

Borough of Englishtown

UNIFIED BOARD APPLICATION & INFORMATION PACKET

**Borough of
Englishtown
Unified Board**

15 Main Street
Englishtown, New Jersey 07726
732-446-9235

Enclosed is an application packet for **Site Plans, Subdivisions, Variances and Appeal Applications** made to the Borough of Englishtown Unified Board. You will find a *Board Instruction Sheet*. Please follow the instructions carefully so that your application may proceed without delay. Also enclosed are the *Notice Requirements for Hearing* and the required forms to be sent to your neighbors and the legal newspaper. Do NOT send them out until you have been given a date by the Board Secretary. A *Request for Certified List of Property Owners* is also enclosed. If you have any questions, please call the Board Secretary. Thank you

Unified Board Instruction Sheet

Whenever a hearing is required on an application for development for any matter coming before the Board the applicant will notice the owners of all property within 200 feet in all directions of the property which is the subject of that hearing. The tax assessor of the municipality with seven

(7) days after receipt of a request and a fee of \$10.00 will prepare a certified list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. Please provide name and telephone number so we can contact you when the list is complete. Notice will be given:

- A. Serving a copy of the owners as shown on the certified tax list or his agent in charge of the property.
- B. Mailing a copy by certified mail to the property owner at his address as shown on the certified tax list.
- C. All notices will be given at least ten (10) days prior to the date of the hearing of the application and the applicant must provide certified receipts of such mailing or sworn affidavit that notices were hand delivered.
- D. Notice will be given by publication in ONE of the official newspapers of the municipality at least ten (10) days prior to the date of the hearing; proof of publication must also be provided.
- E. The Borough of **Englishtown** official newspapers are as follows: _____
- F. Public notification is not required for minor site plan or minor subdivision unless a variance is required.
- G. An Attorney must represent any corporation who submits an application to the Board.
- H. You must provide to the Board Secretary at the time of filing:
 - 15 copies of the completed application;**
 - 15 copies of all prints and maps;**
 - 15 copies of all other documents; and**
 - 1 copy of the checklist completed by the Applicant.**

Any application for development shall be filed with the Board Secretary and shall be accompanied by required fees and all data and information listed in the checklist for completeness of an application as provided. Any maps and documents for which approval is being sought at a hearing shall be on file and available for public inspection at least ten (10) days prior to the date of the hearing.

Land Use Application Instructions

- I. The following checklist is designed to assist applicants in preparing applications for Board review. All items listed below, in addition to those required by Ordinance, must be supplied or the application will be deemed **incomplete**.
 - ◆ Legend as to what the building will be used for and proposed maximum occupancy.
 - ◆ Percentage of landscaping in interior parking area.
 - ◆ Show existing and proposed sign area, indicating square footage. Show the height of the building. Show areas of front façade in square feet. Indicate construction material and colors.
 - ◆ Parking area, showing spaces, clearly outlining parking for all physically handicapped, where applicable.
 - ◆ Type of surface paving and curbing
 - ◆ Storm drainage facilities and means of disposal of storm water.
 - ◆ Driveways showing vehicular circulation, indicating directional arrow to be painted on pavement, sight distances and sight triangles, and description of lighting in connection with parking.
 - ◆ Limits of grading for proposed improvements and descriptions of scheduling of soil erosion and sediment control facilities.
 - ◆ Minimum setback lines.
 - ◆ Landscaping, fences, walls or similar to be provided.
 - ◆ Limits of Flood Hazard, Flood Way, and Wetlands Limits.
 - ◆ Percentage of disturbed land area, improved lot coverage as proposed and as permitted by Ordinance.
 - ◆ Location of all structures within 200 feet of the property line.
 - ◆ A statement as to the amount of soil to be removed, stated in square feet of disturbed area and cubic yards, for determination as to whether a **Borough of Englishtown** Soil Permit is required. Applicant should specify reasons for the variance request.
- II. The Board Department reviews the application and notifies the applicant that the application is complete or incomplete within 45 days. The applicant will be advised of any revisions or additions necessary to insure completeness within 45 days.
- III. If a variance is involved in the Site Plan Application, the applicant should specify reasons for the variance request.
- IV. The Municipal Agent decides upon completeness of the application and sets a date for public hearing. The application fees and escrows must be submitted prior to completeness.

Borough of Englishtown

UNIFIED BOARD

APPLICATION

SUBDIVISION	SITE PLAN	
• Minor _____	• Minor _____	• Conditional Use _____
• Major _____	• Major _____	• Use Variance _____
• Preliminary _____	• Preliminary _____	• Dimensional Variance(s) _____
• Final _____	• Final _____	• Request for Interpretation _____
		• Appeal Decision of Zoning Officer _____

1. Location of Property:

Street Address: _____ Block: _____ Lot: _____ Zone: _____

2. Applicant:

Name: _____ Telephone: _____

Address: _____ Email: _____

Relationship to Property Owner _____

3. Property Owner (If different from Applicant):

Name: _____ Telephone: _____

Address: _____ Email: _____

4. If application is a Corporation or LLC, give the names and addresses of owners of 10% or more of stock. If a partnership, give names and addresses of partners.

5. Attorney:

Name: _____ Telephone: _____

Address: _____ Email: _____

6. Applicant requests approval for:

_____ Construction of _____

_____ Alteration to _____

_____ Conversion from _____ to _____

_____ Use as _____

7. Existing and/or Proposed Building Data:

- A. Size of Lot _____ Area of Lot _____ Percentage of Lot Coverage _____
- B. Outside ground level dimensions of structure _____ x _____
- C. Number of Stories _____ Height _____
- D. Principle Building Setbacks: Front _____ Rear _____ Side _____ Side _____
- E. Accessory Building Setbacks: Front _____ Rear _____ Side _____ Side _____

8. Site Data:

- A. Present Use of Property _____
- B. Proposed Size of Lot(s), if subdivision is involved _____; _____;
_____;

9. Has the Zoning Officer examined this application and refused to issue the appropriate permit? _____ If yes, attach copy of Letter of Denial.

10. Is this property, which is the subject of this application, presently involved in any court proceedings or an appeal of a previous application? _____ If yes, indicate on a separate rider the nature of the court proceedings, the court before which they are pending, and the relief requested.

11. Are Variances requested? _____ How many? _____

12. Section(s) of Ordinance which proposed use violates and a description of violation: _____

13. Set forth in detail why the strict enforcement of the provisions of the Zoning Ordinance or the Municipal Land Use Law would result in practical difficulties or unnecessary hardship: _____

14. Set forth all other matters relevant to this application which you feel the Board should consider in rendering this decision: _____

15. Describe proposed operation, products, and/or machinery: _____

16. Municipal Water: _____ Private Well: _____ Municipal Sewer: _____ Private Septic: _____

17. Licensed Engineer or Architect **must** prepare Site Plan and/or Subdivision Maps:
Name: _____ Address: _____

Question Numbers 18 through 21 to be filled out by SUBDIVISION applications only

18. Number of Lots proposed _____ Area of entire tract _____

19. Development Plans: Sell lot(s) _____ Construct house(s) for sale _____ Other: _____

20. Deed restrictions that apply or are contemplated: _____

This section is for CONDITIONAL USE applications only

21. Describe Proposed Use: _____

22. List reasons for granting approval: _____

This section is only for properties located in a FLOOD PLAIN

23. Property located in a floodway? _____ In a flood fringe? _____

24. Is proposed use permitted? _____ Restricted? _____ Prohibited? _____

25. Has NJ DEP approval been sought? _____ Date: _____

26. Was DEP application: Approved _____ Denied _____ Date: _____

TAX INFORMATION

27. All taxes, sewer user fees, and water fees on the property have been paid through the _____ Quarter of 20____ >
(Certification by the Englishtown Tax Collector required.)

Applicant's Certification

28 I hereby certify that all of the facts contained in this application are true to the best of my knowledge or belief. I realize that I
may be subject to prosecution if any information contained herein is willfully or deliberately false.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Do not write below this line. For Borough use only.

Classified: **Major:** _____ **Minor:** _____ **Nor Classified:** _____

Reports received:

Health Officer: _____ **Police:** _____ **Fire:** _____

Borough Engineer: _____ Water: _____ Zoning : _____

Borough Planner:: _____ County Planning Board _____

Dates of Public Hearings: _____

Action of Monmouth County Planning Board: Approved __ Denied _____ Date: _____

Reasons or Comments: _____

Board Chairman

Date

Board Secretary

Date

Stamped Approved as:

Major: _____ **Minor:** _____ **Major Final:** _____ **Stamped Not Approved:** _____

Borough of Englishtown
UNIFIED BOARD

SITE INSPECTION AUTHORIZATION

I, _____, the undersigned property owner, do hereby authorize Englishtown Officials to inspect the property owned by me at _____, in connection with my application to the Unified Board.

Name (Please Print)

Signature

Date

Borough of Englishtown

UNIFIED BOARD

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

To: **Englishtown Tax Assessor**

Date: _____

Property Owners _____

Property Address _____

Mailing Address _____

Phone Number _____ Email _____

I/We hereby request a Certified List of property owners within 200 feet of

Block _____ Lot _____ on the Official Tax Map of the Borough of Englishtown.

Street Address _____

Signature _____

Signature _____

Fee: \$10.00

Make check payable to Borough of Englishtown

BOROUGH OF ENGLISHTOWN UNIFIED BOARD

**NOTICE SERVED ON OWNERS
WITHIN 200 FEET**

PLEASE TAKE NOTICE:

That the undersigned has filed an application or appeal for development with the Unified Board of the Borough of Englishtown for the following relief from the requirements of the Englishtown Zoning Ordinance:

A Public Hearing has been set for __ 20__ at 7:30 p.m. in the Englishtown Municipal Building, 15 Main Street, Englishtown, New Jersey 07726. When the case is called, you may appear either in person, or by agent or attorney, and present any objection which you may have to the granting of the relief sought in the application.

The application with all relevant maps and papers are on file in the office of the Board Administrator, and are available for inspection during normal business hours.

This notice is sent to you by application, by order of the Unified Board of the Borough of Englishtown.

Respectfully,

Applicant

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

PLEASE TAKE NOTICE that on the _____ day of _____ 20_____,
at 7:30 p.m. a hearing will be held before the Englishtown Unified Board of Adjustment on the
appeal or application of the undersigned for the following relief for the Englishtown Zoning
Ordinance:

With regard to premises located at _____

designated as Block _____ Lot _____ on the Borough Tax Map.

The application and all relevant maps and papers are on file in the office of the Board
Secretary, and are available for inspection during normal business hours.

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

Applicant

Date: _____

NOTICE REQUIREMENTS FOR HEARING.

Whenever a hearing is required on an application for development pursuant to N.J.S.A. 40:55D-1 et seq., or as to any matter coming before the Unified Board, the applicant shall give notice thereof, as indicated below; however, applications for minor subdivision approval, exemption or minor site plan approval, and final subdivision and site plan approval, shall not be required to provide notice unless the other relief which is requested would require public notice.

- A. Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.
- B. Notice shall be given to the owners of all real property located in this State as shown on the current tax duplicated or duplicates within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality. Such notice shall be given by:
 - 1) Serving a copy thereof on the owner, as shown on the said current tax duplicates, or his agent in charge of the property, or
 - 2) Making a copy thereof, by certified mail to the property owner at his address, as shown on the current tax duplicate or duplicates.

The above requirements shall be deemed satisfied where condominiums and the owner of any unit is within 200 feet of the applicant's property by making service in the following manner:

- a. If the applicant's property abuts a condominium and the owner of any unit is within 200 feet of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
- b. If the applicant's property abut a horizontal property regime and an apartment of the co-owner is within 200 feet of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
- c. If the applicant is the owner of the condominium unit or co-owner of an apartment, notice shall be given to all other unit owners or apartment co-owners within 200 feet of the unit or apartment or co-owned by the applicant. A return receipt is not required. Notice to a partnership owner may be made upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Where a

condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co- owners, or homeowners on account of such common elements or areas.

- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to §143-31B to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.
- D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official Map or on the County Master Plan, adjoining the County land or situated within 200 feet of the municipality boundary.
- E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.
- F. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55d-10(b).
- G. In the case of a public utility, cable television company or local utility which possesses a right-of-way or easement within the Borough and which has registered with the Borough pursuant to N.J.S.A. 40:55D-12.1, notice shall be given by (1) serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company or local utility or (2) mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.
- H. All notices hereinabove specified in this section shall be given at least ten days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the board holding the hearing on the application for development.

- I. Any notice made by certified mail as hereinabove required shall be deemed to be complete upon mailing in accordance with the provisions of C. 40:55D-14.
- J. Form of notice. All notices required to be given pursuant to the terms of this ordinance shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.
- K. Any maps and documents for which approval is sought at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing during normal business hours in the office of the municipal clerk.
- L. Notice pursuant to paragraphs C, D, E and F of this section shall not be required unless public notice pursuant to paragraph A and paragraph B of this section is required. Notice under paragraphs A and B is not required for (1) conventional site plan review, (2) minor subdivision approval or (3) final approval pursuant to N.J.S.A. 40:55D-50.

REGISTRATION BY PUBLIC UTILITIES, CABLE TELEVISION COMPANIES OR LOCAL UTILITIES.

- A. Every public utility, cable television company and local utility having a right-of-way or easement within the Borough of Englishtown desirous of receiving notice of development applications pursuant to N.J.S.A. 40:55D-12 may register with the Borough Clerk. The registration shall remain in effect until revoked by the registrant or his successor in interest.
- B. Any public utility, cable television company or local utility seeking to register with the Borough of Englishtown pursuant to this Section shall be required to pay a ten dollar (\$10.00) registration fee.

LIST OF PROPERTY OWNERS FURNISHED.

Pursuant to the provisions of N.J.S.A. 40:55D-12c the tax assessor of the municipality shall, within seven days after receipt of a request thereof, and upon receipt of a fee not to exceed twenty-five (\$0.25) cents per name or ten (\$10.00) dollars, whichever is greater, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to §143-31B of this chapter.