

PLUMSTED TOWNSHIP LAND USE BOARD APPLICATION PROCESS:

PROCEDURE FOR APPLICATION SUBMISSION TO THE PLUMSTED TOWNSHIP LAND USE BOARD

1. Applications and fees must be submitted to the Board Engineer, Board Attorney and Board Secretary **28 days** prior to the Pre-Application meeting (held on the first Tuesday of the month unless advertised otherwise). Refer to the applicable administrative checklist for distribution of all required information.
2. Refer to the attached fee and escrow schedules for applicable fees to be submitted in separate checks to secretary.
3. The Board Engineer will review the application and will prepare his review for the Pre-Application Hearing.
4. Once it has been approved by the Board, you will be scheduled for the next available meeting.

APPLICATION MUST INCLUDE THE ESCROW AGREEMENT
**The Escrow Agreement can be found on the Plumsted.org website under
“LAND USE BOARD”**

**DISTRIBUTION OF MATERIALS IS THE
RESPONSIBILITY OF APPLICANT.**

COPIES OF THE APPLICATION MUST BE SENT TO THE FOLLOWING:

Board Engineer (1 Copy of the Application w/Attachments & 1 Set of Plans)

Joseph R. Hirsh, PE, CME, CPWM
Environmental Resolutions, Inc.
815 East Gate Drive, Suite 103
Mount Laurel, NJ 08054
(856) 235-7170 Office
(856) 273-9239 Fax

Board Attorney (1 Copy of the Application w/Attachments & 1 Set of Plans)

Joseph Coronato
Coronato Law
121 Washington St.
Toms River, NJ 08753
(732) 808-4600

Land Use Board Secretary (Send Fourteen (14) Copies of the Application w/Attachments & Plans and Email a Digital Copy) to:

Cynthia MacReynolds
Land Use Board Secretary
121 Evergreen Road
New Egypt, NJ 08533
609/758-2241, Ext. 105
lub@plumsted.org

Municipal Utilities Authority (Attach the MUA Application, along with a \$100 Check or Money Order to "PMUA")

ATT: Brian Brach
121 Evergreen Road
New Egypt, NJ 08533
609/758-2241 Ext. 132

Plumsted Township Environmental Committee (Send 2 Copies w/attachments, 2 plans and Environmental Questionnaire)

ATT: John Neyenhouse
121 Evergreen Road
New Egypt, NJ 08533

Plumsted Township Fire Marshall

ATT: Mitch Remig
121 Evergreen Rd.
New Egypt, NJ 08533

PLUMSTED TOWNSHIP PLANNING/LAND USE BOARD
Application Fee Schedule

1.	Minor Subdivision	\$150
		+\$100.00/lot
2.	Major Subdivision	
	Preliminary	
	- three (3) lots or less,	
	including remainder	\$250
	- in excess of three (3) lots.....	\$750
	- site plans for commercial	
	or residential	\$750
	Final	
	- three (3) lots or less,	
	including remainder	\$250
	- in excess of three (3) lots.....	\$750
	- site plans for commercial	
	or residential	\$750
	Combined applications of preliminary and final, the sum of the individual preliminary and final fees.	
3.	Site Plans, commercial or residential	
	Preliminary	\$500
	Final	\$500
	Preliminary and Final together	\$750
4.	Sketch Plat	\$250
5.	Amended	\$ 250
6.	Informal	\$ 50
7.	Extension of Approval.....	\$ 250
8.	Minor Site Plan	\$ 250
9.	<i>GDP (Use Preliminary Fund and Final fees)</i>	
10.	Appeals 40:55d-70(a).....	\$250
11.	Interpretations 40:55D-70(b)	\$250
12.	Bulk/Hardship 40:55D-70(c)	
	Residential	\$250
	Commercial	\$500
13.	Use/Special Reasons 40:44D-70(d)	\$500
	Permits.....	\$500

PLUMSTED TOWNSHIP PLANNING/LAND USE BOARD
Escrow Fee Schedule

1. Sketch Plat for Preliminary Major Subdivision approval and Preliminary Site Plan approval for residential Use.....\$ 30.00/lot or dwelling unit
.....Or \$750 min
Minor Subdivision\$ 1,500
Preliminary Major Subdivision
1 – 3 lots or units\$ 2,000
4 – 10 lots or units\$ 3,500
11 – 25 lots or units.....\$ 3,750+\$50/lot
26 – 50 lots or units.....\$ 5,000+\$50/lot
51 – 100 lots or units.....\$ 6,500+\$50/lot
In excess of 100 lots or units.....\$ 10,500+\$25/lot
2. Final Major Subdivision approval and Final Site Plan approval for residential use
1 – 3 lots or units\$ 1,000
4 – 10 lots or units\$ 2,000
11 – 25 lots or units\$ 3,000
26 – 50 lots or units\$ 4,500
51 – 100 lots or units\$ 6,000
In excess of 100 lots or units.....\$ 10,000
3. Nonresidential Preliminary Site Plan approval inclusive of Minor Site Plan
Up to 2 acres.....\$ 3,500
Over 2 acres.....\$ 3,500+\$500/Acre
.....or portion thereof
- 3a. Escrow for Sketch Plat - \$30 per lot/dwelling or \$750 minimum
4. Nonresidential Final Site Plan approval
One-third (1/3) of the original escrow fee paid at the time of preliminary plan application
5. Any application involving more than one of the above categories shall deposit cumulative amounts
6. Amended 50% of original fee.....\$ 750 min.
7. Informal –*if application within one year of meeting credit to application fee*\$ 100
8. Extension of approval\$ 1,000
9. Agriculturally Exempt Subdivision\$ 500

Page 2 Escrow Fees *PLUMSTED TOWNSHIP PLANNING/LAND USE BOARD*

10. Minor Site Plan	\$ 1,000
11. <i>GDP Application (use Preliminary and Final fees)</i>	
12. Appeals 40:55D-70(a).....	\$ 750
13. Interpretations 40:55D-70(b).....	\$ 750
14. Bulk/Hardship 40:55D-70(c)	
Residential	\$ 1,500
Commercial	\$ 2,000
15. Use/Special Reasons 40:55D-70(d).....	\$ 2,000
Permits.....	\$ 1,000
16. GDP Application	
Preliminary Major Subdivision	
1-3 lots or units.....	\$2,000
4-10 lots or units.....	\$3,500
11-25 lots or units.....	\$3,750 +\$50/lot
26-50 lots or units.....	\$5,000 +\$50/lot
51-100 lots or units.....	\$6,500 +\$50/lot
In excess of 100 lots or units.....	\$10,500 +\$25/lot
Final Major Subdivision approval and	
Final Site plan approval for residential use	
1-3 lots or units.....	\$1,000
4-10 lots or units.....	\$2,000
11-25 lots or units.....	\$3,000
26-50 lots or units.....	\$4,500
51-100 lots or units.....	\$6,000
In excess of 100 lots or units.....	\$10,000
<i>Any and all other types of applications.....</i>	<i>\$100.00 Application</i>
.....	<i>\$2,000.00 Escrow</i>

**Education fee

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

DEVELOPMENT APPLICATION

THIS FORM TO BE COMPLETED BY ALL APPLICANTS. NOTE: APPLICANTS MUST
COMPLETE ALL SECTIONS OR INDICATE SECTION "NOT APPLICABLE"

THIS APPLICATION IS TO BE SCHEDULED FOR THE _____
AGENDA OF THE _____ (Date)
(Board)

OWNER(S): _____

Address: _____

Daytime Telephone: _____

APPLICANT(S): _____

_____ Corporation* _____ Partnership _____ Individual

Address: _____

Daytime Telephone: _____

NAME OF DEVELOPMENT: _____

PROPERTY DESCRIPTION:

Location: _____

TAX MAP _____ BLOCK _____ LOT _____ ZONE _____

This application represents a request for the following: (check appropriate boxes)

- | | |
|---|--|
| 1. <u>SITE PLAN APPROVAL</u>
____ Sketch Plat
____ Preliminary
____ Final
____ Addition of Parking
Spaces
____ Revision to an approved
Site Plan
____ Preliminary _____ Final | 2. <u>REQUEST FOR VARIANCE</u>
____ Appeal from Administrative
Officer (NJSA 40:55D-70a)
____ Map interpretation or
special questions
(NJSA 40:55D-70b)
____ Hardship or Practical
difficulty (NJSA 40:55D-70c)
____ Permission to construct a use
or structure not permitted by
Ordinance (NJSA 40:55D-70d)
____ Waiver for site or subdivision
standards |
| 3. _____ Conditional Use Approval | |
| 4. <u>DIRECT THE ISSUANCE OF A PERMIT FOR:</u>
____ Lot lacking street frontage
____ Structure in bed of mapped street | |

*If applicant is a corporation or a partnership, please attach a list of the names and addresses of persons having a 10% or greater interest in the corporation or partnership

5. SUBDIVISION APPROVAL

- ☐ Sketch Plat
☐ Minor
☐ Preliminary
☐ Final
☐ Revision to an approved subdivision:
☐ Preliminary ☐ Final

Does this application meet all the requirements of all Township development Ordinances? ☐ Yes ☐ No If not, explain discrepancies: (Explain the relief you are requesting) _____

Has the premises received approval of any development application, i.e. subdivision and/or conditional use and/or variance relief? ☐ Yes ☐ No If so, state the date, application number and type of approval: _____

INSTRUCTIONS: A complete application consists of an original and:

- | | |
|---------------------------------------|------------------------------------|
| 1. 13 COPIES OF ALL PLANS | 4. PHOTOGRAPHS OF THE SITE |
| 2. 13 COPIES OF ALL APPLICATION FORMS | 5. APPLICATION FEES/ESCROW FEES |
| 3. 13 COPIES OF ALL CHECKLIST FORMS | 6. PROOF OF TAXES/ASSESSMENTS PAID |

If simultaneous applications related to the same parcel are being made, file one Master Form and each supplementary application form made necessary by the requests.

Is there currently a mortgage on the property(ies) in question? ☐ Yes ☐ No If so, state the amount(s) and who holds the mortgage: _____

Certain types of development applications require PUBLIC NOTICE. These include:

1. PRELIMINARY SITE PLAN APPROVAL
2. REQUEST FOR VARIANCE APPROVAL
3. CONDITIONAL USE APPROVAL
4. DIRECT THE ISSUANCE OF A PERMIT FOR LOT LACKING STREET FRONTAGE OR FOR PROPOSED STRUCTURES TO BE LOCATED IN THE BED OF A MAPPED STREET
5. PRELIMINARY SUBDIVISION APPROVAL
6. APPEALS
7. A REQUEST FOR INTERPRETATION OF ANY OF THE ORDINANCE
8. WAIVER OF SUBDIVISION/SITE PLAN OR ANY OTHER DESIGN STANDARDS

If your application is listed above, it will be necessary for you to serve and publish public notice in a manner provided for under N.J.S.A. 40:55D-12. Therefore, please obtain a certified list from the most current tax records of names and addresses of owners to whom you are required to serve notice. Applicant must order this list from the Tax Assessor and must pay the necessary fee. Please also send notices as required by N.J.S.A. 40:55D-12d, etc. which provides:

d. Notice of 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.

e. 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 county map or on the county master plan, adjoining other county land or situated within 200 feet of a municipal boundary.

f. Notice shall be given by person service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.

g. 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. The notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to subsection b. of section 6 of the act (C. 40:55D-10).

h. Notice of hearings on applications for approval of a major subdivision or a site plan not defined as a minor site plan under this act requiring public notice pursuant to subsection a of this section shall be given. In the case of a public utility, cable television company or local utility which possesses a right-of-way or easement within the municipality and which has registered with the municipality in accordance with section 5 of P.L. 1991 c. 412 (C.40:55D-12.1), 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.

i. The applicant shall file an affidavit of proof of service with the municipal agency holding the hearing on the application for development in the event that the applicant is required to give notice pursuant to this section.

j. Notice pursuant to subsections d., e., f., g. and h. of this section shall not be deemed to be required, unless public notice pursuant to subsection a. and notice to subsection b. of this section are required.

I have read all of the foregoing instructions and certify that all the information contained in the papers submitted herewith is true to the best of my knowledge.

Applicant (Signature):_____ Date:_____

(Print Name): _____

I am/We are aware of, and consent to, the filing of this application.

Owner(s) (Signature):_____ Date:_____

_____ Date:_____

(Print Name):_____

NOTICE PROCEDURES
TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

NOTICE OF PUBLIC HEARING REQUIREMENTS

This is to acknowledge that I am aware that a PUBLIC NOTICE of a HEARING on my application for development before the LAND USE BOARD MUST be given by publication in the official newspaper of Plumsted Township or a newspaper of general circulation in Plumsted Township AT LEAST TEN (10) DAYS prior to the date of the hearing. In addition, I acknowledge that NOTICE of a HEARING MUST BE GIVEN to the owners of all real property located within 200 feet in all directions of my property, by certified mail or hand delivery as required in N.J.S.A. 40:55D-12. If I fail to meet the TEN (10) DAY MINIMUM NOTIFICATION TIME LIMIT for publication or for notifying neighboring property owners, I AM AWARE that my development application will NOT be heard at the scheduled time. The list of property owners which is prepared by the Township will be forwarded to me as soon as it is prepared. I AM AWARE that I CANNOT serve notice to the newspaper and neighboring property owners until the ZONING OFFICER or the BOARD SECRETARY has deemed my application complete and ready for PUBLIC HEARING.

I am also aware that all plans and documents relating to my application must be on file with the LAND USE BOARD SECRETARY for public inspection at least ten days before the hearing date.

Applicant:_____ Date:_____

Print Name: _____

The applicant must furnish an Affidavit in the form attached with a copy of the Notice attached, setting forth the name and address of the property owners to be served, with a copy of the green certified mail receipts attached. This form must be filed with the Plumsted Township Planning/Land Use Board Secretary, Cynthia MacReynolds, 121 Evergreen Road, New Egypt, New Jersey, 08533, **at least five days before the hearing date.**

In addition, applicant must file a copy of the published notice, accompanied by the newspapers' proof of publication showing publication at least ten days prior to the hearing date. (PLEASE NOTE: the notices must be published and served at least ten days prior to the date of hearing.)

NOTE: If applicant is a corporation seeking relief under NJSA 40:55D-70 et seq., then applicant must be represented by an Attorney at Law of the State of New Jersey.

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

BULK VARIANCES 40:55D-70 OR EXCEPTION 39:4-55D-51
OR LOT NOT FRONTING ON APPROVED STREET 40:55D-35

CHECKLIST

The following list contains those items required to be included in the plans. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a CHECK next to each item which, in his opinion, is contained within the plans. Applicant must also read and comply with "Instructions to Applicant".

REQUIRED DETAILS:

- _____ 1. The full plan of development, including street and alley lines and widths, building setback lines and areas such as parks, playgrounds and school grounds to be dedicated to or reserved for public purposes.
- _____ 2. Widths of easements or rights-of-way, if any, for public services and utilities with notations of any limitation on such easements or rights-of-way.
- _____ 3. The names of adjoining subdivisions, if any, and the book and page where recorded.
- _____ 4. Dimensions of sight triangles, tangents, radii, arcs and chords and central angles for all center-line curves on streets and at all street corners.
- _____ 5. All bearings and boundary line dimensions for every lot and for every area proposed to be dedicated to or reserved for a public purpose.
- _____ 6. Location of all monuments, designating the monuments referenced and showing at least two (2) permanent coordinated monuments within a reasonable distance of the site, as approved by the Township Engineer.
- _____ 7. A title which shall include the name of the subdivision, the name of the owner or his agent, the name of the certifying engineer or land surveyor and the date.
- _____ 8. A certification by the licensed engineer and land surveyor making such plat to the effect that the plat is correct in all engineering respects; and a statement duly acknowledged before some officer authorized to take acknowledgement of deeds, signed by the owner or owners of the property, to the effect that the subdivision shown thereon is made with their free consent and is approved by said owner.

Since every variance application involves a unique request for relief, it may be necessary to include additional information on the plan which is relevant to your application.

Signature of person who prepared checklist

Title and date of plan including
last revision

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

VARIANCE RELIEF

Application is hereby made for:

- _____ Appeal from Administrative Officer (N.J.S.A. 40:55D-70a)
_____ Map interpretation or special questions (N.J.S.A. 40:55D-70b)
_____ Building lot not abutting street (N.J.S.A. 40:55D-35)
_____ Hardship or practical difficulties (N.J.S.A. 40:55D-70c(1) or Benefits/Detriments
_____ N.J.S.A. 40:55D-70c(2)
_____ Use variance (N.J.S.A. 40:55D-70d)*
_____ *APPLICANT MUST COMPLY WITH MEDICI V. BPR CO., 107 N.J.1
_____ Waiver from subdivision or site plan standards

OWNER(S): _____

Address: _____

Daytime Telephone: _____

APPLICANT(S): _____

Address: _____

Daytime Telephone: _____

NAME AND ADDRESS OF PERSON PREPARING ALL PLANS:

Name: _____ (Profession) _____

Address: _____ (License No.) _____
_____ Telephone: _____

PROPERTY DESCRIPTION: _____ NAME OF DEVELOPMENT: _____

Location: _____

MAP _____ BLOCK _____ LOT _____ ZONE _____

Size of Building(s): _____ Sq. Ft. _____ Stories _____

Use of existing building or premises: _____

This is a request for variance relief from: (cite specific section of Ordinance and/or Land Use Act violated and the relief you are requesting) _____

_____ for the purpose of _____

Does the application represent a request for simultaneous approval of site plan and/or subdivision and/or flood plain relief and/or conditional use? _____ Yes _____ No

If so, state type of additional approvals being sought: _____

Has there been a previous appeal involving the premises _____ Yes _____ No

If so, state the date, application number and character of appeal and disposition: _____

Has the premises received approval of any development application, i.e. site plan, subdivision or conditional use approval? _____ Yes _____ No

If so, state date and type of approval: _____

If the application is made for a variance under NJSA 40:55D-70c(1), explain the following:

1. How will the strict application of the provision of the ordinance result in practical difficulties or hardship inconsistent with the general or intent of the ordinance?

2. What are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property which do not apply generally to other properties in the same zone or neighborhood?

3. Explain what efforts have been made by the applicant to acquire adjoining lands so as to reduce the extent of the variance or eliminate the necessity for the variance_____

4. State how the proposed variance will not substantially adversely affect the public good_____

5. State how the proposed variance will not substantially adversely affect the zoning ordinance or plan_____

If the application is made under N.J.S.A. 40:55D-70c(2), explain the following:

1. Explain how the proposed use can be granted without substantial detriment to the public good_____
2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the Zone Plan and Zoning Ordinance_____
3. Explain how the purposes of the Land Use Act 40:55D-2 are advanced by a deviation from the requirements of the Zoning Ordinance_____
4. Explain how the benefits of the deviation will substantially outweigh any detriments_____

If the application is made for a use variance under N.J.S.A. 40:55D-70d explain the following:

1. Explain how the proposed use can be granted without substantial detriment to the public good_____
2. Explain how the proposed use can be granted without substantially impairing the intent and purpose of the Zone Plan and Zoning Ordinance_____
3. List here any “special reasons” related to the request which would tend to minimize the discordant effect of the use, be less harmful to adjacent properties, or tend to bring the use into closer conformity with the Zoning Ordinance_____
4. If you claim exemption from the “special reasons” requirement, state why_____
5. List here any “hardship” related to the nature of the land and/or the neighborhood which prevents reasonable utilization of the property for any permitted use_____
6. State how the proposed use positively advances the Master Plan_____
7. State how the proposed use complies with the *Medici* decision_____

List of maps and other material accompanying the application and the number of each:

.....
I hereby certify that all of the foregoing statements and the information contained in the papers submitted herewith are true to the best of my knowledge.

Applicant (Signature): _____ Date: _____
(Print Name): _____

I am/We are aware of and consent to the filing of this application.

Owner(s) (Signature): _____ Date: _____

(Print Name): _____

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

SUBDIVISION APPROVAL

NOTE: IF YOUR APPLICATION INVOLVES EITHER A MAJOR OR MINOR
SUBDIVISION YOU MUST COMPLETE THE FOLLOWING FORM

A. Application is hereby made for:

SKETCH PLAT

_____ Classification and approval of a minor subdivision

_____ Classification of a major subdivision

PRELIMINARY PLAT

_____ Preliminary approval of a major subdivision

_____ Revision or reapproval of a Preliminary plat

FINAL PLAT

_____ Final approval of a major subdivision

_____ Revision or reapproval of a final plat

B. OWNER(S): _____

Address: _____

Daytime Telephone: _____

APPLICANT(S): _____

Address: _____

Daytime Telephone: _____

C. PROPERTY DESCRIPTION: _____ NAME OF SUBDIVISION: _____

Location: _____

TAX MAP _____ BLOCK _____ LOT _____ ZONE _____

Area of entire tract: _____ Portion being subdivided: _____

Number of proposed lots: _____ Smallest lot created: _____ SF

Shortest frontage at required setback of lot: _____ ft

City water? _____ Sewer? _____

Located on: Municipal Street - _____

County Road - _____

State Highway - _____

Are municipal streets paved, gravel or on paper? _____

Estimated Cost of Construction: \$ _____

D. NAME AND ADDRESS OF PERSON PREPARING ALL PLANS:

Name: _____

(Profession)

Address: _____

(License No.)

Telephone: _____

E. STAGE OF APPLICATION:

1. Sketch Plat and Preliminary Plat

Is this subdivision to be contingent on an adjoining property? ____ Yes ____ No. If
yes, complete the following:

(name of road)

(no. of feet)

Remarks: _____

Deed description of subdivided lands to be submitted at end of application.

I/We do hereby agree to dedicate to the Township of Plumsted the land as mentioned
above.

(owner sign if agreeable)

(print name)

F. DEVELOPMENT PLANS:

a. Sell lots only? _____

b. Construct houses for sale? _____

c. Other _____

List existing improvements & utilities & intentions to install other improvements prior to
final approval?

Improvement

Intention

LIST OF STREETS OR ROADS:

<u>Name</u>	<u>New or existing</u>	<u>Width</u>	<u>Remarks</u>
-------------	------------------------	--------------	----------------

Deed restrictions that apply or are contemplated. (If no restrictions, state "none", if yes, attach copy.)

2. FINAL PLAT

Previous action by: _____ Planning Board _____ Zoning Board

Date: _____

Application No. _____

Does the Final Plat follow exactly the Preliminary Plat in regard to details and area covered? _____ Yes _____ No. If not, indicate material changes _____

Length of new streets proposed _____ feet

- G. Does this application represent a request for simultaneous approval of a site plan and/or conditional use, and/or flood plain relief, and/or variance relief: _____ Yes _____ No. If so, state date, application number and type of approval: _____
- H. Has the subject property received previous approval of any development application? _____. If so, state date, application number and number of lots. _____
- I. Has this parcel been subdivided since December, 1977? _____ Yes _____ No. If so, state date, application number and number of lots created: _____
- J. Does this application meet all the requirements of all Township development ordinances? _____ Yes _____ No. If not, explain discrepancies: _____
- K. Do plans conform to the MAP FILING LAW OF NEW JERSEY? _____ Yes _____ No

- L. List of maps and other material accompanying application and number of each:

I hereby certify that all of the foregoing statements and the information contained in the papers submitted herewith are true to the best of my knowledge.

Applicant (Signature):_____ Date:_____

(Print Name):_____

I am/We are aware of and consent to the filing of this application.

Owner(s) (Signature)_____ Date:_____

(Print Name) _____

ATTACH DEED DESCRIPTION:

REQUIRED REFERRALS FOR SUBDIVISION AND SITE PLAN APPLICATIONS

The applicant before a local Land Development Board is required by law to refer their application to the agencies as specified below. The Land Use Board cannot decide on an application until letters of approval are received from the required agencies.

1. A request for approval on water supply and sewerage facilities for developments with 50 or more realty units shall be referred to the State Department of Environmental Protection (N.J.S.A. 13:9A-1-10).
2. Requests for approval on any development, filling, dredging, excavation, soil removal, dumping or discharging in flood hazard areas or wet lands shall be referred to the State Department of Environmental Protection (N.J.S.A. 58:16A-5-66).
3. Requests for approval on subdivisions or site plans of 150 acres or 500 dwelling units shall be referred to the Department of Community Affairs (N.J.S.A. 40:55D-12).
4. Requests for approval of subdivisions shall be referred to the County Planning Board (N.J.S.A. 40:27-6.3).
5. Requests for approval on site plans shall be referred to the County Planning Board (N.J.S.A. 40:27-6.7).
6. Hearings on Planning or Zoning (variances) matters within 200 ft. of a municipal boundary shall be referred to the adjacent municipality (N.J.S.A. 40:55D-12).
7. Requests for approval on subdivisions and site plans adjacent to State Highways shall be referred to the commissioner of Transportation. Applicants must secure curb cut and drainage approval from the Department of Transportation.
8. Requests for approval on subdivisions and site plans that contain disturbance of more than five thousand square feet shall be referred to the Soil Conservation District (N.J.S.A. 4:24-39).

PROCEDURES FOR COMMENCING WITH SITE WORK
AFTER RECEIVING PRELIMINARY SUBDIVISION
OR PRELIMINARY SITE PLAN APPROVAL

An approval from the Land Use Board is not an approval to begin construction. The Zoning Officer or the Township Engineer has the discretion to permit the commencement of work on the site after preliminary approval. NO SITE MAY BE DISTURBED IN ANY MANNER, INCLUDING CLEARING OR CUTTING OF TREES WITHOUT PRIOR WRITTEN APPROVAL OF THE ZONING OFFICER OR THE TOWNSHIP ENGINEER. Any such approval may be subject to conditions imposed by the Zoning Officer. Such conditions may include, but not be limited to the following:

_____ FILING OF MYLARS REVISED IN ACCORDANCE WITH CONDITIONS OF APPROVAL FOR SIGNING BY APPROPRIATE OFFICIALS.

_____ COMPLIANCE WITH ALL OTHER CONDITIONS OF BOARD APPROVAL.

_____ FILING OF SIGNED MYLAR AND ELEVEN PRINTS.

_____ A PRECONSTRUCTION MEETING WITH OFFICIALS OF THE DEPARTMENT OF ENGINEERING, PLANNING AND INSPECTIONS AND THE DEPARTMENT OF PUBLIC WORKS MUST BE HELD. IT IS THE APPLICANT'S OBLIGATION TO SCHEDULE THIS MEETING THROUGH THE ZONING OFFICER.

_____ PAYMENT OF INSPECTION FEES.

_____ FILLING OF SOIL CONSERVATION SERVICE APPROVAL AND OTHER REQUIRED APPROVALS, (i.e. STREAM ENCROACHMENT, CP-1, COUNTY PLANNING BOARD, ETC.).

_____ MARKING OF TREES IN FIELD THAT ARE TO BE PRESERVED.

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

PRELIMINARY SITE PLAN

CHECKLIST:

The following list contains those items required to be included in the plans submitted for a PRELIMINARY SITE PLAN. Applications lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a CHECK next to each item which in his opinion is contained within the plans.

REQUIRED DETAILS:

- _____ 1. Each submission shall be drawn at a scale of one (1) inch equals one hundred (100) feet for a tract of up to one hundred fifty (150) acres and one (1) inch equals two hundred (200) feet for a tract of one hundred fifty (150) acres or more. All plans submitted shall be on one of three of the following standard sheet sizes: Eight and one-half by thirteen (8½ by 13) inches, fifteen by twenty-one (15 by 21) inches or twenty-four by thirty-six (24 by 36) inches. If one (1) sheet is not sufficient to contain the entire tract, it may be shown on separate sheets of equal sizes with reference on each sheet to the adjoining sheets.
- _____ 2. A KEY MAP, at a scale of not less than one (1) inch equals eight hundred (800) feet, showing the location of the subject property in relation to significant facilities such as schools, parks, major streets, zoning boundaries, major shopping or employment centers within two thousand (2000) feet of any part of the property.
- _____ 3. TITLE BLOCK:
 - a. Name of the development, municipality and county.
 - b. Date of the original preparation of the plan and of each subsequent revision thereof.
 - c. Name, address, signature, title, license number and embossed seal of the person who prepared the plan.
 - d. If the plans are prepared by a licensed professional (engineer, land surveyor, architect, planner, et cetera), title blocks shall also be in conformance with the rules and regulations of their respective State Boards.

- _____ 4. Names, addresses and signatures of the owner(s) and applicant(s) of record.
- _____ 5. The zone and district, tax map, section and lot number of the site to be developed as well as that for all contiguous land and of the property directly across the street.
- _____ 6. The names and addresses of all property owners within two hundred (200) feet of the site.
- _____ 7. A graphic and numerical scale.
- _____ 8. North arrow.
- _____ 9. The development boundary lines (heavy solid line) and the location of that portion which is to be developed in relation to the entire tract.
- _____ 10. The property lines of the land to be developed, the location and right-of-way widths of all streets and roads within four hundred (400) feet of the property and the distance to the nearest intersection.
- _____ 11. The location of all existing and proposed property lines, location and outside dimensions of buildings and structures (with an indication as to whether they will be removed or retained), bridges, culverts, drainpipes, driveways, parking or loading areas, rights-of-way and all easements on and within one hundred fifty (150) feet of the property.
- _____ 12. The location of all existing significant natural features on and within one hundred fifty (150) feet of the property, including streams, watercourses, ponds, drainage ditches, rock outcrops, wooded areas, wetlands, et cetera.
- _____ 13. The location of on-site tree masses and specie identification of all existing trees greater than ten (100 inches in caliper measured from four (4) feet above ground level).
- _____ 14. The full plan of development, including street and alley lines and widths, and areas to be dedicated to or reserved for public purposes.
- _____ 15. Widths and easements or rights-of-way, if any, for public services and utilities with notations of any limitation on such easements or rights-of-way.
- _____ 16. Dimensions of site triangles, tangents, radii, arcs and chords and central angles for all center-line curves on streets and at all street corners.

- _____ 17. All bearings and boundary line dimensions and areas to the nearest one tenth (1/10) of an acre for the entire tract and each lot proposed, including lands remaining, and for any area proposed to be dedicated to or reserved for a public purpose.
- _____ 18. Delineation of the five-hundred year floodplain and the National Flood Insurance Program floodway and flood hazard areas.
- _____ 19. All setbacks (front yard, side yard, rear yard) of existing and/or proposed principal buildings and all necessary structures.
- _____ 20. If the proposed lot(s) is (are) not serviced by a sanitary sewer, certification by a licensed professional engineer that the proposed lot(s) can adequately accommodate a septic system. The location(s) of the soil log(s) and percolation test holes, test results and compliance with the Individual Sewage Disposal Code of New Jersey shall be shown on the plat and certified by a licensed professional engineer. This shall be shown for each lot proposed, including lands remaining. Applicant must obtain approval from the Ocean County Board of Health.
- _____ 21. Contours at contour intervals of five (5) feet or less for a site with an average slope of ten percent (10%) or greater, or at a lesser average slope. However, contours need not be shown for subdivisions with a gross area of less than three (3) acres and involving no new streets or roads unless specifically requested by Plumsted Township.
- _____ 22. Proposed center-line profiles for all new streets or roads shown on the plat.
- _____ 23. A copy of any protective covenants or deed restrictions applying to the land being subdivided.
- _____ 24. Plans and profiles of all proposed gradings, paving, roads, sidewalks, curbs, storm and sanitary sewers and appurtenances, water mains, gas mains, bridges and connections to existing or proposed utilities, all of which shall meet the requirements of the Department of Engineering, Planning and Inspections. The plans shall be drawn at a scale of not more than fifty (50) feet to the inch.

- _____ 25. A plan and calculations for surface drainage of the land proposed to be developed, including design and details of the existing and proposed stormwater management system, showing the location and elevation of inlets, pipes, swales, berms, low flow channels, outlets and all other storm drainage facilities.
- _____ 26. Invert and rim elevations, showing the location, size and grade of all pipes for the transportation and/or treatment of on-site and off-site disposal of wastewater with location and details concerning the existing and proposed sanitary sewage disposal system.
- _____ 27. The design of the on-site and supplying water supply systems.
- _____ 28. All details of the on-site and supplying water supply systems.
- _____ 29. Location of all existing and proposed utility lines, above and below ground, within and immediately adjacent to the subject site.
- _____ 30. The location and width of existing and proposed traffic circulation elements on and adjoining the site, such as streets, entrances and exits, acceleration and deceleration lanes, channelization, et cetera, with type of pavement and specifications noted.
- _____ 31. The location of all off-street parking and loading areas showing the number and dimensions of the parking spaces and loading areas and showing traffic aisles and patterns and curbing with radii and specifications noted for curbs and pavement.
- _____ 32. The existing and proposed spot elevations based on the United States Coastal Geodetic datum at all building corners, all flood levels, center lines of abutting roads, top and bottom curbs, property corners and other locations as designated during review.
- _____ 33. Provision for solid waste storage and disposal.
- _____ 34. A landscaping and buffering plan showing what will be removed and be planted, including and itemized list of all species of plants and trees to be installed, noting size, approximate time of planting, method of planting (bare rooted, ball and burlap, et cetera) and maintenance plans, seeding schedule, slope stabilization, proposed soil erosion and sedimentation controls.

_____ 35. Lighting details indicating location, type and height of light standards, radius of light, type of light and intensity in footcandles.

_____ 36. Location, size and material of existing and proposed signs.

_____ 37. An elevation drawing or rendering, sealed by a licensed architect or engineer, showing for each building or typical building the front, side and rear façade, with dimensions and type and color of material to be used. The drawing shall also contain a signature block:

a. I CONSENT TO THE FILING OF THIS PLAN (OR PLAT) WITH THE PLANNING BOARD/ZONING BOARD OF ADJUSTMENT (only include appropriate Board) OF THE TOWNSHIP OF PLUMSTED.

.....
APPLICANT (Signature) DATE
(Print Name)

.....
OWNER DATE
(Print Name)

b. I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN (OR PLAT) AND THAT ALL DIMENSIONS AND INFORMATION ARE CORRECT.

.....
Name, title and License No. DATE

c. I HAVE REVIEWED THIS PLAN (OR PLAT) AND CERTIFY THAT IT MEETS ALL CODES AND ORDINANCES UNDER MY JURISDICTION.

.....
TOWNSHIP ENGINEER DATE

.....
TOWNSHIP PLANNER DATE

_____ 38. Preliminary floor plans sealed by a licensed architect or engineer.

_____ 39. Cross sections of streets, aisles, lanes and driveways which shall adhere to applicable requirements of this chapter and applicable design standards in the subdivision provisions of this chapter and those on file in the office of the Township Engineer.

_____ 40 SIGNATURE BLOCK AS FOLLOWS:

a. APPLICATION NO.....
MAP.....BLOCK.....LOT
ZONE.....

b. I CONSENT TO THE FILING OF THIS PLAN (OR PLAT)
WITH THE LAND USE BOARD OF THE TOWNSHIP OF
PLUMSTED

.....
APPLICANT (Signature) DATE
(Print Name)

.....
OWNER DATE
(Print Name)

c. I HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAN
(OR PLAT) AND THAT ALL DIMENSIONS AND
INFORMATION ARE CORRECT.

.....
Name, title and License No.

d. I HAVE REVIEWED THIS PLAN (OR PLAT) AND CERTIFY
THAT IT MEETS ALL CODES AND ORDINANCES UNDER
MY JURISDICTION.

.....
TOWNSHIP ENGINEER DATE

e. I HAVE REVIEWED THIS PLAN (OR PLAT) AND CERTIFY
THAT IT MEETS ALL CODES AND ORDINANCES UNDER
MY JURISDICTION.

.....
TOWNSHIP PLANNER DATE

f. APPROVED BY THE LAND USE BOARD OF THE
TOWNSHIP OF PLUMSTED.

PRELIMINARY DATE.....

.....
CHAIRMAN DATE

.....
SECRETARY DATE

_____ 41. Certification from the Tax Collector that all taxes are paid to date.

Signature of person who prepared checklist

Date of plan
including last
revision

Print Name

INSTRUCTION TO APPLICANTS
LAND USE BOARD

1. Applications for development shall be filed with the Land Use Board, pursuant to these instructions in those cases and under those circumstances where the Board has the power to hear the particular application for development pursuant to N.J.S. 40:55D-70 and 40:55D-76. Application shall be made upon the forms supplied by the Board, which can be obtained from the Board Secretary. All information required by the official check-list and application, a copy of which will be give to applicant, must be supplied.
2. The applicant shall file with the Board **an original and thirteen (13) copies of the application** together with a like number of all supporting documents submitted with the application. Forms dealing with service and proof of service shall be filed in triplicate.
3. When the application and all check-list items have been completed and filed with the Board Secretary, together with the appropriate fee and a certification from the tax collector that taxes have been paid, the applicant will be notified of the date of his hearing. At that time, the applicant will be supplied with the property owners and others required to receive notice, pursuant to State Statute.
4. The applicant shall give notice, at least ten days prior to the date of the hearing, as follows:
 - a. Public notice shall be made by the publication, in *The Asbury Park Press* or *The Trenton Times*, of a legal advertisement, and proof of such publication, in the form of an affidavit to be obtained from the newspaper, shall be submitted to the Board as hereinafter set forth.
 - b. Notice shall be given to the owners of all real property, as shown in the current tax duplicate or duplicates, located in the State and within 200' in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located.

Names and addresses of property owners located within Plumsted Township may be procured by making written request per name or \$10.00, whichever is greater. If there are other property owners who have land within 200', but not within Plumsted Township, their names and addresses must be procured from the administrative officer of the municipality within which their property is located. Such notice shall be given by:

- (1). serving a copy thereof on the owner, as shown on the said current tax duplicate, or his or her agent in charge of the property, or
- (2). mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a 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' 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' 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 to the owners of lands in such adjoining municipality which are located within 200' 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 County Map* or on the *County Master Plan*, adjoining other county land, or situate within 200' of a municipal 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 Director of the Division of State and Regional Planning in the Department of Community Affairs 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. 40:55D-10(b).
- g. Notice of hearings on applications for approval of a major subdivision or a site plan, not defined as a major site plan, shall be given in the case of a public utility, cable television company, and local utility which possesses a right-of-way or an easement within the municipality and which has registered with the municipality pursuant to N.J.S.A. 40:55D-12.1 by (1) serving a copy of the notice on the person whose name appears on the registration statement on behalf of the public utility or cable company or local utility; or (2) by mailing a copy of the notice by certified mail to the name and address appearing on the registration form.
- h. The applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.
- i. Any notice made by certified mail as hereinabove required shall be deemed complete upon mailing in accordance with the provisions of N.J.S. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.

5. The applicant shall file a list of property owners served, and indicate the lot and block number of each owner served and designate the method of service on the form provided. The form shall be filled in **completely**, and the Affidavit of Service shall be signed, notarized, and **filed with the Board Secretary at least five days prior to the date of the scheduled hearing**. To the Affidavit of Service shall be appended a completed form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality in which the property is located must also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.
6. If the applicant does not own the property described in the application, the Affidavit of Ownership must be completed on the form provided and filed either with the application or with the Proof of Service.
7. a. The applicant shall file with the application thirteen (13) copies of a plot plan or survey to scale, not less than one inch equals 50 feet, that shall show all properties within 200' of the subject property and shall include:
 - (1). North point
 - (2). Lot lines, with dimensions
 - (3). Lot area in total square feet or acreage to the nearest hundredth, (e.g. 13.57)
 - (4). Tax Map Block and Lot numbers
 - (5). Zoning district(s)
 - (6). Name of the road or roads on which the lot fronts
 - (7). Easements and rights-of-way, if any
 - (8). Location of streams, if any
 - (9). Location of all existing buildings, if any
 - (10). Location of the proposed structure or change, showing the front, rear and side yard dimensions
 - (11). Building area allowed – (draw lines showing required front, rear and side yard set backs)
 - (12). Location, arrangement and dimensions of parking area, driveway or service areas, if any
 - (13). Names of adjoining property owners
 - (14). Location of all buildings on all adjoining property (including setbacks)
 - (15). All other requirements set forth in application forms or required by the Plumsted Township Engineer.
- b. If the relief sought is a use variance pursuant to N.J.S. 40:55D-70(d), and subdivision, site plan, and/or conditional use approval is required in connection with the project, the requests for approval shall be made, simultaneously, with the use variance application, to the Land Use Board. The applicant shall file, in addition to the plot plan required in 7a,

the items hereinafter set forth in order to support the simultaneous request for a subdivision, site plan, and/or conditional use approvals:

- (1). Subdivision applications shall be accompanied by thirteen (13) copies of a subdivision plat prepared in accordance with the requirements of the Subdivision Ordinance.
 - (2). Site Plan applications shall be accompanied by thirteen (13) copies of a site plan prepared in accordance with the requirements of the Site Plan Ordinance.
8. The Applicant shall file, with the application, proof that no taxes or assessments for local improvements are due or delinquent on the property for which the application is made. Such proof shall be in the form of a certification from the administrative official or the tax collector.
9. The application, together with the certification required in paragraph 8 above, must be filed with the Land Use Board Secretary at least twenty (20) days prior to the hearing date.
10. All corporate applicants must be represented by an attorney admitted to practice law in the State of New Jersey and, where applicable, must provide the following information:
 - a. A corporation or partnership applying to the Land Use Board for a variance to construct a multiple dwelling of 25 or more family units or in connection with an application for a variance pursuant to N.J.S. 40:55D-70(d) seeking permission to subdivide a parcel of land into 6 or more lots or for approval of a site plan to be used for commercial purposes, shall file a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. Such list shall be filed with the Board along with the original application.
 - b. If a corporation or partnership owns 10% or greater interest in a partnership, which is subject to the disclosure requirements of paragraph (a) above, that corporation or partnership shall file a list of the names and addresses of its stockholders holding 10% or more or its stock or of 10% or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in the partnership until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criteria established by this requirement, have been listed.
 - c. Should a corporate applicant fail to comply with paragraphs (a) and (b) above, the Land Use Board shall not approve the application.

Other applicants may proceed either with or without an attorney. However, persons without an attorney must be physically present at the hearing.
11. The case of the applicant will be ready for hearing when the applicant has completed all of the following steps pursuant to these instructions:
 - a. Original and thirteen (13) copies of the application form.

- b. Certification of Tax Collector that taxes have been paid.
 - c. Thirteen (13) copies of the plot plan or survey. (Note requirement of N.J.S. 40:55D-10(b) requiring maps and documents for public inspection at least ten (10) days before the date of the hearing in the office of the administrative official.)
 - d. Affidavit of Ownership (if applicable).
 - e. Affidavit of Service, Form of Notice, List of Property Owners served, together with Post Office receipts where service is made by certified or registered mail, and Proof of Publication of the legal advertisement placed in *The Asbury Park Press* or *The Trenton Times*.
 - f. Septic System Permit, if applied for and received.
12. In the event that the full authorized membership of the Board is not present at the hearing, the Applicant may request an adjournment of his appeal to the next regular meeting of the Board. An Applicant may request that the Land Use Board consider the application at other than a regular meeting. Such a request can be made either in writing or by an appearance before the Board. Such a request should set forth the reasons that a special meeting is required. If a special meeting is held at an Applicant's request the Applicant shall be responsible for any additional fees.

Applicants will be heard in the order in which the applications are filed with the Land Use Board Secretary. Applications which are adjourned will be placed last on the list for the next meeting and notice of the adjourned meeting must be given unless extended by the Land Use Board.

VARIANCES GRANTED BY THIS BOARD ARE VALID FOR A PERIOD NOT TO EXCEED TWELVE (12) MONTHS AND THEN TERMINATE IF NOT IMPLEMENTED.

NO NEW CASE WILL BE HEARD AFTER 10:30 P.M.; AND NO ADDITIONAL TESTMONY WILL BE TAKEN AFTER 11:00 P.M.

BY ORDER OF THE PLUMSTED
TOWNSHIP LAND USE BOARD

Date:_____

TOWNSHIP OF PLUMSTED
OCEAN COUNTY, NEW JERSEY

LOT NOT ABUTTING AN APPROVED STREET

CHECKLIST:

The following list contains those items required to be included in the plans. Applicants lacking any of this information may be classified as INCOMPLETE and will not be heard by the appropriate Board until this information is provided. Applicants should place a CHECK next to each item which is contained within the plans.

REQUIRED DETAILS:

- _____ 1. The location of all existing watercourses, wooded areas, easements, rights-of-way, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other physical feature directly on the property if such feature has an effect upon the use of said property.
- _____ 2. The locations, use and ground area of each proposed building, structure or any other land use.
- _____ 3. The location and widths of proposed streets, highways or freeways servicing the area.
- _____ 4. The location, size and capacity of off-street parking areas.
- _____ 5. The location, size and capacity of proposed loading berths and service areas.
- _____ 6. The location and treatment of proposed entrances and exits to public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional widths and any other traffic control device required for a traffic engineering analysis.
- _____ 7. The location and identification of proposed open spaces, parks or other recreational areas.
- _____ 8. The general location of landscaping and other forestry features, including preliminary grading for analysis of drainage water management.
- _____ 9. The location and design of buffer areas and screening devices.
- _____ 10. The location of sidewalks, walkways and all other areas proposed to be devoted to pedestrian use.
- _____ 11. General nature and location of public and private utilities, including maintenance facilities.
- _____ 12. Provisions for water supply, sewage disposal and storm drainage.

_____ 13. General location, design, size and type of signs.

_____ 14. Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, height and general design of architectural theme.

Since every variance application involves a unique request for relief, it may be necessary to include additional information on the plan which is relevant to your application.

Signature of person who prepared checklist

Title and date of plan
including last revision

Print Name

If the application is made for a lot not abutting an existing, approved street under N.J.S.A. 40:55D-35, then the applicant must comply with the Plumsted Township Ordinance 96-12 which states:

c. In the event an applicant requests a municipal body to consider a private road access, the following conditions shall apply:

1. The private road shall have a minimum 18 foot cartway within a minimum 30 foot right-of-way protected by recording a deed of easement in the Ocean County Clerk's Office.
2. The private road shall be constructed with a minimum of six (6) inches of gravel base and any other improvements required by the municipal body or Township Engineer. No certificate of occupancy shall be issued without an inspection and approval by the Township Engineer.
3. Title to the property must be deed restricted against future subdivision if the access easement is not upgraded to the Township standards for an improved paved roadway.
4. Title to the property shall provide and declare notice to all subsequent purchasers or their assigns that the property contains a private easement and cartway, rather than a public road, and said private road will not be maintained, nor shall services be provided to it or upon it, by the Township of Plumsted.
5. In the event a right-of-way easement is necessary from adjacent property owners, all property owners affected by the access right-of-way must encumber their property by executing and recording a driveway maintenance agreement. Said agreement shall set forth a maintenance contract to ensure adequate funds and provisions have been established to preserve and protect the viability of the private road. Said agreement shall be reviewed and approved by the Township Solicitor, or counsel to the reviewing Land Use Board. Said agreement shall further be recorded with the Ocean County Clerk's Office.
6. All applicants seeking relief under this section must post the appropriate escrow fees for engineering, legal and professional services as required by further Ordinance of the Township.
7. All applicants must comply with the provisions of Plumsted Township Ordinance No. 96-12 (copy attached).

Date: _____

LAND USE BOARD

Recommended Notice to Property Owners

To Whom It May Concern:

Notice is hereby given that on the ____ day of _____ 20__ at _____ a.m./p.m. at the Plumsted Township Municipal Building, 121 Evergreen Road, New Egypt, New Jersey, the _____ of said Township will hold a hearing on the appeal or application of the undersigned, at which time and place all interested persons will be given an opportunity to be heard.

Nature of appeal or application: (Give detailed information)

The maps and documents supporting this application are available for public inspection in the Administrative Officer's office at Plumsted Township Municipal Building during regular business hours.

Location of Premises: _____

Block No. _____ Lot No. _____

Signature of Appellant or Applicant

Print Name

LAND USE BOARD
Affidavit of Proof of Service

STATE OF NEW JERSEY)
) SS.
COUNTY OF _____)

_____, being duly sworn according to
law, upon oath deposes and says:

- 1.** I served a notice, of which the attached is a true copy, upon each of the persons hereinafter listed (they being all the owners of property within two hundred (200) feet of the subject property) on the dates and in the manner hereinafter indicated:

<u>Name & Address</u>	<u>Date Served</u>	<u>Personal</u> <u>Service</u>	<u>Left at Place</u> <u>of Abode</u>	<u>Certified</u> <u>Mail</u>
---------------------------	--------------------	-----------------------------------	---	---------------------------------

Signature of Affiant

Print Name

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

* * *

C. Variance to construct multiple dwelling of twenty-five (25) or more family units;

1. The names and addresses of all persons, stockholders or individual partners owning at least a ten (10) percent interest in the corporation, partnership are as follows;

Address

PLUMSTED TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

*121 Evergreen Road
New Egypt, New Jersey 08533*

Phone 609/758-2241

APPLICATION FOR APPROVAL OF PROPOSED SUBDIVISION

Block _____ Lot _____ Date _____

Application is hereby made to the Plumsted Township Municipal Utilities Authority for approval of a proposed subdivision.

Applicant's Signature _____

Applicant's Name _____

*Address _____

_____*

Phone _____

Check one:

Fee:

_____ Residential Minor Subdivision

\$ 50.00

_____ Residential Major Subdivision (4+)

\$100.00

_____ Commercial/Industrial Development

\$100.00

One set of plans must accompany this application with fee payment. If check, make payable to "Plumsted Township".

PLUMSTED TOWNSHIP



OCEAN COUNTY, NEW JERSEY

APPLICATION FOR ENVIRONMENTAL COMMITTEE REVIEW

PURPOSE: This application provides the Environmental Commission of **Plumsted Township** with information needed to help determine, in an orderly manner, whether a project or action may be significant. The Applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information provided herein. The review hereof and resolution of all questions relating hereto are required prior to the start of any site work.

INSTRUCTIONS: Answer each item in the space provided. This application must be submitted together with project drawings. If additional space is needed, or the addition of maps or drawings would help clarify an item, please identify each additional sheet with the appropriate item number and sign the bottom of each added document to certify its correctness. Then reference the sheet number under the item it answers herein.

APPLICANT Company/Individual: _____

Responsible Person: _____

ADDRESS: _____

SITE LOCATION Street Address: _____

ZONE: _____ BLOCK: _____ LOT(S): _____

1. SITE DESCRIPTION

1.1 Present Use

1.2 Total Acreage of Project Site:

Present	Planned
	Wetland
	Wooded
	Water Surface Area
	Unvegetated (Rock, Earth or Fill) -
	Roads, Buildings & Other Paved Surfaces
	Other (Indicate Type) _____

1.3 Briefly Describe & List Existing Predominant Flora and Fauna:

1.4 Does the site contain any species of plant or animal life that is identified as threatened or endangered?

_____ (Yes or No) If yes:

a. Cite Source:

b. Identify Each Species:

1.5 Predominant soil type(s) of project site:

Well drained _____ % of site.

Moderately well drained _____ % of site.

Poorly drained _____ % of site.

1.6 Approximate percentage of site with slopes:

0-10% slopes _____ % of site.

10-20% slopes _____ % of site.

21% or greater slopes _____ %

of

site.

APPLICANT _____ DATE: _____

1.7 Is the project site contiguous to, or does it contain, a building, site, or district listed on the State or National Registers of Historic places or Natural Landmarks? _____ (Yes or No) If yes, identify:

1.8 What is the depth of the water table? _____ feet.

1.9 Is the site over or located within 300 feet of a primary, principal or sole source aquifer? _____ (Yes or No) If so, identify it:

1.10 Is the project site presently used by the community or neighborhood as an open space or recreation area? _____ (Yes or No) If yes, explain:

1.11 Identify all streams, ponds, wetland areas and lakes within or contiguous to the project site:

1.12 Is the site served by existing public utilities? _____ (Yes or No) If yes, does sufficient capacity exist to allow connection? _____ (Yes or No) Will improvements be necessary to allow connection? _____ (Yes or No) Describe necessary improvements:

1.13 Has the site ever been used for the disposal or storage of solid or hazardous wastes? _____ (Yes or No) If yes, describe:

1.14 List all hazardous, toxic, dangerous or chemical substances currently used or stored OR proposed to be used or stored on site. Describe and provide details of such substances, quantities used and stored, purpose of each, storage method and location.

SUBSTANCE NAME	ANNUAL QUANTITY	USE	STORAGE METHOD	LOCATION

APPLICANT _____

DATE: _____

- 1.15 Describe spill containment controls for substances listed in paragraph 1.14:
- 1.16 List waste hauler(s) name(s), address(es) and NJ ID#(s) and attach copies of existing pertinent permits. (If no available at time of application, so state. Prior to final approval, this information must be on file):
- 1.17 Enclose a recent photograph of the site. On its back, identify with name, address and date taken.
-

2. PROJECT DESCRIPTION

- 2.1 Description and Purpose of proposed project:
- 2.2 Will the project alter the patterns or behavior of animals? Example, deer. ____ (Yes or No)
Explain:
- 2.3 Will the project cause or increase water pollution, air pollution OR noise pollution? _____ (Yes or No)
If yes for any one, describe:

If no because control measure(s) will be implemented, describe control measures:

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- 2.4 Will the project adversely affect the water table in the area? _____ (Yes or No) Explain:
- 2.5 Will the project increase the stability or instability of the soils or geology of the site? _____ (Yes or No) Explain:
- 2.6 Will the project increase traffic? _____ (Yes or No) If yes, quantify:
- 2.7 Will the project destroy or have deleterious effects on existing recreational uses? _____ (Yes or No) Explain:
- 2.8 Will environmental monitoring programs be needed? _____ (Yes or No) If yes, describe each:
- 2.9 List alternatives to the proposed project:
- 2.10 Identify problems or objections raised by individual(s), or local, state and federal agencies:
- 2.11 Dimensions of largest proposed structure:
_____ Height _____ Width _____ Length
- 2.12 List species and number of each tree with a trunk diameter of 6 inches or greater as measured 1 foot from grade that is to be destroyed:
- | <u>Species</u> | <u>Number</u> | <u>% of Total @ Site</u> |
|----------------|---------------|--------------------------|
|----------------|---------------|--------------------------|

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- 2.13 Quantity and type of each natural material to be removed from the site (ie: rock, earth, etc.)
- 2.14 Anticipated period of construction: _____ (mo./day/yr) _____ (mo./day/yr)
- 2.15 Will blasting occur during construction? _____ (Yes or No)
- 2.16 Is surface liquid waste disposal involved? _____ (Yes or No)
- a. If yes, indicate exact substance and quantity of each:
- b. Name each body of water into which the effluent will flow (immediately or eventually):
- 2.17 Is subsurface liquid waste disposal involved? _____ (Yes or No)
- a. If yes, indicate exact substance and quantity of each:
- b. Name each body of water into which the effluent will flow (immediately or eventually):
- 2.18 Will project development or completion increase or decrease the surface area of any body of water? _____ (Yes or No) If yes, explain:
- 2.19 Is the project or any portion located in a 100 year flood plain? _____ (Yes or No)
- 2.20 Will the project generate solid waste? _____ (Yes or No) If yes:
- a. Quantity per month: _____ tons.
- b. Will an existing solid waste facility be used? _____ (Yes or No)
- c. Give name and location of facility:
- d. Will any wastes not go into a sanitary landfill? _____ (Yes or No) If yes, explain:
- 2.21 Will the project involve the disposal or storage of any solid waste? _____ (Yes or No) If yes:
- a. What is the anticipated disposal site life? _____ years.
- b. List waste hauler(s) name(s), address(es) and NJ ID#(s) (If not available at time of application, so state. Prior to final approval, this information must be on file.):

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2.22 List proposed pollution containment equipment:

2.23 Will the project use herbicides or pesticides? _____ (Yes or No) If yes, identify and quantify each and describe use:

2.24 Will the project produce odors? _____ (Yes or No) If yes, explain:

2.25 Will the project produce operating noise exceeding the local ambient noise levels? _____ (Yes or No) If yes, explain:

2.26 Will the project result in an increase in energy use? _____ (Yes or No) If yes:
a. Indicate type(s):

2.27 What forms of energy conservation have been included? If none, explain conservation measures evaluated and reasons for not implementing them:

2.28 If water supply is from wells, indicate number of wells, pumping capacity and depth of aquifer for each:

2.29 Total anticipated annual average water usage per day: _____

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2.30 Does the project involve the extension of any utility service through a body of water? ____ (Yes or No) If yes, explain:

2.31 Explain how the project will alter drainage flow patterns or surface water runoff:

3. AFFIDAVIT

State of New Jersey

SS

County of

Before me the subscriber personally appeared _____ to me known, who being duly sworn according to law, does depose and say that this application contains no misrepresentations or falsification, omissions or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief.

Sworn and subscribed before me this _____ day of _____, 2007.

(NOTARY PUBLIC'S SIGNATURE)

(APPLICANT'S SIGNATURE)