

## 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



## 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 App.	lication (check all that apply)	
		☐ Informal Conceptual Hearing	☐ Conditional Use
		☐ Preliminary Major Subdivision	n □ Final Major Subdivision
		☐ Preliminary Major Site Plan	☐ Final Major Site Plan
		☐ Minor Subdivision	☐ Minor Site Plan
		☐ Interpretation (Appeal from Admi	nistrative Officer)
В.	Variances (c	heck all that apply)	
		□ Bulk	□ Use
		☐ Front Yard Setback	☐ Expansion of Nonconforming Use
		☐ Side Yard Setback	$\square$ Deviation from Conditional Use
		☐ Rear Yard Setback	☐ Increase in Floor Area Ratio
		□ Building Height	$\square$ Height in Excess of 10' or 10%
		☐ Building Coverage	□ Lot Coverage
C.	Waivers	☐ Submission Waivers (See attac	ched 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:

1

#### 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**

COUNTY OF	
I,, of full age, b	eing 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 o	wners of property within 200 feet of the
affected property which were served as well as any public ut	ilities which have registered with the
Borough of Stanhope. The signature of any owner served persona	ally appears alongside their name. Also
attached hereto is a certified list of property owners and public ut	ilities 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

## 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 <u>date of public hearing</u> at <u>(time)</u> 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 <u>PRIOR</u> 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 <u>(date of public hearing)</u> at <u>(time)</u> P.M., a publ
hearing will be held before the Borough of Stanhope Land Use Board at the Borough of Stanhop
Municipal Building, 77 Main Street, Stanhope, NJ to consider the application of <u>(applicant's name)</u>
for the following:
<ol><li>(List type of variance, what is required in the zone and what is proposed for each variance</li></ol>
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
ocated at 77 Main Street, Stanhope, NJ during regular business hours Monday through Friday, 9:00 ar
to 4:00 pm. Any interested party may appear either in person or by attorney at said hearing an
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

l,	, 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 app	olication that is to be filed with the Land Use Board in Borough of
Stanhope and I consent to the filing	g of said application. I permit the Board, its staff or other designated
officials to enter onto the propert	y which is the subject of this application and review existing and
proposed site and development ele	ments.
I further understand that the	ere are fees that must be paid in accordance with said application. In
the event that the applicant does no	ot pay all of the appropriate fees including application and escrow fees
as required for this application, I co	onsent 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 no	otarized, even if the applicant is the owner)
	Signature of Owner
	Date:
Sworn to and subscribed before me	
this day of 20	
Notary Public	<del></del>

# BOROUGH OF STANHOPE CONSENT TO INSPECTION

FORM # 1A

l,	, 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 pendir	ng before the Land Use Board for this site.
consent to have the property inspected by either members of	of the Land Use Board or its professional
staff prior to or during the course of the application process. T	This does not include an inspection on the
nside 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: 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

Boar	d File Name:	JATT, NEW JEKSE		<b>L</b>	
	ication #:				
, (PP)		Date: (Do not write above this line)			
	4.551.10.41	<u></u>	•		
	APPLICA	TION: MINO	R SUBDIN	/ISION	
	(V)	/ith or Without \	/ariances)		
	r to submitting your app in a preliminary block a				
1.	Applicant's Name:		X		
	Address:				
	E-mail Address:				
2.	Name and Address of Present	Owner if other than	#1 above		
	Name:				
	Address:				
3.	Attorney's Name:				
	Address:				
	E-mail address:				
4.	Preparer/Engineer's Name:		_License #		
	Address:				
	BlockLot				
	Number of Proposed Lots:				
	Area in Wetlands:		uffer Area:	sf	
	Area in Flood Hazard Zone:			8	
9.	List of maps, documents and of		panying applic	ation, number o	f each a
	of document (Use Separate Sh	ieet)			

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

Signature of applicant:

Block(s)\_\_\_\_\_, Lot(s)\_\_\_\_\_, Area \_\_\_\_\_sf

## **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 ST	RUCTURES			_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		2			
Floor Area Ratio					_
Building height and number of storie	s				_
Parking					_
ACCESSORY STRUCTURES					
Side yard					
Rear yard					
LIST OTHER VARIANCES (type)	,				
LIST ALL DESIGN WAIVERS					
				3	

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

	<ul> <li>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.</li> <li>20. Lot designations as assigned by the Tax Assessor in writing.</li> <li>21. Location of all percolation tests, consecutive results including those that failed and soil lots.</li> </ul>
	<ul> <li>22. Soils types located on the plans.</li> <li>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"</li> </ul>
	<ul> <li>24. Phase I Checklist for Limestone Analysis</li> <li>25. Floodway and flood fringe delineation using information from Flood studies, NJDEP flood reports, and Soil Conservation Service Maps</li> <li>26. Utility and drainage information, showing existing and proposed laterals</li> <li>27. Certification from Borough that all taxes, water, sewer and other assessments have been paid through latest billing</li> <li>28. Evidence of subdivision plat referral to the Sussex County Land Use Board</li> <li>29. Stormwater Calculations and Stormwater Design</li> </ul>
	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	g 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 F	ile Name:		
Application #:		Date:		·····
:	(Do not write abo	ove this line)		
<b>APPLICATION:</b>	PRELIMINA	RY MAJO	R SUBDI	IVISION
	With or Withou	t Variances)		
Prior to submitting your poblain a preliminary block	reliminary maj	or subdivis		
Please check this boson so, please submit 15 sets of copies of the resolution of m	approved layout an	dment to an app nd one full set of	roved prelim approved pl	inary subdivision. If ans. Also submit
11. Applicant's Name:				
Address:				
E-mail Address:	Phone:		Fax:	
12. Name and Address of Prese				
Name:				
Address:				
13. Attorney's Name:				
Address:				
E-mail address:	Phone:	Fa	ax:	
14. Preparer/Engineer's Name: _				
Address:				
15. BlockLot				
16. Number of Proposed Lots:				
17. Area in Wetlands:				
18. Area in Flood Hazard Zone:				<del></del>
19. List of maps, documents and			cation, numb	per of each and date
of document (Use Separate		, , , , , , , , , , , , , , , , , , , ,		
20. List any adjoining lands owne	•	wner or applica	nt	
Block(s), Lo	=	150.00		sf
,	(-)	,		
Signature of applicant:			Date:	

## FORM 3B - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME		DA	TE
LOT(S)			
TOTAL SQUARE FEET OF ALL ST			
IMPROVED LOT COVERAGE	Requirement		Proposed
Lot Area	%	%	%
Lot Width			
Side Yard (one)			3
Side Yard (total of both)			
Front Yard			
Rear Yard			
Floor Area Ratio			( <del></del>
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
Waiver Provided Request	
	<ol> <li>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.</li> <li>Six photographs of the property taken from the lot lines of the site.</li> </ol>
	<ol> <li>All fees must be paid.         Application fee: Escrow Fee:</li> <li>Consent by Owner form, signed and notarized by owner even in the applicant is the owner</li> <li>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.</li> </ol>
	<ul> <li>for the first section.</li> <li>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.</li> <li>Key map. Scale not to exceed 1" =800'. Show zoning within 200 feet of site</li> </ul>
	<ul><li>8. Lots: existing and proposed layouts, dimension and metes and bounds.</li><li>9. Show individual lots in square feet and acreage</li></ul>
	<ul><li>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.</li><li>11. Note owner or applicant's last name and block(s) and lot(s) in the title block</li></ul>
	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
	<ul><li>15. Scale of plans not to exceed 1"=100' on sheets with dimensions of 24"x 36" or 30"x 48"</li><li>16. North arrow and graphic scale</li></ul>
	<ul> <li>17. Property owners within 200 feet of entire tract with their designated Block and Lot numbers</li> <li>18. Acreage of total tract to be subdivided to the nearest hundredth of an acre</li> <li>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</li> </ul>

	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
2	24. Off site improvements
	<ul><li>25. Setbacks; show all existing and proposed setback lines noting distances of structures to property lines as appropriate</li><li>26. All deed restrictions shall be shown on the plans</li></ul>
	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.
3	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
3 3	<ul> <li>34. Evidence of referral to other appropriate governmental agencies (including Sussex County)</li> <li>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"</li> <li>36. Description of request for a hardship variance, conditional use or special permit</li> <li>37. Required legend on Preliminary Major Subdivision for endorsement by Land Use Board Chairman, Board Secretary and Board Engineer.</li> <li>38. Show all existing trees as follows: Deciduous 12" dbh or greater.</li> </ul>
3	<ul><li>9. Proposed landscaping and street trees shall be in accordance with the Landscaping ordinance.</li><li>0. Survey of property, signed and sealed by a licensed surveyor.</li></ul>
X	
Signature of person prep	aring 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 #3C

# BOROUGH OF STANHOPE SUSSEX COUNTY, NEW JERSEY

	Board File	e Name: <sub>-</sub>		
Application #:		Date: _		-
1)	Do not write abov	e this line)	*	
APPLICATION:	FINAL M	AJOR S	UBDIVISI	ON
(Wit	h or Without	Variances	s)	
Prior to submitting your final a block and lot number from t	major subdi he Tax Asse	vision ap essor.	pplication, y	ou must obtain
21. Applicant's Name:				
Address:				
E-mail Address:	_Phone:		_ Fax:	
22. Name and Address of Present Ov				
Name:				
Address:				
23. Attorney's Name:				
Address:				
E-mail address:				
24. Preparer/Engineer's Name:				
Address:				
25. Block Lot				
26. Number of Proposed Lots:				
27. Area in Wetlands:	_sf Transition E	Buffer Area:		sf
28. Area in Flood Hazard Zone:	sf			
29. List of maps, documents and other	r material accon	npanying ap	plication, numb	er of each and date
of document (Use Separate Shee			6	
30. List any adjoining lands owned or	controlled by ow	ner or appli	cant	

Block(s)\_\_\_\_\_, Lot(s)\_\_\_\_\_, Area \_\_\_\_\_sf

Signature of applicant:\_\_\_\_

Date:

## FORM 3 C- FINAL MAJOR SUBDIVISION CHECKLIST

Applicant _		DateBlock(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 <u>MUST be collated</u> . Fina 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.
		<ol> <li>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</li> <li>Location of easements and all public dedications</li> </ol>
		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
		<ul> <li>8. Certification by letter from Engineer or Land Surveyor that the final plat is consistent with the approved Preliminary plat</li> <li>9. Proof that current taxes are paid (Attach letter from the Tax collector)</li> </ul>
	1	<ul><li>10. Additional exhibits required by the Board as a condition of Preliminary approval</li><li>11. Submit deeds of property and deeds of easement</li></ul>
		<ol> <li>Certification from the Borough that all taxes, water, sewer and assessments are paid through the latest billing</li> <li>Completed Compliance Report indicating full and unconditional compliance with requirements and conditions of Preliminary approval and all outside agency approvals.</li> <li>Engineer's Estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs</li> <li>Signature Block for signature of Board Chairman, Engineer and Secretary.</li> </ol>
		<ul><li>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".</li><li>17. Letter from the designing engineer stating that the plans precisely conform to the preliminary plans which were approved by the Board.</li></ul>
		18. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by COAH.
X_ Signati	ure of Pers	on Completing Checklist Date



## BOROUGH OF STANHOPE SUSSEX COUNTY, NEW JERSEY

Appli	cation #:		
Board File Name:			
		(Do not write above this line)	
-	APPLICATION:	SITE PLAN (With	or Without Variances)
Plea	ise check type of applicat		or vitalious variations)
			2
	Conceptual Site Plan		
	Conditional Use Approval		
	Minor Site Plan		
	Preliminary Major Site Plan		
	Final Major Site Plan	*	
	Amend prior approval for Pre		
	Amend prior approval for Fina	al Site Plan. Date of prior appro	oval, with resolution
	once complete, attach 23 copie  Applicant's Name		n with resolution.
	Address		
	Email:		
2.		Phone	
3.	Fax		
	Address		
4.	Attorney's Name	Phone	Fax
	Address		
	Email:		
5.	Engineer's Name		Fax
	Address		
6.	Name of Development		
	Block(s) Lot(s)		
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 floodwaysf;
	flood fringesf; wetlandssf. wetland transition area
12.	Waivers requested from the following sections of the Township Land Use Code, with Chapter numbers.
	numbers.
	List all plans, exhibits, documents, reports, significant letters, and written decisions from othe governmental agencies which constitute this application. Please indicate the title of plan of document scale, number of sheets, date of preparation and name and license number of prepare 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	
Sigr	nature of person preparing application Date

## FORM 3D - VARIANCE AND DESIGN WAIVER REPORT

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME		DAT	ΓΕ
LOT(S)			
TOTAL SQUARE FEET OF ALL STE			
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	Ordinance 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 no. of stories		(Marie Control of Cont	
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							
	Waiver						
Provided	Requested			22 4320 79.35			
		I.	Twenty-three (23) computations and All documents sub	all supportin	g documen	tation and	Site Plan.
		II.	Six photographs of site.				
		- 111.	All fees must be p	aid.			
		IV	Application fee: \$ Certification from t				- ver and
			other assessments	•	•	_	
		V.	Consent by Owner the applicant is the		I and notari	zed by own	er even if
		SITE P	LAN SHOULD COM	TAIN THE F	OLLOWING	DATA:	
		1.	Size of map (24"x 3	36" or 30"x 48	")		
		2.	Scale of developme	ent plan not to	exceed 1":	=100'	
		3.	A Key map of the zoning district(s) a property. Scale not	and existing	street loca		
		w	The North arrow, owners of all contig street, and downstre most recent tax reproperties shall lie.	uous land an eam 200 feet	d of proper of the prope	ty directly a erty, as show	cross the wn by the
			Lot line dimensions,	bearings and	distances		
			Location of all bu driveways, entrance thereof. Structures theres.	es and exits	on the sit	e and withi	in 200 ft
			Right-of-way width own width measuremen buildings, structured dimensions of each	ts. Location	and dime	nsions of p	oroposed
	,	8.	All existing physica thereof, including si rock and water flows	reams, water	courses, v	voodlands,	swamps,

,	

- 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.
- Proposed building height setbacks, front, side and rear yard distances and required setbacks. Buildings must identify square footage on each building for each floor.
- 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
,	<ul> <li>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</li> <li>24. Required legend on Site Plan for endorsement by Board Engineer, Board Chairman and Board Secretary.)</li> <li>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</li> <li>26. Storm water runoff control plan exhibit</li> </ul>
	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
	<ul> <li>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)</li> <li>h) Roof leader size and discharge locations</li> </ul>
	<ol> <li>Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow hydrograph for stormwater detention/retention facilities</li> <li>Drainage area map, calculations showing drainage from contributing area prior to and after development</li> <li>Soil erosion and sediment control plan exhibit Identify location of all soils on property.</li> <li>Written description of a request for variance, conditional use or special permit.</li> <li>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).</li> <li>Proof in the form of a letter of transmittal that a copy of the Application was sent to the County Planning Board.</li> <li>Deed of property</li> </ol>
	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

Y	<ul> <li>34. Completed Compliar quirements of Preli approvals.</li> <li>35. Signed Developer's A that the site plan address promulgated by the NJ</li> <li>36. Certification taxes are</li> </ul>	minary approval an greement with govern esses obligations of a Council on Affordable	d outside agency ning body confirming ffordable housing as Housing.
Signature of person pre	eparing checklist	D	ate

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)

В	oard File N	ame:		
		<u> </u>		
Cł		above this line)		=======
	Anneal 7	Zoning Officer's Decision	Interpretation	Othor
				Other
_	c- Variar	nce (Bulk Variance)	d-variance	
1.	Applicant's N	lame		
	Name			
	Phone #:	Fax #:		
2.	Name and Ad	ddress of Present Owner if other th	an above	
	Name			
3.	Attorney's Na	ime		
	Address			
		Fax #:		
4.		r/Engineer's Name		
	Address			
		Fax:	_	
5.	The Property			
		BLOCKLOT(s)	ZONE	
		Street Address		
		Is public water within 1000 feet of		
		Is public water proposed		
	e)	Is public sanitary sewer within 10		
	f)	Is public sanitary sewer proposed		
	g)	Does owner or applicant own or h		
		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)
	(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 S	TRUCTURES		s.f.						
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)	Requirement%	Existing%	Proposed%						
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			
		checklist, fee scl Plans prepared by	hedule with calculations	ation Form, including this s, property deed and Plot Architect. roperty lines into the site
				nan, Secretary, Engineer
				by a Licensed Surveyor
		<ol><li>Scale not less that</li></ol>		,
		6. North Arrow and g	graphic scale	
		7. Lot lines with dime		
		existing or propose 9. Tax Block and Lower within 200 feet of the second	ed right-of-way) of numbers and names the property	nust <u>not</u> include area within of owners of all properties h copy of property deed)
	3	that there are none 12. Locations of all st property lines for the 13. Location of proporty lines	e ructures, trees, hedges, he property and lots abu- esed structures or chan ngement of parking areas	fences with dimensions to tting the property ges with dimensions from and driveways within 100'
		the Highlands Plar the Highlands Pla Highlands Preserve 17. Key map showing zoning districts with 18. Architectural plans	nning or Preservation ar inning area" or that the ation area" g general location surr hin 200-ft of site. Scale is	evations, dimensions, floor

	19. All fees must be paid. Indicate payment made below:  Application fee: \$ Escrow Fee: \$
	<ul> <li>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.</li> <li>21. Certification from the Borough that all taxes, water, sewer and other assessments are paid through the latest billing.</li> </ul>
	<ul><li>22. Consent by Owner Form: signed and notarized by owner even if the applicant is the owner</li><li>23. Listing of 10% or greater of corporate or partnership stock</li></ul>
	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.

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 V	′ariance: 🗆 F	ence or shed	Swimming Pool   Deck   Building addition, or alteration, less than 400 square feet						
Applican	t:		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									
5e			Dimensions all existing and proposed structures						
5f			Offset distances from proposed structure to nearest property lines						
5g			Location of underground structures [septic system, well, oil tank]  7.						
5h			Zoning Box [show zone requirements]						
5i			Location of all easements, deed restrictions, rights-of-way						
			Length and height of the proposed structure						
5 <u>j</u>			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						
	sional inform	ation must be f	urnished by a licensed land surveyor at the time of application for Building  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 sh	Il contain the followin	g sections and information.
--------------------------	-------------------------	-----------------------------

Section 1	Copy of Resolution adopted by the l	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 the condition found in the Resolution) A full set of plans must accompany each Report, with the apprehick located in the lower right-hand corner of the first sheet.								
Section 3 does not applitem requested	y to your application, state that it is	cuments in the Compliance Report binders. If an item Not Applicable in order to ensure you address each						
b) NJ c) Ro d) Ap e) NJ f) NJ g) NJ h) Oth i) Ap j) Sus k) Bos l) Fire m) Dee n) Bor o) Wil p) Let	e Official Approval (Confirming full co ed(s) & deed descriptions, easements	cess Permit  A Permit  al (Unconditional Approval)  Ill compliance of plans with the Resolution)  Impliance of plans with the Resolution)  Is descriptions - conforming to the Map Filing Law  roval as to form of deed(s), include copy of deed(s)  my and gas company  Ifirming escrow balance is current						
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	n Clerk							
Subject:	Water/Sewer/Tax ( For Land Use Boa								
CC:	Water/Sewer Colle Tax Collector	ector							
- A45									
Fee: \$15	.00 payable to the Bo	orough of Stanhope							
Date of Re	equest:								
Applicant's	Applicant's Name:								
Applicant's	Address:	<i>,</i>							
	· ·								
Please ver	ify that the Property Ta	axes and Water/Sewer Fees have been paid for:							
Street Add	ress:								
Block:		Lot:							
Owner's Na	ame:								
(For Office	Use Only)	(For Office Use Only)							
Water/Sew	er:	Taxes:							
Comments	:	Comments:							
	· · · · · · · · · · · · · · · · · · ·								
	·								
X	wer Collector	X							
vvater/Se	wer Collector	Tax Collector							

## **BOROUGH OF STANHOPE**

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

			ļ.,	P.O. No.	
			1	Date	
			F	Requisition No.	
Vendor Code_	,	<del></del>			
Vendor Name_				FUND 4	
-			Currer Water Sewer	Escrow	
_			Recyc		
	TAX I.D. #22	-6002324			
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		claimant in connection with the above claim; that the amils justly due and owing; and that the amount charged is a	ount therein stated reasonable one.	FINANCE COMMITTEE	DATE
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I, having knowledge of I materials and supplies ha	the facts certify that the	OFFICIAL POSITION TAX I.D. NO. OR SOCIAL			
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DEPARTMENT HEAD	DATE	INVOICE MUST BE FORWARDED TO ORIGINATING DEPARTMENT WITH VOUCHER.	H SIGNED	ADMINISTRATOR	DATE

Paid: \_

BAMILIA VOLUETIES

J=9

J=gust 2013)

Ament of the Treasury

# Request for Taxpayer Identification Number and Certification

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

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	Nan	ne (as shown on	your income	tax return)															
Print or type See Specific Instructions on page 2.	Bus	Business name/disregarded entity name, if different from above																	
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Print or type	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶									_ Ex	Exempt payee code (if any)  Exemption from FATCA reporting code (if any)								
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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

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 or 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.