to the partnership:

TRADE NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

_____

NAMES AND ADDRESSES OF PARTNERS_____

**FORM # 3A**

**BOROUGH OF STANHOPE**
**SUSSEX COUNTY, NEW JERSEY**

Board File Name: _____

Application #:_____ Date: _____

(Do not write above this line)

# APPLICATION: MINOR SUBDIVISION

(With or Without Variances)

***Prior to submitting your application for a minor subdivision, you must obtain a preliminary block and lot number from the Tax Assessor.***

1. Applicant's Name:_____
   Address: _____
   E-mail Address: _____Phone:_____ Fax:_____
2. Name and Address of Present Owner if other than #1 above
   Name: _____
   Address: _____
3. Attorney's Name: _____
   Address: _____
   E-mail address: _____Phone:_____ Fax:_____
4. Preparer/Engineer's Name: _____License # _____
   Address: _____Phone_____ Fax:_____
5. Block_____ Lot_____ Zone_____Tax Sheet # _____
6. Number of Proposed Lots: _____ Area of Entire Tract: _____acres
7. Area in Wetlands:_____sf Transition Buffer Area: _____sf
8. Area in Flood Hazard Zone:_____sf
9. List of maps, documents and other material accompanying application, number of each and date of document (Use Separate Sheet)
10. List any adjoining lands owned or controlled by owner or applicant
    Block(s)_____, Lot(s)_____, Area _____sf

Signature of applicant:_____ Date:_____

# MINOR SUBDIVISION

# FORM 3A - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME_____ DATE_____

LOT(s) _____

BLOCK(s) _____ZONE:_____

TOTAL SQUARE FEET OF ALL STRUCTURES _____s.f.

| Variance | Ordinance Requirement | Existing | Proposed |
|---|---|---|---|
| IMPROVED LOT COVERAGE (Structure, accessory uses, etc) | _____% | _____% | _____% |
| Lot Area | _____ | _____ | _____ |
| Lot Width | _____ | _____ | _____ |
| Side Yard (one) | _____ | _____ | _____ |
| Side Yard (total of both) | _____ | _____ | _____ |
| Front Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Floor Area Ratio | _____ | _____ | _____ |
| Building height and number of stories | _____ | _____ | _____ |
| Parking | _____ | _____ | _____ |
| ACCESSORY STRUCTURES | | | |
| Side yard | _____ | _____ | _____ |
| Rear yard | _____ | _____ | _____ |

LIST OTHER VARIANCES (type)

_____

_____

LIST ALL DESIGN WAIVERS

_____

_____

_____

**RECOMMENDATION:**

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

THE BOROUGH OF STANHOPE

# FORM 3A - MINOR SUBDIVISION CHECK LIST

Applicant: _____

Block(s) _____ Lot(s) _____ Date_____

| Provided | Waiver Request | |
|---|---|---|
| | | 1. **Twenty Three (23) sets** of the application form, checklist, fee schedule with calculations, survey and collated Plats plus six photographs of the property. |
| | | 2. Six Photographs of property, taken from property lines into the site. |
| | | 3. All fees must be paid. Application fee: $_____ Escrow Fee: $ _____ |
| | | 4. Size of Map 24" x 36" or 36"x 48" |
| | | 5. Survey of property, signed and sealed by a Licensed Surveyor |
| | | 6. Submit deeds for property, including easement deeds |
| | | 7. Signed Consent form even if the applicant is the owner |
| | | 8. Key Map at a scale not to exceed 1"=800' showing the proposed subdivision and 200' area surrounding the property. |
| | | 9. Scale not to exceed 1" = 50' |
| | | 10. The entire tract to be subdivided giving the accurate location and dimensions of existing and proposed streets and property lines |
| | | 11. Approval block for signatures of the Board Engineer, Board Chairman and Board Secretary in lower right corner of first sheet |
| | | 12. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines. |
| | | 13. Wooded areas and isolated trees on the property and within 50 feet of the property line. |
| | | 14. Topography at two foot contours on the tract and within 100 feet. Every 10-foot contour interval line should be shown darker. |
| | | 15. Names and addresses of all property owners within 200 feet of the property |
| | | 16. Note the last name of the owner or applicant, the Block(s) and Lot(s), municipality and County in the title Block |
| | | 17. Identify the tax map sheet, date of revision, block and lot numbers and zone district of above owners |
| | | 18. Location of existing or proposed streets, easements, culverts, bridges, drainage, ditches, water courses and rights-of–way in and within 200 feet of the subdivision |

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19. Lots: original and proposed lot layout, lot dimensions, chart of all required setback lines, lot area of each lot in square feet and acreage, building height, lot coverage, floor area ratio and parking including that which is required and proposed.
20. Lot designations as assigned by the Tax Assessor in writing.
21. Location of all percolation tests, consecutive results including those that failed and soil lots.
22. Soils types located on the plans.
23. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area"
24. Phase I Checklist for Limestone Analysis
25. Floodway and flood fringe delineation using information from Flood studies, NJDEP flood reports, and Soil Conservation Service Maps
26. Utility and drainage information, showing existing and proposed laterals
27. Certification from Borough that all taxes, water, sewer and other assessments have been paid through latest billing
28. Evidence of subdivision plat referral to the Sussex County Land Use Board
29. Stormwater Calculations and Stormwater Design
30. Flood plain exhibits, if applicable.
31. Soil erosion and sediment control plan
32. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area"

X_____ _____

Signature of person preparing application Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**BOROUGH OF STANHOPE**

**SUSSEX COUNTY, NEW JERSEY**

**FORM # 3B**

Board File Name: _____

Application #:_____ Date: _____

(Do not write above this line)

# APPLICATION: PRELIMINARY MAJOR SUBDIVISION

(With or Without Variances)

***Prior to submitting your preliminary major subdivision application, you must obtain a preliminary block and lot number from the Tax Assessor.***

☐ Please check this box if this is an amendment to an approved preliminary subdivision. If so, please submit 15 sets of approved layout and one full set of approved plans. Also submit copies of the resolution of memorialization.

11. Applicant's Name:_____

    Address: _____

    E-mail Address: _____Phone:_____ Fax:_____

12. Name and Address of Present Owner if other than #1 above

    Name: _____

    Address: _____

13. Attorney's Name: _____

    Address: _____

    E-mail address: _____Phone:_____ Fax:_____

14. Preparer/Engineer's Name: _____License # _____

    Address: _____Phone_____ Fax:_____

15. Block_____ Lot_____ Zone_____Tax Sheet # _____

16. Number of Proposed Lots: _____ Area of Entire Tract: _____acres

17. Area in Wetlands:_____sf Transition Buffer Area: _____sf

18. Area in Flood Hazard Zone:_____sf

19. List of maps, documents and other material accompanying application, number of each and date of document (Use Separate Sheet)

20. List any adjoining lands owned or controlled by owner or applicant

    Block(s)_____, Lot(s)_____, Area _____sf

Signature of applicant:_____ Date:_____

# FORM 3B - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME_____ DATE_____

LOT(S) _____ BLOCK(S) _____ZONE:_____

TOTAL SQUARE FEET OF ALL STRUCTURES _____s.f.

| IMPROVED LOT COVERAGE | Requirement | Existing | Proposed |
|---|---|---|---|
| Lot Area | _____% | _____% | _____% |
| Lot Width | _____ | _____ | _____ |
| Side Yard (one) | _____ | _____ | _____ |
| Side Yard (total of both) | _____ | _____ | _____ |
| Front Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Floor Area Ratio | _____ | _____ | _____ |
| Building height and # of stories | _____ | _____ | _____ |
| Parking | _____ | _____ | _____ |
| ACCESSORY STRUCTURES | | | |
| Side Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| LIST OTHER VARIANCES (type) | | | |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| LIST ALL DESIGN WAIVERS | _____ | _____ | _____ |

**RECOMMENDATION:**

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.**

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

# FORM 3B - PRELIMINARY MAJOR SUBDIVISION CHECKLIST

Applicant _____

Block(s) _____ Lot (s) _____ Date_____

| Provided | Waiver Request | |
|---|---|---|
| | | 1. ***Twenty-three (23) sets*** of the application form, checklist, fee schedule with calculations and supporting documentation and Preliminary Plans. All documents submitted must be collated into (23) sets. |
| | | 2. Six photographs of the property taken from the lot lines of the site. |
| | | 3. All fees must be paid.<br>Application fee: _____ Escrow Fee: _____ |
| | | 4. Consent by Owner form, signed and notarized by owner even if the applicant is the owner |
| | | 5. Letter of intent stating a) type of structure to be erected b)approximate date of start of construction c) a tentative phasing plan for the entire Subdivision indicating all facilities including the estimated number of lots on which final approval will be requested for the first section. |
| | | 6. Zoning Chart listing required, existing and proposed setbacks, height, floor area ratio, improved lot coverage, and all other information included in the schedule of area and yard requirements. |
| | | 7. Key map. Scale not to exceed 1" =800'. Show zoning within 200 feet of site |
| | | 8. Lots: existing and proposed layouts, dimension and metes and bounds. |
| | | 9. Show individual lots in square feet and acreage |
| | | 10. Record owner, name and address of property to be subdivided; if other than an individual, the corporate officers or partner or other statutory agent. |
| | | 11. Note owner or applicant's last name and block(s) and lot(s) in the title block |
| | | 12. Applicant's name, address and telephone number |
| | | 13. Person who prepared map, official seal and license number |
| | | 14. Copy of deeds of property and all deed restrictions |
| | | 15. Scale of plans not to exceed 1"=100' on sheets with dimensions of 24"x 36" or 30"x 48" |
| | | 16. North arrow and graphic scale |
| | | 17. Property owners within 200 feet of entire tract with their designated Block and Lot numbers |
| | | 18. Acreage of total tract to be subdivided to the nearest hundredth of an acre |
| | | 19. Elevations, contours on site and structures for a 200 foot distance around entire tract to be subdivided. Five foot intervals for slopes averaging 10% or greater. Two foot contour intervals for slopes of lesser percentage |

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Signature block for Board Engineer, Board Chairman and Board Secretary in lower right hand corner of first sheet

20. Streets (existing and proposed) including right of way widths
21. Utilities: water, gas, electric in existing and proposed streets
22. Storm drainage plan including calculations
23. Percolation test, locations, log profile and testing data and design
24. Off site improvements
25. Setbacks; show all existing and proposed setback lines noting distances of structures to property lines as appropriate
26. All deed restrictions shall be shown on the plans
27. Open space and detention basin– area, designate ownership on map.
28. Soils delineation to be shown on the plans
29. Certification from Borough that all taxes, water, sewer and other assessments are paid through the latest billing
30. An Environmental Impact Statement.
31. Flood hazard exhibit or a letter from the designing engineer stating that the tract is not in the flood hazard area
32. Statement from the designing engineer stating that the plans are in compliance with Residential Site Improvements Standards (RSIS)
33. Soil Erosion and Sediment Control Plan
34. Evidence of referral to other appropriate governmental agencies (including Sussex County)
35. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area"
36. Description of request for a hardship variance, conditional use or special permit
37. Required legend on Preliminary Major Subdivision for endorsement by Land Use Board Chairman, Board Secretary and Board Engineer.
38. Show all existing trees as follows: Deciduous 12" dbh or greater.
39. Proposed landscaping and street trees shall be in accordance with the Landscaping ordinance.
40. Survey of property, signed and sealed by a licensed surveyor.

X _____ _____

Signature of person preparing checklist Date

---

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**BOROUGH OF STANHOPE**

**SUSSEX COUNTY, NEW JERSEY**

**FORM # 3C**

Board File Name: _____

Application #:_____ Date: _____

(Do not write above this line)

# APPLICATION: FINAL MAJOR SUBDIVISION

(With or Without Variances)

***Prior to submitting your final major subdivision application, you must obtain a block and lot number from the Tax Assessor.***

21. Applicant's Name:_____
    Address: _____
    E-mail Address: _____Phone:_____ Fax:_____
22. Name and Address of Present Owner if other than #1 above
    Name: _____
    Address: _____
23. Attorney's Name: _____
    Address: _____
    E-mail address: _____Phone:_____ Fax:_____
24. Preparer/Engineer's Name: _____License # _____
    Address: _____Phone_____ Fax:_____
25. Block_____ Lot_____ Zone_____Tax Sheet # _____
26. Number of Proposed Lots: _____ Area of Entire Tract: _____acres
27. Area in Wetlands:_____sf Transition Buffer Area: _____sf
28. Area in Flood Hazard Zone:_____sf
29. List of maps, documents and other material accompanying application, number of each and date of document (Use Separate Sheet)
30. List any adjoining lands owned or controlled by owner or applicant
    Block(s)_____, Lot(s)_____, Area _____sf

Signature of applicant:_____ Date:_____

# FORM 3 C- FINAL MAJOR SUBDIVISION CHECKLIST

Applicant _____ Date _____ Block(s)_____ Lot(s) _____

| Provided | Waiver Request | Required Plan Information and other Documentation: |
|---|---|---|
| | | 1. **Twenty-three (23) sets** of the Application form with supporting documentation, including this checklist. All Plats *MUST be collated*. Final Subdivisions shall have **23** sets of signed Preliminary Plans and **23** copies of the approving resolution. |
| | | All fees must be paid. Application fee: $_____ Escrow Fee: $_____ |
| | | 2. Identification – Name of Subdivision, indicating, "Final Subdivision" on plans. |
| | | 3. Tract boundary lines, rights-of-way lines of street names, easements and other rights-of way, land to be reserved or dedicated to public use, all lot lines with accurate dimensions, bearings of deflection angles and radii, arcs and chord bearings, distances, arc lengths, radii of all curves and areas of each lot in square feet and area of all dedicated lands |
| | | 4. Location of easements and all public dedications |
| | | 5. Block(s) and Lot(s) as approved by the Tax Assessor in writing (attach letter) |
| | | 6. Monuments existing or to be set |
| | | 7. Consent of owner certification, signed and notarized even if the applicant is the owner |
| | | 8. Certification by letter from Engineer or Land Surveyor that the final plat is consistent with the approved Preliminary plat |
| | | 9. Proof that current taxes are paid (Attach letter from the Tax collector) |
| | | 10. Additional exhibits required by the Board as a condition of Preliminary approval |
| | | 11. Submit deeds of property and deeds of easement |
| | | 12. Certification from the Borough that all taxes, water, sewer and assessments are paid through the latest billing |
| | | 13. Completed Compliance Report indicating full and unconditional compliance with requirements and conditions of Preliminary approval and all outside agency approvals. |
| | | 14. Engineer's Estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs |
| | | 15. Signature Block for signature of Board Chairman, Engineer and Secretary. |
| | | 16. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area". |
| | | 17. Letter from the designing engineer stating that the plans precisely conform to the preliminary plans which were approved by the Board. |
| | | 18. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by COAH. |

X_____ _____

Signature of Person Completing Checklist Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request.

**FORM #3D**

**BOROUGH OF STANHOPE**

**SUSSEX COUNTY, NEW JERSEY**

Application #: _____

Board File Name: _____ Date Filed: _____

(Do not write above this line)

# APPLICATION: SITE PLAN (With or Without Variances)

Please check type of application:

_____ Conceptual Site Plan

_____ Conditional Use Approval

_____ Minor Site Plan

_____ Preliminary Major Site Plan

_____ Final Major Site Plan

_____ Amend prior approval for Preliminary Site Plan. Date of prior approval, with resolution

_____ Amend prior approval for Final Site Plan. Date of prior approval, with resolution

Does this application constitute a new application? _____Yes _____No

If not, once complete, attach 23 copies of signed, approved Site Plan with resolution.

1. Applicant's Name _____ Phone_____
   Address_____Fax:_____
   Email:_____
2. Owner's Name _____ Phone_____
3. Fax _____
   Address _____
4. Attorney's Name _____Phone _____Fax_____
   Address_____
   Email:_____
5. Engineer's Name _____Phone _____ Fax
   Address_____
6. Name of Development_____
   Block(s) _____ Lot(s) _____Tax Sheet_____ Zone_____
7. Present Use
   _____

8. Proposed Use

_____

9. Area in acres of any additional adjoining land owned by owner or applicant_____

10. Area in square feet of lot area with slopes 30 percent or greater _____

    Slopes 20-29 percent _____

    Slopes 11-19 percent_____

    Slopes 0-10 percent _____

11. Amount of lot area in floodway _____sf;

    flood fringe_____sf; wetlands_____sf. wetland transition area_____

12. Waivers requested from the following sections of the Township Land Use Code, with Chapter numbers.

    _____

    _____

    _____

13. List all plans, exhibits, documents, reports, significant letters, and written decisions from other governmental agencies which constitute this application. Please indicate the title of plan or document scale, number of sheets, date of preparation and name and license number of preparer if appropriate.

**NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.**

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

_____

X_____ _____

Signature of person preparing application Date

# FORM 3D - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME_____ DATE_____

LOT(S) _____ BLOCK(S) _____ZONE:_____

TOTAL SQUARE FEET OF ALL STRUCTURES _____s.f.

| | Ordinance Requirement | Existing | Proposed |
|---|---|---|---|
| IMPROVED LOT COVERAGE (Structure, accessory uses, etc) | _____% | _____% | _____% |
| Lot Area | _____ | _____ | _____ |
| Lot Width | _____ | _____ | _____ |
| Side Yard (one) | _____ | _____ | _____ |
| Side Yard (total of both) | _____ | _____ | _____ |
| Front Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Floor Area Ratio | _____ | _____ | _____ |
| Building height and no. of stories | _____ | _____ | _____ |
| Parking | _____ | _____ | _____ |
| ACCESSORY STRUCTURES | | | |
| Side Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| LIST OTHER VARIANCES (type) | _____ | _____ | _____ |
| LIST ALL DESIGN WAIVERS | _____ | _____ | _____ |

**RECOMMENDATION:**

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**BOROUGH OF STANHOPE**

**FORM 3D - SITE PLAN CHECKLIST**

Applicant_____Block_____ Lot _____

Date_____

| Provided | Waiver Requested | |
|---|---|---|
| | | I. Twenty-three (23) sets of the application, checklist, fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (23) sets. |
| | | II. Six photographs of the property taken from the lot lines of the site. |
| | | III. All fees must be paid. Application fee: $_____ Escrow Fee: $_____ |
| | | IV. Certification from the Borough that all taxes, water, sewer and other assessments are paid through the latest billing |
| | | V. Consent by Owner form: signed and notarized by owner even if the applicant is the owner. |
| | | **SITE PLAN SHOULD CONTAIN THE FOLLOWING DATA:** |
| | | 1. Size of map (24"x 36" or 30"x 48") |
| | | 2. Scale of development plan not to exceed 1"=100' |
| | | 3. A Key map of the site with reference to surrounding areas, zoning district(s) and existing street locations within 200' of property. Scale not less than 1"=800' |
| | | 4. The North arrow, scale, block, lot, name and address of the owners of all contiguous land and of property directly across the street, and downstream 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie. |
| | | 5. Lot line dimensions, bearings and distances |
| | | 6. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 200 ft thereof. Structures to be removed should be indicated by dashed lines. |
| | | 7. Right-of-way width of existing road from the centerline. Pavement width measurements. Location and dimensions of proposed buildings, structures, roads, driveways, parking areas with dimensions of each |
| | | 8. All existing physical features on the site and within 200 feet thereof, including streams, water courses, woodlands, swamps, rock and water flows. All existing trees greater than 12" dbh. |

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9. Zoning Chart listing required, existing and proposed setbacks, height, lot area, improved lot coverage, and all information included in the schedule of land and area requirements. Graphic depiction is required.
10. Proposed building height setbacks, front, side and rear yard distances and required setbacks. Buildings must identify square footage on each building for each floor. 24
11. Topography showing existing and proposed contours at two foot intervals extending 200 feet off site.
12. Parking and loading areas shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow and sight easements, number of employees, total and maximum in one shift, proposed and required parking spaces. No driveway is permitted within ten (10) feet of property lines.
13. Architectural building elevations including facade signs and entrances, materials, dimensions and height.
14. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
15. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, portable water supply, hydrants and methods of solid waste storage and disposal within screened area
16. Landscaping and buffering plan exhibit identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and root outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting and maintenance plans. The landscaping plan shall be in accordance with the Landscape Ordinance.
17. Street trees planted at 50' intervals along public rights of way and in accordance with the Landscape Ordinance.
18. Specify on landscape plan the quantity of landscaping by type proposed to be planted on site
19. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area"
20. Conservation Plan Exhibit is to be submitted showing the proposed methods of protecting trees and growth before and after construction. Techniques include fences, berms, tree wells, etc
21. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer specification sheet, intensity in foot candles on a point-to-point plan, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard and pole.

22. Survey of property signed and sealed by a Licensed Surveyor

23. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination

24. Required legend on Site Plan for endorsement by Board Engineer, Board Chairman and Board Secretary.)

25. Twenty-three (23) copies of the Environmental Impact Statement report. Waiver cannot be granted if slopes on the site exceed 15% or if property is within a flood plain

26. Storm water runoff control plan exhibit

a) Impervious coverage

b) Elevations adjacent to existing and proposed building(s)

c) Elevations for entire site

d) Elevations on adjacent property where drainage may impact

e) Location and elevation of sidewalks, adjacent road centers, dividing islands, curbs, gutters, driveways

f) Run-off computations for existing and proposed conditions

g) Size, slope, direction of flow, top, invert elevations of all existing and proposed storm drains, drainage ditches, water courses (cross sections, for swales, channels)

h) Roof leader size and discharge locations

i) Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow hydrograph for stormwater detention/retention facilities

j) Drainage area map, calculations showing drainage from contributing area prior to and after development

27. Soil erosion and sediment control plan exhibit Identify location of all soils on property.

28. Written description of a request for variance, conditional use or special permit.

29. Written document or request to waive submission of any required Site Plan elements or exhibits. (The applicant must document why a waiver of required exhibits is in the public interest, consistent with the Master Plan, the overall intent of the Land Use Ordinance, and good Development and Environmental practice).

30. Proof in the form of a letter of transmittal that a copy of the Application was sent to the County Planning Board.

31. Deed of property

32. Certification taxes are paid, unless a tax appeal is filed.

**FOR FINAL SITE PLAN In addition to the above, include;**

33 Engineer's estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs

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34. Completed Compliance Report indicating fulfillment of all requirements of Preliminary approval and outside agency approvals.
35. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by the NJ Council on Affordable Housing.
36. Certification taxes are paid, unless a tax appeal is filed.

x_____ _____

Signature of person preparing checklist Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**FORM #3E**

**BOROUGH OF STANHOPE**
**SUSSEX COUNTY, NEW JERSEY**

# APPEAL OR VARIANCE APPLICATION ONLY

## (NO SITE PLANS OR SUBDIVISIONS)

Board File Name: _____

Application #: _____ Date Received: _____

==========

(Do not write above this line)

Check type of application:

_____ Appeal Zoning Officer's Decision _____ Interpretation _____Other

_____ c- Variance (Bulk Variance) _____ d-variance

1. Applicant's Name

   Name_____

   Address_____

   Phone #:_____ Fax #:_____

2. Name and Address of Present Owner if other than above

   Name_____

   Address_____

3. Attorney's Name _____

   Address_____

   Phone #: _____ Fax #:_____

4. Plan Preparer/Engineer's Name _____

   Address_____

   Phone # _____ Fax:_____

5. The Property

   a) BLOCK _____LOT(s) _____ ZONE _____

   b) Street Address_____

   c) Is public water within 1000 feet of the property?_____

   d) Is public water proposed _____

   e) Is public sanitary sewer within 1000 feet of the property _____

   f) Is public sanitary sewer proposed_____

   g) Does owner or applicant own or have control of contiguous property? _____

      If so identify Block(s) _____; Lot(s) _____

6. Set forth all sections of the Land Use Ordinance from which relief is requested:

   SECTION _____

7. Has there been any previous appeal, request, or application to this or any other Township Agencies regarding this property?

   YES _____ NO _____

   If YES, attached copy of determination which would state the nature and date of said matter.

8. If the application involves the use of the property or variance, set forth the reasons why the variance requested should be granted. (Use separate sheet). Set forth the facts relied upon to demonstrate that the relief requested can be granted without substantial determent to the public good and will not substantially impair the intent and purpose of the zone plan and Land Use Ordinance

   (Use separate sheet)

9. Present use of existing buildings and premises:

   _____

10. Proposed use: _____

_____ _____

(Applicant's Signature) (Date)

# FORM 3E - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME_____ DATE_____

LOT(s) _____

BLOCK(s) _____ZONE:_____

TOTAL SQUARE FEET OF ALL STRUCTURES _____s.f.

| | Requirement | Existing | Proposed |
|---|---|---|---|
| IMPROVED LOT COVERAGE (Structure, Accessory Uses, etc) | _____% | _____% | _____% |
| Lot Area | _____ | _____ | _____ |
| Lot Width | _____ | _____ | _____ |
| Side Yard (one) | _____ | _____ | _____ |
| Side Yard (total of both) | _____ | _____ | _____ |
| Front Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |
| Floor Area Ratio | _____ | _____ | _____ |
| Building Height and # of Stories | _____ | _____ | _____ |
| Parking | _____ | _____ | _____ |
| ACCESSORY STRUCTURES | | | |
| Side Yard | _____ | _____ | _____ |
| Rear Yard | _____ | _____ | _____ |

LIST OTHER VARIANCES (type)

_____

_____

LIST ALL DESIGN WAIVERS

_____

_____

**RECOMMENDATION:**

Attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

Provide evidence that Variance will not be detrimental to the neighborhood and adjacent residences such as documentation that variance conforms to existing conditions in the area

# BOROUGH OF STANHOPE
# LAND USE BOARD OF ADJUSTMENT

## FORM 3E - VARIANCE APPLICATION CHECKLIST

## (TO BE USED ONLY WHEN APPLICATION IS FOR A VARIANCE AND DOES NOT INVOLVE A SUBDIVISION OR SITE PLAN)

Applicant _____ Date _____ Block(s) _____ Lot (s)_____

| Provided | Waiver Request | |
|---|---|---|
| | | 1. ***Twenty-three (23) sets*** of the Application Form, including this checklist, fee schedule with calculations, property deed and Plot Plans prepared by Licensed Surveyor or Architect. |
| | | 2. Six Photographs of property, taken from property lines into the site |
| | | 3. Signature Block for approval by the Chairman, Secretary, Engineer |
| | | 4. Legible, original survey signed and sealed by a Licensed Surveyor |
| | | 5. Scale not less than 1" =50' |
| | | 6. North Arrow and graphic scale |
| | | 7. Lot lines with dimensions |
| | | 8. Lot area in total square feet. (Lot area must not include area within existing or proposed right-of-way) |
| | | 9. Tax Block and Lot numbers and names of owners of all properties within 200 feet of the property |
| | | 10. Easements and Rights of Way (must attach copy of property deed) |
| | | 11. Location of streams or drainage ditches within 200', or note on plans that there are none |
| | | 12. Locations of all structures, trees, hedges, fences with dimensions to property lines for the property and lots abutting the property |
| | | 13. Location of proposed structures or changes with dimensions from property lines |
| | | 14. Location and arrangement of parking areas and driveways within 100' of site |
| | | 15. Deed of the property |
| | | 16. Notation on the plans indicating that the "Property does not lie within the Highlands Planning or Preservation area" or "Property lies within the Highlands Planning area" or that the "Property lies within the Highlands Preservation area" |
| | | 17. Key map showing general location surrounding the site, with all zoning districts within 200-ft of site. Scale is not to exceed 1"=800' |
| | | 18. Architectural plans including proposed elevations, dimensions, floor layout, square footage, and number of stories and façade signs |

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19. All fees must be paid. Indicate payment made below:
    Application fee: $_____ Escrow Fee: $ _____
20. Zone Chart showing zone requirements (existing, proposed and required) for all setbacks, impervious coverage, F.A.R., building coverage, building height and parking. Chart is to show what is provided. Graphic representations for setbacks are required to be placed on plans. 30
21. Certification from the Borough that all taxes, water, sewer and other assessments are paid through the latest billing.
22. Consent by Owner Form: signed and notarized by owner even if the applicant is the owner
23. Listing of 10% or greater of corporate or partnership stock
24. Stormwater Management Plan
25. Phase I Checklist for Limestone Analysis

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The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board retains the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**FORM # 3F**

# BOROUGH OF STANHOPE

## SHORT FORM CHECKLIST FOR RESIDENTIAL USES WITH EXISTING STRUCTURE

This checklist is to be used for "C" variance applications for the following single-family or two-family residential uses of projects less than 400 square feet:

1. The erection of a fence or shed
2. Construction of a swimming pool
3. Construction of a deck
4. Construction of a building addition, or alteration, less than 400 square feet

Type of Variance: ☐ Fence or shed ☐ Swimming Pool ☐ Deck ☐ Building addition, or alteration, less than 400 square feet

Applicant: _____ Block _____, Lot _____

| Item # | Provided | Waiver Requested | Information Required by the Land Development Ordinance |
|---|---|---|---|
| 1 | | | 18 copies of the completed, signed application filed at least 14 days prior to the next regularly scheduled Hearing date. |
| 2 | | | Consent by Owner form |
| 3 | | | Certification from Borough that all property taxes, water, sewer and other assessments are paid through the latest billing |
| 4 | | | Payment of Application and Escrow Fees |
| 5 | | | Plan [sketch] information |
| 5a | | | • Title block, Graphic Scale, North Arrow |
| 5b | | | • Owner Name and Address |
| 5c | | | • Property Lines, including bearings and distances, required setback and proposed setback |
| 5d | | | • Dimensions all existing and proposed structures |
| 5e | | | • Offset distances from proposed structure to nearest property lines |
| 5f | | | • Location of underground structures [septic system, well, oil tank] |
| 5g | | | • Zoning Box [show zone requirements] |
| 5h | | | • Location of all easements, deed restrictions, rights-of-way |
| 5i | | | • Length and height of the proposed structure |
| 5j | | | • Copy of the Tax Map depicting the lot and surrounding lots |
| 6 | | | Diagram of proposed structure[s] indicating the appearance, shape, roof lines, windows, doors, trim, colors, textures, appurtenant structures, and all other significant infrastructure to be located on the property in question. |
| 7 | | | Photos of the area on the lot where the improvement is proposed |
| 8 | | | Photos of dwellings abutting the lot in question |
| 9 | | | Location of water courses and wetlands on site |
| 10 | | | Written confirmation from the Zoning Officer indicating there are no zoning violations on the property |
| 11 | | | Survey of Property |
| 12 | | | Current Property Deed |

All dimensional information must be furnished by a licensed land surveyor at the time of application for Building Permit.

_____
Signature of Person Preparing Checklist

_____
Title (Do not write above this line)

## COMPLIANCE REPORT

Before signing a preliminary plat, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three–ring leaf binder shall be submitted to the Land Use Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

**The Compliance Report shall contain the following sections and information.**

**Section 1** Copy of Resolution adopted by the Board

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**Section 2** Using the numbering format of the Resolution, respond to each condition:
Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution) A full set of plans must accompany each Report, with the approval block located in the lower right-hand corner of the first sheet.

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**Section 3** Provide a copy of the following documents in the Compliance Report binders. If an item does not apply to your application, state that it is *Not Applicable* in order to ensure you address each item requested:

a) Engineer's Cost Estimate (signed and sealed)
b) NJDOT Permits
c) Road Opening Permit and Driveway Access Permit
d) Approval from the Soil Conservation District
e) NJDEP permit for Wetlands Permit
f) NJDEP Stream Encroachment Permit
g) NJDEP General Permits
h) Other NJDEP permits, as required
i) Approval from the Sewage Authority/TWA Permit
j) Sussex County Planning Board Approval (Unconditional Approval)
k) Board of Health Approval (Confirming full compliance of plans with the Resolution)
l) Fire Official Approval (Confirming full compliance of plans with the Resolution)
m) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law
n) Borough Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s)
o) Will-serve letters from the water company and gas company
p) Letter from the Finance Department confirming escrow balance is current
q) Certification that taxes are paid unless tax appeal is filed

Prepared by: _____ Tel: _____ Fax: _____

**Processing Procedure**

The Compliance Reports are to be submitted to the Land Use Department who will direct the Reports to the Engineer and Planner. When the professionals are satisfied that all conditions have been met, they will so advise the Land Use Department. The Land Use Department will advise the Engineer, Chairman, Secretary and applicant that the plans are ready for signature. When the plans are signed, the Land Use Department will distribute the signed plans and other documents as follows:

3 sets to the Engineer with 1 copy of the COMPLIANCE REPORT
1 set to the Construction Department with 1 copy to approving Resolution
2 sets to be held by the Land Use Department with 1 copy of the COMPLIANCE REPORT
3 sets to the Applicant and 1 copy of the COMPLIANCE REPORT

**NOTE**: If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating.

UPON RECEIPT OF THE SIGNED SETS OF PLANS, EXECUTED PERFORMANCE BOND AND EXECUTED DEVELOPER'S AGREEMENT, THE APPLICANT MAY ARRANGE A PRECONSTRUCTION MEETING WITH THE ENGINEER.

**IN ORDER TO CREATE AN ESCROW ACCOUNT FOR YOUR APPLICATION, PLEASE COMPLETE THE INFORMATION ON THE ATTACHED "SUB ACCOUNT REQUEST FORM" AND W-9 FORM AND RETURN AT THE TIME OF SUBMISSION OF YOUR APPLICATION.**

**PLEASE SIGN AS "VENDOR" ON THE ATTACHED PAYMENT VOUCHER AND SUBMIT WITH YOU'RE APPLICATION. (A signed payment voucher is required in order to refund any funds that may be remaining in your escrow account at the time your project is completed and all invoices have been paid.)**

# WATER/SEWER/TAX CERTIFICATION REQUEST

To: Stanhope Borough Clerk

Subject: Water/Sewer/Tax Certification
For Land Use Board applications

CC: Water/Sewer Collector
Tax Collector

---

**Fee: $15.00 payable to the Borough of Stanhope**

Date of Request: _____

Applicant's Name: _____

Applicant's Address: _____

Please verify that the Property Taxes and Water/Sewer Fees have been paid for:

Street Address: _____

Block: _____ Lot: _____

Owner's Name: _____

---

(For Office Use Only)

Water/Sewer:

Comments: _____

_____

_____

_____

_____

X_____
Water/Sewer Collector

(For Office Use Only)

Taxes:

Comments: _____

_____

_____

_____

_____

X_____
Tax Collector

# BOROUGH OF STANHOPE

77 MAIN STREET • STANHOPE, N.J. 07874
TEL (973) 347-0159 • FAX (973) 347-6058

Paid: _____

**PAYMENT VOUCHER**

P.O. No.

Date

Requisition No.

Vendor Code _____

Vendor Name _____

**FUND**

- ☐ Current
- ☐ Water
- ☐ Sewer
- ☐ Recycling
- ☐ Capital
- ☐ Escrow
- ☐ Payroll
- ☐ Other _____

**TAX I.D. #22-6002324**

| QUANTITY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|
| | Return Unused Escrow Funds | | |
| | Project Complete | | |
| | Account Number: _____ | | |

***PLEASE SIGN AT X AND RETURN FOR PAYMENT***

**TOTAL**

**CERTIFICATION OF FUNDS**

hereby certify that funds are available and encumbered.

FINANCE OFFICER DATE

**OFFICER'S CERTIFICATION**

I, having knowledge of the facts certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

DEPARTMENT HEAD DATE

**VENDOR'S CERTIFICATION & DECLARATION**

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

X

VENDOR SIGN HERE DATE

OFFICIAL POSITION TAX I.D. NO. OR SOCIAL SECURITY NO.

**NOTICE TO VENDOR OR CONTRACTOR**

1. ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURES.
2. SHIPPING STATEMENT OR BILL OF LADING MUST ACCOMPANY SHIPMENT.
3. NO CHARGES OTHER THAN THOSE SPECIFIED WILL BE ALLOWED WITHOUT APPROVAL OF THE ISSUING DEPARTMENT.
4. INVOICE MUST BE FORWARDED TO ORIGINATING DEPARTMENT WITH SIGNED VOUCHER.

**APPROVED FOR PAYMENT**

FINANCE COMMITTEE DATE

FINANCE COMMITTEE DATE

ADMINISTRATOR DATE

**W-9**
(August 2013)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Social security number**
☐☐☐ – ☐☐ – ☐☐☐☐

**Employer identification number**
☐☐ – ☐☐☐☐☐☐☐

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** | **Signature of U.S. person ▶** | **Date ▶**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.