LAND USE BOARD

VARIANCE APPLICATION
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 month at 7:00 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
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.
All applications must include:

**Application Form; plus:**

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form #1</td>
<td>Owner consent form - signed on Borough form</td>
</tr>
<tr>
<td>Form #1A</td>
<td>Consent to Inspection – signed on Borough form</td>
</tr>
<tr>
<td>Form #2</td>
<td>Disclosure Statement (if applicable)</td>
</tr>
<tr>
<td>Form #3</td>
<td>Fully executed application</td>
</tr>
</tbody>
</table>

Depending on Application – complete one of the following:

| Form #3E | Long Form Checklist                                      |
| Form #3F | Short Form Checklist                                      |
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
BOROUGH OF STANHOPE
CONSENT TO INSPECTION

FORM # 1A

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: ______________________
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
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______________________________
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: ____________________________________________

   ____________________________________________  (Date)

   (Applicant’s Signature)
FORM 3 - VARIANCE AND DESIGN WAIVER REPORT

(APPLICANT NAME) (DATE)

LOT(s) ____________________________________________

BLOCK(s) _________ ZONE: ________________________

TOTAL SQUARE FEET OF ALL STRUCTURES ________________ s.f.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPROVED LOT COVERAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Structure, Accessory Uses, etc)</td>
<td>________%</td>
<td>_______%</td>
</tr>
<tr>
<td>Lot Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Width</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard (one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Side Yard (total of both)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Area Ratio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Height and # of Stories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Waiver</th>
<th>Provided</th>
<th>Request</th>
</tr>
</thead>
</table>

| 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 |
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

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.
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 ________

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

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)
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
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)
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
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)_______
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
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

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.

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

Vendor Code  
Vendor Name

TAX I.D. #22-6002324

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PLEASE SIGN AT X AND RETURN FOR PAYMENT

CERTIFICATION OF FUNDS

I 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 Certifier 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.

FINANCE COMMITTEE  
DATE

NOTICE TO VENDOR OR CONTRACTOR

1. ORDER NOT VALID WITHOUT AUTHORIZED SIGNATURES.
2. SHIPPED IN BRACKET 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.

FINANCE COMMITTEE  
DATE

TO:"
Request for Taxpayer Identification Number and Certification

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

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 or estate

Exemptions (see instructions):

☐ Exempt payee code (if any)

☐ Exemption from FATCA reporting code (if any)

Print or type above:

Print Specific Instructions on page 2.

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

Receiver’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.

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 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 (for 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.