



APPLICATION FOR DEVELOPMENT

☐ Planning Board

☐ Board of Adjustment

App. Number: \_\_\_\_\_

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

Valid Application Date: \_\_\_\_\_

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

1. PROPERTY INFORMATION

Address \_\_\_\_\_ Zone \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Present Use: \_\_\_\_\_

Has there been any previous application involving these premises? ( ) Yes ( ) No;  
If yes, nature of application, date, and determination

Is there adjacent property in common ownership? ( ) Yes ( ) No If yes, address of property

Restrictions, covenants, easements, association by-laws, existing or proposed on the property.  
( ) Yes [attach copies] ( ) No ( ) Proposed

2. APPLICANT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

E-Mail \_\_\_\_\_

Applicant is a: ( ) Corporation ( ) Partnership ( ) Individual

3. OWNER'S INFORMATION

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Attach an affidavit of ownership or owner's authorization to submit the application for the subject property.

4. DISCLOSURE STATEMENT

Statement from the applicant and /or owner, if a corporation, partnership, limited liability company, or other type of entity, containing a list of names and addresses of all stockholders, individual partners or members, as applicable, who possess either a 10% or greater interest in a corporation's stock of any class, or at least 10% or greater interest in a partnership's, limited liability company's, or other entity's profits and/or losses. If a corporation, partnership, limited liability company, or other type of entity's disclosed as owning at least 10% or greater interest in the applicant, then that corporation, partnership, limited liability company, or other type of entity shall list all of the names and addresses of all stockholders, individual partners or members, as applicable, who possess either a 10% or greater interest in a corporation's stock of any class, or at least 10% or greater interest in a partnership's, limited liability company's, or other entity's profits and/or losses. This requirement shall be followed for every corporation, partnership, limited liability company, or other type of entity until the names of all individual persons exceeding the 10% ownership criterion have been listed. (Attach pages as necessary to comply).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Interest: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Interest: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Interest: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Interest: \_\_\_\_\_

5. APPLICANT’S ATTORNEY (Corporations must be represented by an attorney)

Name

Address

Phone #FAX

E-Mail

6. APPLICANT’S ENGINEER

Name

Address

Phone #FAX

E-Mail

7. APPLICANT’S ARCHITECT

Name

Address

Phone #FAX

E-Mail

8. NATURE OF THE APPLICATION (Check applicable items)

☐ Conceptual Subdivision Plan

☐ Minor subdivision

☐ Major subdivision, preliminary

☐ Major subdivision, final

☐ Amendment to approved plat

☐ Lot line adjustment

☐ Conditional use

☐ Use Variance

☐ Variance, other residential

☐ Variance, other non-residential

☐ Zone change

☐ Conceptual site plan

☐ Minor site plan

☐ Site plan approval, preliminary residential

☐ Site plan approval, preliminary nonresidential

☐ Site plan approval, final

☐ Amendment to approved site plans

☐ Steep slope review

☐ Wireless telecommunications application

☐ Appeal from administrative decision

☐ Interpretation of zoning ordinance

☐ Historic Preservation Commission review

9. BRIEF DESCRIPTION OF PROJECT: Indicate type of use proposed, size of structures, hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other information important for consideration:

10. DOES THIS APPLICATION COMPLY WITH ALL REQUIREMENTS OF THE ZONE: If not, state violation, article, section and variance and waivers requested and state principal points on which the variance request is made. Use a separate sheet if necessary.

11. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH. Attach Copies of approvals of other government agencies as may be required or an affidavit indicating that application has been made to such agencies.

**12. ADDITIONAL DOCUMENTS:**

A Corporation, Partnership, Limited Liability Company, or other entity must submit a copy of Articles of Incorporation or Organization, Certificates of Formation, Partnership Agreements, and the most recent Business Registration Certificate.

**13. ENVIRONMENTAL ASSESSMENT FORM**

All subdivision and major site plan applications shall complete this form to evaluate how the application addresses the requirements in the most recent version of the “Leadership in Energy and Environment” (LEED) or “Green Globes” rating system. Attach additional sheets if required.

1. Provide the name of any LEED-accredited or similar professionals working on the project.
2. List all appliances, fixtures and construction techniques that meet the U.S. EPA’s Energy Star or WaterSense standards.
3. List all green and/or recycled building materials to be used in construction, renovation and maintenance.
4. Describe any water-efficient landscaping proposed for the project.
5. Describe any on-site renewable energy systems, such as solar, wind or geothermal, proposed for the project.
6. Provide details of roofing materials designed to reduce the urban heat island effect.
7. Provide details of any sustainable stormwater systems employed, such as bioswales, rain gardens, permeable surfaces, grey water systems, retention and detention facilities or continuous trenching.
8. Provide a list of native and well-adapted species used in landscaping to minimize the need for fertilization and pesticides.
9. Provide the location, number and type of electric charging stations.
10. Describe how all construction and demolition waste will be handled.

**14. APPLICATION FEES AND ESCROW DEPOSITS.** The application fee and escrow deposit is based on the following fee schedule:

|                                                                           | Application Fee                           | Escrow Deposit                               |
|---------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|
| Conceptual subdivision plan                                               | \$150                                     | \$250                                        |
| Minor subdivision                                                         | \$300                                     | \$1500                                       |
| Major subdivision, preliminary                                            | \$500                                     | \$2000 + \$200 per lot                       |
| Major subdivision, final                                                  | \$200                                     | 50% preliminary fee                          |
| Amendment to approved plat                                                | 50% of original fee                       | 50% of original fee                          |
| Lot line adjustment                                                       | \$300                                     | \$500                                        |
| Conceptual site plan                                                      | \$250                                     | \$250                                        |
| Minor site plan                                                           | \$500                                     | \$1000                                       |
| Site plan approval, preliminary residential                               | \$500 + \$25 per dwelling unit            | \$2,000 + \$200 per dwelling unit            |
| Site plan approval, preliminary nonresidential                            | \$500 + \$10 per 1,000 s.f. building area | \$2,000 + \$100 per 1,000 s.f. building area |
| Site plan approval, final                                                 | 50% of preliminary fee                    | 50% of preliminary fee                       |
| Amendments to approved site plans                                         | 50% of original fee                       | 25% of original fee                          |
| Conditional use                                                           | \$300                                     | \$500                                        |
| Use Variance                                                              | \$500                                     | \$1,500                                      |
| Variance, other residential                                               | \$200                                     | \$500                                        |
| Variance, other non-residential                                           | \$200 per variance                        | \$250 per variance                           |
| New or expanded parking lots – multifamily or nonresidential              |                                           | \$1,500                                      |
| New or expanded parking lots – residential with 5 or fewer parking spaces |                                           | \$850                                        |
| Engineering review                                                        |                                           | \$750                                        |
| Wireless telecommunications application                                   |                                           | \$1,500                                      |
| Appeal from Administrative Decision                                       | \$200                                     | \$1,500                                      |
| Request for Interpretation of Zoning Ordinance                            | \$200                                     | \$1,000                                      |
| Zone change                                                               | \$1,000                                   | \$1,500                                      |
| Certified List of Property Owners                                         | \$10                                      |                                              |
| Permit to maintaining the Official Map                                    | \$250                                     |                                              |
| Reproduction of recorded hearing                                          | \$10 per compact disk                     |                                              |
| Special meeting                                                           | \$800                                     |                                              |
| Zoning permit                                                             | \$50                                      |                                              |
| Zoning Map                                                                | \$20                                      |                                              |
| Master Plan – Land Use & Circulation Plan                                 | \$100                                     |                                              |
| Master Plan – Housing Plan                                                | \$10                                      |                                              |
| Master Plan – Conservation Plan                                           | \$10                                      |                                              |
| Master Plan – Stormwater Management Plan                                  | \$10                                      |                                              |
| Master Plan – Historic Preservation Plan                                  | \$10                                      |                                              |
| Historic Preservation Advisory Review                                     |                                           | \$250                                        |

**Make checks payable to: Township of Montclair**

A W-9 form must be submitted with all escrow fee checks. When an application involves two or more fee categories, the fee shall equal the total of the fees required for each type of application requested. The Developer’s Fee/Inclusionary Zoning Ordinance Fee (IZO) is payable upon issuance of certificates of occupancy, if applicable.

**15. CERTIFICATION**

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true and that I am authorized to sign the application form either as the individual applicant, an Owner of the Corporate applicant or the owner of the property. In addition, I grant permission for Township staff, Board professionals, and Board members to visit and inspect the property.

**Signature of Applicant or Agent:**\_\_\_\_\_ **Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_

## MANDATORY SUBMISSION ITEMS AND APPLICATION CHECKLISTS

In addition to the administrative requirements provided in items 1 through 15 above, the following items are required for submission of a complete application to the Planning Board or the Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain items be waived by the Board. This checklist contains a summary of the requirements specified in § 202-29.1, § 281-8 and § 301-37 of the Code of the Township of Montclair.

### A. ALL APPLICATIONS MUST INCLUDE:

1. Twenty (20) copies of the application for development. If the application requires an appearance before the Historic Preservation Commission, an additional ten (10) copies of the application must be submitted.
2. Twenty (20) paper copies and one digital copy in PDF format of plans, maps and construction details, and five (5) reports (drainage, etc.), as required in the appropriate checklist. The requirement for a digital copy is optional but strongly encouraged for applications involving one- and two-family homes. If the application requires an appearance before the Historic Preservation Commission, an additional ten (10) copies of the application must be submitted.
3. Twenty (20) copies of a survey signed and sealed by a New Jersey-licensed surveyor. An ALTA/ACSM survey is required for all major site plan and subdivision applications.
4. Photographs of the building and property.
5. A completed Environmental Assessment Form is required for all subdivision and major site plan applications.

### B. ALL PLANS MUST INCLUDE:

1. Name and address of the applicant and the owner.
2. Name, address and title of the person preparing the plan, maps and accompanying data including a signature and certification, as appropriate, by a New Jersey-registered engineer, land surveyor and/or architect, with property survey data based on current conditions as they exist.
3. Name and date of preparation of the plan and the dates of each revisions, where applicable.
4. Lot and block number or numbers of the lot or lots from the Township Tax Maps.
5. Area of lot or lots and the length and bearings of the lot lines of the proposed project.
6. Minimum building setback line on all lots and dimensions from all structures to the lot lines so that side yards, rear yards and front yards are shown.
7. Map scale and north arrow and key map relating the site to the streets in the surrounding area.
8. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
9. All existing structures and wooded areas within the site and within 200 feet thereof.
10. A zoning table showing the zoning requirements applicable to the site and any variances required.

### C. CONCEPT PLANS. In addition to the items required in Sections A and B, concept plans must also include:

1. The original and proposed lot layout, lot dimensions and total area of each lot, if applicable.
2. A site illustration, indicating with sufficient accuracy all boundaries of the site with natural features of the land and showing all developed, undeveloped and to-be-developed portions.

### D. VARIANCE APPLICATIONS. In addition to the items required in Section B, variance applications must also include:

1. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
2. Other information necessary to show the nature and extent of the variance requested.

### E. SUBDIVISION AND MAJOR SITE PLAN APPLICATIONS. In addition to the items required in Section B, all subdivision and major site applications must also include:

1. An appropriate place for the signatures of the Chair and Secretary of the Planning Board or Zoning Board of Adjustment and the Township Engineer.
2. Location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question.
3. Location, size and nature of the entire lot or lots in question and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest.
4. Location, names and pavement and right-of-way widths of all existing and proposed streets abutting the lot or lots in question
5. Present and proposed topography, based on New Jersey Geodetic Control Survey datum, at two-foot contour intervals, including 100 feet outside the site to show the relationship to adjoining properties.
6. Existing and proposed setback dimensions, landscaped areas and trees over six inches caliper.

- 7. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
- 8. Property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Township Tax Maps and tax rolls as of the date of the site plan application, and the location of the existing structures within 100 feet of the property line for properties abutting the site in question.
- 9. Location, type and size of existing and proposed curbs, sidewalks, driveways, street pavement widenings, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing, for the site and the nearest portions of properties abutting the site.
- 10. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area.
- 11. Location, type and size of existing and proposed drainage swales, seepage pits, catch basins and other storm drainage facilities, both frame and invert elevations and all utilities, both above- and below ground.
- 12. A stormwater management plan, if required.
- 13. All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.
- 14. Soil erosion and sediment control plan for sites where over 5,000 square feet of ground area is being disturbed.
- 15. Cost estimates and proposed construction and maintenance bonds and construction time schedules related to building construction for any required improvements not proposed to be completed before the issuance of a certificate of occupancy.
- 16. Plans for any off-tract improvements, including cost estimates and calculations of the share to be borne by the developer.
- 17. Any and all other information and data necessary to meet any of the requirements of this chapter not listed above.
- 18. Landscape plans showing name, quantity, location, size as to caliper and height of existing and proposed trees, trees to be removed, shrubs and all plant materials, prepared by an architect, engineer, professional planner or a licensed landscape architect.
- 19. Satisfaction of Chapter 294, Steep Slopes, where applicable.
- 20. Streetscape elevations of proposed buildings and buildings immediately adjacent to proposed buildings.

**F. MAJOR SITE PLAN APPLICATIONS.** In addition to the items required in Sections B and G, major site plans applications must also include:

- 1. Exterior garbage and recycling storage areas for multifamily and commercial developments.
- 2. Colored renderings of the proposed building(s) viewed from two separate perspectives from the adjacent streets.
- 3. A digital 3-D model showing the massing and design detail of the proposed building from all directions in context with the surrounding buildings within 500 feet of the subject property.
- 4. A landscape plan as required in Montclair Code §281-8.2.
- 5. A lighting plan as required in Montclair Code §281-8.3.
- 6. Building design details as required in Montclair Code §281-8.1 and 8.5.
- 7. A master signage plan as required in Montclair Code §347-111D.
- 8. The location and type of affordable housing units provided as required in Montclair Code §347-156.
- 9. The location and details of all mechanical equipment, including any required screening, as required in Montclair Code §347-23.
- 10. Parking, loading and circulation details as required in §281-9, including a pedestrian mobility plan.
- 11. A snow removal plan.
- 12. A description of how the project addresses universal design and adaptability principles.

**G. SUBDIVISION APPLICATIONS.** In addition to the items required in Sections B and G, subdivision applications must also include:

- 1. Plans, profiles and cross sections of all propose streets within the subdivision and profiles of existing and future continuing streets a minimum distance of 200 feet beyond the subdivision boundaries.
- 2. Plans of proposed utility layouts (water, gas and electricity) showing feasible connections to an existing or any proposed utility system.
- 3. Plans and profiles of all proposed and existing sanitary sewers, storm drains, drainage ditches and streams within the subdivision, together with the locations, sizes, elevations, grades and capacities of any existing sanitary sewer, storm drain, drainage ditch or stream to which the proposed facility is to be connected.
- 4. Location and results of percolation tests where a public sewage disposal system is not available.
- 5. Plans for an individual sewage disposal system where same is proposed.