



# ***BOROUGH OF ROSELLE PARK***

IN THE COUNTY OF UNION  
110 East Westfield Avenue Roselle Park,  
New Jersey 07204-2083 Phone: (908)  
245-2721  
FAX: 908-298-9718

## ***MUNICIPAL LAND USE BOARD APPLICATION PACKAGE***

**Applicant's Name:** \_\_\_\_\_

**Application Street Address:** \_\_\_\_\_

**Applicant's Telephone No:** \_\_\_\_\_

**Lot:** \_\_\_\_\_

**Block:** \_\_\_\_\_

**Application Type:** \_\_\_\_\_

8/15/2016

The entire package must be returned in full in order for the application to be processed.

# Municipal Land Use Board Application Package

## TABLE OF CONTENTS

<u>Form #</u>	<u>Description</u>	<u>Page</u>
	Table of Contents	<u>2</u>
	<u>Guidelines</u>	<u>3</u>
	<u>Submission of Development applications to appropriate boards</u>	<u>4</u>
	<u>Fee Schedule</u>	<u>5</u>
	<u>Notices required for applications for development under the Municipal Land Use Law</u>	<u>8</u>
1	<u>Application for Development - (Form No.1)</u>	10
2	<u>Variance Application - (Form No.2)</u>	12
3	<u>Subdivision Application- (Form No.3)</u>	16
4	<u>Site Plan Review Application - (Form No.4)</u>	20
5	<u>Conditional Use Application - (Form No.5)</u>	24
6	<u>Notification to applicant of Public Hearing Date for development application - (Form No.6)</u>	27
7	<u>Notice to be Published in Official Newspaper - (Form No.7)</u>	2 8
8	<u>Notice of Hearing to Property Owners - (Form No.8)</u>	2 9
9	<u>Proof of Service - (Form No.9)</u>	30
10	<u>Departmental Referral - (Form NO.10)</u>	31
11	<u>Notice of Decisions of the Planning Board - (Form No. 11)</u>	32
12	<u>Subdivision and Site Plan Checklist - (Form No. 12)</u>	33

## GUIDELINES

*The application package must be returned in its entirety.*

1. Application for Development - All blanks and information must be completed or specified not applicable. An original and 20 copies of the application and all attachments must be submitted when the application is deemed complete by the Zoning Officer.
2. Variance Application - Application must specify by ordinance section each and every variance requested with survey and/or plans illustrating exactly what type of development is proposed by applicant. Copy of the applicable portion of tax map for subject property is also recommended. All blanks and information must be completed or specified not applicable.
3. Site Plan Application - Plans and maps must be attached. All blanks and information must be completed or specified not applicable.
4. Subdivision Application - Subdivision map must be attached. All Blanks and information must be completed or specified not applicable.
5. Photos of premises.
6. Proof of taxes paid to date - Letter from Borough Tax Collector stating taxes paid to date.
7. Copy of the relevant section of the Borough's Tax Map.
8. Affidavit of Publication - Affidavit of publication from one of the approved newspapers (The Union County LocalSource or Star Ledger) must be submitted. Minimum time for publication is 10 days in advance of hearing, but publication is recommended as far in advance of hearing as possible. Affidavit should be filed at least 4 days in advance of hearing.
9. Affidavit of Proof of Service Upon Property Owners Within 200 ft - Tax Collector's list of owners, stamped receipts of Certified Mail & Domestic Return Receipts must be submitted. Attach mailing receipts in same order as Tax Collection's list. Alternately, Affidavit and each property owner's signed acknowledgement of personal service in same order as Tax Collector's list. Affidavit should be filed at least 4 days in advance of hearing.
10. Notice to property owners - Copy exactly as served on owners. Minimum time for service is 10 days in advance of hearing. Service is recommended as far in advance of hearing as possible.
11. Denial of Building Permit or notice of violation (if applicable).
12. All other documentation applicant wishes to submit in support of application.
13. Payment of all fees in advance. (See attached Fee Schedule)
14. Cutoff date for filing for a meeting shall be the first Monday of the month preceding the hearing date. For example to be heard at the February meeting, applications must be filed by the first Monday of January. Application will not be listed for hearing unless complete except for Affidavit of Publication and Affidavit of Proof of service. Applications are filed on a first come first serve basis.

## SUBMISSION OF DEVELOPMENT APPLICATIONS TO APPROPRIATE BOARDS

Types of applications are listed to precedence. The first listed relief determines the board to which the application shall be submitted.

<u>TYPE</u>	<u>BOARD</u>
*Variance under subsection 70 d	Board of Adjustment
Subdivision	Planning Board
Site Plan	Planning Board
Conditional Use	Planning Board
*Variance under subsection 70 c	Board of Adjustment
*Permit in mapped public road or Easement	Board of Adjustment
*Variance under subsection 36	Board of Adjustment

**\*The following relief may be granted only by the Board of Adjustment:**

Appeal from decision of Administrative Office (Subsection 70a)

Request for interpretation (Subsection 70b)

INSTRUCTIONS TO APPLICANTS ON APPLICATIONS  
FOR DEVELOPMENT (Fee schedule)

The applicant shall pay fees at the time of the application. They are:

	<u>Application Fee</u>	<u>Escrow Fee</u>
1. Relief from use regulation		
a. For a one or two family residential use	\$200.00	\$200.00 \$50.00 per unit
b. For a multi-family (3 or more units) residential use	\$250.00	(\$400.00 minimum) \$0.03 per sq ft of lot area
c. For commercial/business use	\$350.00	(\$400.00 minimum)
2. Relief from bulk regulations/site requirements (each)		
a. Off-street parking		
(1) One or two-family Residential use	\$75.00	0
(2) Multi-family or business business/commercial use	\$150.00	\$250.00
b. All other bulk requirements		
(1) One or two-family Residential use	\$75.00	\$250 for the first and \$50 for each additional variance
(2) Multi-family or business business/commercial use	\$150.00	\$250 for the first and \$50 for each additional variance
(3) Nonresidential use	\$150.00	\$250 for the first and \$50 for each additional variance
3. Conditional use Authorization and interpretations	\$150.00	\$300.00
4. Preliminary site plan application all applications which require site plan review	\$0.04 per sq ft of lot area (\$200 minimum)	\$1,000 per acre or part thereof and \$0.03 per sq ft of gross floor area (\$400 minimum)
5. Final Site Plan Approval	\$0.02 per sq ft of lot area (\$200 minimum)	\$500 per acre or part thereof and \$0.0015 per sq ft of gross floor area (\$300 minimum)
6. Subdivision		
(a) Sketch Plat for a Major Subdivision	\$100.00	\$100.00
(b) Preliminary		
(1) Minor	\$100, plus \$25 per each lot added	\$500 (nonrefundable)
(2) Major	\$250, plus \$25 per each lot added	\$300 (nonrefundable)
(c) Final		
a. Minor	10% of the preliminary fee (\$100 minimum)	\$300.00
b. Major	10% of the preliminary fee (\$300 minimum)	\$100.00 (\$500.00 minimum)

**INSTRUCTIONS TO APPLICANTS ON APPLICATIONS  
FOR DEVELOPMENT (Fee Schedule- Continued)**

	<u>Application Fee</u>	<u>Escrow Fee</u>
7. Design Standard Waiver		
(a) A request for a design standard	\$50.00 each waiver	\$125 for first waiver and \$25 for each additional waiver
(b) Appeals for Zoning Interpretations. Appeals to the Board of Adjustment for of the Zoning Ordinance/appeal of a Construction Official decision shall be:		
One and Two Family	\$100.00	\$0.0
Multi-family and non-residential	\$200.00	0
(c) Hearings		\$300.00
The fee for a hearing scheduled at a special meeting held at the request of the applicant shall be \$1,500.00 for each hearing scheduled.		
(d) Legal Notice		
The fee for publication of a legal notice indicating the decision of the approving authority shall be \$15.00.		
(e) Stenographer fees		
The boards may require the taking of testimony stenographically and having the same transcribed, the cost of which shall be borne by the applicant.		
(f) Informal Review		
The fee for holding an informal review in accordance with this chapter shall be \$150.00.		
(g) Zoning Permit		
The fee for a zoning permit shall be \$25.00.		
8. Use "O" Variance		
(a) One Family	\$200.00	\$200.00
(b) Two Family	\$300.00	\$500.00
(c) Multi-Family (3 or more)	\$400.00	\$500.00
(d) Commercial/Industrial business	\$600.00	\$1,000.00

## **INSTRUCTIONS TO APPLICANTS ON APPLICATIONS FOR DEVELOPMENT (Fee schedule - Continued)**

*At least 10 days prior to the time appointed for all hearings which are required by New Jersey Law to be advertised, the applicant shall give notice of hearings as prescribed by the applicable statutes and ordinances. Notices shall be provided on the official forms of the Borough. All addresses for service on property owners shall be obtained by the applicant from a list of property owners supplied by the Borough Tax Collector upon the request of the applicant at least 7 days in advance and upon payment of the prescribed fee. Publication of the notice of hearing shall be arranged by the applicant and shall be made in the Star Ledger or The Union County LocalSource, an official newspaper of the Borough of Roselle Park. Applicant is responsible for determining what additional notices must be sent, and what other bodies must receive and/or approve of the application and to comply with those requirements.*

*The applicant shall submit the Affidavit of Proof of Service provided, and Affidavit of Publication, and a copy of the published notice to the administrative officer (Building Official) at least 4 days prior to the hearing.*

*The applicant must appear personally or through an Attorney at Law. Corporations must be represented by attorneys.*

*A copy of the appropriate development ordinance may be purchased from the Borough Clerk.*

*The name and address of the administrative officer (Building Official) may be obtained from the Borough Clerk.*

*All applications must conform to the State Statutes and local ordinances. In order to insure expeditious processing of an appeal or application, the applicant should be careful to comply fully and promptly with all requirements. The time for the appropriate Board's decision shall not begin to run until the filing of a complete notice of appeal or application, together with the required fees and proof that all appropriate notices have been given. No appeal or application will be heard unless all requirements are complied with.*

*Applicant must provide proof of payment of taxes from the tax collector before any application may be heard.*

*Any decision by the Board is not final or effective until a formal resolution is adopted. The action by the Board will be advertised and a copy of the resolution provided to the applicant not more than 10 days after its adoption.*

*Applicants are encouraged to discuss their applications with the administrative officer (Building Official) prior to submission of the application, and to obtain a written refusal of a permit for the proposed work.*

## **NOTICES REQUIRED FOR APPLICATIONS FOR DEVELOPMENT UNDER THE MUNICIPAL LAND USE LAW**

PUBLIC NOTICE is required for all applications for development except (1) subdivision applications upon which the Planning Board has waived notice and public hearing upon a finding by the Subdivision Committee that the application constitutes a "minor subdivision", and (2) applications for final approval of site plans and major subdivisions.

PUBLIC NOTICE consists of:

A. A notice published in the official newspaper of the municipality, in accordance with the form provided, at least 10 days prior to the date of the hearing.

B. Notices on the form provided served either personally, or by certified mail, in accordance with the Municipal Land Use Law to:

1. All owners of real property within 200 feet of the subject property, as shown on the official list provided.

2. The clerk of any adjacent municipality if the subject property is within 200 feet of said adjacent municipality.

3. The County Planning Board if the property is adjacent to a county road or proposed road, adjacent to other county property, or within 200 feet of a municipal boundary.

4. The State Commissioner of Transportation if the property is adjacent to any state highway.

5. The Director of the Division of State and Regional Planning (D.C.A) if the proposed development exceeds 150 acres or 500 dwelling units.

In addition, the following notice or review or approval or certification is needed on the following types of applications regardless of whether or not public notice is required as above:



**NOTICES REQUIRED FOR APPLICATIONS FOR DEVELOPMENT  
UNDER THE MUNICIPAL LAND USE LAW (Continued)**

**BOARD (ACTION)**

County Planning Board (review and approval)	All subdivisions
County Planning Board (review and approval)	All site plans adjacent to County Roads or affecting county drainage facilities i.e., 1 acre or more
County Planning Board (notice)	All applications for property adjacent to county road or proposed road, adjoining other county land or within 200 feet of a municipal
Soil Conservation District (Certification as condition of approval)	Any application, except for one single family dwelling, involving the disturbance of more than 5,000 square feet of surface area

**Form No.1**

(Official) Case No. \_\_\_\_\_ Filed: \_\_\_\_\_  
Use \_\_\_\_\_ (Date)  
ONLY) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_  
\_\_\_\_\_ (Date)

**TO THE APPLICANT: COMPLETE SECTIONS IN FULL FOR RELIEF REQUESTED.**

**APPLICATION FOR DEVELOPMENT**  
**(To be completed in all cases)**

**DESCRIPTION OF PROPOSED STRUCTURE OR USE**

PREMISES AFFECTED known as Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_

Street Address \_\_\_\_\_, Roselle Park, N.J.

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Lessee \_\_\_\_\_ Address \_\_\_\_\_

Present or last use of premises \_\_\_\_\_

Zone District \_\_\_\_\_ Size of Lot \_\_\_\_\_

Size of building(s) (Present and/or Proposed): (At Street Level)

\_\_\_\_\_ Feet Front \_\_\_\_\_ Feet Deep \_\_\_\_\_ Feet Floor Area

Percentage of lot occupied by building(s) \_\_\_\_\_%

Height of building(s) \_\_\_\_\_ Stories \_\_\_\_\_ Feet

Set back from front property line \_\_\_\_\_ feet. From side (if corner Lot \_\_ Feet

Zoning requirements: Lot frontage \_\_\_\_\_, side yards \_\_\_\_\_

Front set-back \_\_\_\_\_ rear yard \_\_\_\_\_, # of parking spaces \_\_\_\_\_

Prevailing front yard setback of adjoining buildings within one block \_\_\_\_\_ Feet.

**Form No.1 (Continued)**

Has there been any previous appeal or application involving these premises? \_\_\_\_\_

If so, state character of appeal or application and date of disposition \_\_\_\_\_

Attach a statement of reasons urged in support of this application. (Explain in detail):

The property is located at:

- |  |     |    |
|--|-----|----|
|  | YES | NO |
| 1) within 200 feet of another municipality   |     |    |
| 2) adjacent to an existing or proposed county road (if uncertain, call the Construction Dept.) |     |    |
| 3) adjacent to other County lands  |     |    |
| 4) adjacent to State highway   |     |    |

(If any of these apply, check state statues for service requirements.)

Attached to this application (is)/(are) application(s) for subdivision \_\_\_\_\_ ; site plan \_\_\_\_\_ ; conditional use \_\_\_\_\_ ; and/or variance \_\_\_\_\_ approval.

File all copies with the Administrative Officer.

If the applicant is not the owner of the property, a letter of authority must accompany this application.

Signature of Applicant

Address

Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_  
(Day) (Month) (Year)

Phone

**Form No.2**

(Official) Case No. \_\_\_\_\_ Filed: \_\_\_\_\_  
Use \_\_\_\_\_ (Date) \_\_\_\_\_  
ONLY) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_  
\_\_\_\_\_ (Date) \_\_\_\_\_

**VARIANCE APPLICATION**

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Application is hereby made for a variance from the provision of section(s) \_\_\_\_\_

of the Revised Ordinances of the Borough of Roselle Park to permit \_\_\_\_\_

on the above located property. Said (use)/(structure) is not permitted under the terms of section(s):

of said ordinance which (prohibits)/(requires): \_\_\_\_\_

## Form No.2 (Continued)

The following is a detailed explanation of the points of arguments upon which this application is based (use additional sheet of paper if necessary):

The following items must also be filed:

1. Twenty copies of plans of proposed building, or of alterations proposed for an existing building, certified by a duly licensed architect or other authorized person. Said plans shall contain the following information:
  - a. Name and address of applicant
  - b. Name and address and seal of architect/engineer/surveyor
  - c. Name and description of proposal
  - d. Date prepared and any and all revision dates.
  - e. Graphic scale, north arrow and reference meridian
  - f. Dimension and hearing of all existing and proposed property lines
  - g. Dimension of existing and proposed street rights-of-way, including street names
  - h. Locale and use of all structures, showing the height, roof overhang entrances, fire escapes, and window openings, either existing, proposed or to be removed.
  - i. Location of all subsurface and above-ground utilities.
  - j. Square footage and/or acreage to the nearest tenth of all parcels.
  - k. A schedule of proposed controls including:
    1. Specific use or zone designations
    2. Minimum front, side and rear yard depths
    3. Maximum building, coverage and height
    4. If to be used for residential purposes:
      - a. Total dwelling units
      - b. Total bedrooms
  - l. General slope and natural drainage, and water course locations and all natural features, including trees over 4" caliper
  - m. Location of existing and proposed parking, loading, curb cuts, driveway aprons, and sidewalks including all dimensions

## Form No.2 (Continued)

If no alterations are to be made or no structure is to be built only plot plans or survey need to be submitted. Said plot plan or survey, however, must show all structures and other permanent objects on property.

2. Twenty copies of a typewritten or printed statement setting forth the principal points upon which the application is based and why it should be granted by the Board.
3. Twenty copies of a block diagram showing all properties touched by and included in a radius 200 feet of all corners of the property in question with the users of each property and their street addresses indicated thereon.
4. One (1) photograph of the property at least 4 1/2" by 3 1/2" in size.

### VERIFICATION AND AUTHORIZATION

#### A) APPLICANT'S VERIFICATION

I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

Sworn and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month) (Year)

Form No. 2 (Continued)

B) OWNER'S AUTHORIZATION

I hereby certify that I reside at \_\_\_\_\_  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_  
and that I am the owner of all that certain lot, piece or parcel of land known  
as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ on the Tax Map of \_\_\_\_\_  
which property is the subject of the above application, and that said  
application is hereby authorized by me.

Owner's Signature

Sworn and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_  
(Day) (Month) (Year)

**Form No.3**

(Official) Case No. \_\_\_\_\_ Filed: \_\_\_\_\_  
Use \_\_\_\_\_ (Date)  
ONLY) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_  
\_\_\_\_\_ (Date)

**SUBDIVISION APPLICATION**

**SECTION 1. GENERAL INFORMATION**

A. APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

B. The Applicant is a CORPORATION \_\_ ; PARTNERSHIP \_\_\_\_\_  
INDIVIDUAL(S) \_\_\_\_\_ ; OTHER (please specify) \_\_\_\_\_

C. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

D. The relationship of the applicant to the property in question is:

OWNER \_\_\_\_\_ LESSEE \_\_\_\_\_ PURCHASER \_\_\_\_\_  
UNDER CONTRACT \_\_\_\_\_ ; OTHER (please specify) \_\_\_\_\_

E. OWNER NAME: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

F. ENGINEER/SURVEYOR: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

G. ATTORNEY: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_



**Form No.3 (Continued)**

**SECTION 2. TYPE OF APPLICATION (Check One)**

Minor \_\_\_\_\_ Major-Preliminary \_\_\_\_\_ Large Scale Development \_\_\_\_\_  
Major Final \_\_\_\_\_ PUD \_\_\_\_\_ Single Family Cluster \_\_\_\_\_  
-----

**SECTION 3. INFORMATION REGARDING PROPERTY**

A. The street address of the Property is \_\_\_\_\_

B. The location of the Property is approximately \_\_\_\_\_ feet from the  
**intersection of** \_\_\_\_\_ **and---** \_\_\_\_\_

C. The Block number(s) is/are \_\_\_\_\_ ; the lot number(s) is/are \_\_\_\_\_

D. The Use of Property: Existing use \_\_\_\_\_  
Proposed Use \_\_\_\_\_

E. The zone in which the Property is located is \_\_\_\_\_

F. Acreage of entire tract to be subdivided \_\_\_\_\_

G. Number of lots proposed \_\_\_\_\_

H. Is the subject Property located on a County road? Yes \_\_\_\_\_ No \_\_\_\_\_  
State Road? Yes \_\_\_\_\_ No \_\_\_\_\_ or  
within 200 feet of a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

I. Was the Property subject to a prior subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If so, list dates of prior subdivisions and attach resolutions or minutes).

J. Number of lots created on tract prior to this application \_\_\_\_\_

K. Are there any existing or proposed deed restriction, easements, right-of-way or  
other dedication? Yes \_\_\_\_\_ No \_\_\_\_\_ . (If yes, attach a copy)

L. Improvements: List all proposed on site utility and off-tract improvements.

## Form No.3 (Continued)

M. Plat Submission: List maps and other exhibits accompanying this application.

### **SECTION 4. INFORMATION REGARDING APPLICATION**

A. Describe any proposed variances requested, their location (proposed lot and block), and the sections of the zoning ordinance from which relief is granted.

B. Additional relief is required for approval

1. Waiver of lot to abut street \_\_\_\_\_

2. Exception to the official map \_\_\_\_\_ .

3. Application for construction on mapped street, public drainage way, flood control basin or public area.

### **SECTION 5. CHECK LIST AND WAIVER REQUESTS**

A. Please complete and return checklist.

B. Please list sections of the ordinance from which applicant requests waivers and the reasons therefore.

## Form No.3 (Continued)

### **SECTION 6. AUTHORIZATION AND VERIFICATION**

I hereby certify that the statements and information contained in this application are true.

Date

Applicant

I authorize the applicant to submit this application.

Date

Applicant

**Form No.4**

(Official) Case No. \_\_\_\_\_ Filed: \_\_\_\_\_ (Date)

Use ONLY) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_ (Date)

**SITE PLAN REVIEW APPLICATION**  
**SECT. 1 GENERAL INFORMATION**

A. APPLICANT: NAME: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

B. The Applicant is a CORPORATION \_\_\_\_\_; PARTNERSHIP \_\_\_\_\_  
INDIVIDUAL(S) \_\_\_\_\_; OTHER (please specify) \_\_\_\_\_

c. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.

D. The relationship of the applicant to the property in question is:

OWNER \_\_\_\_\_ LESSEE \_\_\_\_\_ PURCHASER \_\_\_\_\_  
UNDER CONTRACT \_\_\_\_\_ OTHER (please specify) \_\_\_\_\_

E. OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

F. ENGINEER/SURVEYOR: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

G. ATTORNEY: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

**Form No.4 (Continued)**

**SECTION 2. TYPE OF APPLICATION (Check One)**

Sketch Site Plan \_\_\_\_\_ Preliminary Site Plan \_\_\_\_\_ Final Site Plan \_\_\_\_\_

**SECTION 3. INFORMATION REGARDING THE PROPERTY**

A. The street address of the Property is \_\_\_\_\_

B. The location of the Property is approximately \_\_\_\_\_ feet from the  
intersection of \_\_\_\_\_ and \_\_\_\_\_

C. The Block number(s) is/are \_\_\_\_\_ ; the lot number(s) is/are \_\_\_\_\_

D. The Use of Property: Existing use \_\_\_\_\_  
Proposed Use \_\_\_\_\_

E. The zone in which the Property is located is \_\_\_\_\_  
(The Building Inspector's *office* can help determine this information).

F. Acreage of entire site is \_\_\_\_\_

G. Is the subject Property located on a County road? Yes \_\_\_\_\_ No \_\_\_\_\_  
State Road? Yes \_\_\_\_\_ No \_\_\_\_\_ or  
within 200 feet of a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

H. The type of proposal is: New Structure \_\_\_\_\_ Expanded Area \_\_\_\_\_  
Improved parking area \_\_\_\_\_ Alteration to Structure \_\_\_\_\_  
Expansion to Structure \_\_\_\_\_ Change of Use \_\_\_\_\_ Sign \_\_\_\_\_  
Other (explain) \_\_\_\_\_

I. The name of the business or activity (if any) \_\_\_\_\_

J. Are there deed restrictions that apply or are contemplated? Yes \_\_\_ No \_\_\_

K. Improvements: List all proposed on site utility and *off-tract* improvements.

**Form No.4 (Continued)**

L. Plat Submission: List maps and other exhibits accompanying this application.

**SECTION 4. INFORMATION REGARDING APPLICATION**

A. Describe any proposed variances requested, their location (proposed lot and block), and the sections of the zoning ordinance from which relief is granted. Attach additional sheets if needed.

B. Additional relief is required for approval (Please check).

- 1."C" Variance \_\_\_\_\_
- 2."O" Variance \_\_\_\_\_
- 3. Subdivision \_\_\_\_\_
- 4.Waiver of lot to abut street requirement \_\_\_\_\_
- 5.Exception to the official map \_\_\_\_\_
- 6.Construction on mapped street, public drainage way, flood control basin on public area \_\_\_\_\_

**SECTION 5. CHECK LIST AND WAIVER REQUESTS**

A. Please complete and return checklist

B. Please list sections of the ordinance from which applicant requests waivers and the reasons therefore.

## Form No.4 (Continued)

### SECTION 6. AUTHORIZATION AND VERIFICATION

I hereby certify that the statements and information contained in this application are true.

date

Applicant

date

Owner's Signature

**Form No.5**

(Official) Case No. \_\_\_\_\_ Filed: \_\_\_\_\_ (date)  
Use  
Only) Disposition: \_\_\_\_\_ Hearing: \_\_\_\_\_ (date)

**CONDITIONAL USE APPLICATION**

**SECTION 1. GENERAL INFORMATION**

- A. APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_
- B. The Applicant is a CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_  
INDIVIDUAL(S) \_\_\_\_\_ ; OTHER (please specify) \_\_\_\_\_
- C. If the Applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership.
- D. The relationship of the applicant to the property in question is:  
OWNER \_\_\_\_\_ LESSEE \_\_\_\_\_ PURCHASER UNDER  
CONTRACT \_\_\_\_\_ OTHER (please specify) \_\_\_\_\_
- E. OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_
- F. ENGINEER/SURVEYOR: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_
- G. ATTORNEY: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_



Form No.5 (Continued)

SECTION 2. TYPE OF APPLICATION (Check One)

Minor \_\_\_\_\_; Major-Preliminary \_\_\_\_\_ ; Large Scale Development \_\_\_\_\_  
Major Final \_\_\_\_\_ ; PUD \_\_\_\_\_ ; Single Family Cluster \_\_\_\_\_

SECTION 3. INFORMATION REGARDING THE PROPERTY

A.The street address of the Property is \_\_\_\_\_

B.The location of the Property is approximately \_\_\_\_\_feet from the  
intersection of \_\_\_\_\_ and \_\_\_\_\_

C. The Block number(s) is/are \_\_\_\_\_; the lot number(s) is/are \_\_\_\_\_

D.The Use of Property: Existing use \_\_\_\_\_  
Proposed Use \_\_\_\_\_

E.The zone in which the Property is located is \_\_\_\_\_  
(The Building Inspector's office can help determine this information).

F. Acreage of entire site is \_\_\_\_\_

G.Is the subject Property located on a County road? Yes \_\_\_\_\_ No \_\_\_\_\_  
State Road? Yes \_\_\_\_\_ No \_\_\_\_\_ or  
Within 200 feet of a municipal boundary? Yes \_\_\_\_\_ No \_\_\_\_\_

H.The name of the business or activity (if any); \_\_\_\_\_

I. Are there deed restrictions that apply or are contemplated? Yes \_\_\_\_\_ No \_\_\_\_\_

J. The type of improvement is: New Structure \_\_\_\_\_ Expanded Area \_\_\_\_\_ Improved \_\_\_\_\_

Parking Area \_\_\_\_\_ Alteration to structure \_\_\_\_\_ Expansion to Structure \_\_\_\_\_

K. Plat submission: List maps and other exhibits accompanying this application:

## Form No.5 (Continued)

### **SECTION 4. INFORMATION REGARDING APPLICATION**

A. Does the application conform to all the regulations governing this conditional use?

Yes

No

B. If no, which regulations must be varied so the application can be granted.

*(Note: Any variance from conditional use standards make the application one for a "0" variance.)*

C. Additional relief required for approval (Please Check).

1.Subdivision \_\_\_\_\_

2.Waiver of lot to abut street \_\_\_\_\_

3.Exception to the official map \_\_\_\_\_

4.Construction on mapped street, public drainage way,  
flood basin or public area \_\_\_\_\_

5.Other (specify) \_\_\_\_\_

### **SECTION 5. AUTHORIZATION AND VERIFICATION**

I hereby certify that the statements and information contained in this application are true.

Date

Applicant

Date

Owner's Signature

**Form No.6**

**NOTIFICATION TO APPLICANT OF PUBLIC HEARING DATE  
FOR DEVELOPMENT APPLICATION**

CASE NO. ----- APPEAL FILED: -----  
(Date)

To whom it may concern;

Your (appeal)/(application) under the Zoning Ordinance for Premises known as:

has been given Case No.

(Date)

in the Municipal Building, 110 East Westfield Ave, Roselle Park, New Jersey, at  
which time you must be present either in person or by an attorney, or your  
(appeal)/(application) will be rejected by default.

Notice of public hearing must be served and published by you, as described in the  
instructions, provided to you, and as required by State Law. The form of notice to be served  
and affidavit of service to be returned to me are attached.

Respectfully,

ADMINISTRATIVE OFFICER AND  
CONSTRUCTION OFFICIAL

**Form No.7**

**NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER**

**BOROUGH OF ROSELLE PARK**

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_ . \_\_\_\_\_ at 7:00 P.M,  
(month) (Year)  
a hearing will be held before the Planning Board of the Borough of Roselle Park,  
110 East Westfield Avenue, Roselle Park, New Jersey on the appeal  
or application of the undersigned for relief so as to permit: \_\_\_\_\_

(Specify what is proposed, if a variance is sought specify ordinance sections violated and  
\_\_\_\_\_ on premises located at \_\_\_\_\_  
described violations) (Address)  
and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Municipal  
Tax Map, located in a \_\_\_\_\_ zone or district.

All documents relating to this application may be inspected by the public in the office of the  
Borough Clerk in the Borough Hall, 110 East Westfield Avenue, Roselle Park,  
New Jersey, between 9:00 AM. and 4:00 P.M.

Any interested party may appear at said hearing and participate therein in accordance  
with the rules of the Board.

Publication must be made in the following newspapers: The Union County LocalSource and  
the Star Ledger.

(Name of Applicant)

Publication Date: \_\_\_\_\_

**Form No.8**

**NOTICE OF HEARING TO PROPERTY OWNERS**

(Cross out Inapplicable Sections)

TO WHOM IT MAY CONCERN:

In compliance with the Ordinances of the Borough of Roselle Park, New Jersey, and the Statues of the State of New Jersey, notice is hereby served upon you to the effect that (I)/(We) do hereby propose to (give detailed information) ----- on property located at \_\_\_\_\_ Lot \_\_\_ ' Block \_\_\_\_\_ Roselle Park, N.J. (Street Address)

The Zoning Officer of the Borough of Roselle Park, New Jersey, refused this request by reason of its being in violation of Section(s) \_\_\_\_\_ of the Zoning Ordinance, from which decision (I)/(We) hereby appeal. (I)/(We) have applied to the Planning Board for a variance from the provision of Section \_\_\_\_\_ , which prohibits \_\_\_\_\_

Any person or persons affected by this (appeal)/(application) may have an opportunity to be heard at the meeting of the Planning Board to be held on \_\_\_\_\_ , at 7:00 P.M., in the Borough hall, 110 East Westfield Avenue, Roselle Park, N.J. All documents relating to this application may be inspected by the public between the hours of 9:00 AM. and 4:00 P.M. in the Office of the Borough Clerk, Borough Hall, Roselle Park, N.J.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

*NOTE: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the hearing, and proof of service given to the Administrative Officer at least ,( 7) da ys \_\_, before the day of the hearing.*

Form No.9

PROOF OF SERVICE

Application of: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

(PROOF OF SERVICE OF NOTICES REQUIRED BY STATUE MUST BE FILED AND VERIFIED WITH THE ADMINISTRATIVE OFFICER AT LEAST SEVEN (7) DAYS PRIOR TO THE MEETING OR THE CASE WILL NOT BE HEARD).

STATE OF NEW JERSEY  
COUNTY OF UNION

----- \_\_\_\_\_ of full age, being duly sworn according to law,  
deposes and says, that (he)/(she) resides at \_\_\_\_\_ in the  
(Street Address)

municipality of \_\_\_\_\_ County of \_\_\_\_\_ and State of

----- \_\_\_\_\_, that (he)/(she)/(they) (is)/(are) the applicant(s) in a

proceeding before the Planning Board of the Borough of Roselle park, New Jersey, being an  
appeal or application under the Zoning Ordinance, and which relates to (address)

that at least ten (10) days prior to the scheduled hearing date (I)/(We) gave written notice of the  
hearing on this application to each and all of the persons upon whom service must be had, in the  
required form and according to the attached lists, and in the manner and the date(s) indicated  
thereon.

Applicant's Signature

Sworn to and subscribed to before me

this \_\_\_\_\_ day of \_\_\_\_\_  
(day) (month) (year)

*NOTE TO APPLICANT: Attach a list of all persons served and how and when served, as well as a copy of the notice.*

**Form No. 10**

**DEPARTMENT REFERRAL**

TO: \_\_\_\_\_ Date: \_\_\_\_\_

The Planning Board has received the attached application and plan for its consideration.

The Board has placed the matter on its agenda for \_\_\_\_\_  
(Meeting Date)

We would appreciate your comments within \_\_\_\_\_ days of receipt.

Thank you for your cooperation.

COMMENTS: (Use separate sheet if necessary)

Signed: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

**Form No. 11**

**NOTICE OF DECISION OF THE PLANNING BOARD**

TO WHOM IT MAY CONCERN:

PUBLIC NOTICE is hereby given to all persons that a public hearing was held on \_\_\_\_\_ at which hearing an application for  
(Meeting Date)

(site plan)/(subdivision)/(conditional use)/(variance)

approval to: \_\_\_\_\_

(state purpose of relief sought) on Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ commonly known as \_\_\_\_\_ Roselle Park, New Jersey, was heard.

Said application was (granted)/(denied), which decision is on file and available for inspection in the Municipal Building, 110 east Westfield Avenue, Roselle Park, New Jersey.

PLANNING BOARD

(Planning Board Secretary)

Dated at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_  
(day) (month) (year)



Form No.12

SUBDIVISION/SITE PLAN CHECKLIST

The following checklist is designed to assist applicants in preparing subdivisions and site plans for board review. Applicant(s) should check off each item to ensure that it is included on the plan. Applicant(s) must refer to land use ordinance 128-44 to determine actual requirements, as the items listed on this checklist are a brief summary or abridgement of the ordinance requirements. **ITEMS OMITTED MAY DELAY CONSIDERATION BY THE BOARD.** Utility plans, landscaping plan, architectural elevations, etc., may be shown on separate sheets. Twenty copies of all submissions are required.

\_\_\_ Key map showing the entire tract and its relation to the surrounding areas at a scale of one (1) inch equals not less than two thousand (2,000) feet

\_\_\_ Title Block

\_\_\_ Name of subdivision or development, municipality and county

\_\_\_ Name and address of subdivider or developer

\_\_\_ Name and address of the owner or owners of record and the names and addresses of **all property owners within two hundred (200) feet**

\_\_\_ Name, address, signature and license number of the professional person who prepared the drawing

\_\_\_ Acreage of tract to the nearest tenth of an acre Scale

\_\_\_ and North Arrow

\_\_\_ Date of original preparation and of each subsequent revision thereof \_\_\_

Existing and proposed block and lot number(s)

\_\_\_ Subdivision or development boundary line (heavy solid line)

\_\_\_ Zoning district boundaries affecting the tract

\_\_\_ The locations and dimensions of existing and proposed railroad rights-of-way, bridges and natural features

\_\_\_ The locations and species of all existing and proposed trees or groups of trees

\_\_\_ All existing and proposed watercourses, including lakes and ponds

## Form No. 12 (Continued)

--- Existing and proposed contours

Locations of all existing structures showing existing and proposed front, rear and side yard ---setback distances, and an indication of whether the existing structures and uses will be retained or removed

--- Size, height and location of all proposed buildings, structures, signs and lighting facilities

All dimensions necessary to confirm conformity, such as structures, setbacks, structure heights and yard areas

--- The proposed location, direction of illumination, power and type of proposed outdoor lighting

--- The proposed screening, buffering and landscaping, including a landscaping plan

--- The location and design of any off-street parking areas or loading areas, showing size and location bays aisles and barriers. All means of vehicular access & egress to & from the site onto public streets.

The location of existing utility structures, such as water and sewer mains, gas transmission ---lines and high tension power lines on the tract and within two hundred (200) feet of its boundaries.

Plans of proposed improvements and utility layouts, including sewers, storm drains, water, gas, telephone and electricity showing feasible connections to any proposed utility systems.

Plans, typical cross sections, center-line profiles, tentative grades and details of all proposed ---streets and of the existing streets abutting the tract based on the vertical datum specified by the Borough Engineer.

Copies of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.

Proposed permanent monuments

The Board reserves the right to require additional information before granting preliminary approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and surrounding area. Such information may include, but not be limited to, drainage calculations and traffic analyses.