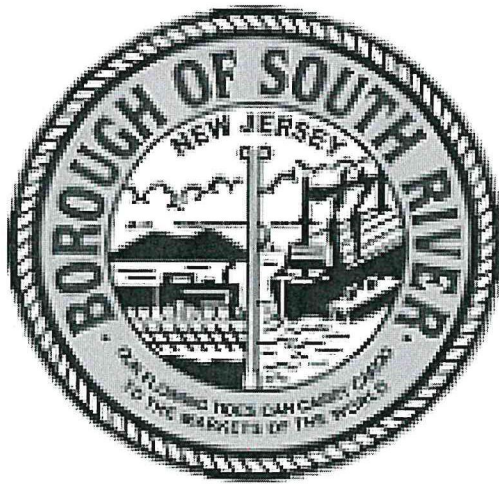


**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY – STATE OF NEW JERSEY**

SITE PLAN APPLICATION



48 WASHINGTON STREET * SOUTH RIVER, NJ 08882

P. (732) 257-1999 Ext. 516 * F. (732) 613-6105

www.southrivernj.org

SITE PLAN APPLICATION SUBMISSION

CHECK LIST

DO YOU HAVE THE FOLLOWING

- ☐ Site Plan Application Form (16 copies)
- ☐ Supporting Documents (16 copies)
- ☐ Plans (16 copies)
- ☐ Appropriate Application and Escrow Fees * (1 copy each Fee Sheet)
- ☐ W-9 Form (1 copy)
- ☐ Property List request form along with \$10 fee *
- ☐ If the applicant is an LLC or Corporation, you must be represented by an attorney

WHAT HAPPENS NEXT?

NOTICE: The Technical Review Committee (TRC) will review applications for larger developments prior to any submission.

The application is submitted to the Board's Professionals for review:

- ☐ You will receive the Professionals' Report for your review.
- ☐ You will be notified of your completeness date.
- ☐ The Board recommends you attending the completeness hearing.
- ☐ At the completeness hearing the Board will either deem your application to be complete or incomplete.

IF DEEMED COMPLETE

You will be notified informing you of your Public Hearing Date. The letter will also inform you to adequately notice the residents within 200' of the property and to publish the hearing date in the Homes News Tribune. ***This must be completed a minimum of ten (10) business days prior to the meeting.***

If supporting documents and/or plans are required prior to your Public Hearing, they must be **submitted fourteen (14) days prior to the Public Hearing along with resubmission fees**. If fees are not submitted with documents, you will not be heard until fees are current.

IF DEEMED INCOMPLETE

You will be notified informing you that your application was deemed incomplete by the Board. Completeness reports from the Board's Planner and/or Engineer was submitted to you prior to the Completeness Hearing. Please take care to re-review the report and respond to all concerns and resubmit the corrections and/or documentations and/or revised plans, along with the required resubmission application and escrow fees to the Board's Secretary located at 48 Washington Street, South River, NJ 08882. **Submission and fees must be received by the Borough no later than minimum of fourteen (14) days prior to your next hearing.**

** Separate checks for Application, Escrow & Property List Fees are all made payable to the Borough of South River*



**BOROUGH OF SOUTH RIVER
APPLICATION FOR SUBDIVISION
OR SITE PLAN**

Date Received

THIS FULLY COMPLETED FORM MUST BE FILED WITH THE BOARD SECRETARY AT LEAST FIFTEEN (15) DAYS PRIOR TO THE SCHEDULED HEARING.

Applicant's Name:	_____	Application Number:	_____
Applicant's	_____		_____
Address:	_____	Block #:	_____ Lot#:
	_____	Application Fee:	_____
Phone:	_____	Escrow Fee:	_____
Contact Email:	_____	Date Filed:	_____

- Please select all that apply: Minor Subdivision ☐ Preliminary Major Subdivision ☐ Final Major Subdivision ☐
Minor Site Plan ☐ Preliminary Major Site Plan ☐ Final Major Site Plan ☐ Amended Site Plan ☐
Site Plan Waiver ☐
- Present type of occupancy or use: _____
- Proposed type of occupancy of use: _____
- If applicant is not the legal owner of the property, please provide the following:
 - Name & Address of owner: _____
 - Applicant's interest in the property: _____
 - If you are not the property owner you must attach a letter of authority from the property owner authorizing the applicant to act on his/her behalf for the purpose of this application, or a Copy of Contract of Sale of the Property.
- The premises affected are located at: _____ Zoning District: _____
and shown on the Official Tax Map, Block # _____, Lot # _____
- For Subdivisions:** Present Number of Lots _____ Proposed Number of Lots: _____
Area of entire Tract: _____ (sf) Portions being subdivided: _____ (sf)
Reason for subdivision: Sell lots (Yes ☐ No ☐ Construct houses for sale with lot: (Yes ☐ No ☐
Other: _____
- For Site Plans:** Area of entire Tract: _____ (sf) Total number of proposed dwelling units: _____

Are any special or off-tract improvements proposed? (Yes ☐ No ☐)

8. List any easements, deed restrictions, similar instruments connected to this property: _____

9. Name and address of persons preparing plans or reports:

Engineer: _____ Phone: _____

Architect: _____ Phone: _____

Attorney: _____ Phone: _____

Planner: _____ Phone: _____

10. List all checklist item waivers you are requesting: _____

11. Attach in duplicate, an original sealed property survey of the site.

12. Attach in duplicate, a sealed plan/plat drawn to scale showing the actual dimensions of the site under consideration, proposed locations of lot lines, and all improvements required by and listed in the Borough Site Plan/Subdivision Checklist(s). If any signs or other design elements are proposed, attach a drawing showing dimension and details. The above plan or sketch shall bear the seal of a licensed professional engineer or architect in the State of New Jersey.

13. Office of the Tax Collector Verification (To be completed by the Tax Search Officer of the Borough of South River)

The Tax records at this office indicate that there ☐ are, ☐ are not delinquent taxes or assessments on the above described properties know as Block: _____, Lot: _____.

/s/ _____

Tax Search Officer

I swear or affirm that made by me are true. I am aware that if any of the forgoing statements made by me are willfully false, I am subject to punishment by contempt of court.

Applicant's Signature

Applicant's Name

Date

Sworn and subscribed before me,

This _____ day of _____, 20____

Notary Public, State of New Jersey

**BOROUGH OF SOUTH RIVER
APPLICATION FEE CALCULATION SHEET**

Applicant's Name: _____	Application Number: _____
Applicant's Address: _____	Block #: _____ Lot #: _____
Owner's Name: _____	Street Address: _____
Owner's Address: _____	Calculated By: _____
Contact Phone #: _____	Date Calculated: _____
Contact Email: _____	_____

1. VARIANCES
 - a. "a" or appeal of an administrative decision: \$75.00 \$ _____
 - b. "b" or interpretation of zoning map or ordinance: \$75.00 \$ _____
 - c. "c" -each new single or 2-family residential bulk variance: \$75.00 \$ _____
-each multi-family or new non-residential bulk variance \$100.00 \$ _____
 - d. "d" or use variance: \$250.00 \$ _____
 - e. Conditional use approval: \$250.00 plus any site plan/subdivision fees \$ _____

2. CERTIFICATE OF PRE EXISTING NON-CONFORMING USE (NJSA 40:55-D-68) \$250.00 \$ _____

3. SITE PLANS
 - a. Minor Site Plans: \$300.00 \$ _____
 - b. (Preliminary) Major Site Plan: \$300.00 base fee & \$ _____
 - c. (Final) Major Site Plan: \$200.00 base fee \$ _____
 - d. Site Plan Waiver Request Application Fee: \$150.00 \$ _____

4. SUBDIVISIONS
 - a. Minor subdivision: \$250.00 base fee + \$100.00 per each lot created \$ _____
 - b. (Preliminary) Major Subdivision: \$250.00 base fee + \$100.00 ea. lot created \$ _____
(Final) Major Subdivision: \$250.00 \$ _____

5. RESUBMISSIONS
 - a. Submission of each revised plat including but not limited to: minor preliminary or final site plan, or subdivision, sketch plat, use variance plan or resubmission of revised plan in accordance with any conditions of any approval.
Total original application fee \$ _____ x 50% = \$ _____

6. APPLICATIONS INVOLVING UTILITY EXTENTIONS or SPECIAL DESIGN ELEMENTS
 - Base fee + \$100.00 per lot for extension of sewer utilities \$ _____
 - Base fee + \$50.00 per lot for extension of sewer utilities \$ _____
 - Base fee + \$700.00 flat fee for pump station or other special design facility \$ _____

TOTAL ORIGINAL APPLICATION FEE DUE: \$

Original application fee submitted by applicant: \$ _____

Check #: # _____

BALANCE of application fee still due: \$ _____

EACH REVISED SUBMISSION APPLICATION FEE DUE: \$

Revised submission application fee submitted by applicant: \$ _____

Check #: # _____

BALANCE of revised application fee still due: \$ _____

BOROUGH OF SOUTH RIVER
ESCROW DEPOSIT FEE CALCULATION SHEET

Applicant's Name: _____	Application Number: _____
Applicant's Address: _____	Block #: _____ Lot #: _____
Owner's Name: _____	Street Address: _____
Owner's Address: _____	Calculated By: _____
Contact Phone: _____	Date Calculated: _____
Contact Email: _____	_____

1. VARIANCES

- | | |
|---|----------|
| d. "a" or appeal of an administrative decision: \$600.00 | \$ _____ |
| e. "b" or interpretation of zoning map or ordinance: \$400.00 | \$ _____ |
| f. "c" -single or 2-family residential bulk variances: \$700.00 | \$ _____ |
| -multi-family or new non-residential bulk variance \$1,000.00 | |
| d. "d" or use variance: \$1,000.00 | \$ _____ |
| e. Conditional use approval: \$1,250.00 plus any site plan/subdivision fees | \$ _____ |

2. CERTIFICATE OF PRE EXISTING NON-CONFORMING USE (NJSA 40:55-D-68) \$600.00

\$ _____

3. SITE PLANS

- | | |
|--|----------|
| c. <u>Minor Site Plans</u> : \$2,500.00 | \$ _____ |
| d. <u>(Preliminary) Major Site Plan</u> | |
| 1. Residential development of 1-10 units: \$2,500.00 | |
| 2. Residential development of 11 or more units: \$5,000.00 | \$ _____ |
| 3. Non Residential or mixed uses: \$5,000.00 | \$ _____ |
| 4. Non residential uses over 5,000 SF GFA: \$10,000.00 | \$ _____ |
| c. <u>(Final) Major Site Plan</u> : \$1,500.00 | \$ _____ |
| d. <u>Site Plan Waiver Request Escrow Fee</u> : \$300.00 | \$ _____ |

SUBDIVISIONS

- | | |
|--|----------|
| 4. c. <u>Minor subdivision</u> : \$3,000.00 | \$ _____ |
| d. <u>(Preliminary) Major Subdivision</u> : \$5,000.00 | |
| <u>(Final) Major Subdivision</u> : \$1,500.00 | \$ _____ |
| | \$ _____ |

RESUBMISSIONS

5. Submission of each revised plat including but not limited to: minor preliminary or final site plan, or subdivision, sketch plat, use variance plan or resubmission of revised plan in accordance with any conditions of any approval.
- Total original escrow fee \$ _____ x 20% =
- \$ _____

SPECIAL DESIGN ELEMENT

6. Original escrow fee \$ _____ x 33% =
- \$ _____

TOTAL ORIGINAL ESCROW FEE DUE:

Original escrow fee submitted by applicant: \$

Check #: \$ _____

BALANCE of escrow fee still due: # _____

\$ _____

EACH REVISED SUBMISSION ESCROW FEE DUE:

Revised submission escrow fee submitted by applicant: \$

Check # _____

BALANCE of revised escrow fee still due: \$ _____

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 ►
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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)

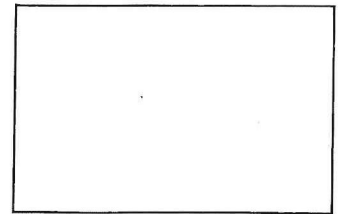
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (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.



BOROUGH OF SOUTH RIVER APPLICATION FOR SITE PLAN - CHECKLIST



Applicant's Name: _____	Project Name: _____
Applicant's _____	_____
Address: _____	Present Location: _____
_____	Block and Lot #: _____
Phone: _____	Engineer: _____
Contact Email: _____	Date Submitted: _____

Site Plans shall be submitted at least 21 days prior to the Regular Meeting of the Planning or Zoning Board for the purpose of review and discussion. At least 20 black and white prints of the plan and any other information required by the Site Plan Ordinance shall be submitted.

If the applicant is a corporation, representation by a New Jersey Attorney is required at the Public Hearing when a hearing is required.

The following items shall appear on the Site Plan in order to be deemed complete unless otherwise approved by the Board.

Applicant shall complete each item on the checklist as follows: Y, N, or N/A

	APPLICANT	PLANNING BOARD	ITEM
1.			Site Plan shall be drawn at a suitable scale (not more than 50 feet to the inch)
2.			Key Map of scale 1" = 400' or 1" = 500' showing the surrounding areas within 1,000 feet, zoning boundaries, and two street intersections with names
3.			Reference meridian (North arrow) and graphic scale
4.			Title Block containing the map title, name, address, license number, signature, and embossed seal of the licensed N.J. Professional Engineer who prepared the engineering details, the date of original preparation, the Tax Map Sheet, Lot and Block numbers and a box to record revision dates
5.			Survey of tract certified by a licensed Land Surveyor

6.			Name and address of owner of record and applicant (adjacent to the title block)
7.			Entire tract shown
8.			Names of owners within 200 feet with block and lot numbers
9.			Space provided for endorsement by the Chairman and Secretary of the Planning Board
10.			All easements, deed restrictions, R.O.W.'s, and walkways for pedestrian traffic
11.			Existing and proposed elevations and contours based on the United States Coast and Geodetic Survey
12.			Contours overlapped onto adjoining properties
13.			Spot elevations on existing structures, pavements, walks, or other physical features
14.			The location, size, and use of existing structures, wooded areas, water courses, and drainage facilities on the site and within 200 feet
15.			Existing curbs, walks, fences, walls, culverts, bridges, and driveways on the tract
16.			Location of all trees with a caliper of 6 inches or more as measured 3 feet above the ground
17.			Existing structures to be removed shall be so indicated
18.			Existing sanitary sewers, water mains, fire hydrants, gas lines, electrical lines, telephone lines, gas valves, and water valves
19.			Sanitary Sewer extension permit
20.			Floodway and flood hazard boundaries
21.			Required setback lines
22.			Building height, size, location, and setback
23.			Zoning compliance schedule, including parking requirements
24.			The proposed use of land and buildings and proposed location of structures, including finished floor elevations, outside corner elevations, loading dock elevations, ramp elevations and any other points necessary to determine proper construction of same
25.			Front elevation and floor plan of the proposed building
26.			Cross sections and profiles of proposed roads and utilities

27.			All off-street parking areas shall be paved with bituminous concrete and curbed with concrete curb
28.			The location and design of all off-street parking or loading areas, with size and location of bays, aisles, barriers, and buffers
29.			Proposed water mains, sanitary sewers, fire hydrants, gas lines, electrical lines, telephone lines, water valves, gas valves, and service connections
30.			Proposed drainage facilities with proposed pipe, pipe size, swale or ditch sizes, inverts, capacities, grades, and direction of flow
31.			All parking areas 5 feet off all property lines
32.			Size and location of curb cuts
33.			Vehicular access for ingress and egress to and from site onto public streets
34.			A storm water analysis report from the applicant's engineer to address runoff
35.			Location of all existing and proposed signs
36.			Refuse area with screening (location and size)
37.			Screening and landscaping, including planting plan with types, size, and quantity of plantings
38.			Existing and proposed outdoor lighting location, direction of lamination, power, and time of proposed use
39.			Concrete driveway aprons are required
40.			Improvements to existing pavement, concrete curb, sidewalk, site grading, and aprons along frontage of all streets
41.			Proposed soil erosion and sediment control measures
42.			Certification from Tax Collector that no taxes or assessments for local improvements are due or delinquent
43.			Environmental impact report, if applicable
44.			Construction details
45.			Disclosure statement: application by Corporation of Partnership for approval of a site to be used for commercial purposes shall submit a list of all stockholders holding 10% or more of stock in any class and/or all individual partners having 10% or greater interest in the Partnership or Corporation

46.			Disclosure statement of 10% ownership interest of Corporation or Partnership which is 10% owner of applying Corporation or Partnership
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NOTE: No Planning Board, Board of Adjustment, or Municipal Governing Body shall not approve application of any Corporation or Partnership which does not comply with these Disclosure Acts, as per New Jersey Statute 40:55D-48,3.

Such other information or data as may be required by the Board in order to determine that the details of the Site Plan are in accordance with the standards of the Site Plan Ordinance and other ordinances of the Borough.

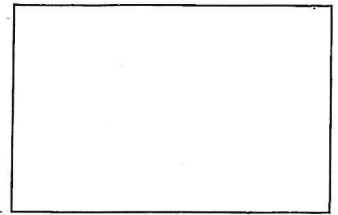
Calculation of Application Fee: _____

Person Preparing Check List: _____

Date: _____



BOROUGH OF SOUTH RIVER CHECKLIST for MINOR SUBDIVISIONS & PRELIMINARY & FINAL MAJOR SUBDIVISION



Applicant's Name: _____ Project Name: _____
 Applicant Address: _____ Present Location: _____
 _____ Block and Lot #: _____

Site Plans shall be submitted at least 15 days prior to the Regular Meeting of the Board for the purpose of Completeness Review and discussion. At least 15 black and white prints of the plan and any other information required by the Site Plan Ordinance shall be submitted.

The following items shall appear on the Preliminary Plat in order to be deemed complete unless otherwise approved by the Board.

	PROVIDED (X)	WAIVER REQUESTED	ITEM
1.			The Preliminary Plat shall be drawn at a suitable scale (not more than 50 feet to the inch)
2.			Key Map of scale 1" = 400' or 1" = 500' showing the surrounding areas within 1,000 feet, zoning boundaries, and two street intersections with names
3.			Reference meridian (North arrow) and graphic scale
4.			Title Block containing the map title, name, address, license number, signature, and embossed seal of the licensed N.J. Professional Engineer who prepared the engineering details, the date of original preparation, the Tax Map Sheet, Lot and Block numbers and a box to record revision dates
5.			Survey of tract certified by a licensed Land Surveyor
6.			Name and address of owner of record and applicant (adjacent to the title block)
7.			Entire tract shown
8.			Names of owners within 200 feet, adjacent landowners and owners directly across any official street with block and lot numbers
9.			Space provided for endorsement by the Chairman and Secretary of the Planning Board
10.			Existing and proposed elevations and contours based on the United States Coast and Geodetic Survey
11.			Contours overlapped onto adjoining properties
12.			Spot elevations on existing structures, pavements, walks, or other physical features

13.			The location, size, and use of existing structures, wooded areas, water courses, and drainage facilities on the site and within 200 feet
14.			Existing curbs, walks, fences, walls, culverts, bridges, and driveways on the tract
15.			A copy of any covenants, deed restrictions or exceptions covering any or all of the tract
16.			The layout of the proposed subdivision indicating all lot lines and dimensions in feet and tenths
17.			The location of the tract to be subdivided in relation to any larger tract of which it is a part
18.			All easements, deed restrictions, R.O.W.'s and walkways for pedestrian traffic
19.			Sanitary Sewer extension permit
20.			Floodway and flood hazard boundaries
21.			Location of all trees with a caliper of six (6") inches or more as measured three (3) feet above the ground
22.			Existing sanitary sewers, water mains and fire hydrants, gas lines, electrical lines, telephone lines, gas valves and water valves
23.			Required setback lines
24.			Building height, size, location and setback
25.			Zoning compliance schedule, including parking requirements
26.			Certification that the applicant is the agent or owner of the land, or other
27.			Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent
28.			Proposed water mains, sanitary sewers, fire hydrants, gas lines, electrical lines, telephone lines, water valves, gas valves, and service connections
29.			Improvements to existing pavement, concrete curb, sidewalk, site grading, and aprons along frontage of all streets
30.			Soil erosion and sediment control plan
31.			Spot elevations at corners of all buildings and lots, changes in grade, and at the top of curbs at all lot corners
32.			First floor and garage floor elevations
33.			Acreage of each proposed lot
34.			A drainage plan on a U.S.G.S. quadrangle map with the drainage area in acres, including the contributory upstream areas.
35.			A design report for water, sewer and drainage facilities
36.			Plans and profiles of all existing and proposed roadways, pipelines, manholes, structures, utilities, and proposed facilities
37.			All roadways including all improvements designed in accordance with the "Standard Details of the Borough of South River"
38.			The location and description of all monuments

39.			Environmental impact report, if applicable
40.			A special sheet for construction details is required for subdivision of more than ten (10) lots
41.			Disclosure statement: application by Corporation or Partnership for approval of a site to be used for commercial purposes shall submit a list of all stockholders holding ten (10%) percent or more of stock in any class and/or all individual partners having ten (10%) percent or greater interest in the Partnership or Corporation
42.			Disclosure Statement of ten (10%) percent ownership interest of Corporation or Partnership which is ten (10%) percent owner of applying Corporation or Partnership
43.			Submission in full of all required application and escrow fees
44.			Submission of all completed application forms.

NOTE: No Planning Board, Board of Adjustment, or Municipal Governing Body shall not approve application of any Corporation or Partnership which does not comply with these Disclosure Acts, as per New Jersey Statute 40:55D-48.3.

Such other information or data as may be required by the Board in order to determine that the details of the Site Plan are in accordance with the standards of the Site Plan Ordinance and other ordinances of the Borough.

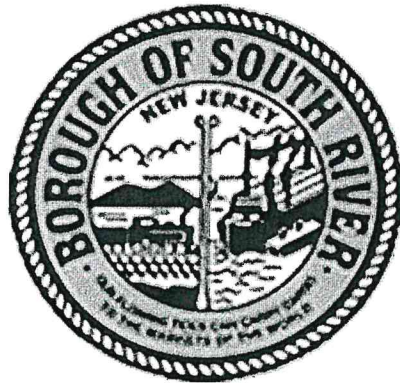
Person Preparing Check List: _____

Applicant: _____

Date: _____

**BOROUGH OF SOUTH RIVER
MIDDLESEX COUNTY – STATE OF NEW JERSEY**

**PLANNING BOARD
ZONING BOARD OF ADJUSTMENT**



LEGAL NOTICE

Must be completed minimum business days prior to Public Hearing

48 WASHINGTON STREET * SOUTH RIVER, NJ 08882

P. (732) 257-1999 Ext. 516 * F. (732) 613-6105

www.southrivernj.org

LEGAL NOTICE

CHECK LIST

NOTICE MUST BE COMPLETED MINIMUM OF 10 BUSINESS DAYS PRIOR TO PUBLIC HEARING

Completed

- Submit Application for Variance to the Zoning Board of Adjustments– **15 copies** ☐
- Application, Escrow & Property List Fees must be submitted with Application ☐
- Denial of Zoning Application from the Zoning Dept. (if applicable) – **15 copies** ☐
- Property Taxes must be current ☐

PROCESSING OF APPLICATION

- 1) Application will be reviewed by the Board's Professionals & Construction Official ☐
- 2) You will receive the Professionals' report on your application ☐
- 3) You will receive a notice informing you of your Completeness Hearing Date ☐
- 4) You will attend your Completeness Hearing ☐
- 5) The Zoning Board will deem your application either complete or incomplete ☐
- 6) You will be notified of your Public Hearing Date at the Completeness Hearing ☐

NOTE: If your application is deemed incomplete, you will have to address concerns issued in the Professionals' report 10 days prior to your next Completeness hearing. You cannot proceed any further until all the Board & Professional's concerns are addressed.

LEGAL NOTICE INSTRUCTIONS

- 7) Once you are notified of your Public Hearing date, you will receive the 200' property list from the Borough ☐
- 8) You are obligated to notify all residents listed within 200' of the property by certified, return receipt (green post card) or by going door to door and having the resident sign the Acknowledgement Sheet. You must **also** publish the hearing date, time & location in the Homes News Tribune; *see attached detailed instructions*. **All notices must be done ten (10) business days prior to the meeting** ☐
- 9) You must submit to the Board's Secretary, seven (7) working days prior to the hearing, all certified receipts or acknowledgment sheet of residents noticed within 200' of the property & submit the **Affidavit of Publication** from the newspaper verifying that the Legal Notice was published. Please contact the Newspaper at 888-516-9220. *Newspaper submissions must be in word format.*

PUBLIC HEARING

- 10) You or your legal representative must attend the Public Hearing ☐

RESOLUTION

- 11) Approximately thirty (30) days from the Public Hearing, your Resolution will be memorialized at the next scheduled Public Meeting ☐
- 12) The Resolution will be mailed to the applicant **contingent** that all escrow invoices are paid. ☐
- 13) If the Resolution has conditions & requires resubmission of drawings, be aware this must be done in order to obtain a permit. **NOTE: all resubmissions must be accompanied with resubmission fees as outlined on the Application & Escrow Fee sheets.** If payment does not accompany resubmission documents, reviews will be halted until such fees are submitted. ☐

Once the resubmission of drawings, documents and fees are received, review will begin by our Professionals, and if complete, a letter of final Compliance will be submitted to you, at which point you can request your required permit. ☐

NOTICE MUST BE COMPLETED MINIMUM 10 BUSINESS DAYS PRIOR TO PUBLIC HEARING



Application For Property Owners' List Within 200 Feet

As Provided by N.J.S.A. 40:55D-12c

Date Requested: _____

Name of Requester: _____

Requester's Address: _____

Telephone: _____ Email: _____

List of Property Owners within 200' of the following location:

List is valid for 6 months.

Address: _____

Block: _____ Lots: _____

Signature of Requester

Custodian of Record

Date: _____

Date: _____

Fee: \$10

Payable by cash or check made out to the Borough of South River

“SAMPLE”
200’ PROPERTY NOTICE

NOTICE MUST BE COMPLETED TEN (10) BUSINESS DAYS PRIOR TO PUBLIC HEARING

**NOTICE OF PUBLIC HEARING
TO PROPERTY OWNERS WITHIN 200’ OF PROPERTY**

RE: _____ (Name of applicant)

_____ (Property Address)

South River, NJ 08882

Block: _____ Lot: _____

TO WHOM IT MAY CONCERN,

In compliance with Section 50-32 of the Code of the Borough of South River, New Jersey, notice is hereby served upon you to the effect that I, _____ (*applicant's name*), have applied before the _____ Board for relief from the regulations of the zoning code to permit the following on the above referenced property:

HEARING DATE AND TIME

Any person or persons affected by this application may have an opportunity to be heard at the meeting to be held on _____, 20____ at 7:00PM in the Council Chambers of the Criminal Justice Building, located at 61 Main Street, South River, NJ, 08882.

YOUR RIGHT TO PUBLIC INSPECTION OF FILE

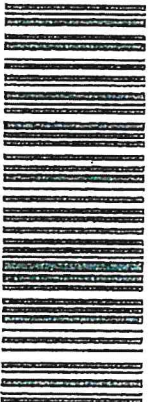
All Documents related to this applicant may be inspected by the public between the hours of 9:00AM to 4:00 PM, Monday-Friday, in the office of the Secretary of the Board, located at 48 Washington Street, South River, NJ, 08882.

Signature of Applicant

Date

NOTICE MUST BE COMPLETED MINIMUM 10 BUSINESS DAYS PRIOR TO PUBLIC HEARING

NOTIFY PROPERTY OWNERS WITHIN 200' VIA CERTIFIED MAIL RECEIPT

7020 3160 0000 1632 5925 PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE. CERTIFIED MAIL®		U.S. Postal Service™ CERTIFIED MAIL® RECEIPT <i>Domestic Mail Only</i>	
		For delivery information, visit our website at www.usps.com ®.	
		OFFICIAL USE	
		Certified Mail Fee \$ _____	Postmark Here
Extra Services & Fees (check box, add fee as appropriate) ☐ Return Receipt (hardcopy) \$ _____ ☐ Return Receipt (electronic) \$ _____ ☐ Certified Mail Restricted Delivery \$ _____ ☐ Adult Signature Required \$ _____ ☐ Adult Signature Restricted Delivery \$ _____			
Postage \$ _____			
Total Postage and Fees \$ _____			
Sent To _____ Street and Apt. No., or PO Box No. _____ City, State, ZIP+4®			
PS Form 3800, April 2015 PSN 7530-02-000-9053		See Reverse for Instructions	

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
☒ Complete items 1, 2, and 3. ☒ Print your name and address on the reverse so that we can return the card to you. ☒ Attach this card to the back of the mailpiece, or on the front if space permits.	A. Signature X ☐ Agent ☐ Addressee
1. Article Addressed to:  9590 9402 6437 0346 3064 46	B. Received by (Printed Name) _____ C. Date of Delivery _____ D. Is delivery address different from item 1? ☐ Yes ☐ No If YES, enter delivery address below: _____
2. Article Number (Transfer from service label)	3. Service Type ☐ Adult Signature ☐ Priority Mail Express® ☐ Adult Signature Restricted Delivery ☐ Registered Mail™ ☐ Certified Mail® ☐ Registered Mail Restricted Delivery ☐ Certified Mail Restricted Delivery ☐ Signature Confirmation™ ☐ Collect on Delivery ☐ Signature Confirmation Restricted Delivery ☐ Collect on Delivery Restricted Delivery ☐ Insured Mail ☐ Insured Mail Restricted Delivery (over \$500)

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

OR

OBTAIN ACKNOWLEDGEMENT VIA DOOR TO DOOR

(Please see the next page)

Must be completed minimum of ten (10) business days prior to the Public Hearing
Submit Proofs to Board Secretary seven (7) business days prior to the hearing

_____, (Application Property Address), South River, New Jersey

Location: Criminal Justice Center, 61 Main Street, South River, NJ 08882

[illegible]

04042024

“SAMPLE”
LEGAL NOTICE FOR NEWSPAPER

PLEASE SUBMIT IN WORD FORMAT

Legal Publication Notice must be published ten (10) business days prior to the meeting

Borough of South River
Planning & Zoning Board
Legal Notice

IN THE MATTER OF THE APPLICATION OF:

_____ (*Applicants' Name*)

_____ (*Property Address*) Block: _____ Lot: _____

NOTICE IS HEREBY GIVEN in compliance with the Zoning Ordinance of the Borough of South River, that an application from _____ (*applicant's name*), in regarding to _____ (*property address*) has been filed with the _____ (*state which board*) Board, Borough of South River, in the County of Middlesex, State of New Jersey, to request relief from the South River zoning code to permit the following:

The application has been place on the Board's calendars for public hearing date scheduled for: _____ (*hearing date*) beginning at 7 pm at the Borough of South River Criminal Justice Center located at 61 Main Street, South River, NJ at which time you may appear in person or by attorney and present any comments of objections you may have to the relief(s) sought.

The application & documents for which approval is sought are on file in the office of the Secretary for the Planning/Zoning Boards, located at 48 Washington Street, South River, NJ 08882 for public review between the hours of 9 am – 4 pm.

Date

Applicant's Signature

PLEASE SUBMIT IN WORD FORMAT TO:

Home News Tribune Classified Legal Advertisement

*The Home News Tribute * PO Box 787, Neptune, NJ 07754*

Tele: 888-516-9220 Fax: 888-516-9450 Email: HNTLegals@gannett.com

Legal Publication Notice must be published ten (10) business days prior to the meeting

NOTICE MUST BE COMPLETED MINIMUM 10 BUSINESS DAYS PRIOR TO PUBLIC HEARING