



Township of South Orange Village
SOUTH ORANGE, NEW JERSEY 07079

Board of Adjustment

RULES AND REGULATIONS
FOR
FILING DEVELOPMENT APPLICATIONS
FOR
THE TOWNSHIP OF SOUTH ORANGE VILLAGE

All Applications for development, whether they are a Site Plan, Subdivision and/or Variance Application, shall be filed with the Village Clerk. Appropriate forms are attached hereto.

The Applicant shall file an Original and twenty (20) copies of the Application, together with all the necessary Plans. It shall comply with the requirements of the attached Checklist with reference to the particular application being filed. At the time of filing, the Applicant shall pay the appropriate fee and deposit all escrow funds required. The Applicant may request that one or more of the submission requirements be waived, which request shall be in writing setting forth the reason(s) for the waiver request. The waiver request shall be considered by the Board having jurisdiction in accordance with the provisions of the South Orange Land Development Ordinance. The Application shall not be deemed "Complete" until such time as the Board has acted upon the waiver requested.

Upon the submission of an Application, the Village Clerk shall forward same to the Technical Review Committee (TRC) established to determine completeness of Applications. Within forty-five (45) days of the date of submission of the Application, the TRC shall inform the Applicant, in writing, that the Application is "Complete" or "Incomplete". If the Application is deemed incomplete, the notice shall indicate the deficiencies in the Application. Upon the submission of the deficient items, same shall be forwarded to the TC and the TRC shall, within forty-five (45) days from the date of the submission of the deficient items, deem the Application "Complete" or "Incomplete". Notification shall be made in writing and if the Application is still deemed to be "Incomplete", the process shall be repeated. Nothing herein shall prevent the Board from requesting additional information pursuant to N.J.S.A. 40:55D-10.

Once the Application is deemed "COMPLETE" by the TRC, it shall be listed for the next available meeting of the Board having jurisdiction and the Applicant shall be notified as to the date on which the application is scheduled to be heard by the Board. The Board Secretary shall also refer the Application to the various Agencies and individuals as required by the village land Development Ordinance for review and comment. Scheduling of additional Public Hearings and/or Formal Review is at the discretion of the Reviewing Board, provided that the Application is acted upon within the time period as set for the in the Municipal Land Use Law (N.J.S.A 40:55D-1 et seq) unless the time period pursuant to the Statute is extended in writing by the Applicant.

If the Applicant is requested to revise the Plans and/or provide additional documentation during or after the hearing on the Application, the Applicant shall submit the amendments and/or additional documentation at least ten (10) days prior to the next scheduled meeting so that same will be available for further review by the Board.

At least ten (10) days prior to the time appointed for the initial Public hearing on any Application, the applicant shall give Notice to all owners of property within a two hundred foot (200") radius of the subject property, and where required, to Essex County and adjoining Municipalities in the State, Said Notice shall be accomplished by sending a copy of the completed notice of Hearing by sending a copy of said form by Certified Mail, Return Receipt Requested, to the last known address of the property owner(s) or by handing a copy to said property owner(s) or officials. The list of property owners and addresses shall be obtained by the applicant from the current tax records of the Municipality or by using a List of Property Owners prepared by the Village Tax Assessor's Office which will prepare said list upon request by the Applicant and the payment of the prescribed fee,

The applicant shall prepare and sign, before a Notary Public, one (1) copy of the Affidavit of Proof of Notice provided and submit it, together with a copy of the required Notice, to the Board at least two (2) days prior to the date of the Hearing.

Zoning Board of Adjustment Notice to Applicant

By Rusty Reeves, Chairman, and Michael Grohman, Vice-Chairman

As borrowed from Cox's *New Jersey Zoning and Land Use Administration* (published by Gann Law Books)

June, 2006

Purposes of the Zoning Board of Adjustment

The Zoning Board of Adjustment hears requests for relief of the application of local ordinances as these ordinances apply to individual properties. In so doing, the Zoning Board of Adjustment balances the interests of the townspeople with the interests of the individual property owner according to the rules established by Municipal Land Use Law (MLUL), N.J.S.A. 40:55D-1 et. seq. It is important to underscore that an application filed with the Zoning Board of Adjustment triggers a formal legal proceeding, wherein the Board serves as a quasi-judicial body determining issues of law and fact on the basis of evidence and legal arguments placed before them. All applicants are urged to consult applicable law prior to the filing and presentation of application, and to familiarize themselves with the legal standards upon which relief may be granted by the Board. All applicants are further urged to seek legal counsel to aid in the presentation of their applications.

Goals of Municipal Land Use Law

As set forth at N.J.S.A. 40:55D-2, the goals of municipal land use regulation are as follows:

- a. To encourage municipal action to guide the appropriate use or development of all lands in this State, in a manner which will promote the public health, safety, morals, and general welfare;
- b. To secure safety from fire, flood, panic and other natural and man-made disasters;
- c. To provide adequate light, air and open space;
- d. To ensure that the development of individual municipalities does not conflict with the development and general welfare of neighboring municipalities, the county and the State as a whole;

- e. To promote the establishment of appropriate population densities and concentrations that will contribute to the well-being of persons, neighborhoods, communities and regions and preservation of the environment;
- f. To encourage the appropriate and efficient expenditure of public funds by the coordination of public development with land use policies;
- g. To provide sufficient space in appropriate locations for a variety of agricultural, residential, recreational, commercial and industrial uses and open space, both public and private, according to their respective environmental requirements in order to meet the needs of all New Jersey citizens;
- h. To encourage the location and design of transportation routes which will promote the free flow of traffic while discouraging location of such facilities and routes which result in congestion or blight;
- i. To promote a desirable visual environment through creative development techniques and good civic design and arrangement;
- j. To promote the conservation of historic sites and districts, open space, energy resources and valuable natural resources in the State and to prevent urban sprawl and degradation of the environment through improper use of land;
- k. To encourage planned unit developments which incorporate the best features of design and relate the type, design and layout of residential, commercial, industrial and recreational development to the particular site;
- l. To encourage senior citizen community housing construction;
- m. To encourage coordination of the various public and private procedures and activities shaping land development with a view of lessening the cost of such development and to the more efficient use of land;
- n. To promote utilization of renewable energy resources; and
- o. To promote the maximum practicable recovery and recycling of recyclable materials from municipal solid waste through the use of planning practices designed to incorporate the State Recycling Plan goals and to complement municipal recycling programs.

Although not set forth as a specific purpose of zoning, the Supreme Court of New Jersey has stated that the preservation of the character of a neighborhood and conservation of neighborhood values are proper zoning purposes.

Types of variances

"C1" (HARDSHIP) -- Where (a) by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or (b) by reason of an exceptional topographic conditions or physical features uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any zoning regulation would result in *peculiar and exceptional* practical difficulties to, or *exceptional and undue* hardship upon, the developer of such a property, the Zoning Board of Adjustment shall grant, upon an application or an appeal relating to such a property, a variance for such strict application of such regulation so as to relieve such difficulties or hardship.

A variance sought under N.J.S.A. 40:55D-7(c)(1) is grounded in conditions peculiar to the particular lot as distinguished from other properties in the zone. If all properties in the area are subject to the same hardships, the remedy (if it is to be given at all), is not through a variance, but through a revision of the ordinance.

A "C1" variance requires a majority vote of those present (assuming a quorum.)

"C2" (the "Flexible C") -- Where in an application or appeal relating to a specific piece of property, the purposes of (MLUL) would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, the Zoning Board of Adjustment shall grant a variance.

A variance sought under N.J.S.A. 40:55D-7(c)(2) does not require undue hardship.

No "C2" variance should be granted when merely the purposes of the owner will be advanced. The grant of approval must actually benefit the community in that it represents a better zoning alternative for the property.

A "C2" variance requires a majority vote of those present (assuming a quorum.)

"D" Variances -- In particular cases and for special reasons, the Zoning Board of Adjustment shall grant a variance to allow departure from ordinances to permit: (1) a use or principal structure in a district restricted against such use or principal structure, (2) an expansion of a non-conforming use, (3) deviation from a standard pertaining solely to a conditional use, (4) an increase in permitted floor area ratio, (5) an increase in permitted density (e.g. conversion a residence from single family to two-family), or (6) a height of a principal structure which exceeds by ten feet or 10% the maximum height permitted in the district for a principal structure.

"Special reasons" cannot be defined precisely. There are sufficient "special reasons" for the grant of a variance where a proposed project carries out a purpose of zoning or the refusal to allow the project would impose on the applicant an undue hardship.

Because a variance sought under N.J.S.A. 40:55D-7(d) typically involves a greater deviation from a zoning ordinance than does a C variance, a D variance requires five affirmative votes to warrant approval.

Burden of Proof, Hardship, and Positive and Negative Criteria

In variance cases, the applicant bears the burden of proving hardship, and of proving the positive and the negative criteria.

Hardship — refers to particular physical conditions of the land, not to personal hardship, financial or otherwise, unless that personal hardship arises from the particular (i.e. unique) physical conditions of the land. Just because a property owner wants to do something with his land and is prohibited from doing so by an ordinance, that frustrated desire does not, by itself, constitute a hardship.

Positive criteria — those aspects of a proposed deviation from the zoning ordinance requirement which would advance purposes of the MLUL.

Negative criteria — No variance may be granted, including a variance involving an inherently beneficial use, without a showing that such variance can be granted without substantial detriment to the public good, and will not substantially impair the intent and the purpose of the zone plan and zoning ordinance. This provision applies to all C1, C2 and D variances.

Quorum

A meeting requires 4 members. In order for persons not at a meeting to hear the continuation of or vote on a case, they must read a transcript or listen to the verbatim recording of the prior meeting. Currently, the Board does not pay for transcripts. An applicant, however, may pay for a transcript to facilitate the hearing of their case.

Considerations

A variance is given with respect to the land, not to the individual requesting the variance. The variance continues after the applicant sells the property. Thus the Board is obligated to think long-term when considering a variance, and not merely about the good or convenience it confers upon the applicant. Conversely, the applicant must convince the Board that the applicant's proposal represents a good use of the land (i.e., advances the goals of Municipal Land Use Law.)

At the same time, the Board protects individual property owners by allowing exceptions where a strict adherence to an ordinance proves unreasonable. Again, unreasonable is not the individual Board member's unbounded idea of unreasonable, but is defined by considerations of hardship and positive and negative criteria.

The Zoning Board of Adjustment is a quasi-judicial governmental body. Board members are not elected, and thus are entrusted to act by a just balancing of respect for ordinances and consideration for deserving exception. Members are not to deliberate based upon particular political goals, and loyalty to constituencies as elected officials do. A Board member must respect the town's ordinances, even if that member personally disagrees with those ordinances.

Legislative policy and case law have made it clear that municipalities should make zoning decisions by ordinance rather than by variance. The Zoning Board of Adjustment acts improperly if, in granting a variance, it ignores an ordinance and re-zones by piecemeal, thereby essentially creating new law. In so doing, the Board usurps the authority of the governing body (i.e. the Board of Trustees) whose proper role is the creation of new law.

The Board of Adjustment may ask the applicant to accept conditions in order that a variance might be granted. The Board may also ask the applicant to modify an application in order that a variance might be granted. Indeed the imposition of such conditions and modifications are common when the Board does grant variances. The applicant may refuse such proposed conditions and modifications, but then runs the risk of having an application denied.

In contrast to the Board of Adjustment, the Planning Board hears variance requests that involve site plan approval, subdivision, and a conditional use not involving deviation from a standard pertaining solely to the conditional use.

TOWNSHIP OF SOUTH ORANGE VILLAGE
VILLAGE HALL
SOUTH ORANGE, NEW JERSEY 07079

PLANNING BOARD and ZONING BOARD APPLICATION FORM

To be completed by Township Staff Only

Date Filed _____ Application No. _____
Planning Board _____
Zoning Board of Adjustment _____ Application Fees _____
Escrow Deposit _____
Scheduled for: Review for Completeness _____ Hearing _____

To be Completed by Applicant

1. APPLICANT:

Name(s) _____
Address _____
Telephone Number () _____
Applicant is a ☐ Corporation ☐ Partnership ☐ Individual

2. OWNER:

Name(s) _____
Address _____
Telephone Number () _____

3. CORPORATE DISCLOSURE:

Pursuant to N.J.S.A. 40:55D-48.1 and 40:55D-46.3, set forth on a separate sheet the names, addresses and telephone numbers of all persons who own ten percent (10%) or more of the following: Stock of the Corporate Applicant; interest in the Partnership Applicant, stock of a corporation owning ten percent (10%) or more of a corporate or partnership Applicant; partnership owning ten percent (10%) or more of a partnership Applicant.

APPLICANTS OTHER THAN INDIVIDUALS, COMPLETE AND ATTACH "CERTIFICATE OF OWNERSHIP" FORM INCLUDED WITHIN THE APPLICATION PACKET.

4. SUBJECT PROPERTY:

Street Address _____
Nearest Intersecting Street _____
Tax Map Page _____ Lot _____ Block _____
Page _____ Lot _____ Block _____

PROPERTY DIMENSIONS:

Frontage _____ Ft.

Depth _____ Ft.

LOT AREA

Acreage _____

Square Feet _____

ZONE DISTRICT: _____

PRESENT USE: _____

-
5. Any existing or proposed restrictions, covenants, easements or association by-laws affecting the subject property _____ YES _____ NO. (If yes, attach description of same.)

6. APPLICANT'S ATTORNEY:

Name _____

Firm _____

Address _____

Telephone Number () _____

Fax Number () _____

7. APPLICANT'S ENGINEER and/or SURVEYOR:

Name _____

Firm _____

Professional License _____

Telephone Number () _____

Fax Number () _____

8. TYPE OF APPLICATION: (Check applicable sections)

A. SUBDIVISION

- ☐ Informal Review
- ☐ Minor Subdivision
- ☐ Preliminary Major Subdivision
- ☐ Final Major Subdivision

B. SITE PLAN

- ☐ Informal Review
- ☐ Minor Site Plan
- ☐ Preliminary Site Plan
- ☐ Final Site Plan

C. VARIANCES

- ☐ Appeal decision of Administrative Officer
- ☐ Map or Ordinance Interpretation
- ☐ Relief pursuant to NJSA 40:55D-70(c)
- ☐ Relief pursuant to NJSA 40:55D-70(d)
- ☐ Direct issuance of a permit for a lot not abutting an improvement street
- ☐ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way or flood control basin.

D. CONDITIONAL USE

Describe: _____

9. If a variance is requested, list the section or sections of the ordinance from which relief is sought and a brief statement as to the reason the variance is sought (attach additional pages as needed):

10. If a waiver from one or more design standards is requested, list the section(s) which are to be waived:

11. List any waivers of submission requirements requested along with the applicable section(s):

12. Have there been any previous or are there any pending applications, appeals or subdivisions involving or affecting the subject property?

☐ YES ☐ NO

If YES, please provide type of application, date and disposition of same:

13. PROJECT DESCRIPTION:

Explain in detail the proposed changes to the property including: proposed use, number of dwelling units, number of employed, etc. (attach additional pages as needed):

14. APPLICANT CERTIFICATION:

I certify that the foregoing statements and the materials submitted are accurate and true. I further certify that I am the Individual Applicant or that I am an Officer of the Corporate Applicant and that I am authorized to sign the Application for the Corporation or that I am a General Partner of the partnership Applicant.

I acknowledge that the Application Fee submitted with the Application is non-refundable and that I have been advised further the escrow review fee will be deposited in an escrow account. The Escrow Fee is established to cover the costs of professional services including engineering, planning, legal and other expenses associated with the review of Application. Monies not utilized in the review process shall be returned in accordance with the applicable Ordinances. If additional Application or Escrow Fees are deemed necessary, I agree to furnish such sum(s) to the municipality with fifteen (15) days of written notification.

SIGNATURE OF APPLICANT

DATE

Sworn to and subscribed
before me this

_____ day of _____, 20_____

Notary Public

15. OWNER CERTIFICATION:

I certify that I am the Owner of the Property which is the subject of this application and if I am not the Applicant in this matter, that I have authorized the Applicant to make this application.

I further understand that the Applicant has deposited Application and Escrow Fees in connection with this Application. I am furthermore aware that if additional fees are required by the municipality pursuant to the applicant's certification (Item 14 above) and said fees are not paid by the Applicant, it is understood that I, as the property owner, shall become responsible for same. It is understood and acknowledged that a lien may be placed on the subject property should said fees not be paid within fifteen (15) days of written notification.

SIGNATURE OF OWNER

DATE

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

Notary Public

CERTIFICATE OF OWNERSHIP

Listed below are the names and addresses of all owners of ten percent (10%) or more of the stock / interest in the undersigned Applicant Corporation / Partnership:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Where corporations / partnerships own ten percent (10%) or more of the stock / interest in the undersigned or in another corporation / partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders / individual partners exceeding the ten percent (10%) ownership criterion have been listed.

CORPORATION/PARTNERSHIP OFFICER

SIGNATURE

DATE

Sworn to and subscribed
before me this

_____ day of _____, 20_____

Notary Public



**TAX COLLECTOR'S
OFFICE**
SOUTH ORANGE VILLAGE

76 South Orange Ave
Suite 302
South Orange
Essex County
New Jersey 07079

taxcollector@southorange.org
P 973.378.7715 ext 4
F 973.761.1438
www.southorange.org

CERTIFICATE OF PAID TAXES

ARTICLE VI (n) Certificate from the Tax Collector noting that all taxes are paid to date.

Owner _____ Phone # _____

Address _____

City/State _____ Zip Code _____

Title and Location of Property _____

Block _____ Lot _____ Zone # _____ # of Lots _____ Tax Sheet # _____

TAXES AS RECORDED FOR THE YEAR

First Quarter _____ Second Quarter _____

Third Quarter _____ Fourth Quarter _____

The Tax Collector of the Township of South Orange Village
certifies that the above taxes are paid to date.

Name Date

Date: _____

Ellen Foye Malgieri, Tax Assessor
Village Hall
76 South Orange Avenue, Suite 302
South Orange, New Jersey 07079

Premises Affected:

This is to certify that application has been filed for appearance before the
PLANNING BOARD / BOARD OF ADJUSTMENT (circle one) at its public hearing on

_____.

Request is hereby made for a certified list of names and addresses of property
owners within 200 feet of property located at _____ to
whom I am required to give notice of such hearing.

A check in the amount of \$10.00 is herewith enclosed.

Sincerely,

Applicant or Applicant's Attorney

Print Name

Address

City, State, Zip Code

Email Address

TOWNSHIP OF SOUTH ORANGE VILLAGE
County of Essex
State of New Jersey

Application No. _____
Date: _____

ESCROW AGREEMENT

Complete the Following Information

Applicant Name _____

Application Number _____

Block _____ Lot(s) _____

I understand that the sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the Township of South Orange Village, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board under the provisions of N.J.S.A. 40:55D-1 et seq. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Signature

Print Name

Title

NOTICE TO PROPERTY OWNERS

TO: _____

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or Application for development with the

- ☐ Zoning Board of Adjustment
☐ Planning Board

of the Township of South Orange Village.

The Application proposes to (erect, alter or construct)

The Application requires a variance from the requirements of the Land Development Ordinance so as to permit (include Section Number):

The premises which is subject to this Application is known as: (Street Address)

And designated as Lot _____ Block _____ on the Township of South Orange Village Tax Map, and this notice is being sent to you as an owner in the immediate vicinity.

A Public Hearing has been set down for _____, 20____, at _____p.m. at the Main Stage Room in the South Orange Performing Arts Center (SOPAC) South Orange Avenue, South Orange, N.J.

You may appear at that time and place to speak either for or against the Application.

All Plans and supporting documents are on file in the office of the Board Secretary and are available for inspection Monday – Friday, 9:00 a.m. – 4:00 p.m.

This **Notice** is sent to you by the Applicant by order of the Board.

Respectfully,

Applicant's Signature

SOUTH ORANGE BOARD OF ADJUSTMENT

Village Hall, South Orange, New Jersey

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY:

:ss

COUNTY OF ESSEX :

On this _____ day of _____ Two Thousand and _____, before me personally came _____ of legal age and to me known, who being by me duly sworn, did depose and say that he resides at _____; that he has served upon the persons as per attached list, notices, a copy of which is attached, of public hearing to be held by the Board of Adjustment on _____ at 7:00 P.M., in the South Orange Performing Arts Center, 1 SOPAC Way, South Orange, New Jersey; and relating to property at _____; that said notices were served not less than ten days prior to said date of hearing; that said list of persons comprising all the owners of property located within a radius of two hundred (200') feet from such property have been notified as required by law and the Rules of Procedure of said Board of Adjustment.

Sworn to Before Me this _____ Day

Of _____, 20____

(Notary Public) _____ L.S.

NOTE: List separately the names and addresses of those persons served personally and those served by registered mail, attaching registered mail return receipts.

NOTICE TO BE PUBLISHED IN THE
SOUTH ORANGE MAPLEWOOD NEWS RECORD

TAKE NOTICE THAT on the ____ day of _____, 20____ at 7:00 p.m. in the Main Stage Room of the South Orange performing Arts Center (SOPAC), located at 1 SOPAC Way, South Orange, New Jersey, a hearing will be held before the Board of Adjustment of the Township of South Orange Village on the appeal or application of the undersigned for a variance or other relief so as to permit

on premises located at _____
and designated as Block _____, Lot _____ on the Tax Map of the Township of South Orange Village, located in the _____ Zone.

The application and supporting documents are on file in the office of the Board of Adjustment and are available for inspection during business hours between 9:00 a.m. and 4:00 p.m. Monday through Friday.

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

Name of Applicant

Publication Date: _____



WORRALL COMMUNITY NEWSPAPERS
1291 Stuyvesant Ave, P.O. Box 3109, Union, N.J. 07088
908-686-7700 FAX 908-686-3169

May 5, 2008

IMPORTANT -- PLEASE READ!

NEW DEADLINES!

Dear Planning Board and/or
Zoning Board of Adjustment Advertiser:

Because of changes to our production schedule, effective June 6, 2008, our new deadline for public notice advertisements will be Friday at 12 Noon for publication in the following Thursday's newspaper.

We regret any inconvenience that our new production schedule may cause. If you have any questions or concerns about this change, please contact me at 908-686-7700, ext. 110.

Sincerely,

Leo H. Wollenberg
Manager
Public Notice Advertising



**ESSEX COUNTY PLANNING BOARD
SITE PLAN APPLICATION**

COUNTY OF ESSEX
DEPARTMENT OF PUBLIC WORKS
900 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044-1393

☎ (973) 226-8500 x 2580
(973) 226-7469 FAX

**JOSEPH N. DIVINCENZO, Jr.
COUNTY EXECUTIVE**

**Joseph Alessi
Chairman**

**Peter Scarpelli
Secretary**

Date Application Received

SP # _____

FEE \$ _____

Date Completed Application

INITIAL FILING FEE

RESIDENTIAL	\$250.00 + \$30/ Dwelling Unit
COMMERCIAL/INDUSTRIAL	\$300.00 + \$20/ Parking Space
MIXED USE	\$300.00 + \$30/ Dwelling Unit+ \$20/ Parking Space
CELLULAR ANTENNA AND/OR TOWER	\$350.00 + \$20/ Parking Space

ADDITIONAL FEES (If Applicable)

CONNECTION TO STORMWATER SYSTEM	\$400.00
APPEAL OR WAIVER	\$200.00

Make Check or Money Order Payable to the 'County of Essex'

PLEASE SUBMIT FOUR (4) COPIES OF THE SIGNED AND SEALED PLANS

Applicant _____

Address _____

Signature of Applicant/Agent

PRINT

☎ () _____

E-Mail Address _____

Property Owner _____

Plans By: _____

Address _____

Address _____

☎ () _____

☎ () _____

SITE INFORMATION

Municipality _____ Block _____ Lot _____

Address _____

Number of Dwelling Units: Existing _____ New _____ Total _____

Number of Parking Spaces: Existing _____ New _____ Total _____

This plan has also been filed with the following municipal agencies:

Planning Bd. (Date) _____ Bd. of Adjustment (Date) _____ Const. Official (Date) _____ Status _____

Square Feet of Building: Existing _____ Proposed _____

Impervious Surfaces: Existing _____ Proposed _____

Is Site in Flood Plain? ☐ YES (If Yes enclose approved NJDEP permit) ☐ NO

Acreage of Entire Tract _____

Description of Proposed Improvements/Reason for Site Plan Application:



**ESSEX COUNTY PLANNING BOARD
SUBDIVISION APPLICATION**

COUNTY OF ESSEX
DEPARTMENT OF PUBLIC WORKS
900 BLOOMFIELD AVENUE
VERONA, NEW JERSEY 07044-1393

☎ (973) 226-8500 x 2580
(973) 226-7469 FAX

JOSEPH N. DIVINCENZO, Jr.
COUNTY EXECUTIVE

Joseph Alessi
Chairman

Peter Scarpelli
Secretary

Date Application Received

SUB # _____

FEE \$ _____

Date Completed Application

INITIAL FILING FEE

Minor Subdivision (1 to 3 Lots)	\$200.00 + \$40/Lot
Boundary Adjustment (No New Lots)	\$150.00
Consolidation of Lots (Reverse Subdivision)	\$200.00
Major Subdivision (4 Lots or More)	\$500.00 + \$50/Lot

ADDITIONAL FEES (If Applicable)

Final Plat- Signature	\$100.00
Connection to County's Stormwater System	\$400.00
Appeal or Waiver	\$200.00

Make Check or Money Order Payable to the 'County of Essex'

PLEASE SUBMIT FOUR (4) COPIES OF THE SIGNED AND SEALED PLANS

Applicant _____

Address _____

Signature of Applicant/Agent

PRINT

☎ () _____

E-Mail Address _____

Property Owner _____

Plans By: _____

Address _____

Address _____

☎ () _____

☎ () _____

SITE INFORMATION

Municipality _____ Block _____ Lot _____

Address _____

Number of Lots: Existing _____ Proposed _____

Proposed Use of Site: Residential _____ Commercial _____ Industrial _____

Multi-Family _____ Mixed-Use _____ Other (Specify) _____

This plan has also been filed with the following municipal agencies:

Planning Bd. (Date) _____ Bd. of Adjustment (Date) _____ Status _____

Is Site in Flood Plain? ☐ YES (If Yes enclose approved NJDEP permit) ☐ NO

Acreage of Entire Tract _____

Reason for Subdivision Application: _____

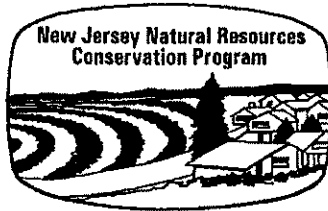
APPENDIX A2

REQUIREMENTS, GUIDELINES AND PROCEDURES FOR
PREPARING AND IMPLEMENTING "STANDARDS FOR SOIL EROSION AND
SEDIMENT CONTROL IN NEW JERSEY"

An application for certification of a soil erosion and sediment control plan shall include the following items.

1. One copy of the complete subdivision, site plan or construction permit application, including key map as submitted to the municipality (Architectural drawings and building plans and specifications not required.) which includes the following:
 1. Location of present and proposed drains and culverts with their discharge capacities and velocities and support computations and identification of conditions below outlets.
 2. Delineation of any area subject to flooding from the 100-year storm in compliance with the Flood Plains Act (NJSA 58:16A) or applicable municipal zoning.
 3. Delineating of streams, wetlands, pursuant to NJSA 13:9B and other significant natural features within the project area.
 4. Soils and other natural resource information used. (Delineation of the project site on soil map is desirable utilizing the USDA Web Soil Survey.)
 5. Land cover and use of area adjacent to the land disturbance.
 6. All hydraulic and hydrologic data, describing existing and proposed watershed conditions and HEC HMS, HEC RAS, TR-55 and similar models, and other electronic input files, if used, of existing and proposed conditions and a completed copy of the Hydraulic and Hydrologic Data Base Summary Form, SSCC 251 HDF1.
2. Up to four copies of the soil erosion and sediment control plan* at the same scale as the site plan submitted to the municipality or other land use approval agency to include the following: (This information shall be detailed on the plat)
 1. Proposed sequence of development including duration of each phase in the sequence.
 2. Site grading plan showing delineation of land areas to be disturbed including proposed cut and fill areas together with existing and proposed profiles of these areas (an interim grading-erosion control plan may be required for large sites with extensive cuts and fills).
 3. Contours at a two-foot (or smaller) interval, showing present and proposed ground elevation.
 4. Locations of all streams and existing and proposed drains and culverts.
 5. Stability analysis of areas below all points of stormwater discharge which demonstrates a stable condition will exist or there will be no degradation of the existing condition.
 6. Location and detail of all proposed erosion and sediment control structures including profiles, cross sections, appropriate notes, and supporting computations.
 7. Location and detail of all proposed nonstructural methods of soil stabilization including types and rates of lime, fertilizer, seed, and mulch to be applied.
 8. Control measures for non-growing season stabilization of exposed areas where the establishment of vegetation is planned as the final control measure.
 9. For residential development - control measures to apply to dwelling construction on individual lots and notation that such control measures shall apply to subsequent owners if title is conveyed. This notation shall be shown on the final plat.
 10. Plans with a notation for maintenance of permanent soil erosion and sediment control measures and facilities during and after construction, also indicating who shall have responsibility for such maintenance.
 11. Where applicable, the location and details for all proposed soil restoration areas including appropriate notes and sequencing.
3. Appropriate fees. (As adopted by the individual district.)
4. Additional items as may be required.

*Individual districts may require modifications in the above list.



For District Use Only

APPLICATION FOR SOIL EROSION AND SEDIMENT CONTROL PLAN CERTIFICATION

The enclosed soil erosion and sediment control plan and supporting information are submitted for certification pursuant to the Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 as amended (NJSA 4:24-39 et. seq.) An application for certification of a soil erosion and sediment control plan shall include the items listed on the reverse side of this form.

Name of Project			Project Location: Municipality	
Project Street Address			Block	Lot
Project Owner(s) Name			Email	Phone # Fax #
Project Owner(s) Street Address (No P.O. Box Numbers)			City	State Zip
Total Project Area (Acres)	Total Disturbed Area (Acres)	Total Soil Restoration Area (Acres)	No. Dwelling or other Units	Fee \$
Plans Prepared by*			Email of plan preparer:	Phone # Fax #
Street Address			City	State Zip

*(Engineering related items of the Soil Erosion and Sediment Control Plan MUST be prepared by or under the direction of and be sealed by a Professional Engineer or Architect licensed in the State of New Jersey, in accordance with NJAC 13:27-6.1 et. seq.)

Agent Responsible During Construction			Email	
Street Address				
City	State	Zip	Phone	Fax #

The applicant hereby certifies that all soil erosion and sediment control measures are designed in accordance with current **Standards for Soil Erosion and Sediment Control In New Jersey** and will be installed in accordance with those Standards and the plan as approved by the Soil Conservation District and agrees as follows:

1. To notify the District in writing at least 48 hours in advance of any land disturbance activity. Failure to provide such notification may result in additional inspection fees.
2. To notify the District upon completion of the Project (Note: No certificate of occupancy can be granted until a report of compliance is issued by the District.
3. To maintain a copy of the certified plan on the project site during construction.
4. To allow District agents to go upon project lands for inspection.
5. That any conveyance of this project or portion thereof prior to its completion will transfer full responsibility for compliance with the certified plan to any subsequent owners.
6. To comply with all terms and conditions of this application and certified plan including payment of all fees prescribed by the district fee schedule hereby incorporated by reference.

The applicant hereby acknowledges that structural measures contained in the Soil Erosion and Sediment Control Plan are reviewed for adequacy to reduce offsite soil erosion and sedimentation and not for adequacy of structural design. The applicant shall retain full responsibility for any damages which may result from any construction activity notwithstanding district certification of the subject soil erosion and sediment control plan. It is understood that approval of the plan submitted with this application shall be valid only for the duration of the initial project approval granted by the municipality. All municipal renewals of this project will require submission and approval by the district. In no case shall the approval extend beyond three- and one-half years at which time resubmission and certification will be required. Soil Erosion and Sediment Control Plan certification is limited to the controls specified in the plan. It is not authorization to engage in the proposed land use unless such use has been previously approved by the municipality or other controlling agency. It is further understood that all documents, site plans, design reports etc. submitted to the district shall be made available to the public (upon request) pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

1. Applicant Certification* Signature _____ Date _____ Applicant Name (Print) _____	3. Plan determined complete: Signature of District Official _____ Date _____
2. Receipt of fee, plan and supporting documents is hereby acknowledged: Signature of District Official _____ Date _____	4. Plan certified, denied or other actions noted above. Special Remarks: Signature of District Official _____ Date _____

*If other than project owner, written authorization of owner must be attached.

SSCC251 AP10 4/19

**SOIL CONSERVATION DISTRICT
ADDENDUM TO APPLICATION**

APPLICATION BY CORPORATION, PARTNERSHIP OR ORGANIZATION

OWNERSHIP DISCLOSURE AFFIDAVIT

Soil Conservation District requests that all applicants submit a complete list of ownership for purposes of determining conflicts of interest between the applicant and the board of members or their professionals. Attach Rider if necessary.

Disclosure of owners of organization and property subject to application. Any organization making an application for development under this act shall list the names and addresses of all members, stockholders, or individual partners (collectively, "interest holders"), including any other organization holding at least a 10% ownership interest in the organization, and shall also identify the owner of the property subject to the application, including any organization holding at least a 10% ownership interest in the property.

Listing of names and addresses of interest holders of applicant and owner organization.

If an organization owns an interest equivalent to 10% or more of another organization, subject to the disclosure requirements hereinabove described, that organization shall list the names and addresses of its interest holders holding 10% or greater interest in the organization.

Disclosure of all officers and trustees of a non-profit organization. A non -profit organization filing an application of development under this act shall list the names and addresses of all officers and trustees of the non-profit organization.

This disclosure requirement is continuing during the Certification period and transfer of ownership of more than 10% must be disclosed.

Organization or non-profit organization failing to disclose: fine. Any organization or non-profit organization failing to disclose in accordance with this act shall be subject to a fine of \$1,000 to \$10,000, which shall be recoverable in the name of the municipality in any court of record in the State in a summary manner pursuant to the "Penalty Enforcement Law" (N.J.S.A. 2A:58-1 et seq.)

Name and Address of Owner:

(If Corporation, Name and Address of Registered Agent and Officers, Trustees):

Stockholders / Members / Partners:

I certify that the above statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Print Name of Authorized Signatory & Title

Date: _____

Authorized Signature



HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT

80 ORCHARD STREET
BLOOMFIELD, NJ 07003-5104
Telephone: (862) 333-4505
Fax: (862) 333-4507
www.hepsollnj.org

REQUEST FOR DETERMINATION OF CH.251 NON-APPLICABILITY

****Applicant **MUST** submit with a photocopy of a **SURVEY, PLOT, OR SITE PLAN** showing the work area****

Please allow 3-5 days for processing

I request that the subject land disturbance activity be reviewed for a written determination of non-applicability of the NJ Soil Erosion & Sediment Control Act (N.J.S.A. 4:24-*et seq.*). I understand that the fee for this review is \$95 by check or money order made payable to HEPSCD and that should the activity be deemed a project as defined by the Act, I will need to submit a formal application, a signed & sealed site plan to include a Soil Erosion & Sediment Control Plan, and the appropriate fee. I agree that if the proposed activity changes from the site plan submitted with this application, it will render this determination, if granted, void, and will require a reassessment of the land disturbance by the District. Non-applicability means the subject land disturbance does not meet the definition of a project under the Act and as such does not require formal SESC plan certification. The applicant will assume responsibility for determining the need for any appropriate soil erosion control measures.

Property Owner's Name

Telephone

Fax

E-mail

Mailing Address

Town

State

Zip Code

Street Address of Project

Town

Tax Block(s)

Tax Lot(s)

Engineer/Architect (if applicable)

Telephone

Fax

E-mail

Applicant Name (if different)

Company Name

Applicant Signature

Telephone

Fax

E-mail

Project Description (check all that apply): ☐ Demolition ☐ New Construction ☐ Renovation &/or Addition
☐ Excavation ☐ Grading ☐ Utilities Trenching ☐ Farm Conservation Plan ☐ Other: _____

Total Estimated Disturbance (Utilize non-applicability determination sheet on subsequent page): _____ square feet

→NOTE: If the total soil disturbance exceeds 5,000 square feet, the project is regulated and will require a Soil Erosion & Sediment Control Plan Certification. District staff may go upon project lands to verify the area of disturbance.

For District Use Only

Received by _____ on _____
District Staff: _____ Date: _____ Check # _____ Check Date: _____

District Determination:

Regulated _____ Not Regulated _____ Verified by: _____ Date: _____

Authorized by: _____ Date: _____

District Comments: _____

Non-Applicability Determination Sheet

A survey, plot, or site plan **MUST** be submitted to this office depicting the proposed work area to include all soil disturbing activities.

A soil disturbing activity is defined as any activity involving the clearing, excavating, storing, grading, filling or transporting of soil or any other activity which causes soil to be exposed to the danger of erosion, or compaction of soil which degrades soil so as to make it less conducive to vegetative stabilization. A list of soil disturbing activities can be found below.

Please enter the amount of soil to be disturbed for each activity in the column below. Also note that this should include any disturbance which will occur outside of your property/lot lines, including adjacent lots.

Soil Disturbing Activities (square feet):

Demolition	
Excavation	
Soil Stockpiles	
Retaining Walls	
Grading/Clearing/Tree Removal	
Utility Improvements/Installation	
Drainage Improvements	
Construction Vehicle Access	
Driveway installation, removal, or replacement	
Walkway (sidewalk, apron, curb, etc.) installation, removal, or replacement	
Additional Work Area e.g. staging, materials storage, relandscaping	
Other:	

Total Soil Disturbance: _____ square feet

SITE INSPECTION AUTHORIZATION

This form is required for the Administrative Checklist as part of the land development application.

I, _____, the undersigned property owner, hereby agree to permit Township of South Orange Village members of the Planning/Zoning Board, Township Officials, and/or their professionals to make an on-site inspection of the property that is subject of this application for development.

Name (Please Print)

Signature

Date

Telephone #

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Township of South Orange Village Land Development Application Checklists

The administrative checklist must be submitted for all land development applications. The applicant should identify the type of application (i.e. Major Subdivision) on the application form, and submit the corresponding checklist and materials. 1 original and 17 copies of all required documents and plans should be provided, unless specified otherwise. An application shall not be considered complete until all the materials and information specified below have been submitted.

The applicant should make a mark under the "Applicant Response" column to indicate either compliance or that a submission waiver is sought. If an item is considered by the applicant to be "not applicable," a waiver request should be made, and the waiver requested box should be checked. The applicant should submit an attached statement identifying the submission waiver requirement and an explanation of why an exemption is sought. This waiver request will be adjudicated as part of the Completeness Determination, and within 45 days of receipt of said request.

Any questions regarding the submission of Land Development Application documents should be directed to the Board Secretary (973) 378-7715 ext. 7722. All application materials should be submitted to the Board Secretary, 76 South Orange Avenue, Suite 302, South Orange, NJ 07079.

Administrative Checklist (To Be Submitted For All Applications)

Administrative Checklist Requirement	Applicant Response	Staff Response
1. COMPLETED CHECKLIST • This shall include written explanations for all requested completeness waivers, signed by the applicant.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. APPLICATION FORM • Completed Township of South Orange Village application form.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. SUBMISSION WAIVER STATEMENT • Completed statement attachment for the explanation of any submission waiver requests, identifying the submission requirement and the reason for desired exemption.	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. APPLICATION FEE CHECK • This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. ESCROW REVIEW FEE CHECK • This shall be made out to the Township of South Orange Village and include the applicant's Federal ID number.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. TAX COLLECTOR CERTIFICATION (2 COPIES) • This shall be obtained from the Township of South Orange Village Tax Collector to confirm all taxes and assessments are paid in full.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET (2 COPIES) • To be obtained by the Township of South Orange Village Tax Assessor.	SUBMITTED ☐ WAIVER REQUESTED ☐	
8. DEED(S) FOR LANDS (5 COPIES) • This shall be provided for all land related to protective covenants, deed restrictions, road widening, sight triangles, open space, recreation, utilities, and existing and proposed easements.	SUBMITTED ☐ WAIVER REQUESTED ☐	
9. COMPLETED ESCROW AGREEMENT + W9 FORM (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	

Administrative Checklist Requirement	Applicant Response	Staff Response
10. OWNERSHIP DISCLOSURE AFFIDAVIT (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. SITE INSPECTION AUTHORIZATION (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. PUBLIC HEARING NOTIFICATION (FORM ATTACHED) (2 COPIES)	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. DIGITAL COPY OF ALL APPLICATION DOCUMENTS • Email attachments or web link. A copy of all application documents shall be submitted to the Board Secretary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
14. PHOTOGRAPHS OF SUBJECT PREMISES • Photographs of site's existing conditions and areas affected by proposal.	SUBMITTED ☐ WAIVER REQUESTED ☐	
15. PROFESSIONAL SEALED PLANS (18 COPIES TOTAL – 5 SEALED) • All plans or plats prepared by a New Jersey licensed engineer or licensed Land Surveyor. Each sheet must be signed and sealed by the appropriate professional and contain all contact information of the professional.	SUBMITTED ☐ WAIVER REQUESTED ☐	
16. PROPERTY/BOUNDARY SURVEY • This shall be the survey used to prepare the plan showing any deed restrictions, covenants, or easements. This survey shall be recent (within the past 5 years) and reflect the conditions as they currently exist.	SUBMITTED ☐ WAIVER REQUESTED ☐	
17. SPECIAL DISTRICT DESIGNATION • Indication if the application is subject to special design standards or review by a Village Committee, Commission, or Board (i.e. Environmental Commission, Design Review Board, Historic Preservation Commission). Such applications will be forwarded to applicable groups by the Board Secretary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
18. HISTORIC SITE OR DISTRICT IDENTIFICATION • Identification of this site as a historic site or part hereof, or within a historic district as included in the Historic Preservation Ordinance or Master Plan.	SUBMITTED ☐ WAIVER REQUESTED ☐	
19. PLAN DETAILS - TITLE BLOCK (ALL SHEETS) • This shall include lot and block number(s) of subject property, original plan date and date(s) of all revisions, scale, and graphic scale.	SUBMITTED ☐ WAIVER REQUESTED ☐	
20. PLAN DETAILS – OWNER + APPLICANT INFORMATION • This shall include names, addresses, and telephone numbers.	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. PLAN DETAILS – NORTH ARROW WITH REFERENCE (ALL SHEETS)	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. PLAN DETAILS – SCALE • Drawn at a scale not less than 1 inch equals 50 feet.	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. PLAN DETAILS - ZONING COMPLIANCE TABLE • This shall include information regarding compliance with all applicable zoning requirements (i.e. use, bulk, design, sign, parking, etc.) and any notation as to any variances and/or design waivers requested.	SUBMITTED ☐ WAIVER REQUESTED ☐	
24. PLAN DETAILS – BOUNDARY + LOT INFORMATION • Existing and proposed boundary information and lot lines with bearing and distance including existing lot lines to be removed based upon a current survey. Existing and proposed lot areas shown in acres and square feet. The minimum lot area within 100 feet of the front property line should be identified if different from the total area measured within 100 feet and the total lot area.	SUBMITTED ☐ WAIVER REQUESTED ☐	
25. PLAN DETAILS – SHORTEST DISTANCE LINES • All existing and proposed front, side, and rear yard setback lines shall be	SUBMITTED ☐ WAIVER REQUESTED ☐	

Administrative Checklist Requirement	Applicant Response	Staff Response
shown on the plans and be consistent with the zoning compliance table. • All required front, side, and rear yard setback lines shall be shown on the plans in accordance with the applicable zoning. • All shortest distance lines between any existing and/or proposed buildings and structures.		
26. PLAN DETAILS – SIGNATURE BLOCKS • This shall be for the Board Chairperson, Secretary, and Engineer.	SUBMITTED ☐ WAIVER REQUESTED ☐	
27. PLAN DETAILS – KEY MAP • This shall be at a scale of not less than 1 inch equals 400 feet showing street names and zone district.	SUBMITTED ☐ WAIVER REQUESTED ☐	
28. PLAN DETAILS – ADJACENT PROPERTIES • All structures, driveways, and tree canopies within 100 feet of the subject parcel shall be depicted. The dimensions on this plan can be approximate if physical access for accurate measurement is not available.	SUBMITTED ☐ WAIVER REQUESTED ☐	
29. EXISTING CRITICAL ENVIRONMENTAL AREAS • This shall include the location of any critical environmental areas, stream corridors, flood boundaries, and wetlands on the property and within 300 feet of the property. If none, exist an engineer's statement shall be provided. Dimensions of off-site features can be approximate if physical access for accurate measurement is not available.	SUBMITTED ☐ WAIVER REQUESTED ☐	
30. STORMWATER RUNOFF • The Applicant shall demonstrate how the project will comply with Municipal and State Stormwater Standards.	SUBMITTED ☐ WAIVER REQUESTED ☐	
31. EXISTING TREES • The location, species, and size of all existing trees meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance. • Tree removal and protection plan identifying all existing trees to be removed or protected meeting the criteria of Chapter 334 – Trees and Shrubbery and Section 185-XVIII of the Ordinance.	SUBMITTED ☐ WAIVER REQUESTED ☐	
32. EXISTING WELLS + SEPTIC SYSTEMS • On the property.	SUBMITTED ☐ WAIVER REQUESTED ☐	
33. POST-APPROVAL CONTINGENCIES • Acknowledgement that the following items may be required as part of resolution compliance and/or as part of the construction approval process: ◦ Developer's Fees/Affordable Housing Obligation per Ordinance Section 185-222 through -259 ◦ Final Plat/Site Plan ◦ Engineer's Cost Estimate ◦ Approved Block and Lot Designations ◦ "As Built" Plans or Final Plats ◦ Approved Road Names and Subdivision Name ◦ Certification from the Applicant's Engineer	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Calculation of water and sewer demand for both existing and proposed conditions ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. TRAFFIC + PARKING IMPACT ASSESSMENT • This shall include the following: ◦ Peak traffic generation (AM/PM) ◦ Predicted future conditions (build/no-build) ◦ Level of Service impacts ◦ Mitigation requirements ◦ Parking generation ◦ Onsite & offsite parking capacity ◦ Compliance with ordinance standards	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. TOPOGRAPHIC SURVEY • This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available. This shall include 1-foot contours for areas up to 20% grade and 2-foot contours for all grades above 20%.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. GRADING PLAN • This shall show all grading on site and off site based upon 2-foot contour topographic survey; provide typical cross sections where necessary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. STORMWATER MANAGEMENT PLAN • This shall show how stormwater will be controlled and in what manner it will be released, including pre- and post- development drainage area map, drainage calculations and water quality control methods. This plan shall demonstrate compliance with applicable stormwater management requirements, which includes, but is not limited to, a geotechnical investigation, groundwater mounding analysis and compliance with other regulatory requirements.	SUBMITTED ☐ WAIVER REQUESTED ☐	
8. CIRCULATION PLAN • This shall show proposed vehicular and pedestrian circulation systems, showing how the proposed ties into the existing system including: ◦ Location of off-street parking and loading spaces with dimensions ◦ Width of traffic aisles	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
◦ Direction of traffic flow ◦ Profiles, and cross sections of all streets, common driveways or private roads ◦ Sight clearance triangles at street intersections and where driveways and curb cuts intersect with streets ◦ Specifications and construction details sheet of existing and proposed paving and curbing ◦ Dimensions, location, and treatment of proposed entrances and gates to public rights-of-way ◦ Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations ◦ Identify accessible routes in accordance with accessibility requirements • See applicable requirements at Ordinance Section 185-112 through -115.		
9. PARKING CALCULATIONS • This shall include: ◦ Number of required parking spaces ◦ Number of proposed parking spaces ◦ Location of the parking area ◦ Dimensions from parking spaces to the property lines, street, and structures ◦ Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 ◦ Identification of any required variance relief • See parking requirements at Ordinance Section 185-174 through -177	SUBMITTED ☐ WAIVER REQUESTED ☐	
10. LIGHTING PLAN • This shall clearly delineate all exterior lighting including: ◦ Proposed isolux patterns with footcandle levels ◦ Mounting height ◦ Manufacturer's specifications and construction details including materials, colors, fixture and pole type ◦ Color temperature • See lighting requirements at Ordinance Section 185-116.	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. SIGN PLANS • This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. • Sign compliance chart indicating compliance or variance requested. • See sign requirements at Ordinance Section 185-138 through -151.	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
14. SUSTAINABILITY STATEMENT • A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
15. UTILITY SYSTEMS - This shall show connections to existing and proposed systems including, but not limited to: - Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations - Drainage area map and drainage calculations - Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities - Existing and proposed water mains, showing sizes and materials - Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health - Existing electric and natural gas lines and proposed connections thereto - Location of existing and proposed water wells - Building service size connections - Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) - A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. - Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
16. SOIL EROSION + SEDIMENT CONTROL PLAN This shall be designed in accord with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto.	SUBMITTED ☐ WAIVER REQUESTED ☐	
17. COMMON OPEN SPACE DETAILS This shall include the amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership, and maintenance of any common space.	SUBMITTED ☐ WAIVER REQUESTED ☐	
18. SOIL PERMEABILITY LOGS This shall include a minimum of two logs with the permeability test results for each proposed lot or use if on-site sewage disposal system proposed.	SUBMITTED ☐ WAIVER REQUESTED ☐	
19. APPROVALS STATEMENT Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	
20. ON-SITE STRUCTURE LOCATIONS + USE - For existing and proposed structures, the following must be provided: - Residential – Number of proposed units and bedrooms - Office/Commercial/Industrial – Number of employees, total and in maximum shift - Description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials to be stored on-site.	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. SOLID WASTE + RECYCLABLE MATERIAL - A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. - See applicable requirements at Ordinance Section 185-112 and -123.	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) - Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. - Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES) Completed County Health Department application forms, including copy of a check made payable to Essex County.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Site Plan Checklist Requirement	Applicant Response	Staff Response
24. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) • Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". • Link to application webpage: http://hepsoilnj.org/forms/	SUBMITTED ☐ WAIVER REQUESTED ☐	
25. NEW JERSEY STATE APPROVALS (5 COPIES) • Copies of any and all Department of Transportation and Department of Environmental Protection approvals.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Site Plan Checklist

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Letter of Intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. SUSTAINABILITY STATEMENT • A statement regarding the proposed developments incorporation of sustainable practices shall be provided on the plans.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. SOLID WASTE + RECYCLABLE MATERIAL • A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. • See applicable requirements at Ordinance Section 185-112 and -123.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Site Plan Checklist Requirement	Applicant Response	Staff Response
8. LIGHTING PLAN - This shall clearly delineate all exterior lighting including: - Proposed isolux patterns with footcandle levels - Mounting height - Manufacturer's specifications and construction details including materials, colors, fixture and pole type - Color temperature - See lighting requirements at Ordinance Section 185-116.	SUBMITTED ☐ WAIVER REQUESTED ☐	
9. SIGN PLANS - This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. - Sign compliance chart indicating compliance or variance requested. - See sign requirements at Ordinance Section 185-138 through -151.	SUBMITTED ☐ WAIVER REQUESTED ☐	
10. APPROVALS STATEMENT Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) - Completed County Planning Board application forms (if applicable, i.e. on a County Road or impacting County drainage facility), including copy of a check made payable to Essex County. - Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES) Completed County Health Department application forms, including copy of a check made payable to Essex County.	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) - Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". - Link to application webpage: http://hepsolnj.org/forms/	SUBMITTED ☐ WAIVER REQUESTED ☐	
14. NEW JERSEY STATE APPROVALS (5 COPIES) Copies of any and all Department of Transportation and Department of Environmental Protection approvals.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Major Subdivision Checklist

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ENVIRONMENTAL IMPACT STATEMENT • This shall include the following: ◦ Map of the site ◦ Description of proposed development ◦ Inventory of existing conditions including, hydrology, geology, soils, topography and slope, drainage, vegetation, air quality, wildlife, noise, and information about site contamination, if any ◦ Required permits and approvals ◦ Assessment of impacts ◦ Impact mitigation steps ◦ Alternatives to development	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. TOPOGRAPHIC SURVEY • This shall show contours at 2-foot intervals within the tract and within 50 feet of the tract, if the off-site information is reasonably available.	SUBMITTED ☐ WAIVER REQUESTED ☐	
6. GRADING PLAN • This shall show all grading on site and off site based upon 2-foot contour topographic survey; provide typical cross sections where necessary.	SUBMITTED ☐ WAIVER REQUESTED ☐	
7. STORMWATER MANAGEMENT PLAN • This shall show how stormwater will be controlled and in what manner it will be released; including pre- and post- development drainage area map, drainage calculations and water quality control methods.	SUBMITTED ☐ WAIVER REQUESTED ☐	
8. CIRCULATION PLAN • This shall show proposed vehicular and pedestrian circulation systems, showing how the proposed ties into the existing system including: ◦ Location of off-street parking and loading spaces with dimensions ◦ Width of traffic aisles ◦ Direction of traffic flow ◦ Profiles, and cross sections of all streets, common driveways or private roads ◦ Sight clearance triangles at street intersections and where driveways and curb cuts intersect with streets ◦ Specifications and construction details sheet of existing and proposed paving and curbing ◦ Dimensions, location, and treatment of proposed entrances and gates to	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
public rights-of-way • Identify use of traffic control devices, signs and traffic signals, channelization and all other traffic alterations • Identify accessible routes in accordance with accessibility requirements • See applicable requirements at Ordinance Section 185-112 through -115.		
9. PARKING CALCULATIONS • This shall include: • Number of required parking spaces • Number of proposed parking spaces • Location of the parking area • Dimensions from parking spaces to the property lines, street, and structures • Identification of electric vehicle parking and details of such as required by State Law 2021, Chapter 171 • Identification of any required variance relief • See parking requirements at Ordinance Section 185-174 through -177	SUBMITTED ☐ WAIVER REQUESTED ☐	
10. LIGHTING PLAN • This shall clearly delineate all exterior lighting including: • Proposed isolux patterns with footcandle levels • Mounting height • Manufacturer's specifications and construction details including materials, colors, fixture and pole type • Color temperature • See lighting requirements at Ordinance Section 185-116.	SUBMITTED ☐ WAIVER REQUESTED ☐	
11. SIGN PLANS • This shall show all exterior signage, both identification and traffic control. The size, height, type, materials, and colors of the signs shall be delineated. • Sign compliance chart indicating compliance or variance requested. • See sign requirements at Ordinance Section 185-138 through -151.	SUBMITTED ☐ WAIVER REQUESTED ☐	
12. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
13. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: • Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations • Drainage area map and drainage calculations • Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities • Existing and proposed water mains, showing sizes and materials • Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health • Existing electric and natural gas lines and proposed connections thereto • Location of existing and proposed water wells • Letter of intent to serve the property from utilities (gas, electric, telephone, etc.)	SUBMITTED ☐ WAIVER REQUESTED ☐	

Preliminary + Final Subdivision Checklist Requirement	Applicant Response	Staff Response
• A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. • Screening details		
14. SOIL EROSION + SEDIMENT CONTROL PLAN • This shall be designed in accord with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto.	SUBMITTED ☐ WAIVER REQUESTED ☐	
15. COMMON OPEN SPACE DETAILS • This shall include the amount (SF and acres) and location of common open space to be provided, location and description of the organization to be established for the ownership, and maintenance of any common space.	SUBMITTED ☐ WAIVER REQUESTED ☐	
16. SOIL PERMEABILITY LOGS • This shall include a minimum of two logs with the permeability test results for each proposed lot or use if on-site sewage disposal system proposed.	SUBMITTED ☐ WAIVER REQUESTED ☐	
17. APPROVALS STATEMENT • Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	
18. ON-SITE STRUCTURE LOCATIONS + USE • For existing and proposed structures, the following must be provided: • Residential – Number of proposed units and bedrooms • Office/Commercial/Industrial – Number of employees, total and in maximum shift • Description of any proposed machinery operation, products, by-products and processes to be contained on the site, including a description of raw materials to be stored on-site.	SUBMITTED ☐ WAIVER REQUESTED ☐	
19. SOLID WASTE + RECYCLABLE MATERIAL • A statement and/or details identifying provisions for the collection, storage and disposal of such shall be shown on the plan. • See applicable requirements at Ordinance Section 185-112 and -123.	SUBMITTED ☐ WAIVER REQUESTED ☐	
20. ESSEX COUNTY PLANNING BOARD APPLICATION FORM (2 COPIES) • Completed County Planning Board application forms (if applicable, i.e. on a County Road or Impacting County drainage facility), including copy of a check made payable to Essex County. • Link to application webpage: http://www.ecdpw.org/subdivision_and_site_plans.php	SUBMITTED ☐ WAIVER REQUESTED ☐	
21. ESSEX COUNTY HEALTH DEPARTMENT APPLICATION (2 COPIES) • Completed County Health Department application forms, including copy of a check made payable to Essex County.	SUBMITTED ☐ WAIVER REQUESTED ☐	
22. HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT APPLICATION (5 COPIES) • Completed Hudson-Essex-Passaic Soil Conservation District application and submitted soil erosion and sediment control plan, including copy of check made payable to "HEPSCD". • Link to application webpage: http://hepsolnj.org/forms/	SUBMITTED ☐ WAIVER REQUESTED ☐	
23. NEW JERSEY STATE APPROVALS (5 COPIES) • Copies of any and all Department of Transportation and Department of Environmental Protection approvals.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Minor Subdivision Checklist

Minor Subdivision Checklist Requirement	Applicant Response	Staff Response
1. SIGNED UTILITY LETTERS (2 COPIES) • Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company which provides water, sewer, gas, telephone and/or electricity, stating availability of service.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. LANDSCAPING PLAN • This shall delineate all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. • See landscaping requirements at Ordinance Section 185-100, -104, -117, and -118.	SUBMITTED ☐ WAIVER REQUESTED ☐	
3. UTILITY SYSTEMS • This shall show connections to existing and proposed systems including, but not limited to: ◦ Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, and elevations ◦ Drainage area map and drainage calculations ◦ Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities ◦ Existing and proposed water mains, showing sizes and materials ◦ Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health ◦ Existing electric and natural gas lines and proposed connections thereto ◦ Location of existing and proposed water wells ◦ Letter of intent to serve the property from utilities (gas, electric, telephone, etc.) ◦ A statement containing estimated daily water consumption, volume, and nature of sewage, waste and water to be disposed of and descriptions of water supply and sewage treatment facilities. ◦ Screening details	SUBMITTED ☐ WAIVER REQUESTED ☐	
4. RIGHTS-OF-WAY + EASEMENTS • Existing and proposed rights-of-way and easements within and adjoining the tract, with dimensions and existing improvements accurately shown.	SUBMITTED ☐ WAIVER REQUESTED ☐	
5. APPROVALS STATEMENT • Confirmation that all federal, state, county, and local permits or approvals will be obtained and a complete listing of the same.	SUBMITTED ☐ WAIVER REQUESTED ☐	

Use + Bulk Variance Checklist

Use + Bulk Variance Checklist Requirement	Applicant Response	Staff Response
1. ARCHITECTURAL PLANS, ELEVATIONS, FLOOR PLANS, COLORED RENDERINGS + MATERIAL BOARD SAMPLES • For existing buildings, elevations and floor plans shall be provided. • For proposed buildings and structures, elevations, floor plans, colored renderings, and material board samples shall be provided. Materials and colors shall be labeled on the plans. • Height information and measurements including grade point / elevations at corners of building to highest points of structure.	SUBMITTED ☐ WAIVER REQUESTED ☐	
2. ADDITIONAL SUPPORTIVE INFORMATION • Other information necessary to show the nature and extent of the variance requested.	SUBMITTED ☐ WAIVER REQUESTED ☐	

SOUTH ORANGE VILLAGE
Municipal Offices
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South Orange
Essex County
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ORDINANCE #2022-18

Introduction: June 27, 2022

Adoption: July 25, 2022

AN ORDINANCE OF THE TOWNSHIP OF SOUTH ORANGE VILLAGE IN ESSEX COUNTY, NEW JERSEY AMENDING VILLAGE CODE CHAPTER 143 FEES, SECTIONS 143-13 LAND DEVELOPMENT, 143-39 OTHER FEES, 185-3 DEFINITIONS; WORD USAGE AND 185-156 APPLICATION AND ESCROW FEES

WHEREAS, the Township of South Orange Village recently undertook an extensive reexamination of its current Land Development escrow and fee structure; and

WHEREAS, the Township of South Orange Village wishes to create a more transparent expectation of project cost and facilitate the calculation of such costs

NOW THEREFORE, BE IT ORDAINED, by the Board of Trustees of the Township of South Orange Village, County of Essex, State of New Jersey, as follows:

SECTION 1.

Section 143-13 Land Development is hereby amended and restated in its entirety as follows:

Description	Code Section	Fee
Certified list of persons requiring notice	§ <u>185-34</u>	\$10
Use Permit	§ <u>185-156(C)(1)</u>	\$100
Application for building and occupancy deposit	§ <u>185-58C</u>	\$1,000
Fee for redemption of impounded residential real estate signs	§ <u>185-143B(2)(h)</u>	\$25
Fee for redemption of impounded signs announcing building alterations, repairs,	§ <u>185-143B(3)(k)</u>	\$25



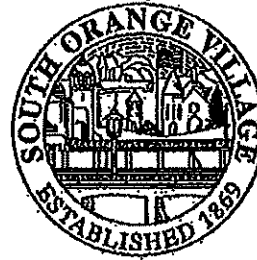
painting, renovations or reconstruction		
Application Fees- Planning Board:		
Subdivisions		
Sketch plat	<u>§ 185-156(A)(1)</u>	\$250
Minor subdivisions	<u>§ 185-156(A)(1)</u>	a) without "c" variance: \$500 b) with "c" variance: \$1,000
Preliminary major subdivisions	<u>§ 185-156(A)(1)</u>	\$1,000 + \$100/lot if over 3 lots
Final major subdivisions	<u>§ 185-156(A)(1)</u>	a) without "c" variance: \$1,000 + \$100/lot if over 3 lots b) with "c" variance: \$1,500 + \$100/lot if over 3 lots
Resubmittal of application	<u>§ 185-156(A)(1)</u>	\$100
Site plans (Including Conditional Use)		
Sketch Site Plan	<u>§ 185-156(A)(2)</u>	\$250
Minor Site Plan	<u>§ 185-156(A)(2)</u>	a) without "c" variance(s): \$500 b) with "c" variance(s): \$1,000
Preliminary Site Plan without "c" variance(s)	<u>§ 185-156(A)(2)</u>	a) \$700 if under 0.25 acres or under 5,000 gross square feet of building b) \$1,400 if over 0.25 acres or over 5,000 gross square feet of building



Preliminary Site Plan with "c" variance(s)	§ 185-156(A)(2)	a) \$1,200 if under 0.25 acres or under 5,000 gross square feet of building b) \$1,900 if over 0.25 acres or over 5,000 gross square feet of building
Final Site Plan without "c" variance(s)	§ 185-156(A)(2)	a) \$700 if under 0.25 acres or under 5,000 gross square feet of building b) \$1,400 if over 0.25 acres or over 5,000 gross square feet of building
Final Site Plan with "c" variance(s)	§ 185-156(A)(2)	a) \$1,200 if under 0.25 acres or under 5,000 gross square feet of building b) \$1,900 if over 0.25 acres or over 5,000 gross square feet of building
Resubmittal of application	§ 185-156(A)(2)	\$100
Application Fees- Zoning Board of Adjustment:		
Appeals filed pursuant to N.J.S.A. 40:55D-70d- New Use/Structures:		
Residential 1 and 2-Family	§ 185-156(B)(3)	\$250
All other	§ 185-156(B)(3)	\$400
Appeals filed pursuant to N.J.S.A. 40:55D-70d- Extensions/Alterations:		
Residential 1- and 2-Family	§ 185-156(B)(4)	\$250
All other	§ 185-156(B)(4)	\$400
Appeals filed pursuant to N.J.S.A. 40:55D-34		



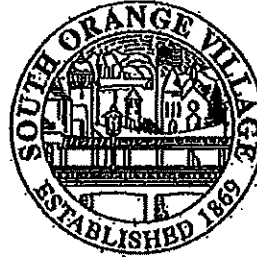
Residential 1 and 2 Family	§ <u>185-156(B)(5)</u>	\$250
All other	§ <u>185-156(B)(5)</u>	\$400
Appeals filed pursuant to N.J.S.A. 40:55D-36		
Residential 1 and 2 Family	§ <u>185-156(B)(6)</u>	\$250
All other	§ <u>185-156(B)(6)</u>	\$400
"C" Variances	§ <u>185-156(A)(4)</u>	Included within subdivision and site plan fees sections as shown above.
"D" Variances	§ <u>185-156(B)(9)</u>	a) 1 and 2 Family applications: \$500 per variance b) All other applications: \$1,000 per variance
Site Plan Exempt (One- and Two-Family) with "C" Variance	§ <u>185-156(B)(5)</u>	\$500
Zoning Official:	§ <u>185-156C</u>	
Application for use permits	§ <u>185-156(C)(1)</u>	\$100
Application for zoning approvals without permits	§ <u>185-156(C)(2)</u>	\$50
Historic Preservation Commission		
Applications referred to the Commission by the Secretary of the Planning Board and Zoning Board of Adjustment for nonbinding advice	§ <u>185-156(D)(1)</u>	\$20



Applications for certificate of appropriateness:		
Subdivision	§ 185-156(D)(2)(a)	\$120
Demolition	§ 185-156(D)(2)(b)	\$120
Relocation	§ 185-156(D)(2)(c)	\$120
Inspection fees	§ 185-157	5% of the construction costs
Reproduction of minutes of meetings or other reproduction costs	§ 185-158A	\$0.50
Cost of transcripts to interested parties	§ 185-158B	Cost to municipality
Copy of decision	§ 185-158C	\$0.50
Certified list of persons requiring notice	§ 185-158D	\$10
Publication notice	§ 185-158E	Cost to municipality
Technical Review Fee Deposits:		
Escrow Fees- Subdivisions		
Minor Subdivision- Residential without "c" variance (s)	§ 185-156(I)(1)	\$1,000/lot
Minor Subdivision- Residential with "c" variance(s)	§ 185-156(I)(1)	\$3,000/lot
Minor Subdivision- Non-Residential without "c" variance(s)	§ 185-156(I)(1)	\$2,000/lot



Minor Subdivision- Residential with variance(s)	Non- "c" § 185-156ll(1)	\$4,000/lot
Major Subdivision- Sketch Plat	§ 185-156ll(1)	\$500/lot
Preliminary Major Subdivision	§ 185-156ll(1)	\$4,000 + \$1,000/lot if over 3 lots
Final Major Subdivision without "c" variance(s)	§ 185-156ll(1)	\$4,000
Final Major Subdivision with "c" variance(s)	§ 185-156ll(1)	\$8,000
Amended Subdivision	§ 185-156ll(1)	½ the cost of preliminary or final, as the case may be
Escrow Fees- Site Plans (Including Conditional Use)		
Minor Site Plan without "c" variance(s)	§ 185-156ll(2)	a) \$5,000 if under 0.25 acres or under 5,000 gross square feet of building b) \$10,000 if over 0.25 acres or over 5,000 gross square feet of building
Minor Site Plan with "c" variance(s)	§ 185-156ll(2)	a) \$7,000 if under 0.25 acres or under 5,000 gross square feet of building b) \$12,000 if over 0.25 acres or over 5,000 gross square feet of building
Preliminary Major Site Plan without "c" variance(s)	§ 185-156ll(2)	a) \$3,500 if under 0.25 acres or under 5,000 gross square feet of building b) \$7,500 if over 0.25 acres or over 5,000 gross square feet of building



Preliminary Major Site Plan with "c" variances	§ 185-156ll(2)	a) \$7,500 if under 0.25 acres or under 5,000 gross square feet of building b) \$11,500 if over 0.25 acres or over 5,000 gross square feet of building
Final Major Site Plan without "c" variance(s)	§ 185-156ll(2)	a) \$3,500 if under 0.25 acres or under 5,000 gross square feet of building b) \$7,500 if over 0.25 acres or over 5,000 gross square feet of building
Final Major Site Plan with "c" variance	§ 185-156ll(2)	a) \$7,500 if under 0.25 acres or under 5,000 gross square feet of building b) \$11,500 if over 0.25 acres or over 5,000 gross square feet of building
Amended Site Plan	§ 185-156ll(2)	1/2 the cost of preliminary or final, as the case may be
Variances		
Appeals- Single Family	§ 185-156ll(3)	\$1,000
Appeals- Non-Single Family	§ 185-156ll(3)	\$2,000
Interpretations	§ 185-156ll(3)	\$2,000
Dimensional/Bulk Variances - Residential	§ 185-156ll(3)	Included within subdivision and site plan fees shown above
Dimensional/Bulk Variances - Non-Residential	§ 185-156ll(3)	Included within subdivision and site plan fees shown above



Use Variance - One- and Two-Family	§ 185-156ll(3)	\$3,000
Use Variance - All Other Applications	§ 185-156ll(3)	\$4,500
Extension of Approval	§ 185-156ll(4)	\$1,000
Request for Zone Change	§ 185-156ll(5)	\$2,500
Request for Master Plan Amendment	§ 185-156ll(6)	\$2,500
Site Plan Exempt (One- and Two-Family) with "C" Variance:	§ 185-156ll(7)	\$3,500
Pre-Application Sketch Plan Review		
Single- and Two-Family Residential and Minor Subdivision	§ 185-156ll(8)	\$500
Mixed Use or Non-Residential on less than either 0.25 acres or 5,000 Gross Square Footage:	§ 185-156ll(8)	\$1,000
Mixed Use or Non-Residential on less than either 0.25 acres or 15,000 Gross Square Footage:	§ 185-156ll(8)	\$1,750
All Other	§ 185-156ll(8)	\$3,500
Certificate of appropriateness:	§ 185-159A(4)	



Subdivision	§ 185-159A(4)	\$750
Demolition	§ 185-159A(4)	\$750
Relocation	§ 185-159A(4)	\$750
Special Meeting Fees — special meeting with Planning Board, Board of Adjustment or Historic Preservation Commission	§ 185-159B	a) 1 or 2- Family Applications: \$1,750 b) All other Applications: \$3,000
Permit to erect temporary structure on private property:		
30-day permit	§ 185-163K(8)	\$25
90-day permit	§ 185-163K(8)	\$100
180-day permit	§ 185-163K(8)	\$250
30-day permit renewals	§ 185-163K(8)	\$50
Permit to erect temporary structure in the public right-of-way:		
30-day permit	§ 185-163L(5)	\$100
Renewal fee	§ 185-163L(5)	\$50

SECTION 2.

Village Code Section 143-39 Other Fees is hereby amended in its entirety as follows:

Description	Fee
Amend/Correct Vital Record	\$40



Backflow Valve Certification	\$125
Bld Specifications	\$200
All Other Permits, Zoning Reviews & Meetings with the Zoning Officer	\$125
Police Side Job Administrative Fee, per hour:	
For use of officer	\$5
For use of vehicle	\$10
Police side job officer hourly rate:	
For traffic control	\$75
For Security	\$50
Police Reports	\$0.50
Police Production of CD Copy	\$25
Police Finger Print Card	\$20
Raffle Application Fee	\$30
Zoning Fence & A/C Permits	\$75

SECTION 3

Village Code Section 185-3 Definitions; Word Usage is hereby amended by amending the following definition for Site Plan defined as follows:

SITE PLAN - A development plan of one or more lots on which is shown the existing and proposed conditions of the lot, including but not necessarily limited to soils, topography, vegetation, surface drainage, underground watercourses, floodplains, marshes and waterways, the location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities and inverts, utility services, easements, landscaping, structures and signs, lighting and screening devices, fire zones and any other information that may be reasonably required in order to make an informed determination as to approval of the plan by the Planning Board pursuant to this chapter. See definition for site plan, minor and site plan, major.



SECTION 4.

Village Code Section 185-3 Definitions; Word Usage is hereby amended by the addition of the following entries:

SITE PLAN, MINOR: A site plan for development which meets one or more of the following criteria:

- 1) The construction of an addition to an existing building, the floor area of which will not exceed the lesser of 50% of the floor area of the existing building or 2,000 square feet.
- 2) The improvements related to nonconforming accessory structures (excluding principal buildings) and site improvements to a developed property, provided the structures and improvements are incidental and accessory to the principal use of the property and does not exceed 1,000 square feet of gross floor area.
- 3) The creation of between five and ten new parking spaces.
- 4) The development does not require a major soil disturbance permit or site disturbance greater than 5,000 square feet.

SITE PLAN, MAJOR: Any site plan not classified as a minor site plan.

ZONING PERMIT: A document signed by the Zoning Officer which is required by this chapter as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or building and which acknowledges that such use, structure or building complies with the provisions of this chapter or variance therefrom.

SECTION 5

Village Code Section 185-156 Application Fees shall be amended and restated in its entirety as follows:

185-156 Application and Escrow Fees

All fees shall be set forth in Chapter 143, Fees of this Code.

I. Application Fees



A. Planning Board

1. Subdivisions:

- a) Sketch plat
- b) Minor Subdivision without "c" variance(s)
- c) Minor Subdivision with "c" variance(s)
- d) Preliminary Major Subdivision
- e) Final Major Subdivision without "c" variance(s)
- f) Final Major Subdivision with "c" variance(s)
- g) Resubmittal of Application

2. Site Plans (Including Conditional Use):

- a) Sketch Site Plan
- b) Minor Site Plan without "c" variance(s)
- c) Minor Site Plan with "c" variance(s)
- d) Preliminary Site Plan without "c" variance(s)
- e) Preliminary Site Plan with "c" variance(s)
- f) Final Site Plan without "c" variance(s)
- g) Final Site Plan with "c" variance(s)
- h) Resubmittal of Application

3. Additional Fees. In addition to the fees chargeable above for subdivision and/or site plan review by the Planning Board, the applicant shall pay an additional fee for any action required by the Planning Board under N.J.S.A. 40:55D-60 corresponding to the applicable fees as herein set forth for a comparable action by the Zoning Board of Adjustment.

4. "O" Variances

5. Site Plan Exempt (One and Two-Family) with "C" Variance

B. Zoning Board of Adjustment

1. Application for new construction filed pursuant to N.J.S.A. 40:55D-70a, b and c: as set forth in Chapter 143, Fees, of this Code. On applications pursuant to N.J.S.A. 40:55D-70a, the filing fee shall be returned to the applicant is successful in overturning the decision of the municipal official.

2. Applications relating to fences and A/C units

3. Appeals- New Use/Structures

- a) Residential 1- and 2- Family
- b) All Other

4. Appeals- Extensions/Alterations

- a) Residential 1-and 2- Family
- b) All Other

5. Appeals Filed Pursuant to N.J.S.A. 40:55D-34



- a) Residential 1-and 2- Family
- b) All Other
- 6. Appeals Filed Pursuant to N.J.S.A. 40:55D-36
 - a) Residential 1-and 2-Family
 - b) All Other
- 7. Only one fee is to be charged for a single application, regardless of its complexity, and such fee will be the highest fee chargeable under the above schedule.
- 8. On appeals under N.J.S.A. 40:55D-76b, the filing fee should be the sum of the applicable fee under Subsection B of the fee schedule of this section, plus applicable fee under the Planning Board schedule.
- 9. "D" Variances
- C. Zoning Official:
 - 1. Application for Use Permits
 - 2. Application for Zoning approvals without Permits
 - 3. Any revised use permit or zoning approval application presented to the Zoning Official within 30 days of an initial denial shall be exempt from additional use permit or zoning approval fees.
 - 4. Any fees paid for an application for a use permit that is granted conditioned on Board of Adjustment or Planning Board approval shall be credited toward the resulting Board of Adjustment or Planning Board review application fees.
 - 5. All other Permits, Zoning Reviews & Meetings with the Zoning Officer required
- D. Historic Preservation Commission
 - 1. Applications referred to the Commission by the Secretary of the Planning Board and Zoning Board of Adjustment pursuant to §9-24 of Chapter 9, Article III, of this Code for nonbinding advice as to the application for development.
 - 2. Applications for Certificates of Appropriateness
 - a) Subdivision
 - b) Demolition
 - c) Relocation
- E. Any Special Meeting with the Planning Board, Zoning Board of Adjustment or Historic Preservation Commission shall incur a fee as set forth in Chapter 143, Fees.



II. Escrow Fees

1. Subdivisions

- a) Minor Subdivision- Residential without "c" variance(s)
- b) Minor Subdivision- Residential without "c" variance(s)
- c) Minor Subdivision- Non-Residential without "c" variance(s)
- d) Minor Subdivision- Non-Residential with "c" variance(s)
- e) Major Subdivision- Sketch Plan
- f) Preliminary Major Subdivision
- g) Final Major Subdivision without "c" variance(s)
- h) Final Major Subdivision with "c" variance(s)
- i) Amended Subdivision

2. Site Plans (Including Conditional Use)

- a) Minor Site Plan without "c" variance(s)
- b) Minor Site Plan with "c" variance(s)
- c) Preliminary Major Site Plan without "c" variance(s)
- d) Preliminary Major Site Plan with "c" variance(s)
- e) Final Major Site Plan without "c" variance(s)
- f) Final Major Site Plan with "c" variances(s)
- g) Amended Site Plan

3. Variances

- a. Appeals- Single-Family
- b. Appeals- Non-Single Family
- c. Interpretations
- d. Dimensional/Bulk Variances-Residential
- e. Dimensional/Bulk Variances- Non-Residential
- f. Use Variance- One- and Two Family
- g. Use Variance- All Other Application

4. Extension of Approval

5. Request for Zone Change

6. Request for Master Plan Amendment

7. Site Plan Exempt (One and Two Family) with "C" Variance

8. Pre-Application Sketch Plan Review

- a. Single and Two Family Residential and Minor Subdivision
- b. Mixed Use or Non-Residential on less than either 0.25 acres or 5,000 Gross Square Footage



- c. Mixed Use or Non-Residential on less than either 0.25 acres or 15,000 Gross Square Footage
- d. All Other

SECTION 6

Repealer.

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 7

This ordinance shall take effect after referral to the Planning Board pursuant to N.J.S.A. 40:55D-64, notice and a hearing pursuant to N.J.S.A. 40:55D-62.1, and upon final passage and publication as required by law. The Village Clerk shall provide any and all notifications mandated by the Municipal Land Use Law, N.J.S.A. 40:49-2.1 and N.J.S.A. 40A:55-1 et seq.

SECTION 8

On passage this ordinance shall be codified.

The above ordinance was passed on second and final reading by the Board of Trustees of the Township of South Orange village, County of Essex, State of New Jersey at a regular meeting held on Monday, July 25, 2022.

SHEENA C. COLLUM
VILLAGE PRESIDENT

OJETTI E. DAVIS
VILLAGE CLERK