



BOARD APPLICATION

BOARD OF ADJUSTMENT & PLANNING BOARD

Maria Rose Breien
Planning & Zoning Department Secretary
959 North Avenue W
Westfield, NJ 07090
mbreien@westfieldnj.gov
908-789-4100 ext. 4602

ALL APPLICATION MATERIALS

Board application, engineering plans, architectural plans, reports, photos, etc.,

MUST BE COLLATED

Remember to retain a copy of your Application & Supporting Materials for yourself

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Introduction

Staff are here to assist you in completing your application submission to the Planning Board or Zoning Board of Adjustment. It is recommended that any party interested in submitting a development application with the Town of Westfield requests a meeting with staff to review the application process. Though this step is optional, Ms. Maria Rose Breien, Planning and Zoning Department Secretary may be contacted at 908-789-4100, extension 4602 or by email at mbreien@westfieldnj.gov to request a meeting with Board staff.

Staff has prepared the document, "[Applications for Development: The Essentials](#)," which summarizes the development application process. You are encouraged to review this document to help you understand the steps involved in appearing before the Planning Board or Zoning Board of Adjustment. Westfield Land Use Ordinances can be found online at: [Westfield Land Use Ordinances](#)

All applications to either the Town's Planning Board or Zoning Board of Adjustment must provide certain documents as they relate to the application. As per Article 9 of the Town's Land Use Ordinance, entitled, "Submission Requirements for Development Applications," all applications shall provide all items listed in the Town's checklists of required items or request a waiver explaining why it is believed that their submission is not necessary. It should be noted that some items are required for all applications, while some items are application specific. If the application will consist of several types of applications (i.e. a use variance application that will be submitted together with an application for site plan approval) the applicant will need to provide all of the documentation required for each type of application that is being submitted. If the same information is requested twice on the checklist, the applicant only needs to supply the information once as part of their application to satisfy both required items.

Once the application is received by the Planning and Zoning Office, by law (NJSA 40:55D-10.3) the Board, or its authorized designee, has 45 days to deem the application complete or incomplete. In order for an application to be deemed complete, all checklist items will need to be provided and/or a waiver request needs to be submitted and approved. Incomplete applications will be returned to the applicant with a letter listing all outstanding items. If a waiver is requested, the applicant will need to provide a reason for the waiver request form. A determination of completeness does not mean that the application is approved, it simply means that the applicant has provided all required checklist items and/or waiver requests. The Board has the right, at the time of the hearing, to request additional information that was not provided as part of the application, or request correction of items in error.

Once you have been informed that the submission meets all requirements, the Board Secretary will provide you with a "*tentative*" public hearing date and inform you to submit the required full complement of copies of your application and supporting documents for the Board's members/professionals, digital copy of your submission in a .pdf format, and of any additional application and escrow fees that may be required. Your hearing date will remain "*tentative*" until all of these items are received. Once received, your application will be deemed *complete*. At this time, the Board Secretary will also provide you with detailed information on how you must provide public notice of your hearing before the Board.

PLEASE collate all application materials into sets “application packets” and be sure your submission includes the following before submitting to the Board Secretary:

Required Item (1) Copy	Provided (“✓”)	Board Secretary Initials
Completed Request for Property Owners List and the required \$10 fee for its completion		
Completed Completeness Checklist(s)		
(3) Three Copies of the Following:		
Completed Application forms: (<i>One Original and Two Copies</i> Pages 5-18)		
Completed List of Existing Non-Conforming Zoning Conditions form (Page 11)		
Completed Requirements and Variances Summary Table (Pages 12 and 13)		
Completed Request of Waiver of Submission Requirements (only if requesting a waiver from submission requirements for your application)		
A Tax Certificate from the Westfield Tax Collector stating that all taxes and assessments for the subject property are paid up to and including the most recent collection period. The Tax Collector's office may be reached at (908) 789-4051, located in the Municipal Building, 425 East Broad Street.		
Property Tax Map – Can be found online at: https://www.westfieldnj.gov/225/Property-Tax-Maps		
Completed Affidavit of Ownership form (Page 15)		
Completed Escrow Agreement and Refund Request form (Page 16)		
Completed De Minimis Exception Application form (only if exceptions from the requirements of the State Residential Site Improvement Standards are requested)		
Initial application and escrow fees		
Plans, sketches, renderings, etc., are required		
An original, signed, dated, and scalable survey of the property. (For the survey, one original and two copies are permissible) <i>The survey must reflect the current conditions of the property.</i>		
Photographs depicting the subject site, the existing structure from all sides, site improvements, roadway access, and yard areas		
Green Development Checklist – Submit one copy electronically: https://www.westfieldnj.gov/FormCenter/Planning-Zoning-24/Green-Development-Checklist-154		



TOWN OF WESTFIELD

REQUEST FOR PROPERTY OWNERS LIST

APPLICANT, PLEASE FILL OUT THIS SECTION ONLY

For _____

Property address

Block #

Lot#

Date Requested

Applicant's Name

Phone #

Email Address

ENGINEERING DEPARTMENT SECTION:

Date received by Engineering. Dept. _____

Please determine all properties in the Town of Westfield within 200 feet of the above referenced address and list the Block and Lot numbers on the back of this sheet. Forward it to the Tax Assessor's office. Thank you.

TAX ASSESSOR'S OFFICE SECTION:

Date received by Tax Assessor's Office _____

() Please prepare a list of owners' names and addresses (showing Block and Lot numbers also) from the current tax duplicates of all properties shown on the back of this sheet and forward the list to the **BOARD OF ADJUSTMENT SECRETARY ONLY**. Thank you.

PLEASE FORWARD A COPY OF THIS SHEET TO THE FOLLOWING PERSON:

() Secretary, Planning Board

() Secretary, Board of Adjustment

Date list was forwarded _____

To be completed by TOWN OF WESTFIELD ENGINEERING DEPARTMENT

THE FOLLOWING WAS PREPARED BY _____ ON _____
Engineering Dept. Date

[illegible]

() Property is within 200' of the Sun Pipe Line.

Ticked municipalities below also have properties within the 200-foot radius, which are not included in the above list.

- ☐ Mountainside
- ☐ Scotch Plains
- ☐ Clark
- ☐ Garwood
- ☐ Cranford
- ☐ Springfield



TOWN OF WESTFIELD
959 North Avenue W.
Westfield, NJ 07090

Office Use Only

Date Received _____

Application # _____

**PLANNING BOARD AND
BOARD OF ADJUSTMENT APPLICATION**

I. Identification:

This appeal is from (Applicant's Name) _____

Applicant Address _____ Telephone _____

E-mail _____ Fax _____

for property in Westfield, NJ located at (street address) _____

Zone: _____ Block: _____ Lot: _____

II. To: (check applicable) ☐ Planning Board ☐ Board of Adjustment

☐ *C Variance ☐ *D Variance ☐ Conceptual Site Plans & Subdivisions ☐ Minor Site Plan

☐ *Preliminary Major Site Plan ☐ Final Major Site Plan ☐ *Minor Subdivision ☐ *Preliminary Major Subdivision

☐ Final Major Subdivision ☐ **Conditional Use ☐ *Structure in street, drainage way, flood basin, reserved area

☐ *Structure on lot not abutting street ☐ *Board of Adjustment "a" appeal/ administrative officer error

☐ *Board of Adjustment "b" appeal/ interpretation ordinance/map ☐ Residential cluster

*Public noticing is required pursuant to Section 4.03 & 4.04

** A major site plan review is also required with a conditional use application.

III. Property Description: Please provide the following information about the property, which is the subject of this appeal.

Street address _____

Zone district _____ Block No. _____ Lot No. _____ Year Built _____

Dimensions of lot _____ Area of lot _____ sq. ft.

Use of premises Present _____

Proposed _____

The proposed use is:

☐ permitted by ordinance ☐ a conditional use which has been granted by the Planning Board or Zoning Board of Adjustment

☐ a use permitted by variance ☐ a nonconforming (i.e., "grandfathered") use ☐ not a permitted use

Name of Owner _____ Telephone No. _____

Street address of Owner _____ Fax. No. _____

Does the above owner also own any property that abuts the subject property?

☐ No ☐ Yes If yes, address: _____

If yes, is the abutting property subject to the Loechner-Campoli rule of merger? ☐ No ☐ Yes (If you don't know, check with the Tax Assessor in the Municipal Building.)

Are there any present deed restriction(s) which affect this property? ☐ No ☐ Yes If yes, attach copy of deed, including language of restriction(s).

Are there any pending proceedings concerning the property, which is the subject of this application, before any federal, state, or local board of authority? ☐ No ☐ Yes If yes, list here and attach a brief description of each

Is the property:

☐ Located in a Historic District Identified in the Master Plan Historic Preservation Element

☐ Identified as an individual site in the Master Plan Historic Preservation Element

☐ Within a locally designated (by ordinance) Historic District

☐ Designated (by ordinance) as a Historic Landmark

☐ None of the above

All subdivision appeals must state the present and proposed number of lots.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

VII. Attorney Identification: Private individuals, or sole proprietors may represent themselves (i.e., present the application) before the Board. All other categories of applicants must be represented by an attorney.

If applicant (or owner) is to be represented by an attorney, please furnish the following information:

Attorney's name _____ Telephone No. _____
Attorney's firm _____ Fax. No. _____
E-mail _____
Street address _____

VIII. Notarization:

I/We, the undersigned applicant(s) do hereby grant permission for the members of the Planning Board, and the Zoning Board of Adjustment, their Attorney and the Zoning Officer of the Town of Westfield, NJ, to enter upon the property, which is the subject of this application, during all daylight hours during the pendency of this application. Permission to enter structures will be given for a mutually agreeable time.

I hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true and correct.

Signature of Applicant (in the presence of a Notary)

Print Name: _____

Sworn and Subscribed to
before me this _____
day of _____, 20__

Address: _____

Notary Public
(Stamp or seal with Commission # and Exp Date required)

Home phone _____

Business phone _____

IX. Do not write in the following spaces:

TO BE COMPLETED BY THE COMPLETENESS DESIGNEE:

- To the best of my knowledge and belief, this application is complete and correct.

- This application is currently the subject of a:

_____ Zoning violation notice, No. _____, copy enclosed.
_____ Municipal Court complaint, docket No. _____, copy enclosed.
_____ Other pending action, (describe) _____
_____ Historic Preservation Commission Referral
_____ None of the Above

Signature

TO BE COMPLETED BY THE BOARD SECRETARY:

Has there been any previous appeals(s) involving these premises?
[] No [] Yes If yes, attach copies of resolution(s)

TO BE COMPLETED BY THE COMPLETENESS DESIGNEE:

Application accepted as complete on _____

Signature

TOWN OF WESTFIELD

LIST OF EXISTING NON-CONFORMING ZONING CONDITIONS

Section 7.01B Review of existing non-conforming conditions in connection with applications for variances or for the direction of the issuance of certain permits.

In reviewing applications for variances or for the direction of the issuance of certain permits, the Board shall determine whether any existing non-conforming conditions involving the subject property will exacerbate, intensify, alter, affect or in some way result in a significant impact on the proposed use, structure or land. If the Board finds that no substantial impact or detriment will result, the Board shall so state in its findings of fact in the resolution for the application, without the need for such existing non-conforming conditions to meet the criteria established by N.J.S.A. 40:55D-34, 36, 51a, 51b, 70c and 70d and this ordinance for variances or exceptions. If the Board finds that substantial impacts or detriments will result, however, the application shall not be approved unless and until the applicant agrees to mitigate or eliminate such impacts or detriments to the maximum extent feasible.

The above shall not be construed to alter the review procedures not the criteria for granting variances or exceptions for violations proposed by the development or existing illegally on the subject property.

Note: This list must be consistent with the Variance Table, if otherwise required.

1.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
2.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
3.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
4.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
5.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
6.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
7.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
8.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:

TOWN OF WESTFIELD

LIST OF NEW C.40:55D-70 c AND d VARIANCES REQUESTED

SECTION 9.02: GENERAL REQUIREMENTS; SUPPORTING DOCUMENTATION

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit a statement indicating all of the provisions of the Land Use Ordinance from which a waiver or variance is sought.

Note: This list must be consistent with the Variance Table, if otherwise required.

1.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
2.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
3.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
4.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
5.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
6.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
7.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
8.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
9.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:
10.	Section:	Nature of Deficiency:
	Permitted:	Present: Proposed:

TOWN OF WESTFIELD

REQUIREMENTS AND VARIANCES SUMMARY TABLE PER SECTION 9.03C

THIS TABLE MUST BE INCLUDED WITH ALL APPLICATIONS FOR "C" AND "D" VARIANCES, AND MUST BE SHOWN ON ALL REQUIRED SITE PLANS, SUBDIVISION PLANS, AND PLOT PLANS

The regulations below are for all RS, RM and P zones applications. All RA, O, CBD and GB zone applications use the "Bulk and Lot Regulations" for the zone.

ZONE:		APPLICANT:		STREET ADDRESS:		LOT No.		LOT No.	
REG. NO.	REGULATION	UNITS	REQUIRED	PROPOSED	VARIANCE?*	PROPOSED	VARIANCE?*		
	Minimum lot area	sq. ft.							
	Minimum area within first _____ ft. of depth	ft.							
	Minimum lot width	ft.							
	Minimum lot frontage	ft.							
	Minimum lot depth	ft.							
	Required Front yard (per Sections 12.03C & D & E)	ft.							
	Required street side yard (for corner lots)	ft.							
	Minimum side yard	ft.							
	" "	ft.							
	Minimum rear yard	ft.							
	Maximum building height	ft.							
	Maximum FAR or total habitable floor area	% and sq. ft.							
	Maximum coverage by buildings and above grade structures	% and sq. ft.							
	Maximum coverage by buildings and above grade structures including decks	% and sq. ft.							
	Maximum coverage by buildings and above grade structures including decks, ingress/ egress platforms and porches	% and sq. ft.							
	Maximum coverage by improvements	% and sq. ft.							
	Maximum eave height	ft.							
	Maximum building mass at zoning side yard	ft.							
	Minimum garage space								
	Minimum 5% side wall window area								
	Minimum 2' offset for attached front facing garages								

NOTE: This table must be consistent with the two variance lists (Pages 11 & 12) if they are included in the application. The table may be waived if the zoning data table is on the architectural / engineering plans.

* Single star all variances which are new variances, i.e., are not pre-existing, non-conforming conditions which will continue.

TOWN OF WESTFIELD

REQUEST FOR WAIVER OF SUBMISSION REQUIREMENTS

Section 8.05D:

The applicant may request that one or more of the submission requirements in Article 9 be waived. A written request, explaining the basis for such request(s) must be submitted for such waiver requests in order to be considered. The Board or its authorized committee shall grant or deny the waiver request within forty-five (45) days of receipt of the written request. The following provisions shall apply to the grant of such waivers:

Waivers may be granted from submission requirements for plan information or supplemental documentation that may be irrelevant or excessive in the case of a particular application and which are not necessary to determine the substantive merits of an application.

As per §9.01D, the Board may subsequently require correction of any information found to be in error and submission of additional information not specified in this ordinance or any revisions in the accompanying documents, as well as the submission of any information previously waived, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Board.

The above provisions shall not be construed to affect the procedures for granting variance or other relief as set forth in Article 7.

_____ I do hereby request that the Board waive the submission requirements on the attached pages, for the reasons stated pursuant to authority contained in Section 8.05D of the Westfield Land Use Ordinance.

_____ I am not requesting the waiver of submission requirements.

Applicants Signature

Date

Attach a list citing the ordinance section and subject of the waiver, and the reasons for the request.

TOWN OF WESTFIELD
AFFIDAVIT OF OWNERSHIP

I, _____, of full age, being duly sworn
(Print Name)

according to law, do hereby certify that I am the (check one) ___owner or ___duly authorized officer of the owner (as listed on the application form), of the following property which is the subject of the within application to the Westfield Planning Board or Zoning Board of Adjustment:

Block & Lot (s) _____

Street Address(es) _____

Check one:

1. _____ As the owner (or officer of), I am the Applicant in the within application.
2. _____ As the owner (or officer of), I am not the Applicant. I certify that I have reviewed and consent to the within application and that the information contained herein is true and correct to the best of my knowledge. I authorize the following entity/individual to act as the Applicant in making this application:

a. Authorized Individual/Entity: _____

b. Authorized Individual/Entity Interest in Property (i.e., Tenant, Contract Purchaser): _____

(Signature of Owner/Officer of Owner)

Sworn and subscribed to
before me on this _____
day of _____, 20____.

Notary Public

(Stamp or Seal with Commission # and Exp Date required)

TOWN OF WESTFIELD

**ESCROW
AGREEMENT & REFUND REQUEST**

☐ Board of Adjustment

☐ Planning Board

Escrow Payee Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

I understand that escrow fees as established by Section 5.03A of the Land Use Ordinance are necessary to reimburse the Town for the cost of professional services required for the completion of this application. I understand that these fees are deposited into an escrow account to be utilized for the payment of said services, and if necessary additional fees will be provided upon request by the Town, and upon an accounting of the escrow deposit.

After memorialization of this application and after payment has been made for all professional fees associated with this application, please refund the remaining balance, if any, of funds held in escrow for this application. I understand there may be a zero balance.

I understand that any escrow balance will be refunded to the party who put forth the deposit as noted above *unless otherwise indicated below. *(Applicant's signature required)

Escrow balance to be remitted to:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

****Signature of Applicant***

Date: _____

(for office use only)

Application # _____

Escrow Acct # _____

TOWN OF WESTFIELD

De Minimis Exception Application from the New Jersey Residential Site Improvement Standards

Instructions for Completing the Form and Checklist

WHEN THIS APPLICATION IS NECESSARY	
The municipal approving authority may grant by resolution of the planning board or zoning board of adjustment such <i>de minimis</i> exceptions from the requirements of the residential site improvements standards, <u>N.J.A.C.</u> Title 5, Chapter 21, as may be reasonable, and within the general purpose and intent of the standards if the literal enforcement of one or more provisions of the standards is impracticable, or will exact undue hardship because of peculiar conditions pertaining to the development in question. Examples of <i>de minimis</i> exceptions include, but are not limited to, the following: 1. Reducing the minimum number of parking spaces and the minimum size of parking stalls; 2. Reducing the minimum geometrics of street design, such as curb radii, horizontal and vertical curves, intersection angles, centerline radii, and others; 3. Reducing cartway width; and 4. Any changes in standards necessary to implement traffic calming devices.	
PROPERTY INFORMATION	
Block	Provide all tax block numbers of the subject property, as shown on the official tax map of the Township.
Lot	Provide all tax lot numbers of the subject property, as shown on the official tax map of the Township.
Zone	Provide all zoning information of the subject property, as shown on the official zone map of the Township.
Address of the subject property	Provide the numbered street address of the property, if known. Otherwise, just provide the street or intersection.
Indicate the standards from which an exception is sought	Refer to the State statute, <u>N.J.A.C.</u> Title 5, Chapter 21 Residential Improvement Standards. Your professional engineer should have a copy of this statute. Include the citation(s).
Indicate the manner by which strict compliance would result in practical difficulties	Refer to the State statute, <u>N.J.A.C.</u> Title 5, Chapter 21 (RSIS).
Indicate the nature and extent of such practical difficulties	Refer to the State statute, <u>N.J.A.C.</u> Title 5, Chapter 21 (RSIS).

TOWN OF WESTFIELD

Application for
DE MINIMIS EXCEPTION FROM THE
RESIDENTIAL SITE IMPROVEMENT STANDARDS
(New Jersey Administrative Code, Title 5, Chapter 21)

NAME AND ADDRESS INFORMATION		
Applicant's Name	Mailing Address	Daytime Telephone
Property Owner's Name – if other than above	Mailing Address	Daytime Telephone
Authorized Agent (Contact Person) for correspondence	Mailing Address	Daytime Telephone
PROPERTY INFORMATION		
Block(s)	Lot(s)	Zone
Address of Subject Property		
Indicate below the standards from which an exception is sought (include citation) – use additional sheet if necessary:		
Indicate below the manner by which strict compliance with provisions would result in practical difficulties – use additional sheet if necessary:		
Indicate the nature and extent of such practical difficulties – use additional sheet if necessary:		

Applicant's Signature

Property Owner's Signature (if other than applicant)

Agent's Signature

Dear Applicant:

Please note that there are two separate fees to be submitted when you file your application with the town. One check is to be submitted for the application fee and property owners list fee, and a separate check is to be provided for the escrow fee. Please make checks payable to "**Town of Westfield**". Fees are established by ordinance and are included below. All required fees **must** be received before the application can be deemed complete.

APPLICATION FEES:

There is hereby established in connection with the various applications for development and other matters which are the subject of this ordinance the following schedule of fees. Every applicant for development shall file with his application a filing fee as indicated in the following schedule. Requests for more than one (1) of the items listed below shall require the payment of separate fees for each item, the sum of which shall be the total fees to be paid. The fee for preliminary and final major subdivisions or site plan approval shall be considered cumulative and both shall be paid at the time of the application for preliminary approval.

APPLICATION TYPE	FEE
All "C" variances and exceptions, §7.01C (Planning Board or Board of Adjustment, as applicable)	Detached one or two dwelling unit buildings: \$265 for the first variance, and \$100 per each additional variance
	Other: \$265 per variance
Each "D" variance, § 7.01D (Board of Adjustment):	Detached one or two dwelling unit buildings: \$500 per
	Other: \$1,000 per
Request for the issuance of permits for structures in areas reserved on the Official Map or for lots not fronting upon a street, §7.01E or §7.01F or for Certificates of Non-Conforming use, §7.01H (Planning Board or Board of Adjustment, as applicable)	\$250
Appeal alleging erroneous decision of the Zoning Officer regarding the zoning regulations, §7.02B (Board of Adjustment):	\$250

Interpretation of the zoning regulations, Zoning Map or Official Map, §7.02C (Board of Adjustment):	\$500
Conditional use review, Article 18 (Planning Board)	\$300
Informal review of concept plan, §8.07 (Planning Board)	\$250
Minor site plan, §8.08 (Planning Board or Board of Adjustment, as applicable)	\$500
Minor subdivision, §8.09 (Planning Board or Board of Adjustment, as applicable)	\$500
Preliminary major site plan, §8.10 (Planning Board or Board of Adjustment, as applicable)	\$500, plus \$150 per 10k square feet over 20k square feet of lot area; plus \$20 per 1k square feet over 1k square feet of gross floor area
Preliminary major subdivision, §8.10 (Planning Board or Board of Adjustment, as applicable)	\$1,000, plus \$250 per lot
Final major site plan, §8.11 (Planning Board or Board of Adjustment, as applicable)	50% of preliminary application fee
Final major subdivision, §8.11 (Planning Board or Board of Adjustment, as applicable)	50% of preliminary application fee
List of property owners within two hundred (200) feet of applicant's property from current tax duplicates, §4.04C	\$.25 per name or \$10.00, whichever is greater.
Transcripts of Planning Board or Board of Adjustment hearings	Must be obtained from the court reporter.
Duplicate copies of any permit or certificate	\$10.00
Special Meeting of the Planning Board or Zoning Board of Adjustment	\$1,000.00 shall be paid to the Town of Westfield prior to setting the special meeting date.
Extension Requests	\$100.00 shall be paid for any request to extend the expiration date of a development or variance approval to be heard by the Planning Board or Zoning Board of Adjustment.

ESCROW FEES:

The initial deposit for payment of professional services shall be as set forth on the following schedule, provided that if the Board Secretary determines that an initial deposit greater than indicated on the following schedule is necessary to reimburse the anticipated cost of professional services as relates to a particular application, such as, but not limited to circulation-intensive sites requiring the services of a traffic engineering consultant, the applicant shall be required to deposit said greater amount.

APPLICATION TYPE	INITIAL DEPOSIT
Appeal for "C" variance, §7.01C (Planning Board or Board of Adjustment, as applicable)	Detached one or two dwelling unit buildings: \$800
	Other: \$1,000
Appeal for "D" variance, §7.01D (Board of Adjustment)	Detached one or two dwelling unit buildings: \$800
	Other: \$2,000
Request for the issuance of permits for structures in areas reserved on the Official Map or for lots not fronting upon a street, §7.01E or §7.01F or for Certificates of Non- Conforming use, §7.01H (Planning Board or Board of Adjustment, as applicable)	\$250
Appeal alleging erroneous decision of the Zoning Officer regarding a zoning regulation, §7.02B (Board of Adjustment)	\$500
Interpretation of the zoning regulations, Zoning Map or Official Map, §7.02C (Board of Adjustment)	\$500
Conditional use review, Article 18 (Planning Board)	\$750
Informal review of concept plan, §8.07 (Planning Board)	\$400
Minor site plan, §8.08 (Planning Board or Board of Adjustment, as applicable)	\$750
Minor subdivision, §8.09 (Planning Board or Board of Adjustment, as applicable)	\$750 per lot

Preliminary major site plan, §8.10 (Planning Board or Board of Adjustment, as applicable)	\$5,000
Preliminary major subdivision, §8.10 (Planning Board or Board of Adjustment, as applicable)	\$2,500 plus \$25 per lot
Final major site plans, §8.11 (Planning Board or Board of Adjustment, as applicable)	If reviewed at same time as preliminary major site plan: none. If reviewed subsequent to preliminary major site plan: One half preliminary Major Site Plan escrow fee.
Final major subdivisions, §8.11 (Planning Board or Board of Adjustment, as applicable)	½ the cost of the preliminary major subdivision escrow fee

Checklists:

The following are checklists of required items that must be submitted to the Planning and Zoning Department as part of applications made to the Town's Planning Board or Board of Adjustment. All applicants must note whether an item is provided (Provided or "P") or a waiver from a submission requirement is requested (waiver or "W"). If a request for the waiver is made, on the form included in this application package entitled "Request for Waiver of Submission Requirements", the applicant must state the reason for the request. All waiver requests will be approved or denied by the respective board or its authorized designee. The required items to be submitted will vary depending upon the application. For example, if an applicant is seeking "D" variance relief along with preliminary and final site plan approval, then the applicant would need to provide all the required items in Checklist 1, "D" variance relief, and preliminary and final site plan approval. If you have any questions regarding this matter, please contact the Planning and Zoning Department. If you have any questions regarding this matter, please contact the Planning and Zoning Department.

Submission Requirements Checklists

<u>Application Type</u>	<u>Checklists to Complete</u>
*'C' Variance / 'D' Variance	9.02, 9.03, 9.11, 9.13
Conceptual Site Plans & Subdivisions	9.04, 9.13
Minor Site Plan	9.02, 9.03, 9.08, 9.13
*Preliminary Major Site Plan	9.02, 9.03, 9.09, 9.13
Final Major Site Plan	9.02, 9.03, 9.09, 9.10, 9.13
*Minor Subdivision	9.02, 9.03, 9.05, 9.13
*Preliminary Major Subdivision	9.02, 9.03, 9.06, 9.13
Final Major Subdivision	9.02, 9.03, 9.07, 9.13
**Conditional Use	9.02, 9.03, 9.13
*Structure in street, drainage way, 7.01E, 8.04, flood basin, reserved area	7.01E2, 9.13
*Structure on lot not abutting street	7.01F2, 9.13
*Board of Adjustment "a" appeal/ administrative officer error	7.02B , 9.13
*Board of Adjustment "b" appeal/ interpretation ordinance/map	7.02C1 & 2 & 3, 9.13

****Public noticing is required pursuant to Section 4.03 & 4.04***

***** A major site plan review is also required with a conditional use application.***

Address of Property: _____ Block: _____ Lot: _____

§ 9.02 General requirements; supporting documentation.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit the following:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/ Zoning Office	Completeness Designee initials
A.	For purposes of completeness review only, three paper copies of the appropriate application form(s). Thereafter, if the review determines that the application is complete, the applicant shall submit three completed and signed paper originals and 18 paper copies (if submitting to the Planning Board) or one completed and signed paper original and 10 paper copies (if submitting to the Zoning Board of Adjustment) of the appropriate application form(s). A digital copy in PDF format of the appropriate application form(s) shall also be submitted. Notwithstanding the above, the Board Secretary may require a greater or lesser number of copies in particular cases as appropriate. If any item on the form is not applicable, is unknown or is otherwise unable to be completed, the item shall not be left blank, but the words "not applicable," "unknown," "none" or other appropriate language shall be used.				I N W C
B.	Written description of the application, including a description of the proposed use and improvements.				I N W C
C.	Statement indicating all of the provisions of the Land Use Ordinance from which a waiver or variance is sought, together with a statement of reasons why same should be granted. The statement shall include both existing and proposed violations of the Land Use Ordinance.				I N W C
D.	Receipt indicating that applicable fees and initial escrow deposits are paid.				I N W C
E.	Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period. NOTE: This document can be obtained from the Tax Collector's office at 425 E. Broad Street.				I N W C
F.	Certificate from both the Board of Adjustment and the Planning Board indicating the nature and date of prior actions, if any, by the respective boards affecting the subject property, and a copy of the board resolutions of such actions.				I N W C
G.	Affidavit of ownership. If applicant is not the owner, applicant's interest in land must be indicated; e.g., tenant, contract/purchaser, lien holder, etc., and permission of property owner to file the application must be submitted.				I N W C

H.	If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by § 8.26.				I N W C
I.	A statement of any and all approvals which are required from other governmental entities.				I N W C
J.	For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following when in the opinion of the Town Engineer there exists or there is substantial likelihood that there exists on the subject property or on adjacent property freshwater wetlands which could materially affect the proposed development pursuant to rules promulgated under the Freshwater Wetlands Protection Act: 1. A letter of interpretation from the N.J.D.E.P. indicating the absence of freshwater wetlands, or indicating the presence and verifying the boundaries of freshwater wetlands, and classifying same by resource value; 2. A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated thereunder; 3. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands; or 4. Documentation demonstrating that no wetlands exist on the subject property and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.				I N W C
K.	A copy of any protective covenants or deed restrictions, if any, affecting the property in question; or an affidavit from the owner certifying that no such covenants or restrictions exist.				I N W C
L.	Photographs depicting the subject site, the existing structure from all sides, site improvements, roadway access and yard areas.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.03 General requirements; plan information.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the submission requirements for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit three paper copies of the required plot plan, site plan, or subdivision plan, for purposes of completeness review only. Thereafter, if the review determinations that the application is complete, the applicant shall submit 18 paper copies, if submitting to the Planning Board, or 11 paper copies, if submitting to the Zoning Board of Adjustment, of any required plot plan, site plan or subdivision plan, signed and sealed by the professional who prepared the plot plan, site plan or subdivision plan, and a digital copy in PDF format. If review by the Architectural Review Board is required, five additional paper copies of the plan shall be submitted. Notwithstanding the above, the Board Secretary may require a greater or lesser number of paper copies in particular cases as appropriate. Any plan submitted as part of an application to a Town agency shall be prepared by an individual pursuant to the regulations in N.J.A.C. 13:27, 13:40, and 13:41, as amended, provided that the owner of a single-family detached or two-family dwelling may sign the plans for an application if he has prepared them. All such plans shall contain the following information:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/Zoning Office	Completeness Designee initials
A.	Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments.				I N W C
B.	Signature block for signatures of Chairman and Secretary of the Board.				I N W C
C.	The name of all adjoining property owners as disclosed by current Town tax records.				I N W C
D.	A key map showing the location of the tract to be considered in relation to the surrounding area within at least five hundred (500) feet of the subject property.				I N W C
E.	Scale of map, both written and graphic. The scale shall consist of no more than fifty (50) feet to the inch.				I N W C
F.	North arrow.				I N W C
G.	Zoning district in which parcel is located, and the zone district of adjacent property, along with the standardized zoning table provided by the Zoning Officer, placed upon the plan, indicating tract area, lot area(s), lot width(s), all yard setbacks, building and impervious coverage, building height, floor area ratio, density and number of parking spaces, both as to required, existing and proposed, for the subject property. If the application involves a conditional use, compliance with the applicable conditional use standards shall be indicated on the plan.				I N W C
H.	Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of same. The number of each existing tax lot in accordance with the tax map shall be shown.				I N W C
I.	Municipal boundary line(s), if any, crossing or adjacent to the subject property.				I N W C

J.	Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.				I N W C
K.	Location of existing and proposed buildings, with setbacks from property lines dimensioned on the plan.				I N W C
L.	Location of existing and proposed paved areas, including parking and loading areas, driveways, sidewalks, etc., showing the design of such areas.				I N W C
M.	Location of natural features, including woodlands, all trees as required by the Tree Preservation Ordinance, Chapter 29A of the Code of the Town of Westfield; streams and other water bodies; wetlands if required pursuant to § 9.02J; flood hazard areas and rock outcrops on the property; and any of the foregoing on adjacent properties if same affect the proposed development.				I N W C
N.	Location of any required dedication or reservation for streets or any area shown on the Official Map or Master Plan.				I N W C
O.	Soil erosion and sedimentation control plan, if required pursuant to the Soil Erosion and Sediment Control Act.				I N W C
P.	Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.				I N W C

NOTE: For 'C' and 'D' type variances before the Board of Adjustment, Board policy requires a property survey which is no more than 2 (two) years old and/or must reflect the current conditions of the property.

Address of Property: _____ Block: _____ Lot: _____

§ 9.04 Submission requirements for conceptual site plans and subdivisions.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

Applications for informal review of conceptual site plans and/or subdivisions shall be required to submit a plan of the proposed development. The procedures for completeness review of formal applications shall not apply to such plan, except as provided below; however, the Board Secretary shall refer the plan to the appropriate persons and agencies, who shall provide suggestions as to any additional information that may be helpful to the Board in reviewing the plan. The applicant may choose to proceed without providing such additional information or may provide some or all of the suggested information. Once the applicant has finalized his plan submittal, the application shall be scheduled for the Board's agenda; provided that any application for informal review shall provide the following prior to referral or review by the Board:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/Zoning Office	Completeness Designee initials
A.	Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments.				I N W C
B.	Signature block for signatures of Chairman and Secretary of the Board.				I N W C
C.	The name of all adjoining property owners as disclosed by current Town tax records.				I N W C
D.	A key map showing the location of the tract to be considered in relation to the surrounding area within at least five hundred (500) feet of the subject property.				I N W C
E.	Scale of map, both written and graphic. The scale shall consist of no more than fifty (50) feet to the inch.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.05 Additional requirements for minor subdivisions.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all minor subdivision applications. Minor subdivision plans to be filed with the County Recording Officer shall use a sheet size of either 8.5 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches or 30 inches by 42 inches.

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/Zoning Office	Completeness Designee initials
A.	Name of the map.				I N W C
B.	Dimensions, bearings, and curve data for all property lines and easements.				I N W C
C.	Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.				I N W C
D.	Proposed lot and block numbers for each proposed lot.				I N W C
E.	Reference meridian for north arrow shown graphically.				I N W C
F.	Date of the survey.				I N W C
G.	Required building envelopes drawn for each lot, showing graphically and by dimension the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.				I N W C
H.	Location, dimensions and nature of existing and proposed improvements in any streets, within or abutting the tract.				I N W C
I.	Existing and proposed topographic contours, both for the tract and for adjacent areas affecting the development. Contour intervals shall not exceed the following: up to 10% grade, two feet; over 10% grade, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.				I N W C
J.	The location of existing buildings on existing lots adjacent to the subject property for a distance of 100 feet from the perimeter lot lines of the subject property.				I N W C
K.	Location of existing and proposed wells and septic systems and location of existing and proposed connections to public water and sanitary sewer systems, as well as connections to other utilities.				I N W C
L.	Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.				I N W C
M.	Certification from a licensed surveyor as to the setting of monuments or from the Town Clerk as to the posting of a bond for the future setting of monuments.				I N W C

N.	Certification from the Town Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Town ordinances and requirements.				I N W C
O.	A statement from the Town Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Town regulations, and/or a statement by the Town Clerk that proper performance guarantees have been posted with the Town Council for the installation of required improvements.				I N W C
P.	When approval of a plat is required by an officer or agency of the Town, County or State, such approval shall be referenced and certified on the plat.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.06 Additional requirements for preliminary major subdivisions.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all preliminary major subdivision applications:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/Zoning Office	Completeness Designee initials
A.	The proposed name of the subdivision.				I N W C
B.	Curve data for all property lines.				I N W C
C.	Proposed lot and block numbers for each proposed lot.				I N W C
D.	Required building envelopes drawn for each lot, showing graphically and by dimension the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.				I N W C
E.	Location and use of open space, if any, to be deeded to the Town or controlled by an open space organization, as well as the use and nature of any other common areas.				I N W C
F.	Location, dimensions and nature of existing and proposed improvements in any streets, within or abutting the tract for a minimum distance of 200 feet beyond the tract boundaries, including profiles and cross-sections for all proposed streets, sidewalks, alleys, and planting strips; radii, points of curvature and tangency and central angles of all curves, both centerline and curb.				I N W C
G.	Existing and proposed water supply, including plans and profiles of proposed water mains, pipe material and sizes, valves, joints, hydrants and location of private wells.				I N W C
H.	Existing and proposed sanitary sewer service, and existing septic disposal tanks, lines and fields. If connection to public sanitary sewers is contemplated, the applicant shall submit plans and profiles of proposed sanitary sewer lines; pipe length, material and sizes; location of pumping stations, manholes and other structures; and appropriate elevations.				I N W C
I.	Plans and profiles of existing and proposed storm drainage design and improvements, including a map showing the entire drainage area; the drainage area contributing to each pertinent drainage structure; drainage tabulation sheets showing calculations for each drainage area; length, size and material of drainpipes; direction of flow; location of inverts, manholes, dry wells, groundwater recharge basins, swales, drainage basins and other structures; and elevations of grates, inverts, etc.				I N W C
J.	Proposed location of easements for gas, electric, telephone and cable television service.				I N W C
K.	Existing and proposed topographic contours, both for the tract and for adjacent areas affecting the development. Contour				I N W C

	intervals shall not exceed the following: up to 10% grade, one foot; over 10% grade, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.				
L.	If regrading near existing buildings is proposed, proposed spot grades at the corners of all buildings, and finished floor elevations of buildings.				I N W C
M.	Location and description of existing and proposed street trees, landscaping and natural vegetation to remain. Information for proposed plantings shall include common and scientific names, number of plants, planted size and root specification.				I N W C
N.	The location and design of fences, walls, sidewalks and similar improvements to be proposed.				I N W C
O.	If development is proposed in phases or stages, a phasing plan.				I N W C
P	Proposed street lighting plan.				I N W C
Q.	A developer of affordable housing shall incorporate on the plan a table identifying the location, required bedroom distribution, and intended occupancy (low- or moderate-income) of all affordable units, in compliance with the Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26.1.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.07 Additional requirements for final major subdivisions.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the information below shall be shown on the plans for all minor subdivision applications.

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/Zoning Office	Completeness Designee initials
A.	If final approval is granted after the construction of public improvements, and the design of said improvements after construction is different than shown on the plans for preliminary approval, those items required for preliminary major subdivisions pursuant to § 9.06, shown in final form.				I N W C
B.	Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.				I N W C
C.	Name of the map.				I N W C
D.	Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.				I N W C
E.	Reference meridian for north arrow shown graphically.				I N W C
F.	Date of the survey.				I N W C
G.	Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.				I N W C
H.	Certification from a licensed surveyor as to the setting of monuments or from the Town Clerk as to the posting of a bond for the future setting of monuments.				I N W C
I.	Certification from the Town Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable Town ordinances and requirements.				I N W C
J.	A statement from the Town Engineer that he has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Town regulations, and/or a statement by the Town Clerk that proper performance guarantees have been posted with the Town Council for the installation of required improvements.				I N W C
K.	A developer of affordable housing shall incorporate on the plan a table identifying the location, required bedroom distribution, and intended occupancy (low- or moderate-income) of all affordable units, in compliance with the Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26.1.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.08 Additional requirements for minor site plans.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all minor site plans:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/ Zoning Office	Completeness Designee initials
A.	Location of existing and proposed parking, loading, access and circulation improvements, signs, exterior lighting and landscaping.				I N W C
B.	If interior renovations or alterations are proposed, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a scale consisting of no more than eight feet per inch.				I N W C
C.	If alterations to the existing building facade are proposed, elevations showing the extent and nature of the construction.				I N W C
D.	If revisions to existing topographic contours or spot elevations are proposed, or if the building entrance or finished floor elevation is proposed to be revised, existing and proposed contours and/or spot elevations portraying the change.				I N W C
E.	Site Plans and building floor plans shall show the proposed location of bicycle parking facilities. A construction detail of the proposed bicycle parking/storage facilities shall be provided.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.09 Additional requirements for preliminary major site plans.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all preliminary major site plans:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided (“P”) or Waiver Requested (“W”)	Applicant Initials	Date item received by Planning/ Zoning Office	Completeness Designee initials
A.	Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.				I N W C
B.	Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear, and side building façade elevations, both at a scale consisting of no more than eight feet per inch.				I N W C
C.	Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.				I N W C
D.	Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% grade or less, two feet; over 10% grade, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.				I N W C
E.	If new building or paved areas are proposed, or if regrading near existing buildings is proposed, proposed spot grades at the corners of all buildings and in appropriate pavement locations, and finished floor elevations.				I N W C
F.	Existing and proposed utility service, including any existing septic systems, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.				I N W C
G.	Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.				I N W C
H.	Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer’s isocandela diagram superimposed upon the site plan.				I N W C
I.	Location and description of existing and proposed landscaping. Information for proposed landscaping shall include common and scientific names, number of plants, planted size and root specification.				I N W C
J.	Existing and proposed signs, including size, materials, nature of construction, location and any illumination of same.				I N W C
K.	The location and design of fences, walls, sidewalks and similar improvements to be proposed.				I N W C

L.	The location and design of solid waste disposal containers and recycling containers.				I N W C
M.	If development is proposed in phases or stages, a phasing plan.				I N W C
N.	A developer of affordable housing shall incorporate on the plan a table identifying the location, required bedroom distribution, and intended occupancy (low- or moderate-income) of all affordable units, in compliance with the Uniform Housing Affordability Controls set forth in N.J.A.C 5:80-26.1 [Added 4-28-2020 by G.O. No. 2165]				I N W C
O.	Site Plans and building floor plans shall show the proposed location of bicycle parking facilities. A construction detail of the proposed bicycle paring facilities shall be provided.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.10 Additional requirements for final major site plans.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated in § 9.02 and § 9.03, the following information shall be submitted for all final major site plans:

Item	Required Item I – Incomplete N – Not Applicable W – Waiver Requested C – Complete	To be completed by applicant		To be completed by the Planning and Zoning Office	
		Provided ("P") or Waiver Requested ("W")	Applicant Initials	Date item received by Planning/ Zoning Office	Completeness Designee initials
A.	If final approval is granted after the construction of public improvements, and the design of said improvements after construction is different than shown on the plans for preliminary approval, those items required for preliminary major site plans pursuant to § 9.09, shown in final form.				I N W C
B.	Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.				I N W C
C.	A developer of affordable housing shall incorporate on the plan a table identifying the location, required bedroom distribution, and intended occupancy (low- or moderate-income) of all affordable units, in compliance with the Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26.1.				I N W C

Address of Property: _____ Block: _____ Lot: _____

§ 9.11 Submission requirements for variance applications or appeals.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

All applications or appeals for a "C" variance or "D" variance, when site plan or subdivision approval is not required, or when the variance application has been bifurcated from subsequent site plan or subdivision applications which may be required by this ordinance, shall submit the information required by § 9.02 and § 9.03. The Board reviewing the application shall have the authority to request additional information not required by § 9.02 and § 9.03, if in its opinion, such additional information is necessary to make an informed decision on the application or appeal.

§ 9.12 Submission requirements for other applications or appeals.

Applications or appeals for other than variance relief shall be required to submit the information specified in the procedural sections for said appeals, § 7.01E.2, § 7.01F.2, § 7.02B.2 and 3, or § 7.02C.1 through 3, as appropriate. In addition, a digital copy in PDF format of the information specified shall be submitted.

§ 9.13 Green Development Checklist.

For purposes of completeness review, please submit 3 (three) copies of each and collate all application materials into sets.

In addition to the requirements indicated elsewhere in this article, all applications for development shall complete and submit the following Green Development Checklist. Failure to do so will render the application incomplete. While completion of the checklist is mandatory, it is for information purposes only, and compliance with the items found herein will not become a condition of approval.

The purpose of this checklist is to: raise sustainable (green) design practices and track Westfield's overall sustainable (green) design practices. These practices include reduce energy usage; increasing electrification; increasing the use of alternative energy; implementing water conservation measures; improving air quality; increasing the use of electric vehicles; reducing waste and increasing the use of recycled and green building materials; improving biodiversity as well as the site's ability to absorb rainfall by increasing use of native plants.

The above practices support Westfield's objective to meet and exceed the State goals to reduce greenhouse gases by 2050 to 20% or less than the amount released in 2006. As Westfield has 0.33% of New Jersey's population, but 0.53% of New Jersey's residential greenhouse gas emissions, our town plays an integral part of meeting this goal.

Please complete the Green Development Checklist by visiting the link below:

<https://www.westfieldnj.gov/FormCenter/Planning-Zoning-24/Green-Development-Checklist-154>