



The City of Orange Township, New Jersey
Planning Board



Application for Development Approval & Public Hearing w/ Instructions

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MUNICIPAL BUILDING
29 NORTH DAY STREET
ORANGE, NEW JERSEY 07050

Application for Development Approval & Public Hearing Instructions



The City of Orange Township, New Jersey
Planning Board

This application is for requesting a public hearing before the Planning Board of the City of Orange Township for: site plan review under N.J.S.A. 40:55D-37 with or without conditional use approval under N.J.S.A. 40:55D-67; a bulk variance under N.J.S.A. 40:55D-70(c) with site plan and/or subdivision review for a property located anywhere in the City; a bulk variance under N.J.S.A. 40:55D-70(c) with or without site plan or subdivision review for a property located in a designated redevelopment area; and/or, direct permit approval under N.J.S.A. 40:55D-34 or N.J.S.A. 40:55D-36.

NOTE: A use variance under N.J.S.A. 40:55D-70(d) for a development project not located in a designated redevelopment area may only be granted by the Zoning Board—use variances for projects in designated redevelopment areas are not permitted.

The Planning Board reserves the right to accept or reject any application as determined appropriate in accordance with applicable law. No approval will be effective unless the Planning Board adopts a formal resolution approving same.

Definitions

As used in the application form and these instructions:

Applicant means the entity seeking relief from the City of Orange Township Planning Board.

As-Built Plan means a complete and exact subdivision and/or land development plan prepared by a licensed engineer, surveyor or architect, showing all final constructed improvements, grading, lot lines, easements, rights-of-way, utilities and floodplains.

City means the City of Orange Township.

Conditional use means a use permitted in a particular zoning district only upon a showing that such use in a specified location will comply with the conditions and standards for the location or operation of such use as contained in the City's development regulations, and upon the issuance of an authorization therefor by the Planning Board or Zoning Board.

Consolidation means the changing or moving of any property line, provided that no additional lots are created, as well as the assembly or annexation of 2+ lots into a fewer number of lots.

Development or Project means any undertaking for: the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, or of any mining excavation or landfill; or, the use or change in the use of any building or other structure, or land, or extension of use of land.

Development regulations means Chapter 210 of the Municipal Code of the City of Orange Township, as amended, as well as Any zoning regulation, subdivision regulation, official map or other municipal regulation of the use and development of land or any amendment thereto.

Final approval means the official action of the Planning Board taken on a preliminarily-approved major subdivision or site plan, after all conditions, engineering plans and other requirements are completed or fulfilled and the required improvements are installed or guarantees properly posted for their completion, or approval is conditioned upon the posting of such guarantees.

Floor area ratio means the sum of the area of all floors of buildings or structures compared to the total area of land that is the subject of an application for development.

GFA or gfa means "gross floor area".

MGD means "million gallons per day".

MLUL means the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

Municipal Council means the Municipal Council of the City of Orange Township.

Nonprofit organization or NGO means an entity incorporated pursuant to Title 15A of the New Jersey Revised Statutes for which no part of its net profits inures to the benefit of its members.

Off-tract improvement means an improvement, which is not located on the subject property or on a contiguous portion of a street or right-of-way, and includes any of the following: (1) all improvements of the types required for on-site installation where the need for the providing of such improvements off tract is, in whole or in part, made necessary by the proposed application of the applicant and where the making of such improvements will confer a benefit upon the applicant's lands which are the subject of the application; (2) any improvement or facility, the installation of which is required in the public interest and the public need for which would not arise but for the improvement of subject property and the installation of which would confer a benefit upon the subject property (in addition to improvements of the type referred to above, the term specifically includes improvements to maintain a safe flow of vehicular and pedestrian traffic necessary to the public interest); and/or, (3) installation of new improvements and extensions and modifications of existing improvements.

On-tract improvement means any improvement, the installation of which may be required as part of an application for development and which is to be located on the subject property or on a contiguous street or right-of-way.

Parcel means a tract of land appearing on the City's official tax maps with a specific block and lot designation.

Planning Board means the City of Orange Township Planning Board.

Plat means a map or maps of a subdivision or site plan.

Preliminary approval means the conferral of certain rights pursuant to N.J.S.A. 40:55D-46, N.J.S.A. 40:55D-48 and N.J.S.A. 40:55D-49, prior to final approval, after specific elements of a development plat have been agreed upon by the Planning Board and the applicant.

Redevelopment area means an area determined to be "in need of redevelopment", for which the City adopted a redevelopment and/or rehabilitation plan pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq.

Site plan means a development plan of 1+ lots that shows: existing and proposed lot conditions, including without limitation topography, vegetation, drainage, flood plains, marshes and waterways; locations of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures, signs, lighting, screening devices; and, any other information that may be reasonably required in order to make an informed determination pursuant to the development regulations, which require approval of site plans for:

- all residential developments that involve the rehabilitation or construction of 3+ dwelling units, whether developed in 1+ structures, at once or in phases, or by 1+ entities;
- all nonresidential developments;
- changes in use requiring addition to or alteration of existing parking or loading facilities;
- off-street parking developments, except 1-2 family structures without variance requirements; and,
- accessory uses requiring bulk variances or that, by their nature, will increase vehicular traffic to the premises of the principal use.

Subdivision means the division of a single lot, tract or parcel of land into multiple lots, tracts or parcels, or the consolidation of multiple lots, tracts or parcels into a single lot, tract or parcel for sale or development; however, the following shall not require subdivision

approval, if no new streets are created: (1) division or consolidation of land by testamentary or intestate provisions; (2) division or consolidation of land upon court order, including without limitation foreclosure judgments; (3) consolidation of not more than 2 existing, undeveloped (i.e., vacant) lots owned by the same person(s) or entity(ies), through deed or other recorded instrument.

The term “subdivision” shall also include the term “resubdivision”.

The term “minor subdivision” means a subdivision involving not more than 4 separate lots, provided that the proposed subdivision does not include a planned development, new street or extension of any off-tract improvement.

The term “major subdivision” means a subdivision involving 5+ lots.

Total project cost or TPC means the total cost related to a single unit of a project (if developed in units) or the entire project (if not), excluding acquisition costs, but including: professional fees; surveying and testing fees; site-preparation and construction costs; insurance, interest and finance costs during construction; permanent financing costs; initial leasing expenses (if applicable); taxes/assessments during construction; and, overhead. If the project includes fee-simple units, “total project cost” or “TPC” means the estimated sale price of each unit as supported by accurate market data. Overhead included in this calculation is subject to the following limits based on estimated total project cost:

Estimated Total Project Cost	Maximum Projected Overhead
< \$ 500,000.00	10.00% of estimated TPC
\$ 500,000.00 – \$ 999,999.99	\$50,000.00 + 8.00% of est. TPC portion ≥ \$500,000.00
\$ 1,000,000.00 – \$ 1,999,999.99	\$90,000.00 + 7.00% of est. TPC portion ≥ \$1,000,000.00
\$2,000,000.00 – \$3,499,999.99	\$160,000.00 + 5.6667% of est. TPC portion ≥ \$2,000,000.00
\$3,500,000.00 – \$5,499,999.99	\$245,000.00 + 4.25% of est. TPC portion ≥ \$3,500,000.00
\$5,500,000.00 – \$9,999,999.99	\$330,000.00 + 3.7778% of est. TPC portion ≥ \$5,500,000.00
≥ \$10,000,000.00	5.00% of estimated TPC

Variance means permission to depart from the literal requirements of the development regulations pursuant to the MLUL.

Zoning Board means the Zoning Board of Adjustment of the City of Orange Township.

Zoning permit means a document signed by the zoning officer/official, which: (1) is required by ordinance as a condition precedent to the commencement of a use or the construction, reconstruction, alteration, conversion or installation of a structure or building; and, (2) acknowledges that such use, structure or building complies with the development regulations or any duly-issued variance therefrom.

Instructions

An applicant seeking relief before the Planning Board is required to submit a complete application package as set forth herein prior to commencing any work on the proposed development. Applications failing to meet these requirements may be deemed incomplete and unconditionally rejected.

Applicants are wholly responsible for the contents, accuracy and completeness of their own applications. With respect to the level of detail required for any response, as a rule, where more information/detail is available, it should be provided so long as it is relevant. If using the electronic version of the application form, note that certain fields may be enabled/disabled and/or automatically-filled based on entries elsewhere.

Application Form

All boxes must be completed unless otherwise indicated below. If using the electronic version of the application, note that certain information

may be completed automatically based on entries in a different section. Nonetheless, the applicant is ultimately responsible for the information contained in the application; and, therefore, in the event of an error in any automatically-filled box, the applicant must still ensure that the final version of the application reflects the correct information prior to submission to the Planning Board—clerical (and potentially substantive) errors resulting from incorrectly-calculated entries. The Planning Board is not responsible for any such errors, should they occur.

Part A: Applicant Information

Box 1– (a) Enter the full legal name of the applicant.

(b) Select the applicant type.

(c) Enter the applicant’s mailing address (no post office boxes).

(d) Enter the applicant’s social security number (individuals) or federal employer identification number (for business entities).

(e) Enter the applicant’s main telephone number.

(f) Enter the name and title of the applicant’s representative (for business entities only).

(g) Enter the applicant/representative’s e-mail address.

(h) Enter the primary contact’s mobile telephone number.

Box 2– (a) Enter the name of the applicant’s attorney.

(b) Enter the attorney’s firm name.

(c) Enter the attorney’s e-mail address.

(d) Enter the attorney’s mailing address.

(e) Enter the attorney’s office telephone number.

(f) Enter the attorney’s mobile telephone number.

NOTE: Business entities (corporations, LLCs, partnerships, etc.) must be represented by a New Jersey attorney.

Box 3– (a) Enter the name of the project architect

(b) Enter the architect’s firm name.

(c) Enter the architect’s e-mail address.

(d) Enter the architect’s mailing address.

(e) Enter the architect’s office telephone number.

(f) Enter the architect’s mobile telephone number.

Box 4– (a) Enter the name of the project engineer.

(b) Enter the engineer’s firm name.

(c) Enter the engineer’s e-mail address.

(d) Enter the engineer’s mailing address.

(e) Enter the engineer’s telephone number.

(f) Enter the engineer’s fax number.

Box 5– (a) Enter the name of the project planner (if applicable).

(b) Enter the planner’s firm name.

(c) Enter the planner’s e-mail address.

(d) Enter the planner’s mailing address.

(e) Enter the planner’s office telephone number.

(f) Enter the planner’s mobile telephone number.

Box 6– (a) Enter the name of the traffic consultant (if applicable).

(b) Enter the traffic consultant’s firm name.

(c) Enter the traffic consultant’s e-mail address.

(d) Enter the traffic consultant’s mailing address.

(e) Enter the traffic consultant’s office telephone number.

(f) Enter the traffic consultant’s mobile telephone number.

Box 7– If the applicant has engaged any other professionals not listed in Boxes 3 through 6, check this box and provide all relevant information for such professionals on an additional sheet appended to Schedule A, including name, firm name, area of expertise, e-mail address, mailing address, office telephone number and mobile telephone number.

Part B: Application Information

Box 8– Select whether the project is residential, non-residential or mixed-use.

Box 9– Select whether the proposed project is located within an existing redevelopment area, and if so, select the applicable redevelopment area/district from the following list:

Central Orange Redevelopment Area – District A
 Central Orange Redevelopment Area – District B
 Central Orange Redevelopment Area – District C
 Central Orange Redevelopment Area – District D
 Central Orange Redevelopment Area – District E
 Central Orange Redevelopment Area – District F
 Central Valley Redevelopment Area – District 1
 Central Valley Redevelopment Area – District 2
 Central Valley Redevelopment Area – District 3
 Central Valley Redevelopment Area – District 4
 Lincoln-Highland Avenue Redevelopment Area
 Main Street Redevelopment Area – Plan Area A
 Main Street Redevelopment Area – Plan Area B
 Main Street Redevelopment Area – Plan Area C
 North Main Street Redevelopment Area – Commercial
 North Main Street Redevelopment Area – Mixed-Use
 North Main Street Redevelopment Area – Residential
 Reock Street Redevelopment Area
 Upper Main Street Redevelopment Area

Box 10– Select all types relief the applicant is seeking. Applications for bulk variances must either be accompanied by an application for site plan, subdivision and/or conditional use approval, or (if site plan, subdivision or conditional use approval is not needed) be for a project located in a designated redevelopment area. If the application seeks amended/revised variance, site plan or subdivision approval, provide the date of initial approval, Planning Board case number and append a copy of the applicable resolution to Schedule A.

Box 11– Provide detailed description of the approvals sought, including applicable legal support (use additional sheets if necessary).

Part C: Property Data

Beginning with the primary project parcel (or in ascending Block/Lot order) enter the following specific data for each parcel to be included in the proposed project—if more than 1 parcel is included, check the box indicating same and list data for all additional parcels on 1 or more Property Data Supplement forms:

- Block/Lot/Qualifier;
- Street address;
- Total lot size in acres;
- The applicant's interest in the parcel (if the applicant is not the owner, the actual owner's name must be listed and supporting documentation of the relationship between the applicant and the owner should be appended to Schedule A;
- Whether the parcel is located on a County road;
- Whether the parcel is adjacent to any County-owned property;
- Whether the parcel is located on a State road;
- Whether the parcel is located within 200.00' of the City's border with any other municipality; and,
- The nearest intersection to the parcel and the distance between the parcel and that intersection.

Part D: General Project Information

This section requires information regarding the proposed project as a whole (*i.e.*, including all parcels listed under Part C and the Property Data Supplement, if applicable, whether or not said lots will be consolidated/merged through a subdivision application). Any additional information that may expedite review of this application should be appended to Schedule A.

Box 12– Enter the current zoning for the proposed project.

Box 13– Provide the total number of parcels included in the proposed development.

Box 14– Provide the total land area of the proposed development.

Box 15– State the total number of each variance type being sought, if any. If none, select "N/A".

Box 16– Provide the estimated total project cost.

Box 17– State whether the applicant has been designated by the Municipal Council as a redeveloper for the project site, and if so, append copies of the designating resolution and redeveloper agreement to Schedule A.

Box 18– (a) Specify the existing use of the project site, as well as the percentages of existing impervious surface coverage and building coverage.

(b) Specify the proposed use of the project site, as well as the percentages of existing impervious surface coverage and building coverage.

Box 19– Select the category(ies) of proposed improvements to the project site. If "other" is selected, provide an explanation, using additional sheets if necessary.

Box 20– Provide a detailed description of all on-site and off-site improvements to the project site, including all utility improvements (use additional sheets if necessary).

Box 21– List all maps, drawings and other exhibits accompanying this application (use additional sheets if necessary).

Box 22– State whether any portion of the project site is subject to any existing or proposed deed restriction, easement, right-of-way or other dedication. If "yes", provide a separate explanation identifying the circumstances involved and supporting documentation, appending same to Schedule A.

Box 23– State whether any portion of the project site has ever been the subject of any previous appeal or application before the Planning and/or Zoning Boards. If "yes", provide a separate explanation identifying the circumstances involved and supporting documentation, appending same to Schedule A.

Box 24– State whether any portion of the project site is currently involved in any legal proceedings. If a "yes" answer applies, provide a separate explanation identifying the circumstances involved and supporting documentation, appending same to Schedule A.

Boxes 25 through 30 should be completed only if applying for subdivision approval (division or consolidation of lots).

Box 25– State whether the applicant is seeking minor subdivision review (1-4 lots) or major subdivision review (5+ lots).

Box 26– State whether the applicant is seeking to divide the subject lots or consolidate them.

Box 27– State the current number of lots involved.

Box 28– State the proposed number of lots that will exist once subdivision is complete.

Box 29– Provide the total acreage of all lots involved in the subdivision application.

Box 30– Select whether the applicant is proposing to record the subdivision as a deed or plat map.

Part E: Preliminary Water Infrastructure Impact Data

This section requires information regarding the proposed project as a whole (*i.e.*, including all parcels listed under Part C and the Property Data Supplement, if applicable, whether or not said lots will be consolidated/merged through a subdivision application). Any additional information that may expedite review of this application should be appended to Schedule A.

Box 31– Enter new water supply demands for the project based on residential and/or non-residential units, including non-residential units in mixed-use projects (use additional sheets if necessary).

Box 32– Enter the current system supply capacity for each water source serving the project (use additional sheets if necessary).

Box 33– List all previous allocated water supply demands by permit (use additional sheets if necessary).

Box 34– State whether the design of all buildings comply with the requirements of *N.J.A.C. 7:10-11.6(g)*. If “no”, a separate explanation and supporting documents must be appended to Schedule A.

Box 35– State whether all proposed additives to the project’s water system meet ANSI/NSF Standard 60 as required by *N.J.A.C. 7:10-8.2(a)1*. If “no”, a separate explanation and supporting documents must be appended to Schedule A.

Box 36– State whether all materials used in construction of the project’s water system’s components that come in contact with drinking water meet ANSI/NSF Standard 61 as required by *N.J.A.C. 7:10-8.2(a)2*. If “no”, a separate explanation and supporting documents must be appended to Schedule A.

Box 37– State whether the project activity consistent with the Area-Wide Water Quality Management Plan. If “no”, a separate explanation and supporting documents must be appended to Schedule A.

Part F: Application Fee & Technical Review Escrow Deposit

The application fee (nonrefundable) and technical review escrow deposit are calculated based on the schedule set forth in Part F, in accordance with Orange Municipal Code § 88-1. All application fees and escrow deposits are cumulative; however, technical review escrow deposits are not required for variance applications that also seek site plan review.

Select all applicable categories of relief sought in the application, entering the sum of all application fees in Box 38a, and the sum of all technical review escrow deposits in Box 38b. If using the electronic version of the application, Part F (with the exception of Boxes 38a and 38b) are automatically filled based on other entries.

All applications also require payment of a \$300.00 stenographer fee, which covers a single hearing, and a \$300.00 escrow deposit for memorialization, which covers preparation of a single memorialization resolution. Additional hearings and memorialization resolutions will require payment of additional fees and escrows.

All required fees and escrows must be submitted with the application, in certified funds payable to the “City of Orange Township”, with 1 check for the total fees and another for the total escrow deposit.

NOTE: As a condition of final approval, the applicant may be required to provide performance and maintenance guaranties (sample forms attached). After final site plan or major subdivision approval, the applicant may also be assessed a fee equal to 2.00% of TPC, for City inspections and installation of off-tract improvements.

Part G: Other Required Permits & Agency Approvals

Select all applicable permits and agency approvals required prior to Planning Board approval, providing the application date for each. Permits and/or agencies that are not specifically listed should be identified on an additional sheet appended to Schedule A.

Part H: Applicant/Representative Certification

Enter the name and title of the individual signing the application on behalf of the applicant, as well as relevant notary information. Signatures should be original, non-electronic signatures (or photocopies thereof). If the applicant is a corporation, nonprofit organization or LLC, a notarized resolution, signed and certified by the corporate secretary/managing member, with the corporate seal affixed, authorizing the signatory to bind the corporation, NGO or LLC, must be

appended to Schedule A. If the applicant is a partnership, documentation executed by all partners, authorizing the signatory to bind the partnership must be appended to Schedule A.

Supplemental Information & Required Forms

The following information and/or records are required from all applicants unless otherwise specified.

Schedule A: Supplemental Information

Append all supplemental information and records that are referenced elsewhere in the application.

Business Ownership Disclosure

A disclosure of ownership interests in the applicant and/or any portion of the project site.

Political Contribution Disclosure

A disclosure listing reportable political contributions (as defined in the New Jersey Campaign Contributions and Expenditures Reporting Act, *N.J.S.A. 19:44-1 et seq.*) by the applicant and/or any third-party property owner.

Public Notices & Proof of Publication/Service

With the exception of applications exclusively for minor subdivision approval, notice of the public hearing must be published in the City’s official newspaper and also provided to owners of all property within 200.00’ of the project site in any direction. *N.J.S.A. 40:55D-12*. The notices must contain the following: the name of the Planning Board; the date, time and place of the public hearing; the street address of the property proposed for development if the property has a street address, or the property’s lot and block numbers as shown on the City’s official tax maps; a description of the nature of the matters to be considered, including the type(s) of relief being requested; and, the location and times at which the application, maps and documents for which approval is sought can be inspected by the public.

The notices should describe the development being proposed in as much detail as possible, and identify all known variances, exceptions (sometimes called waivers) or other types of relief being sought, so that interested parties can make an informed decision as to whether to seek more information and/or attend the public hearing on the application.

In order to satisfy the foregoing requirement, the applicant must serve notice at least 10 days prior to the public hearing, through:

- publication once in City’s official newspaper; and,
- hand-delivery or certified mail to all owners of property within 200.00’ of the project site in all directions, including property in any adjoining municipality; and,
- hand-delivery or certified mail to any public utility, cable television company, or local utility that possesses a right-of-way or easement in the City and has registered with the City to receive notice; and,
- if the project site in question is located within 200.00’ of the City’s shared border with any other municipality, hand-delivery or certified mail to the clerk of said municipality; and,
- if the project site is adjacent to an existing or proposed County road, adjoins other County land, or is located within 200.00’ of the City’s shared border with any other municipality, hand-delivery or certified mail to the Essex County Planning Board; and,
- if the project site abuts a State highway, hand-delivery or certified mail to the New Jersey Commissioner of Transportation; and,
- if the project site exceeds 150.00 acres in land area or proposes rehabilitation or construction of more than 500 dwelling units, hand-delivery or certified mail to the State Planning Commission.

Failure to provide notice at least 10 days prior to the hearing and in accordance with the above requirements will prevent the Planning Board from hearing the application.

Additionally, at least 2 days in advance of the public hearing, applicants must submit to the Planning Board Secretary:

- a completed, signed Affidavit of Publication & Proof of Service; and,

- a certified list of owners of all property located within 200.00' of the project site; and,
- copies of the notices published in the newspaper and issued to owners of all property located within 200.00' of the project site; and,
- proof of newspaper publication; and,
- copies of all certified mail receipts mounted on U.S. letter-sized paper, no more than 6 to a page and arranged in the same order as indicated on the aforementioned certified list (a properly certified USPS Form 3877 will be accepted in lieu of the mounted receipts, provided the addressees are arranged in the same order as indicated on the certified list).

Suggested forms for the public notices and affidavit are provided for the applicant's convenience.

Performance & Maintenance Guaranties

Under the MLUL, the applicant may be required to provide the City with performance and/or maintenance guaranties, through either surety bonds, or irrevocable standby letters of credit. See *N.J.S.A. 40:55D-53.5*. Sample forms for each such type of guaranty are provided for the applicant's convenience.

Development Application Checklists

Checklists for each type of relief sought must be completed and submitted with each application. Applicants seeking relief under *N.J.S.A. 40:55D-34* or *N.J.S.A. 40:55D-36* should contact the Planning Board Secretary for specific submission requirements.

Site Plan/Subdivision Electronic Submission Requirements

Pursuant to Orange Mun. Code § 210-11.3.1, in addition to hard-copies of plans and other documents, applications for site plan and/or subdivision review must include 1 electronic set of plans in .PDF format (at least 300 DPI, with all multiple-page plans saved to a single .PDF file) and 1 electronic set of as-built plans in .DWG format (using a computer-aided design or "CAD" system).

The electronic submission shall be compatible with the City's Geographic Information System ("GIS"), and delivered on a CD/DVD or USB flash drive.

The drawing must contain real positions using the New Jersey Plane Coordinate System, NAD83 (or current plane coordinate system), and the view must be unrotated so that North points orthographically up (i.e., vertical) on the screen. Units shall be in U.S. Survey Feet.

Specifications for the location of monument markers are as follows:

- a minimum of 3 monument markers shall be set on corners distributed around the tract;
- if monument markers are to be located and positioned using Global Positioning System ("GPS") relative positioning techniques, the following procedures are required:
 - the survey-grade GPS unit may be of the single frequency type for baselines less than 15.00 km, or dual frequency type for any baseline length;
 - all monument markers shall be occupied for at least 2 separate and independent observation sessions, and the components of all repeat baselines must agree within 5.00 cm (2.00") horizontally and 10.00 cm (4.00") vertically;
 - data collected shall resolve all integer ambiguities and give results as recommended by the GPS manufacturer;
 - observations shall be based upon differential GPS location by using at least 2 first-order or better National Geodetic Survey ("NGS") monuments—if located less than 34.60 km away, 1 of the above monuments may be a Continuously Operating Reference Station as supported by the NGS;
 - resultant position data shall yield a horizontal network accuracy of 5.00 cm (2.00") at the 95.00% confidence level, and a local accuracy of 2.00 cm (0.75") at the 95.00% confidence level;
 - if differential carrier-phase GPS is used to georeference the 3 monument markers, such cadastral monuments shall also indicate the vertical coordinate values referenced to the North

American Vertical Datum of 1988 (NAVD88), at a network accuracy of 15.00 cm (6.00") at the 95.00% confidence level and a local accuracy of 10.00 cm (4.00") at the 95.00% confidence level;

- control station data used to locate said monument markers shall be reported, along with the resultant locations, in report form or on the survey map.
- Printouts of all residuals from the final positions shall be part of the final survey report.
- The survey map or report shall be signed and sealed by a licensed professional land surveyor, with the first and second statements below, and when differential carrier phase GPS is utilized, the third and fourth statements below (all in addition to those required by the TRA):
 - Survey is certified to meet horizontal local accuracy of 2.00 cm (0.75") at the 95.00% confidence level.
 - Survey is certified to meet horizontal network accuracy of 5.00 cm (2.00" inches) at the 95.00% confidence level.
 - Survey is certified to meet vertical local accuracy of 10.00 cm (4.00") at the 95.00% confidence level.
 - Survey is certified to meet vertical network accuracy of 15.00 cm (6.00") at the 95.00% confidence level.
- It is recommended that all GPS field and office procedures follow the guidelines of the equipment manufacturer to achieve the recommended minimum acceptable accuracies.
- If the monument markers are to be located by using electronic total stations, or a combination of theodolite and electronic distance measuring instruments, to establish local accuracy, licensed land surveyors shall use Federal Geodetic Control Committee ("FGCC") Triangulation and Traverse third-order class II or better specifications for instrumentation, calibration procedures and field procedures, as published in the FGCC 1984 document titled *Standards and Specifications for Geodetic Control Networks*. Only network geometry and astronomic azimuth specifications under field procedures are waived, as network and azimuth control are supplied through GPS intervisible site pairs. The survey shall adhere to the following:
 - Resultant position data shall yield a local accuracy of 5.00 cm (2.00") at the 95.00% confidence level, and a network accuracy of 30.00 cm (12.00") at the 95.00% confidence level.
 - The map or report shall be signed and sealed by a licensed professional land surveyor, with the following statements (in addition to those required by the TRA):
 - Survey is certified to meet horizontal local accuracy of 5.00 cm (2.00") at the 95.00% confidence level.
 - Survey is certified to meet horizontal network accuracy of 30.00 cm (12.00") at the 95.00% confidence level.

Upon request, the City will provide electronic files containing all known monument markers within the City, compiled in tabular (NAD83 Coordinates) and map (AutoCAD/ESRI ArcGIS Geodatabase) formats.

For subdivision applications, all required information described in Orange Mun. Code § 210-50.2 appearing on the final plat shall be included as separate layers or as informational attributes within the drawing.

NOTE: An individual applicant (i.e., non-business resident) for minor subdivision approval without access to CAD or GIS technology may request a waiver of the electronic submission requirements, but only applications (not major subdivision or site plan applications).

Inquiries

Planning Board members/staff and City officials are prohibited from providing substantive assistance to applicants and may only discuss procedural matters. To that end, statements by any Planning Board member/staff or City official regarding approval of any relief sought in

the application will not bind the Planning Board in any respect; and, no approval will take effect unless the Planning Board adopts a formal memorialization resolution granting any such relief.

Inquiries regarding application procedure, these instructions, the application form, or the status of a previously-submitted application should be referred to the Planning Board Secretary:

Alexandra Reyes
Telephone: (862) 400-3019
E-mail: areyes@orangenj.gov

Submission

The completed application, along with the required application fee and escrow deposits, shall be submitted in person or by courier to:

City of Orange Township Planning Board
ATTN: Alexandra Reyes, Board Secretary
29 North Day Street, Room 305
Orange, New Jersey 07050

Each applicant is responsible for all costs incurred in connection with the preparation or submission of this application, including professional fees, copying/binding fees, courier fees and/or other costs.

Submission of a signed application will confirm that the applicant, through its representative(s), received, read and understood the requirements set forth in these instructions.

Applications failing to meet these requirements will be deemed incomplete and may be rejected.

Disclaimer

These instructions shall not be construed as legal or other professional advice and are not a substitute for the guidance of a qualified attorney or other appropriate professional; and, it is strongly recommended that you obtain the guidance of a qualified land use attorney prior to submitting any application to the Planning Board. Summaries of statutes, regulations and/or local ordinances in these instructions are not substitutes for the actual statutes, regulations and/or local ordinances.

The City reserves all rights under applicable law, including without limitation the right to add, change, relax or remove any requirements relating to applications for development in accordance with the law.

The Planning Board reserves the right to accept or reject any application as determined appropriate, with or without condition. ♦♦

Application for Development Approval & Public Hearing



The City of Orange Township, New Jersey
Planning Board

This application is for requesting development approval and a public hearing before the Planning Board of the City of Orange Township for: site plan review under N.J.S.A. 40:55D-37 with or without conditional use approval under N.J.S.A. 40:55D-67; a bulk variance under N.J.S.A. 40:55D-70(c) with site plan and/or subdivision review for a property located anywhere in the City; a bulk variance under N.J.S.A. 40:55D-70(c) with or without site plan or subdivision review for a property located in a designated redevelopment area; and/or, direct permit approval under N.J.S.A. 40:55D-34 or N.J.S.A. 40:55D-36. The Planning Board reserves the right to accept or reject any application as determined appropriate in accordance with applicable law, and no approval shall be effective unless the Planning Board adopts a formal resolution memorializing same.

Part A Applicant Information

1a Applicant Name		1b Applicant Type ☐ Individual ☐ Corporation/NGO ☐ LLC ☐ Partnership (LLP, LP, etc.)	
1c Applicant Address (no PO boxes)		1d SSN/FEIN	1e Phone
1f Applicant Representative	1g Title	1h Applicant/Representative E-Mail	
2a Applicant Attorney		2b Firm	2c E-mail
2d Attorney Address		2e Office Phone	2f Mobile Phone
3a Project Architect		3b Firm	3c E-mail
3d Architect Address		3e Office Phone	3f Mobile Phone
4a Project Engineer		4b Firm	4c E-mail
4d Engineer Address		4e Office Phone	4f Mobile Phone
5a Project Planner (if applicable)		5b Firm	5c E-mail
5d Planner Address		5e Office Phone	5f Mobile Phone
6a Traffic Consultant (if applicable)		6b Firm	6c E-mail
6d Traffic Consultant Address		6e Office Phone	6f Mobile Phone
7 Additional Professionals ☐ (use additional sheets to list relevant information)			

Part B Application Information

8 Development Type ☐ Residential ☐ Mixed Use ☐ Non-Residential		9 Designated Redevelopment Area ☐ No ☐ Yes:
10 Requested Relief ☐ Bulk Variance ☐ Site Plan Review ☐ Preliminary Approval ☐ Final Approval ☐ Phases: _____ ☐ Conditional Use Approval ☐ Wireless Antenna ☐ Subdivision Review ☐ Minor Approval ☐ Preliminary Major Approval ☐ Final Major Approval ☐ Consolidated Major Approval ☐ Direct Permit Approval ☐ N.J.S.A. 40:55D-34 ☐ N.J.S.A. 40:55D-36 ☐ Initial ☐ Amendment Initial Approval Date Case No.	11 Detailed description of the relief/approvals sought, including specific references (use additional sheets if necessary).	
DO NOT WRITE IN THIS SPACE		

Part C Property Data

Parcel No.	1	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A)						
☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:						
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance		
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes			
☐ Additional Parcels (use 1 or more Property Data Supplement forms to list relevant information)						

Part D General Project Information

The following information should be provided for the proposed project as a whole (i.e., including all properties listed under Part C and the Property Data Supplement, if applicable). Any additional information that may expedite review of this application should be appended to Schedule A.

12 Current Zoning

☐ Redevelopment Area ☐ Other:

13 Total # Parcels	14 Total Area (acres)	15 Total # Variances (☐ N/A) Hardship: Substantial Benefit:	16 Estimated TPC	17 Redeveloper Designation/Agreement ☐ No ☐ Yes (append Resolution/RDA)
18a Existing Use	Impervious %	Building %	18b Proposed Use	Impervious % Building %
19 Proposed Improvements (select all that apply)				
☐ New Structure ☐ Alteration to Structure ☐ Expansion of Structure ☐ Improved Parking ☐ Other:				
20 Describe all proposed and/or required off-tract improvements, including any utility improvements (use additional sheets if necessary):				

21 List all maps, drawings and other exhibits accompanying this application (use additional sheets if necessary):

If the answer to 1 or more of the following questions is "yes", an explanation of the circumstances and supporting documentation must be appended to Schedule A.

22 Does any portion of the project site have an existing or proposed deed restriction, easement, right-of-way or other dedication?	☐ No ☐ Yes
23 Has any portion of the project site ever been the subject of any previous appeal or application before the Planning Board and/or Zoning Board?	☐ No ☐ Yes
24 Is any portion of the project site currently involved in any legal proceedings?	☐ No ☐ Yes
Complete Boxes 25 through 30 <u>only</u> if applying for subdivision approval (append any prior subdivision approvals to Schedule A).	
25 Minor/Major Subdivision ☐ Minor (1-4 lots) ☐ Major (5+ lots)	26 Subdivision Type ☐ Division ☐ Consolidation
27 Current # Lots	28 Proposed # Lots
29 Total Acreage	30 Recording Type ☐ Deed ☐ Plat Map

Part E Preliminary Water Infrastructure Impact Data

The following information should be provided for the proposed project as a whole (i.e., including all lots listed under Part C above, as supplemented, whether or not said lots will be consolidated/merged through minor/major subdivision). Any additional information that may expedite review of this application should be appended to Schedule A.

31 List new water supply demands for the project (use additional sheets if necessary):

☐ Residential

Type/Size of Housing Unit	Water Demand per Unit	Number of Units	Approx. Average Daily Demand	Peak Daily Demand

☐ Non-Residential

Type of Establishment	Water Demand per Unit	Number of Units	Approx. Average Daily Demand	Peak Daily Demand

Part E Preliminary Water Infrastructure Impact Data (continued)**32** List current water system supply capacity by source (use additional sheets if necessary):

Wells/Surface Water Source	Allocation Limits (MGD)	Pumping Capacity (MGD)	Treatment Capacity (MGD)	Limiting Capacity	Capacity Under Auxiliary

33 List all previous allocated demands for the project site by permit (use additional sheets if necessary):

Permit Number	Permit Effective Date	Permit Expiration Date	Average Daily Demand	Peak Daily Demand

If the answer to 1 or more of the following questions is "no", an explanation of the circumstances and supporting documentation must be appended to Schedule A.

34 Do the designs of all buildings comply with the requirements of N.J.A.C. 7:10-11.6(g)?	☐ N/A ☐ Yes ☐ No
35 Do all proposed additives to the project's water system meet ANSI/NSF Standard 60 per N.J.A.C. 7:10-8.2(a)1?	☐ N/A ☐ Yes ☐ No
36 Do all materials used in construction of the project's water system's components that come in contact with drinking water meet ANSI/NSF Standard 61 per N.J.A.C. 7:10-8.2(a)2?	☐ N/A ☐ Yes ☐ No
37 Is the project activity consistent with the Area-Wide Water Quality Management Plan (AWQMP)?	☐ N/A ☐ Yes ☐ No

Part F Application Fees, Costs & Technical Review Escrow Deposits

The required application fees (nonrefundable) and technical review escrow deposits, established in accordance with Orange Municipal Code § 88-1, are set forth below. Unless otherwise stated, all fees and escrow deposits are cumulative. Escrow deposits for variances are not required only if also seeking site plan review.

Total required fees and escrow deposits (paid in 2 separate checks) must be submitted with the application in certified funds payable to the "City of Orange Township".

(select all that apply)

Application FeeEscrow Deposit

- ☐ Bulk Variance (N.J.S.A. 40:55D-70(c)) (per variance) ____ x \$ 250.00 ____ x \$ 2,500.00
- ☐ Site Plan Review \$ 400.00
- ☐ Preliminary Approval: Residential
- ☐ 3-5 Units \$ 4,000.00
- ☐ 6-50 Units \$ 7,000.00
- ☐ 51-100 Units \$ 10,000.00
- ☐ 101+ Units \$ 15,000.00
- ☐ Preliminary Approval: Mixed Use & Non-Residential
(total GFA of primary buildings ≤ 1,000 SF)
- ☐ Total Land Area < 1 acre \$ 2,500.00
- ☐ Total Land Area = 1-10 acres \$ 5,000.00
- ☐ Total Land Area = 11+ acres \$ 7,500.00
- (total GFA of primary buildings > 1,000 SF)
- ☐ GFA = 1,001-5,000 SF \$ 4,000.00
- ☐ GFA = 5,001-25,000 SF \$ 10,000.00
- ☐ GFA = 25,001-1,000,000 SF \$ 15,000.00
- ☐ GFA = 1,000,001+ SF \$ 20,000.00
- ☐ Final Approval: ALL* 1/3 of preliminary approval
(supplemental technical review escrow deposits)
- ☐ Conditional Use Approval \$ 2,500.00
- ☐ Wireless Antenna \$ 5,000.00
- ☐ Minor Subdivision Approval (1-4 lots) \$ 300.00 \$ 250.00
- ☐ Major Subdivision Approval (5+ lots)
- ☐ Preliminary Approval \$ 500.00 \$ 5,000.00
- ☐ Final Approval* \$ 300.00 + \$ 10.00 per lot \$ 1,500.00
- ☐ Consolidated Approval* \$ 650.00 + \$ 5.00 per lot \$ 6,500.00
- ☐ Direct Permit Approval \$ 400.00 TBD

REQUIRED FOR ALL APPLICATIONS

- ☐ Stenographer (first hearing only; does not include transcript)** \$ 300.00
- ☐ Memorialization (first resolution only)** \$ 300.00

* As a condition of final approval, the applicant may be required to provide performance and maintenance guaranties (sample forms attached). Also, after final site plan or major subdivision approval, the applicant may be assessed a fee equal to 2.00% of TPC, for City inspections and installation of off-tract improvements.

38a Total Application Fees **38b** Total Escrow Deposit

** If an additional hearing and/or resolution becomes necessary, the applicant must pay/deposit an additional stenographer fee and/or memorialization escrow.

DO NOT WRITE IN THIS SPACE

Part G Other Required Permits/Agency Approvals

State whether any of the following permits and/or agency approvals are required for this project, and if so, provide the date(s) applications were submitted for each.

<u>Permit/Agency</u>	<u>Application Date</u>	<u>Permit/Agency</u>	<u>Application Date</u>
☐ Potable Water Construction Permit	_____	☐ Essex County Health Department	_____
☐ Sanitary Sewer Connection Permit	_____	☐ Essex County Planning Board	_____
☐ Sewer Extension Permit	_____	☐ Hudson-Essex-Passaic Soil Conservation District	_____
☐ Stream Encroachment Permit	_____	☐ New Jersey Department of Environmental Protection	_____
☐ Tidal Wetlands Permit	_____	☐ New Jersey Department of Transportation	_____
☐ Waterfront Development Permit	_____	☐ Public Service Electric & Gas Company	_____
☐ Wetlands Permit	_____	☐ Other (list permit/agency and application date, and append to Schedule A)	_____

Part H Applicant/Representative Certification

I hereby certify that I am authorized to sign and submit this application to the City of Orange Township Planning Board on behalf of the applicant and any unaffiliated persons and/or entities who own the property(ies) identified in Part C above, as supplemented.

I acknowledge that the total technical review escrow deposit listed in Box 38b above will be held in an escrow account established to cover the cost of professional services, including engineering, planning, legal and other expenses associated with review of this application. If additional escrow deposits are necessary, I understand that the applicant must deposit the total amount required within 15 calendar days of being notified of same, and any unused escrow deposits will be returned once the application process is concluded.

I further acknowledge that the Planning Board is under no obligation to grant the approvals or relief requested in this application, and no such approvals shall be effective unless the Planning Board adopts a formal resolution memorializing same. I further acknowledge that I received and read the instructions for completing this application prior to submitting same and understand the Planning Board may unconditionally reject this application for a failure to comply with those instructions and/or append all required information.

Signature			Notary
Name	Title	Date	

FOR OFFICE USE

Received/Filed	Case No.	TRC Meeting	Certified Complete	Public Hearing	Hearing Notice	Approval Vote	Memorialization	Notice of Action
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Board Action

☐ Hearing Continued – Date(s):	<u>Reason/Notes</u>
☐ Application Dismissed	
Bulk Variance: ☐ Granted / ☐ Denied	
Site Plan: ☐ Preliminary / ☐ Final / ☐ Denied	
Minor Subdivision: ☐ Approved / ☐ Denied	
Major Subdivision: ☐ Preliminary / ☐ Final / ☐ Denied	
Direct Permit: ☐ Approved / ☐ Denied	

<u>Conditions of Approval</u>

[illegible]

Permit Authorization/Non-Authorization
--

TO: City of Orange Township Zoning and/or Construction Officials

The within application for development, seeking:

- ☐ Bulk Variance
- ☐ Final Site Plan Approval
 - + Conditional Use ☐
 - + Wireless Antenna ☐
- ☐ Minor Subdivision Approval
- ☐ Final Major Subdivision Approval
- ☐ Direct Permit Issuance

was heard by the Planning Board of the City of Orange Township, and was:

- ☐ approved unconditionally.
- ☐ approved subject to the conditions set forth herein.
- ☐ denied.

Accordingly, you are hereby:

- ☐ authorized to issue use and/or construction permits without conditions.
- ☐ authorized to issue use and/or construction permits with conditions.
- ☐ prohibited from issuing use and/or construction permits.

Planning Board Chair	Date
----------------------	------

Application for Development Approval & Public Hearing

City of Orange Township Planning Board

Property Data Supplement

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Parcel No.	Block	Lot	Qualifier	Street Address	Lot Size (acres)
Applicant's Interest (if lessee or contract purchaser, provide owner name and append documentation supporting relationship to Schedule A) ☐ Owner ☐ Lessee ☐ Contract Purchaser ☐ Owner Name:					
On County Road?	County Property Adj.?	On State Road?	200' of City Limits?	Nearest Intersection & Distance	
☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes		

Schedule.A

Supplemental Information

Disclosure.Own

Business Ownership Disclosure

BUSINESS OWNERSHIP DISCLOSURE

Application for Development Approval & Public Hearing

This disclosure must be completed, certified and included with all applications for development approval to the Planning Board of the City of Orange Township. Failure to submit the required information shall be cause for unconditional rejection of the application.

Part 1 Applicant Information

Applicant Name	Applicant Type ☐ Individual ☐ Corporation/NGO ☐ LLC ☐ Partnership (LLP, LP, etc.)
Address (no PO boxes)	SSN/FEIN

Part 2 Unaffiliated Property Owner Information

☐ The applicant owns 100.00% of all properties identified in the application OR the property owners identified in the application are under the applicant's exclusive management and control. (skip to Part 3)

☐ Names and addresses of all property owners identified in application that are unaffiliated with the applicant are as follows (use additional sheets if necessary):

Name	Address

Part 3 Applicant Ownership

☐ No person or entity owns $\geq 10.00\%$ of the applicant OR the applicant is a nonprofit organization. (skip to Part 5)

☐ Names and addresses of all persons and/or entities with $\geq 10.00\%$ ownership interest in the applicant are as follows (use additional sheets if necessary):

Name	Address	Ownership %

Part 4 Related-Entity Ownership

If any owner identified in Part 3 is a corporation, limited liability company or partnership, list the names and addresses of all persons and/or entities owning $\geq 10.00\%$ of each such related entity, repeating this process until the names and addresses of all non-businesses (*i.e.*, humans) owning $\geq 10.00\%$ of the applicant are disclosed.

☐ N/A (skip to Part 5)

Name	Address	Entity Owned (as listed in Part 3)	Ownership %

Part 5 General Disclosures

The following questions must be answered as to the applicant and all parties identified in Parts 3 and 4 above (collectively, "owners"). To the extent the answer to any question is "yes", a separate explanation identifying the owners and the circumstances involved must be appended to this Disclosure.

A Have any of the owners been a party in litigation brought within the last 5 years involving laws governing hours of labor, minimum wage standards, discrimination in wages or child labor?	☐ Yes ☐ No
B Have any of the owners been charged with, convicted of, under indictment, on parole, on probation or a plaintiff in, any criminal or civil offense other than a minor motor vehicle violation?	☐ Yes ☐ No
C Have any of the owners been subject to, or have pending, any disciplinary action by any administration, governmental or regulatory body?	☐ Yes ☐ No
D Have any of the owners been subject to any order resulting from any criminal, civil or administrative proceeding brought against such persons or parties by any administrative governmental, or regulatory agency?	☐ Yes ☐ No
E Have any of the owners been denied any license on the grounds of moral turpitude by any administrative, governmental or regulatory agency?	☐ Yes ☐ No
F Have any of the owners been informed of any current or on-going investigation with respect to possible violations of state or federal securities, antitrust or criminal laws by such persons or parties?	☐ Yes ☐ No
G Have any of the owners been denied a business-related license or had any such license suspended or revoked by any administrative, governmental or regulatory agency?	☐ Yes ☐ No
H Have any of the owners been debarred, suspended or disqualified from contracting with any federal, state or municipal agency?	☐ Yes ☐ No
I Have any of the owners been in receivership or adjudicated bankrupt?	☐ Yes ☐ No
J Have any of the owners been in default on a personal or business loan?	☐ Yes ☐ No

Part 6 Certification

I hereby certify that the foregoing information and any attachments hereto are true and complete. I acknowledge that: (a) I am the applicant or authorized to execute this certification on behalf of all parties listed in Parts 1-4 above; (b) the Planning Board of the City of Orange Township will rely on the information contained herein and the applicant is under a continuing obligation to notify the Planning Board in writing of any changes to the information contained herein; and, (c) I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do, the Planning Board will reject this application and I may be subject to prosecution.

Signature	Notary
Name	Title
Date	

Disclosure.Elec

Political Contribution Disclosure

POLITICAL CONTRIBUTION DISCLOSURE
Application for Development Approval & Public Hearing

This disclosure must be completed, certified and included with all applications for development approval before the Planning Board of the City of Orange Township. Failure to submit the required information shall be cause for unconditional rejection of the application.

Part 1 Applicant Information

Applicant Name	Applicant Type ☐ Individual ☐ Corporation/NGO ☐ LLC ☐ Partnership (LLP, LP, etc.)	
Address (no PO boxes)		SSN/FEIN

Part 2 | Applicant Ownership

- ☐ No person or entity owns $\geq 10.00\%$ of the applicant OR the applicant is a nonprofit organization. (skip to Part 3)
- ☐ Names and addresses of all persons and/or entities with $\geq 10.00\%$ ownership interest in the applicant are as follows (use additional sheets if necessary):

Name	Address	Ownership %

Part 3 Reportable Political Contributions

- ☐ During the immediately-preceding 12 months, the applicant and/or its owners listed in Part 2 above (and their respective owners) made no reportable contributions to any elected officials, political candidates or political committees in the City of Orange Township, as defined in *N.J.S.A. 19:44A-1 et seq.* (skip to Part 4)
- ☐ During the immediately-preceding 12 months, the applicant and/or its owners listed in Part 2 above (and their respective owners) made the following reportable political contributions to elected officials, candidates and/or political committees in the City of Orange Township, as defined in *N.J.S.A. 19:44A-1 et seq.* (use additional sheets if necessary):

[illegible]

Part 4 Certification

I hereby certify that the foregoing information and any attachments hereto are true and complete. I acknowledge that: (a) I am the applicant or authorized to execute this certification on behalf of all parties listed in Parts 1-3 above; (b) the Planning Board of the City of Orange Township will rely on the information contained herein and the applicant is under a continuing obligation to notify the Planning Board in writing of any changes to the information contained herein; and, (c) I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do, the Planning Board will reject this application and I may be subject to prosecution.

Signature			Notary
Name	Title	Date	

Notice. Hrng

**Form Notice of Public Hearing
to Adjacent Property Owners**

**Form Notice of Public Hearing
for Newspaper Publication**

**Form Affidavit of Publication
& Proof of Service**



**CITY OF ORANGE TOWNSHIP PLANNING BOARD
ESSEX COUNTY, NEW JERSEY**

NOTICE OF PUBLIC HEARING
(Adjacent Property Owners)

PLEASE TAKE NOTICE that _____ (“Applicant”), ☐ owner / ☐ lessee / ☐ contract purchaser of property located at _____, Orange, New Jersey, and designated as Block _____, Lot _____, Qualifier _____ on official tax maps, applied to the Planning Board of the City of Orange Township (“Planning Board”) for the following relief:

- ☐ Bulk Variance
- ☐ Preliminary Site Plan Approval (with ☐ Conditional Use / ☐ Wireless Antenna)
- ☐ Final Site Plan Approval (with ☐ Conditional Use / ☐ Wireless Antenna)
- ☐ Minor Subdivision Approval
- ☐ Preliminary Major Subdivision Approval
- ☐ Final Major Subdivision Approval
- ☐ Consolidated Major Subdivision Approval
- ☐ Direct Permit Approval (under ☐ N.J.S.A. 40:55D-34 / ☐ N.J.S.A. 40:55D-36)

as well as any such variances, waivers, exceptions or other relief as might be identified during the course of a public hearing on said application. Specifically, the Applicant seeks:

PLEASE TAKE FURTHER NOTICE that on _____, at **7:30 PM prevailing time**, the Planning Board will hold a public hearing on this application ☐ in-the Municipal Council Chambers located on the 4th Floor of the City of Orange Township Municipal Building, 29 North Day Street, Orange, New Jersey / ☐ remotely via Zoom Meeting (Meeting ID _____; Passcode _____).

All interested parties shall be permitted to present evidence and testify under oath at the public hearing, and, either directly or through their attorneys (if represented), shall be permitted to cross-examine the Applicant and the Planning Board’s testifying witnesses.

**YOU ARE RECEIVING THIS NOTICE BECAUSE YOU ARE LISTED AS THE
OWNER OF REAL PROPERTY LOCATED WITHIN 200 FEET OF THE PROJECT SITE**

A copy of the complete application (including all maps and plans) is on file in the City of Orange Township, Department of Planning & Economic Development, 29 North Day Street, Room 305, Orange, New Jersey, and is available for public inspection by appointment only during normal business hours, by contacting Planning Board Secretary Alexandra Reyes at (862) 400-3019 or areyes@orangenj.gov.

Applicant Name: _____

Applicant Address: _____



**CITY OF ORANGE TOWNSHIP PLANNING BOARD
ESSEX COUNTY, NEW JERSEY**

NOTICE OF PUBLIC HEARING
(Newspaper Publication)

PLEASE TAKE NOTICE that on _____, at 7:30 PM prevailing time, the Planning Board of the City of Orange Township will hold a public hearing ☐ remotely via Zoom Meeting / ☐ in the Municipal Council Chambers located on the 4th Floor of the City of Orange Township Municipal Building, 29 North Day Street, Orange, New Jersey, on the undersigned's application for the relief to permit:

on property located at _____, Orange, New Jersey, and designated as Block _____, Lot _____, Qualifier _____ on official tax maps of the City of Orange Township.

The following maps and plans are on file for inspection in the City of Orange Township, Department of Planning & Economic Development, 29 North Day Street, Room 305, Orange, New Jersey:

All interested parties shall be permitted to participate in the public hearing, either directly or through their attorneys (if represented), and testify under oath during the same.

Applicant Name: _____
Publication Date: _____

AFFIDAVIT OF PUBLICATION & PROOF OF SERVICE

STATE OF _____:

COUNTY OF _____: ss.

I, _____, of full age, upon my oath or affirmation, hereby state as follows:

1. I am the ☐ individual applicant / ☐ authorized agent for the applicant seeking development approval from the Planning Board of the City of Orange Township ("Planning Board") in connection with the proposed development of property located at _____, Orange, New Jersey, and designated as Block _____, Lot _____, Qualifier _____ on the official tax maps of the City of Orange Township ("Project Site").

2. In accordance with applicable law, notice of the public hearing to be held before the Planning Board, regarding approval of the development application for the Project Site, was published in the official newspapers of the City of Orange Township, as well as sent by regular and certified mail, return-receipt requested, to the parties set forth on the service list appended hereto.

3. The appended service list includes all owners of real property located within 200 feet of the Project Site in every direction.

I hereby affirm, under penalty of perjury, that the foregoing statements by me are true.

Dated: _____

By: _____

Name: _____

Title: _____

Signed and sworn before me on this _____ day of _____, _____.

Notary

Guaranty.Perf

Sample Performance Bond
Sample Irrevocable Standby Letter
of Credit (Performance Guaranty)

PERFORMANCE BOND

Issue Date: _____

RE	Block No(s).	Lot No(s).
	Address/Location: Orange, New Jersey	
SURETY	, a duly-licensed surety in the State of New Jersey	
	having offices at:	
PRINCIPAL		
	having offices at:	
MUNICIPALITY	City of Orange Township, a Municipal Corporation of the State of New Jersey	
	having offices at: 29 North Day Street, Orange, New Jersey, 07050	

WHEREAS, on _____, the Planning Board of the City of Orange Township ("approving authority") granted final approval to the principal for development of the following project:

WHEREAS, that approval was memorialized by the approving authority on _____. The municipal engineer's estimate of the cost of this work, and the approving authority's memorialization resolution are attached hereto and made a part hereof; and,

WHEREAS, pursuant to municipal ordinance, adopted under authority of the Municipal Land Use Law ("MLUL"), *N.J.S.A. 40:55D-1 et seq.*, in lieu of completing the required improvements prior to the granting of final approval, the principal hereby furnishes the City with this performance bond for 120.00% of the improvement costs as certified by the municipal engineer, totaling \$_____, guarantying full and faithful completion of all improvements approved by the approving authority; and,

WHEREAS, this performance bond shall remain in full force and effect until such time as all improvements covered hereunder are approved or accepted by resolution of the municipal council, except that in those instances where some of the improvements are approved or accepted upon certification by the municipal engineer, partial release from this performance bond shall be granted in accordance with *N.J.S.A. 40:55D-53*; and,

WHEREAS, the amount of the performance bond remaining shall be sufficient to secure completion of improvements not yet approved, provided, however, the municipality may require that 30.00% of the amount of the bond be retained to ensure completion of all improvements; and,

WHEREAS, this performance bond shall remain in full force and effect until released by resolution of the municipal council.

NOW, THEREFORE, BE IT KNOWN that the principal and the surety named above are indebted to the City of Orange Township, as obligee, in the sum of \$_____, for which payment we bind ourselves and our respective heirs, legal representatives, successors, and assigns, jointly and severally; and,

BE IT FURTHER KNOWN that this performance bond is issued subject to the following expressed conditions:

1. This bond shall not be subject to cancellation either by the principal or by the surety for any reason until such time as all improvements subject to the bond have been accepted by the municipality, in accordance with the applicable provisions of the MLUL.
2. This bond shall be deemed to be continuous in form and shall remain in full force and effect until the improvements are accepted by the municipality and the bond is released, or until default is declared, or until the bond is replaced by another bond meeting applicable legal requirements. Upon approval or acceptance of all

PERFORMANCE BOND (continued)

improvements by the municipality, or upon replacement of this bond by another bond, liability under this bond shall cease. Upon approval or acceptance of some, but not all, of the required improvements by the municipality, partial release from the bond shall be granted in accordance with *N.J.S.A. 40:55D-53*; provided, however, that portion of the bond amount sufficient to secure completion of the improvements shall continue in effect and the municipality may retain 30.00% of the bond amount posted in order to ensure such completion.

3. The aggregate liability of the surety shall not exceed the sum set forth above.
4. In the event that the improvements subject to this bond are not completed within the time allowed under the conditions of the final approval issued pursuant to the MLUL, including such extensions as may be allowed by the approving authority, the municipal council may, at its option, and upon at least 30 days' prior written notice to the principal and the surety by personal delivery or by certified or registered mail or courier, declare the principal to be in default and, in the event that the surety fails or refuses to complete the work in accordance with the terms and conditions of the original approval, claim payment under this bond for the cost of completion of the work. In the event that any action is brought against the principal under this bond, written notice of such action shall be given to the surety by the municipality by personal delivery or by registered or certified mail or courier.
5. The surety shall have the right to complete the work in accordance with the terms and conditions of the original approval, either with its own employees or in conjunction with the principal or another contractor; provided, however, that the surety, in its sole discretion, may make a monetary settlement with the municipality as an alternative to completing the work.
6. In the event that the principal and the approving authority agree to changes in the scope of work, the obligations of the surety under this bond shall not be affected so long as the cost of the work does not exceed 120.00% of the municipal engineer's certified estimate, attached hereto and made a part hereof, which shall be the limit of the surety's obligation under this bond in any case. If the cost of the work exceeds 120.00% of the certified estimate, the principal shall secure a rider from a surety for the additional amount; provided, however, that this provision shall not be construed as requiring a surety to provide additional coverage.
7. This bond shall become effective as of the issue date listed herein, shall inure to the benefit of the municipality only and no other party shall acquire any rights hereunder.
8. In the event that this bond shall for any reason cease to be effective prior to the approval or acceptance of all improvements, a cease and desist order may be issued by the municipal council, in which case all work shall stop until such time as a replacement guaranty acceptable to the approving authority becomes effective.

Witness/Attest:

Principal

Witness/Attest:

Surety

IRREVOCABLE STANDBY LETTER OF CREDIT
(Performance Guaranty)

APPLICANT			
	having offices at:		
ISSUER			
	having offices at:		
BENEFICIARY	City of Orange Township, a Municipal Corporation of the State of New Jersey ("you")		
	having offices at: 29 North Day Street, Orange, New Jersey, 07050		
Ref. No.	Amount*	Issued	Expires

* Not to exceed 120.00% of the estimated cost of the improvements, as certified by the municipal engineer.

We hereby issue our irrevocable standby letter of credit in your favor, which is available by your draft at sight bearing our letter of credit number _____.

Your draft must be presented at the office indicated above by personal delivery or by registered or certified mail or courier, and must be accompanied by: (1) the original standby letter of credit and any subsequent original amendments; and, (2) an original statement signed by the municipal engineer of the City of Orange Township, stating:

"The amount of this draw under Letter of Credit No. _____, issued on _____ by _____, represents the amount due to the City of Orange Township as a result of the failure of _____ to complete, in whole or in part, the required site improvements as detailed in the approval of the Planning Board of the City of Orange Township and in the certain estimate prepared by the municipal engineer, dated _____. I hereby certify that notice of the circumstances upon which this draw is based was given to the applicant by registered or certified mail or by courier on _____."

That certification shall be accompanied by a resolution of the municipal council endorsing the findings of the municipal engineer and stating that the improvements were not approved or accepted. We hereby agree that draws under and in compliance with the terms of this letter of credit shall be duly honored upon presentation to us.

This letter of credit shall be automatically extended annually unless written notice is given by us to you and the applicant by registered or certified mail or by courier, at least 60 days prior to the then-current expiration date. In the event the applicant fails to furnish another letter of credit meeting the requirements of *N.J.S.A. 40:55D-53.5*, or other acceptable security, at least 30 days prior to the expiration date of this letter of credit, you may, to the extent allowed by law, draw upon this letter of credit to pay the cost of any incompletions.

This letter of credit shall expire upon approval or acceptance by resolution of the municipal council of all improvements cited in the aforesaid engineer's estimate or upon replacement of this letter of credit by other security meeting applicable legal requirements. Upon approval or acceptance of some, but not all, of said improvements, a reduction in the amount of this letter of credit shall be granted in accordance with *N.J.S.A. 40:55D-53*, provided the remaining amount shall be sufficient to secure provision of the improvements not yet approved, and provided you may require the remaining amount be 30.00% of the original amount.

All correspondence to the us concerning this letter of credit shall be addressed to the office indicated above. This letter of credit shall inure to your benefit only and no other party shall acquire any rights hereunder. This letter of credit is subject to the [Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce, Publication No. 500, or the International Standby Practices 1998 (ISP98)].

Witness/Attest:

Authorized Representative

Guaranty.Maint

Sample Maintenance Bond
Sample Irrevocable Standby Letter
of Credit (Maintenance Guaranty)

MAINTENANCE BOND

Issue Date: _____

RE	Block No(s).	Lot No(s).
	Address/Location: Orange, New Jersey	
SURETY	, a duly-licensed surety in the State of New Jersey	
	having offices at:	
PRINCIPAL		
	having offices at:	
MUNICIPALITY	City of Orange Township, a Municipal Corporation of the State of New Jersey	
	having offices at: 29 North Day Street, Orange, New Jersey, 07050	

WHEREAS, on _____, the Planning Board of the City of Orange Township ("approving authority") granted final approval to the principal for development of the following project:

WHEREAS, that approval was memorialized by the approving authority on _____. The municipal engineer's estimate of the cost of this work, and the approving authority's memorialization resolution are attached hereto and made a part hereof; and,

WHEREAS, this maintenance bond shall become effective upon approval or acceptance of the improvements by the governing body, as certified by the resolution of the municipal council, which is, or shall be, attached hereto and made a part hereof. The improvements subject to this bond are as follows:

WHEREAS, the certification of the cost of such improvements by the municipal engineer is attached hereto and made a part hereof; and,

WHEREAS, pursuant to municipal ordinance adopted under authority of the Municipal Land Use Law ("MLUL"), N.J.S.A. 40:55D-1 *et seq.*, as a condition of approval or acceptance of improvements by the municipal council, the principal hereby furnishes this maintenance bond for 15.00% of the improvement costs as certified by the municipal engineer, totaling \$_____, guarantying full and faithful compliance with all terms and conditions of the approval; and,

WHEREAS, this maintenance bond shall continue in effect for a period of 2 years from the date of approval or acceptance of the said improvements by the municipal council; and,

NOW, THEREFORE, BE IT KNOWN that the principal and the surety named above are indebted to the City of Orange Township, as obligee, in the sum of \$_____, for which payment the principal and the surety bind themselves and their respective heirs, legal representatives, successors, and assigns, jointly and severally; and,

BE IT FURTHER KNOWN that this maintenance bond is issued subject to the following expressed conditions:

1. This bond shall not be subject to cancellation either by the principal or by the surety for any reason until the end of the period for which it is required to be maintained.

MAINTENANCE BOND (continued)

2. The aggregate liability of the surety under this bond shall not exceed the sum set forth above.
3. In the event that the improvements subject to this bond exhibit any defects in functioning, materials or quality of work, the municipal governing body may, at its option, and upon at least 30 days' prior written notice to the principal and to the surety by personal delivery or by certified or registered mail or courier, declare the principal to be in default and, in the event that the surety fails or refuses to perform the necessary corrective work, claim payment under this bond for the cost of any work required for the proper correction of any such defects in the said improvements. In the event that any action is brought against the principal under this bond, written notice of such action shall be given to the surety by the municipality by personal delivery or by registered or certified mail or courier at the same time.
4. The surety shall have the right to repair any defects in functioning, materials or quality of work and, to that end, to do such corrective work as may be necessary in accordance with the terms and conditions of the original approval, either with its own employees or in conjunction with the principal or another contractor; provided, however, that as an alternative to performing such maintenance or corrective work it may, in its sole discretion, make a monetary settlement with the municipality.
5. This bond shall become effective as of the issue date listed herein, shall inure to the benefit of the municipality only and no other party shall acquire any rights hereunder.

Witness/Attest:

Principal

Witness/Attest:

Surety

IRREVOCABLE STANDBY LETTER OF CREDIT
(Maintenance Guaranty)

APPLICANT			
	having offices at:		
ISSUER			
	having offices at:		
BENEFICIARY	City of Orange Township, a Municipal Corporation of the State of New Jersey ("you")		
	having offices at: 29 North Day Street, Orange, New Jersey, 07050		
Ref. No.	Amount*	Issued	Expires

* Not to exceed 15.00% of the estimated cost of the improvements, as certified by the municipal engineer.

We hereby issue our irrevocable standby letter of credit in your favor, which is available by your draft at sight bearing our letter of credit number _____.

Your draft must be presented at the office indicated above by personal delivery or by registered or certified mail or courier, and must be accompanied by: (1) the original standby letter of credit and any subsequent original amendments; and, (2) an original statement signed by the municipal engineer of the City of Orange Township, stating:

"The amount of this draw under Letter of Credit No. _____, issued on _____ by _____, represents the amount due to the City of Orange Township as a result of the failure of _____ to take necessary corrective action to repair defects in functioning, materials or quality of work in the required site improvements as detailed in the approval of the Planning Board of the City of Orange Township and in the certain estimate prepared by the municipal engineer, dated _____. I hereby certify that notice of the defects upon which this draw is based was given to the applicant by registered or certified mail or by courier on _____."

That certification shall be accompanied by a resolution of the municipal council endorsing the findings of the municipal engineer. We hereby agree that draws under and in compliance with the terms of this letter of credit shall be duly honored upon presentation to us.

This letter of credit shall be automatically extended annually unless written notice is given by us to you and the applicant by registered or certified mail or by courier, at least 60 days prior to the then-current expiration date. In the event the applicant fails to furnish another letter of credit meeting the requirements of *N.J.S.A. 40:55D-53.5*, or other acceptable security, at least 30 days prior to the expiration date of this letter of credit, you may, to the extent allowed by law, draw upon this letter of credit to pay the cost of any incompletions.

This letter of credit shall expire upon approval or acceptance by resolution of the municipal council of all improvements cited in the aforesaid engineer's estimate or upon replacement of this letter of credit by other security meeting applicable legal requirements. Upon approval or acceptance of some, but not all, of said improvements, a reduction in the amount of this letter of credit shall be granted in accordance with *N.J.S.A. 40:55D-53*, provided the remaining amount shall be sufficient to secure provision of the improvements not yet approved, and provided you may require the remaining amount be 30.00% of the original amount.

All correspondence to the us concerning this letter of credit shall be addressed to the office indicated above. This letter of credit shall inure to your benefit only and no other party shall acquire any rights hereunder. This letter of credit is subject to the [Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce, Publication No. 500, or the International Standby Practices 1998 (ISP98)].

Witness/Attest:

Authorized Representative

Checklist.cVar

Bulk Variance
N.J.S.A. 40:55D-70(c)



**CITY OF ORANGE TOWNSHIP PLANNING BOARD
ESSEX COUNTY, NEW JERSEY**

DEVELOPMENT CHECKLIST

**Bulk Variance
N.J.S.A. 40:55D-70(c)**

<u>Application Requirements</u>	FOR OFFICE USE
An application for a bulk variance under <i>N.J.S.A. 40:55D-70(c)(1)</i> or <i>N.J.S.A. 40:55D-70(c)(2)</i> shall be deemed administratively complete upon submission of all of the following items to the Planning Board Secretary:	
☐ 1 completed original and 19 copies of the Application, including any supplemental records appended to Schedule A, as well as the Business Ownership Disclosure and Political Contribution Disclosure.	☐
☐ 15 copies of a statement of principal points relative to the Application pursuant to <i>N.J.S.A. 40:55D-70(c)</i> .	☐
☐ A certification and supporting documentation for each of the affected properties, confirming that all property taxes and water charges are paid in full.	☐
☐ An affidavit of ownership for each of the affected properties.	☐
☐ A certified check equal to total application fees and costs, payable to "City of Orange Township".	☐
☐ A certified check equal to the total technical review escrow deposit, payable to "City of Orange Township".	☐
The following must be submitted to the Planning Board Secretary at least 2 days prior to the public hearing:	
☐ A certified list and block diagram of all property owners within 200.00' of the project site in all directions pursuant to <i>N.J.S.A. 40:55D-12(c)</i> .	☐
☐ A copy of the "Notice of Public Hearing" sent to adjacent property owners.	☐
☐ A copy of the "Notice of Public Hearing" published in the newspaper.	☐
☐ A completed "Affidavit of Publication and Proof of Service" for the public hearing notice, including copies of all certified mail receipts mounted on U.S. letter-sized paper, no more than 6 to a page and arranged in the same order as indicated on the certified list required above. A properly certified USPS Form 3877 will be accepted in lieu of the mounted receipts, provided that the addressees are arranged in the same order as indicated on the certified list.	☐

Checklist.Site

Site Plan Review



**CITY OF ORANGE TOWNSHIP PLANNING BOARD
ESSEX COUNTY, NEW JERSEY**

DEVELOPMENT CHECKLIST
Site Plan Review

<u>Application Requirements</u>	FOR OFFICE USE
An application for site plan review shall be deemed administratively complete upon submission of all of the following items to the Planning Board Secretary:	
☐ 1 completed original and 19 copies of the Application, including any supplemental records appended to Schedule A, as well as the Business Ownership Disclosure and Political Contribution Disclosure.	☐
☐ 15 <u>folded</u> copies of signed and sealed site plans including all information set forth under the "Site Plan Requirements" below.	☐
☐ Electronic site plans in accordance with Orange Mun. Code, § 210-11.3.1.	☐
☐ A certification and supporting documentation for each of the affected properties, confirming that all property taxes and water charges are paid in full.	☐
☐ An affidavit of ownership for each of the affected properties.	☐
☐ A certified check equal to total application fees and costs, payable to "City of Orange Township".	☐
☐ A certified check equal to the total technical review escrow deposit, payable to "City of Orange Township".	☐
The following must be submitted to the Planning Board Secretary at least 2 days prior to the public hearing:	
☐ A certified list and block diagram of all property owners within 200.00' of the project site in all directions pursuant to <i>N.J.S.A. 40:55D-12(c)</i> .	☐
☐ A copy of the "Notice of Public Hearing" sent to adjacent property owners.	☐
☐ A copy of the "Notice of Public Hearing" published in the newspaper.	☐
☐ A completed "Affidavit of Publication and Proof of Service" for the public hearing notice, including copies of all certified mail receipts mounted on U.S. letter-sized paper, no more than 6 to a page and arranged in the same order as indicated on the certified list required above. A properly certified USPS Form 3877 will be accepted in lieu of the mounted receipts, provided that the addressees are arranged in the same order as indicated on the certified list.	☐
<u>Site Plan Requirements</u>	FOR OFFICE USE
Site plan drawings must be drawn to an exact scale and must clearly indicate all existing and proposed lot lines, easements, buildings and improvements. Copies of all site plans must bear the original signature and raised seal of a licensed architect and/or engineer responsible for preparing said plans; and, all site plans must indicate accurate lot lines certified by the original signature and raised seal of a licensed land surveyor. All site plans must include the following information, and failure to provide any item listed will result in an application being deemed incomplete:	
☐ A key map, drawn at a scale not less than 1.00" to 600.00', showing the area within a 1,000.00' radius of the site and clearly indicating the streets in the area and the specific lots involved in the application.	☐
☐ A zoning comparison chart, showing required and proposed provisions in accordance with the City of Orange Township Development Regulations and/or the applicable redevelopment plan for the district in which the site is located. The zoning comparison chart shall include, without limitation, the following information:	☐
☐ Zoning and/or Redevelopment Plan Area/District(s);	☐

DEVELOPMENT CHECKLIST**Site Plan Review**

Application for Development Approval & Public Hearing

Site Plan Requirements (continued)	
☐ Lot Areas and Dimensions;	☐
☐ Gross Floor Area (i.e., area of all fixed or temporary roofed areas multiplied by number of stories);	☐
☐ Floor Area Ratio (i.e., total area of all floors of structures compared to total area of the site);	☐
☐ Building Coverage (in square feet and percent of total lot area);	☐
☐ Residential Density (in dwelling units per acre);	☐
☐ Height (in feet and stories);	☐
☐ Front/Side/Rear Yard Setbacks;	☐
☐ Parking, Loading and Access;	☐
☐ Signage;	☐
☐ Landscaping and Grass Area (as percent of lot coverage);	☐
☐ Recreation Areas;	☐
☐ Bonus Provisions;	☐
☐ Lighting;	☐
☐ Buffer Areas; and,	☐
☐ Utility Connection Locations.	☐
☐ The structure location, dimensions, GFA and FAR in square feet.	☐
☐ Floor plans with typical dimensions for all internal areas of the structure, height and use.	☐
☐ All paved areas, including construction details and sections.	☐
☐ All walks and other surface treatments.	☐
☐ All buffer areas.	☐
☐ All landscaped areas, as well as locations of trees and shrubs, including a planting schedule and maintenance procedures.	☐
☐ All lighting, including wattage or candlepower and the area of diffusion.	☐
☐ All utilities, including connection details.	☐
☐ All fences and walls.	☐
☐ All curbs, including construction details and sections.	☐
☐ All driveways, loading areas, loading berths and fire lanes.	☐
☐ All areas of refuse storage and collection, including methods of collection.	☐
☐ All drainage methods, including directions of flow.	☐
☐ All recreation areas and equipment.	☐
☐ All lot lines, dimensions, bearing angles, and lot areas in square feet and acres, or fractions thereof.	☐
☐ Percent of lot coverage for each structure and in total.	☐
☐ All parking areas indicating the angle of parking with typical aisle and stall dimensions, the number of spaces individually by row, and the total number of spaces by tract.	☐
☐ Elevation drawings for each façade or side of all structures, indicating signage, surface treatments, colors, and methods of screening rooftop equipment.	☐
☐ Location and dimensions of all pedestrian and vehicular access.	☐
☐ Names and locations of all streets abutting or within the project area.	☐
☐ Sight triangles.	☐
☐ All signs with dimensions.	☐
☐ Street address with unit number.	☐

DEVELOPMENT CHECKLIST**Site Plan Review**

Application for Development Approval & Public Hearing

Site Plan Requirements (continued)	
☐ Boundaries of the site or tract.	☐
☐ North arrow.	☐
☐ Date of the drawing and dates of all revisions.	☐
☐ A graphic scale in standard architectural units.	☐
☐ Zoning and/or redevelopment district boundaries and identification.	☐
☐ Project title.	☐
☐ All dimensions of setbacks, buffers, and yards.	☐
☐ Detail drawings and/or sections are required for all lighting, paving, curbing, fencing, landscaping, signage, and drainage.	☐
☐ 1 illustrative site plan shall be prepared for the Board's use, neatly colored according to the following schedule: Asphalt Paved Areas – GRAY Concrete Paved Areas – BEIGE Buildings – DARK BROWN Landscaped Areas – LIGHT GREEN Trees/Shrubs – DARK GREEN Water – LIGHT BLUE Signs – RED Lighting Fixtures – BLACK Other Details – TRUE COLOR	☐

Checklist.Sub

Subdivision Review



**CITY OF ORANGE TOWNSHIP PLANNING BOARD
ESSEX COUNTY, NEW JERSEY**

DEVELOPMENT CHECKLIST
Subdivision Review

<u>Application Requirements</u>	FOR OFFICE USE
An application for approval of a minor subdivision (1-4 lots) or major subdivision (5+ lots) shall be deemed administratively complete upon submission of all of the following items to the Planning Board Secretary:	
☐ 1 completed original and 19 copies of the Application, including any supplemental records appended to Schedule A, as well as the Business Ownership Disclosure and Political Contribution Disclosure.	☐
☐ 15 copies of a written metes and bounds description for each of the affected properties, signed and sealed by a licensed land surveyor.	☐
☐ 15 copies of signed and sealed plat maps containing all information required by the City of Orange Township Development Regulations and subdivision ordinances as follows for each of the affected properties: ☐ The location of the portion(s) of property to be subdivided; ☐ All existing structures and wooded areas within the portion(s) of property to be subdivided and within 200.00' of the project site in all directions; ☐ The name(s) of the owner(s) of the property and the owner(s) of adjoining properties on all sides; ☐ The tax map sheet listing the block, lot and qualifier (if applicable) for the property; and, ☐ A list of all streets, roads and streams within 500.00' of the project site in all directions.	☐ ☐ ☐ ☐ ☐
☐ Electronic subdivision plans in accordance with Orange Mun. Code, § 210-11.3.1.	☐
☐ A certification and supporting documentation for each of the affected properties, confirming that all property taxes and water charges are paid in full.	☐
☐ An affidavit of ownership for each of the affected properties.	☐
☐ A certified check equal to total application fees and costs, payable to "City of Orange Township".	☐
☐ A certified check equal to the total technical review escrow deposit, payable to "City of Orange Township".	☐
<u>Major Subdivision Notice & Publication Requirements</u>	
The following must be submitted to the Planning Board Secretary at least 2 days prior to the public hearing for a subdivision application involving 5+ lots (i.e., major subdivision):	FOR OFFICE USE
☐ A certified list and block diagram of all property owners within 200.00' of the project site in all directions pursuant to N.J.S.A. 40:55D-12(c).	☐
☐ A copy of the "Notice of Public Hearing" sent to adjacent property owners.	☐
☐ A copy of the "Notice of Public Hearing" published in the newspaper.	☐
☐ A completed "Affidavit of Publication and Proof of Service" for the public hearing notice, including copies of all certified mail receipts mounted on U.S. letter-sized paper, no more than 6 to a page and arranged in the same order as indicated on the certified list required above. A properly certified USPS Form 3877 will be accepted in lieu of the mounted receipts, provided that the addressees are arranged in the same order as indicated on the certified list.	☐