



CITY OF ELIZABETH, NEW JERSEY
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
Bureau of Planning & Zoning, Land use Division
WINFIELD SCOTT PLAZA, Room 403, ELIZABETH, NJ 07201 (908) 820-4023 (908) 820-4241 (FAX)

EDUARDO J. RODRIGUEZ
Director

BRIDGET S. ANDERSON
Business Administrator

J. CHRISTIAN BOLLWAGE
Mayor

December 28, 2021

DEAR APPLICANT:

PLEASE BE ADVISED, THAT IN ORDER FOR YOUR APPLICATION TO BE PROCESSED AND PLACED ON OUR CURRENT AGENDA, ALL DOCUMENTS PERTAINING TO THE PROJECT MUST BE IN THE **PLANNING AND ZONING OFFICE, LAND USE DIVISION**, AT LEAST **(20) TWENTY DAYS** PRIOR TO THE NEXT SCHEDULED MEETING DATE. ALL APPLICATIONS ARE SUBJECT TO A COMPLETENESS REVIEW PROCESS, PER **ORDINANCE #2915**.

PLEASE SUBMIT TO THIS OFFICE THE FOLLOWING:

1. **ONE APPLICATION WITH ALL ORIGINAL SIGNATURES, AND RAISED LEGIBLE SEALS;**
2. **THREE COPIES OF ORIGINAL APPLICATION;**
3. **A TOTAL OF FOUR SETS OF PLANS WITH ORIGINAL SIGNATURES AND SEALS;**
4. **FOUR SURVEYS OF THE PROPERTY IN QUESTION;**
5. **(REQUEST A COPY OF THE LATEST FEE ORDINANCE 17.52.020, & 17.52.100), FOR ACCURACY, AND TO CALCULATE FEES;**
6. **LATEST W-9, WITH ORIGINAL SIGNATURE, AND ID NUMBER, OR PROOF OF EXEMPTION FROM PAYMENT OF APPLICATION/ESCROW FEES;**
7. **ALL APPLICABLE FEES BY TWO SEPARATE CHECKS, ONE FOR ESCROW FEES FOR PROFESSIONAL SERVICES, (ESCROW FEES), AND ONE FOR APPLICATIONS FEES, (BOTH PAYABLE TO THE CITY OF ELIZABETH);**
8. **PLEASE SUBMIT FOUR SEPARATE BUNDLES OF APPLICATION, AND PLANS, COLLATED, AND NUMBERED IF POSSIBLE, WITH ALL PERTAINING DOCUMENTATION.**

*****If you have any questions regarding COAH and its requirements please consult with your attorney. Thankyou in advance for your cooperation.**

Sincerely,
Monae Whitehead,
Senior Planning Aide/Boards Clerk
908-820-4023 or monae.whitehead@elizabethnj.org

Chapter 17.52 - FEES

Sections:

17.52.010 - Public hearings.

Fees for hearings before the planning and zoning boards shall be as follows:

- A. Where a public notice is required, eight hundred forty dollars (\$840.00) to accompany the application;
- B. Where a public notice is not required, six hundred dollars (\$600.00) to accompany the application;
- C. Where a hearing is adjourned to a subsequent session, eight hundred forty dollars (\$840.00) to be paid prior to commencement of the adjourned hearing.

(Ord. No. 4149, § 59, 8-24-2010; Ord. 3764 § 1 (part), 2005: prior code § 40-186)

17.52.020 - Municipal fees for applications for development.

Municipal fees for application for development shall be paid upon filing of an application for development. Such fees shall be as follows:

- A. Direction to issue a building permit pursuant to Section 17.08.100 of this title, four hundred eighty dollars (\$480.00);
- B. Revisions, amendments, resubmissions or other alterations of required documents or exhibits, maps or technical reports, six hundred dollars (\$600.00), other documents, two hundred forty dollars (\$240.00);
- C. All other applications as per the table below:

Item	Municipal Application Fees	
Minor Subdivisions		
Residential		
Two-lot minor subdivision, lot line adjustment	\$600.00	
Nonresidential, commercial/industrial		
Subdivisions include minors	Same as major subdivisions	
Major Subdivisions	Preliminary	Final
Major subdivision, three lots and greater		

Item	Municipal Application Fees	
Residential	\$900.00 base, plus \$65.00 per each additional lot	\$720.00
Nonresidential, commercial/industrial		
Subdivisions include minors	\$960.00 base, plus \$120.00 per each additional lot	\$720.00
Site Plan Applications		
Residential		
1 to 6 dwelling units	\$960.00	\$720.00
6 to 20 dwelling units	\$1,080.00	\$840.00
20 to 50 dwelling units	\$1,440.00	\$960.00
over 50 dwelling units	\$2,400.00	\$1,080.00
Nonresidential, commercial/retail/industrial		
Lot area shall be calculated by the total lot area of property		
0 to 20,000 square feet	\$960.00	\$720.00
20,000 to 50,000 square feet	\$1,200.00	\$840.00
50,000 to 100,000 square feet	\$1,440.00	\$960.00
over 100,000 square feet	\$2,400.00	\$1,080.00
Concept Plan		
Residential minor and major subdivision	\$600.00 (no hearing fee required)	
Commercial and all nonresidential site plans	\$1,200.00 (no hearing fee required)	

Item	Municipal Application Fees
General Development Plans	\$960.00
Variances	
1. All use "D" variances, bulk "C" variances and conditional use applications under N.J.S.A. 40:55D-70 not requiring a site plan or subdivision approval shall be nine hundred sixty dollars (\$960.00).	
2. Use "D" variance, "C" variance and conditional use applications when requested along with a site plan or subdivision, an additional six hundred dollars (\$600.00).	
3. Site plans or subdivisions submitted which require a design waiver, an additional three hundred sixty dollars (\$360.00).	

(Ord. No. 4149, § 60, 8-24-2010; Ord. 3764 § 1 (part), 2005: prior code § 40-187)

17.52.030 - Subdivision certificates.

Fees for certificates of subdivision shall not be in excess of those provided under N.J.S.A. 54:5-14 and 54:5-15.

(Prior code § 40-188)

17.52.040 - List of adjoining property owners.

The fee for a list of property owners to be notified of a public hearing shall be a sum not to exceed twenty-five cents (\$0.25) per name, or ten dollars (\$10.00), whichever is greater.

(Ord. No. 4392, § 1, 7-23-2013; Ord. No. 4149, § 61, 8-24-2010; Ord. 3764 § 1 (part), 2005: prior code § 40-189)

17.52.050 - Duplicate recordings of hearings.

The fee for a duplicate recording of a hearing shall be twelve dollars (\$12.00) per session.

(Ord. No. 4149, § 62, 8-24-2010; prior code § 40-190)

17.52.060 - Fee schedule certificates of occupancy for existing uses.

A. The fee for a certificate of continued occupancy for existing uses shall be:

For residential or commercial uses the fee shall be	\$60.00
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Each additional unit shall be	\$20.00 per unit
Industrial shall be	\$0.0012 per sq. ft. of floor area, including all floor and basements, the minimum fee shall be fifty dollars (\$50.00), the maximum fee shall be eight hundred fifty dollars (\$850.00)

(Ord. No. 4149, § 63, 8-24-2010; prior code § 40-191)

17.52.065 - Fees for zoning permits.

- A. Twenty dollar (\$20.00) nonrefundable fee for all single and two (2) family homes.
- B. One hundred dollar (\$100.00) nonrefundable fee for all other zoning permits.

(Ord. No. 4764, § 2, 10-25-2016)

17.52.070 - Documents.

Fees for all documents shall be established as part of the rules and regulations of the appropriate agency.

(Prior code § 40-192)

17.52.080 - Special meeting.

When a hearing is conducted at a special meeting session, a fee of one thousand two hundred fifty dollars (\$1,250.00) shall be paid prior to commencement of the special meeting. When two (2) or more hearings are conducted at a special session, the fee shall be prorated among the applicants based on hearing duration.

(Ord. No. 4149, § 64, 8-24-2010; prior code § 40-193)

17.52.090 - Exemptions.

- A. The required escrow deposit will be reduced by fifty (50) percent for applications that will serve the public good. Qualifying organizations, holding a tax-exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Section 501(c) or (d)), are as follows: public organizations and/or agencies, charitable and/or philanthropic organizations, fraternal and/or religious nonprofit organizations.
- B. Development or improvement of a single-family dwelling or one two-family dwelling which does not need a waiver, exemption or variance shall be exempt from escrow deposit.
- C. Residential fencing, decks, sheds, pools and minor residential building additions of less than five hundred (500) square feet of gross floor area shall be exempt from escrow deposit requirements.
- D. The following uniform standards are to apply to the exemption granted hereunder:
 - 1. All applicants for exemption must provide written evidence of tax exemption, as required in this section at the time of making application.

2. All applicants must provide written evidence of the organizational structure thereof signed by appropriate individuals and officers of the applicant. In the case of a corporation, the corporate officer authorized to do so on behalf of the corporation shall file the application attested to by the corporate secretary.

3. All supporting documentation referred to in subsections (D)(1) and (2) of this section shall be approved as to terms and conditions by the zoning administrator and as to for by the city attorney.

(Ord. 3764 § 1 (part), 2005: prior code § 40-194)

17.52.100 - Fees for professional services—Deposits with municipality—Escrow—Interest.

- A. Fees for Professional Services. Prospective developers shall bear the cost of professional services in connection with land development matters under consideration by the planning board, zoning board or the city council.
1. The land development matters shall include, but not be limited to, appeals, interpretations, application approvals, amendments to the land development control ordinance, conceptual plan reviews and amendments to the land use element of the master plan.
 2. The professional services shall be those services which are provided on a contractual basis rather than by city employees and shall include, but not be limited to, inspections, investigations, reviews and attendance at meetings by planners, engineers, architects, landscape architects, attorneys and other personnel and experts deemed necessary with respect to action on such land development matters.
 3. Payment of the costs shall be based on a schedule adopted by resolution and shall be in addition to other fees established pursuant to the land development control ordinance.
- B. Deposits. Prospective developers shall supply initial escrow funds to cover the cost of professional services per the table listed in this subsection. These are initial deposits, certain applications because of their complexity may require additional funding. No application shall be deemed complete unless the following fees are submitted:
1. Initial Escrow Fees.

Item	Initial Escrow to be Posted
Minor Subdivisions	
Without a site plan review	

Item	Initial Escrow to be Posted
Residential	
Two-lot minor subdivision, lot line adjustment	\$1,500.00
Nonresidential, Commercial/Industrial	
Subdivisions include minors	Same as major subdivisions
Major Subdivisions	
Major subdivision, three lots and greater	
Residential	\$2,500.00 base, plus \$450.00 per each additional lot
Nonresidential, Commercial/Industrial	
Subdivisions include minors	\$2,500.00 base, plus \$900.00 per each additional lot
Site Plan Applications	
Residential	
1 to 3 dwelling units	\$3,500.00
3 to 20 dwelling units	\$5,500.00
20 to 50 dwelling units	\$7,000.00
Over 50 dwelling units	\$12,000.00
Nonresidential, Commercial/Retail/Industrial	
Lot area shall be calculated by the total lot area of property	
0 to 20,000 square feet	\$5,000.00
20,000 to 50,000 square feet	\$8,000.00

Item	Initial Escrow to be Posted
50,000 to 100,000 square feet	\$12,000.00
Over 100,000 square feet	\$20,000.00
Concept Plan	
Residential minor and major subdivision	\$1,000.00
Commercial and all nonresidential site plans	\$2,000.00
General Development Plans	\$2,000.00
Variances	
All variances under N.J.S.A. 40:55D-70 and conditional use applications not requiring a site plan or subdivision approval shall be two thousand five hundred dollars (\$2,500.00)	

- C. Escrow. All moneys deposited shall be placed in an escrow account and administered in accordance with procedures established by the municipal chief financial officer. Escrow deposits must be submitted to the administrative officer prior to the application being reviewed for completeness. An application will not be considered to be complete or placed on the agenda for public hearing until the required escrow deposit has been satisfied.
- D. Appeals. Appeals shall be made to the governing body in accordance with state law and shall be remedied by the commissioner of planning and zoning.
- E. Nonpayment. Action on land development matters shall be deferred where a prospective developer has not complied with the requirements of this section. Municipal action on the related development matter shall not be delayed as a result of any appeal. Where deposits have not been made or where fees have not been paid in accordance with this section:
 - 1. Approving authorities shall not process applications, conduct hearings or take action on an application;
 - 2. Signatures of municipal officials shall not be affixed to any subdivision plat or deed, site plan, zoning permits, building permits or certificates of occupancy.

(Ord. No. 4779, § 1, 11-22-2016; Ord. 3764 § 1 (part), 2005: prior code § 40-195)

Print or type.
See Specific Instructions on page 3.

Part I	Taxpayer Identification Number (TIN)
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Social security number

			-			-				
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or

Employer identification number

		-							
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Part II Certification

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.

Date ►

General Instructions

Purpose of Form

- 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.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 1 of 5
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING

=====

APPLICATION IS HEREBY MADE FOR:

- 1. _____ Appeal of Administrative Action Pursuant to Section C.40:55-70a (Attach Form #01)
- 2. _____ Appeal for Interpretation Pursuant to Section C.40:55D-70b (Attach Form #02)
- 3. _____ Application for Hearing (Attach Form #00)
- 4. _____ Relief from Zoning Requirements Pursuant to Section C.40:55D-70c (Attach Form #03)
- 5. _____ Use Variance Pursuant to Section C.40:55D-70d (Attach Form #04)
- 6. _____ Conditional Use Authorization Pursuant to Section C.40:55D-67 (Attach Form #05)
- 7. _____ Approval of Subdivision (Attach Form #06)
- 8. _____ Final Approval of Major Subdivision (Attach Form #07)
- 9. _____ Preliminary Approval of Site Plan (Attach Form #08)
- 10. _____ Final Approval of Site Plan (Attach Form #09)
- 11. _____ Direction to Issue a Building Permit Pursuant to Section 602 or 604 of the Elizabeth Development Control Ordinance
- 12. _____ Hearing Application Checklist (Attach Form #18)

NOTE: IF AN APPLICATION FOR DEVELOPMENT HAS BEEN SUBMITTED FOR THIS PROPERTY WITHIN THE LAST TEN YEARS, PLEASE PROVIDE THE FOLLOWING INFORMATION:

DATE OF APPLICATION	TYPE OF DEVELOPMENT
_____	_____
_____	_____
_____	_____
_____	_____

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 2 of 5
(Revised March 14, 1988) Zoning Board: _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

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PROJECT'S GENERAL INFORMATION

PROPERTY:

Address:
Owner (s):
Address (es):

Date of Purchase:

Property Tax Account #:

APPLICANT:

Name:
Address:
Contact Person:
Telephone:

PROPOSED OWNERSHIP STATUS*:

Proprietorship _____ Partnership _____ Corporation _____
Lessee _____ Contingent Purchaser _____
Other _____ (Explain):

PROJECT'S ATTORNEY:

Name: Telephone
Firm:
Address:

PROJECT'S ARCHITECT:

Name: Telephone
Firm:
Address:

New Jersey License #:

PROJECT'S ENGINEER:

Name: Telephone
Firm:
Address:
New Jersey License #:

PROJECT'S LAND SURVEYOR:

Name: Telephone
Firm:
Address:
New Jersey License #:

*Note: If the applicant is not the proprietor, then the applicant is required to submit a letter signed by the property owner, authorizing the filling and processing of this application (attach Form #13). Corporations and partnerships must attach Form #14. **CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.**

APPLICATION FOR BOARD ACTION Planning Board _____
 DCP FORM #00, PAGE 3 of 5
 (Revised March 14, 1988) Zoning Board _____

Application # _____
 Date Filed _____
 Received by _____
 Hearing Date _____
 Final Hearing _____

APPLICATION FOR BOARD HEARING (cont'd)

PHYSICAL DEVELOPMENT INTENT

Property Description:

Address:
 Owner (s):

Property Tax Account #
 Lot Area:

Zoning:
 Tract Area sq. ft.:

<u>FRONTAGE:</u>	<u>STREET</u>	<u>LINEAR FEET</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STRUCTURES:

<u>INTENT*</u>	<u>STORIES</u>	<u>CONSTRUCTION TYPE</u>	<u>USE**</u> <u>TYPE</u>	<u>FLOOR AREA</u> <u>(Sq. Ft.)</u>	<u>EFF.</u> <u>UNITS</u>	<u># OF BR / UNIT</u>				
						<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

*Note: Definition of Intent
 A: Addition to Existing
 B: New Construction
 C: Existing to Remain
 D: To Be Demolished

**Note: Definition of Use Type
 R: Residential
 C: Commercial
 W: Warehousing
 M: Manufacturing
 A: Accessory
 I: Institutional
 O: Office

BUILDING LOTS (Please complete if property is to be subdivided):

<u>LOT AREA (Sq. Ft.)</u>	<u>LOT FRONTAGE (Sq. Ft.)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 4 of 5
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

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CERTIFICATION FOR EXEMPTION FROM SITE PLAN APPROVAL (Please complete for projects other than one or two family residence):

NOT APPLICABLE FOR TWO-FAMILY HOUSES

- | | <u>YES</u> | <u>NO</u> | |
|----|------------|-----------|--|
| 1. | _____ | _____ | Will the development require conditional use authorization? |
| 2. | _____ | _____ | Will the project involve a use requiring screening? |
| 3. | _____ | _____ | Does the lot width exceed 80 feet and will there be a change of use from one Schedule II Category to another? |
| 4. | _____ | _____ | Will the building construction or reconstruction cover more than 300 square feet? |
| 5. | _____ | _____ | Will the lot have 5 or more parking stalls and will stalls, aisles or driveways be established, altered or eliminated? |
| 6. | _____ | _____ | Will the development involve the removal of soil exceeding 1 foot in depth? |
| 7. | _____ | _____ | Will 5,000 square feet or more of residential open space be provided? |

Note: A Yes response to one or more of the above questions indicates the need for a site plan review or, a certification from the City Engineer, City Planner and Zoning Administrator that improvements meet the criteria for exemption from site plan hearing requirements.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 5 of 5
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

Present Use Category:
Principal Use (s):
Major Accessory Use (s):

Proposed Use Category:
Principal Use (s):
Major Accessory Use (s):
USE:

Describe the PRESENT USE of the property including both indoor and outdoor activities:

Describe the PROPOSED USE of the property including both indoor and outdoor activities:

REQUIRED ATTACHMENTS:

- | | <u>YES</u> | <u>NO</u> | |
|----|------------|-----------|---|
| 1. | _____ | _____ | Is a new public street right-of-way proposed? If yes, please attach description. |
| 2. | _____ | _____ | Are off-tract facilities proposed? If yes, please attach description. |
| 3. | _____ | _____ | Are there any deed restrictions which affect the subject property in effect or contemplated? If yes, please attach description. |
| 4. | _____ | _____ | Is the subject property located in "A" Flood Hazard Area? If yes, please attach copy of necessary permit or waiver. |
| 5. | _____ | _____ | Is the subject property within 500 feet of a tidal water body? If yes, please attach a copy of the necessary permit or waiver. |

I hereby depose and say that all the statements contained in these papers submitted herewith are true and correct. I also authorize City Officials and Board members to have physical access to the property and any structures on the property as necessary for the purpose of gathering information relevant to this application.

NOTARY PUBLIC
DATE: _____

APPLICANT'S SIGNATURE

STAMP OF NOTARY PUBLIC

DATE: _____

APPLICATION FOR BOARD ACTION Planning Board _____ Application # _____
DCP FORM #01, PAGE 1 of 1 Date Filed _____
Appeal of Administrative Action with Zoning Board _____ Received by _____
respect to Zoning Article
(Revised June 10, 1985)

DO NOT WRITE ABOVE LINE

=====

Appeal is hereby made pursuant to Section 40:55D-70.a, of the New Jersey Municipal Land Use Law, of an Administrative Action based on or made in the enforcement of the Zoning Article of the Development Control Ordinance of the City of Elizabeth.

1. Administrative Officer (being appealed): _____

2. Officer's Decision (being appealed):

3. Listing of all papers and plans constituting record:

4. The following arguments are urged in support of this appeal:

NO NOTIFICATION OF HEARING IS REQUIRED FOR THIS APPEAL

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #02, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____

APPEAL FOR INTERPRETATION

Appeal for interpretation of the Zoning Article, Zoning Map, or Official Map Article of the Development Control Ordinance of the City of Elizabeth pursuant to Section 40:55D-70.b, of the New Jersey Municipal Land Use Law.

1. Specific Provisions of Interpretations:

2. Description of Circumstance Involved and Drawings or Plans Submitted:

3. Listing of Papers, Plans, and Maps Constituting Record:

4. The Following Arguments are Urged in Support of this Appeal:

DCP FORM #03
APPEAL FOR RELIEF
FROM ZONING REQUIREMENTS

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Filing Fee _____
Received by: _____

(Revised 3/25/83)

Appeal is hereby made, pursuant to Section C.40:55-70c of the New Jersey Municipal Land Use Law, for permission to vary requirements of the zoning article of the Development Control Ordinance of the City of Elizabeth as follows:

<u>SECTION</u>	<u>REQUIREMENTS</u>	<u>RELIEF REQUESTED</u>
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Arguments must be submitted in support of the requested relief. On a separate sheet for each variance requested, explain fully how the physical characteristics of the property in question prevents compliance with the strict application of the code requirements creating an undue hardship for the applicant.

I. Public Hearing Notification Information.

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.

- | | | |
|--|-----|----|
| a) Is the subject property located within two hundred (200) feet of any municipal boundary?
If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) | Yes | No |
| b) Is the subject property adjacent to an existing or proposed county road or adjoining other County land? If yes, County Planning Board shall be notified of hearing by applicant.
(Note 1) | Yes | No |
| c) Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2) | Yes | No |

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS OF PROPERTY IN QUESTION.

DCP FORM #03
APPEAL FOR RELIEF
FROM ZONING REQUIREMENTS
(Revised 3/25/83)
Page 2

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Filing Fee _____
Received by: _____

=====

2. Disclosure Information

Is applicant and/or owner a corporation or partnership and does the application involve
variances to construct a multiple dwelling of 25 or more family dwellings? If yes, submit
disclosure of all stockholders holding 10% or more stock or partners with 10% or greater
interest in the partnership pursuant to NJSA 40:55D-48.1 et. Seq. (Form #14) Yes No

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County
Administration Building, Elizabethtown Plaza, Elizabeth, NJ 07207

- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 101, Trenton, NJ 08625

APPLICATION FOR BOARD ACTION
DCP FORM #04, PAGE 1 OF 2
(Revised 6/10/85)
Appeal for Use Variance

DO NOT WRITE ABOVE THIS LINE

Application No: _____
Date Filed: _____
Filing Fee: _____
Received by: _____
Received by: _____

=====

Request is hereby made pursuant to Section C.40:55D-70d of the New Jersey Municipal Land Use Law to the Board for permission to permit the construction of _____, as a use in an _____ Zone which is specifically prohibited by the Development Control Ordinance of the City of Elizabeth.

1. Arguments must be submitted in support of the requested "Use Variance". On a separate sheet, describe reasons why the requested use variance should be granted by the Board
2. Public Hearing Notification Information
Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.
 - a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note #1).

Yes or No
 - b) Is the subject property adjacent to an existing or proposed county road or adjoining other county land? If yes, County Planning Board shall be notified of hearing by applicant. (Note #1).

Yes or No
 - c) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note #2)

Yes or No

THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS OF PROPERTY IN QUESTION.

APPLICATION FOR BOARD ACTION
DCP FORM #04, PAGE 2 OF 2
(Revised March 14, 1988)

Application No: _____
Date Filed: _____
Received by: _____
Hearing Date: _____
Final Hearing: _____

APPEAL FOR USE VARIANCE CONT'D

Note #1: If the subject property is located within two hundred (200) feet of a municipal boundary, or if the subject property is adjacent to a county road or land, the applicant should file Form #15 and submit it to:

**Union County Planning Board
Union County Department of Engineering &
Planning Union County Administrative Building
Elizabeth, NJ 07201**

Note #2: If the subject property is located adjacent to a state highway or property, the applicant should file Form #15 and submit it to:

**New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 101
Trenton, NJ 08625**

APPLICATION FOR BOARD ACTION
DCP FORM #05, PAGE 1 OF 2
(Revised 5/01/15)
Application for Conditional Use Authorization

Application No: _____
Date Filed: _____
Filing Fee: _____
Received by: _____

DO NOT WRITE ABOVE THIS LINE

Request is hereby made pursuant to Section C. 17:36.070 of the New Jersey Municipal Land Use Law to the Board for authorization of _____ as a use in _____ Zone which is conditionally permitted by the Development Control Ordinance of the City of Elizabeth.

1. The following is a description of the proposed use:
2. Does the proposed use meet all required conditions of the Development Control Code of the City of Elizabeth? Yes or No
3. Public Hearing Notification Information
Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.
 - a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note #1). Yes or No
 - b) Is the subject property adjacent to an existing or proposed county road or adjoining other county land? If yes, County Planning Board shall be notified of hearing by applicant. (Note #1). Yes or No
 - c) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note #2) Yes or No

THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS OF PROPERTY IN QUESTION.

APPLICATION FOR BOARD ACTION
DCP FORM #05, PAGE 2 OF 2
(Revised March 14, 1988)

Application No: _____
Date Filed: _____
Received by: _____
Hearing Date: _____
Final Hearing: _____

CONDITIONAL USE AUTHORIZATION

Note #1: If the subject property is located within two hundred (200) feet of a municipal boundary, or if the subject property is adjacent to a county road or land, the applicant should file Form #15 and submit it to:

**Union County Planning Board
Union County Department of Engineering &
Planning Union County Administrative Building
Elizabeth, NJ 07201**

Note #2: If the subject property is located adjacent to a state highway or property, the applicant should file Form #15 and submit it to:

**New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 101
Trenton, NJ 08625**

APPLICATION FOR BOARD ACTION
DCP FORM #06, PAGE 1 OF 1
(Revised 3/24/83)
Application for Approval of Subdivision

Application No: _____
Date Filed: _____
Filing Fee: _____
Received by: _____

DO NOT WRITE ABOVE THIS LINE

=====

Application is hereby made for approval of the proposed Subdivision Plat for the land herein described.

1. Plan Description	Prepared by	Date	For Official Use Only
---------------------	-------------	------	-----------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Classification of Subdivision. Indicate major or minor _____

ANY YES RESPONSE INDICATES THAT IT IS A MAJOR SUBDIVISION.

- | | | |
|--|-----|----|
| a) Does the subdivision involve the creation of more than two lots? | Yes | No |
| b) Does the subdivision involve the creation of any new streets? | Yes | No |
| c) Does the subdivision involve the extension of any off-tract improvements? | Yes | No |

3. Notification Information.

Notification of the hearing shall be given to the Union County Planning Board by the applicant and a copy of the subdivision submitted to the Union County Planning Board by the local Board.

4. Public Hearing Notification Information. If Public Hearing has been waived omit this section.

Notice shall be given by the application at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the City agency holding the hearing at least two (2) days prior to the date of the hearing.

- | | | |
|--|-----|----|
| a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant | Yes | No |
| b) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing (Form #15) | Yes | No |
| c) THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO-HUNDRED FEET (200') IN ALL DIRECTIONS OF PROPERTY IN QUESTION. | | |

5. Disclosure Information:

Is the applicant and/or owner a corporation or partnership and does the subdivision involve six (6) or more lots? If yes, submit disclosure of all stock-holders holding 10% or more stock or partners with 10% or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. Seq. (Form #14)

APPLICATION FOR BOARD ACTION
DCP FORM #07, PAGE 1 OF 1
(Revised 3/14/88)
Application for Approval of Major Subdivision

Application No: _____
Date Filed: _____
Filing Fee: _____
Received by: _____

DO NOT WRITE ABOVE THIS LINE

=====

APPLICATION IS HEREBY MADE FOR FINAL APPROVAL OF A PROPOSED SUBDIVISION AS SHOWN AND DESCRIBED ON THE ACCOMPANYING MAPS AND DOCUMENTS.

1. Date of preliminary approval: _____. Date of any extensions granted (attach documentation): _____. Pursuant to N.J.S.A. 40:55D-49, preliminary approvals of major subdivisions expire three years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

2. Does the plat follow exactly the plat granted preliminary approval in regard to development plans, area covered, and other details? If not, indicate material changes (attach copy if necessary).

3. Have all conditions of preliminary approval been met? (Yes or No) _____. Attach evidence of compliance if not included on plat. If conditions have not been met, specify reasons.

4. Are there any deed restrictions that apply or are contemplated? (Yes or No) _____. If yes, attach copy.

5. Person to whom signed documents is to be issued:

Name: _____
Address: _____

Phone: _____

Check One:

___ Applicant will pick up

___ Documents should be mailed

APPLICATION FOR BOARD ACTION
 DCP FORM #08, PAGE 1 OF 1
 (Revised 3/14/88)
 Application for Preliminary
 Approval of Site Plan

Application No: _____
 Date Filed: _____
 Filing Fee: _____
 Received by: _____

DO NOT WRITE ABOVE THIS LINE

Application is hereby made for approval of the proposed Site Plan for the land herein described.

1.	Plan Description Site Plan Set Architectural Drawings	Prepared by _____ _____	Date _____ _____	For Official Use only
2.	Notification Information Does the proposed development provide or is it require to provide five (5) or more parking spaces and located adjacent to an existing or proposed county road? If yes, County Planning Board shall be notified of hearing by the applicant and a copy of the site plan shall be submitted to the County Planning Board by the local Board.			Yes No
3.	Public Hearing Notification Information (If Public Hearing has been waived omit this section) Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.			Yes No
	a) Is the subject property located within two hundred (200) feet of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant.			Yes No
	b) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing (Form #15)			Yes No
THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS OF PROPERTY IN QUESTION.				
4.	Disclosure Information Is applicant and/or owner a corporation or partnership and does the subdivision involve six (6) or more lots? If yes, submit disclosure of all stockholders holding 10% or more stock or partners with 10% or greater interest in the partnership pursuant to NJSA 40:55D-48.1 et. seq. (Form #14)			Yes No

APPLICATION FOR BOARD ACTION
DCP FORM #09, PAGE 1 OF 1
(Revised 6/10/85)
Application for
Final Approval of Site Plan

Application No: _____
Date Filed: _____
Filing Fee: _____
Received by: _____

DO NOT WRITE ABOVE THIS LINE

Application is hereby made for final approval of the proposed site plan for the land hereinafter more particularly described.

1. Date of preliminary approval: _____. Date of any extensions granted (attach documentation): _____. Preliminary site plan approval pursuant to N.J.S.A. 40:55D-49, expire three years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

- | | <u>Contact Persons</u> | <u>Phone</u> |
|----|------------------------|--------------|
| 2. | a. Drainage Plan | |
| | b. Paving Plan | |
| | c. Utility Plan | |
| | d. Landscaping Plan | |
| | e. Sign Plan | |
| | f. Lighting Plan | |
| | g. Elevation Drawing | |

3. Does the final plan follow exactly the plan granted preliminary approval in regard to development plans, area covered, and other details? (Yes or No) _____. If not, indicate material changes (attach copy if necessary).

4. Have all conditions of preliminary approval been met? (Yes or No) _____. Attach evidence of compliance if not included on plans. If conditions have not been met, specify reasons.

5. Person to whom final approved plan is to be issued:

Name:
Address:

Phone:

Check One:

____ Applicant will pick up
____ Documents should be mailed

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #10, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

REQUEST FOR LIST OF PROPERTY OWNERS

=====

DO NOT WRITE ABOVE LINE

REQUEST IS HEREBY MADE FOR A LIST OF PROPERTY OWNERS WITHIN TWO HUNDRED FEET
(200') IN ALL DIRECTIONS OF PROPERT HEREINAFTER DESCRIBED.

Location: _____

Applicant's Name: _____
Tax Account #: _____

Signature of Applicant

Date

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #12, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

NOTICE OF PUBLIC HEARING

=====

NOTICE IS HEREBY SERVED UPON YOU THAT AN APPLICATION FOR DEVELOPMENT
(APPLICATION # _____) FOR THE PREMISES IN AN _____ ZONE, AND LOCATED AT
_____ HAS BEEN SUBMITTED BY _____
OWNER _____ / LESSEE _____ / OTHER _____
(EXPLAIN) _____ WHICH
INVOLVES _____

_____ AND REQUIRE THE GRANTING OF BULK VARIANCES AS
FOLLOWS: _____ PURSUANT
TO SECTION C.40:55d-70C THE BOARD MAY DEEM NECESSARY
_____ THE ELIZABETH PLANNING BOARD _____ / ZONING BOARD
OF ADJUSTMENT _____ WILL CONDUCT A PUBLIC HEARING ON THIS MATTER ON
_____, AT 7:30 P.M., AT THE ELIZABETH CITY COUNCIL CHAMBERS, CITY HALL,
50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201. ANY PERSON AFFECTED BY THIS
APPLICATION WILL HAVE THE OPPORTUNITY TO PRESENT ANY OBJECTINS TO THE PROPOSED
DEVELOPMENT. HOWEVER, THE BOARD RESERVES THE RIGHT TO EXCLUDE REPETITIOUS
TESTIMONY. ALL DOCUMENTS RELATING TO THIS APPLICATION MAY BE INSPECTED BY THE
PUBLIC MONDAY THROUGH FRIDAY, BETWEEN THE HOURS OF 9:00 A.M. AND 4:00 P.M. IN THE
OFFICE OF THE BOARD, DIVISION OF ZONING AND LAND USE CONTROL, 50 WINFIELD SCOTT
PLAZA, 4TH FLOOR, ELIZABETH, NEW JERSEY 07201.

SIGNATURE OF APPLICANT

DATE

PUBLIC HEARING NOTIFICATION INFORMATION: NOTICE SHALL BE GIVEN BY THE APPLICATION
NO LATER THAN _____. THE APPLICANT SHALL NOTIFY ALL OWNERS NOTIFY ALL
OWNERS ON PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL
DIRECTIONS OF PROPERTY IN QUESTION. NOTICE SHALL BE GIVEN BY THE APPLICANT AT LEAST
TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING. NOTICE SHALL BE BY PERSONAL SERVICE
OR CERTIFIED MAIL. AN AFFIDAVIT OF PROOF OF SERVICE DEMONSTRATING COMPLIANCE WITH
THIS REQUIRMENT SHALL BE FILED WITH THE CITY AGENCY HOLDING THE HEARING NO LATER
THAN _____ WHICH IS AT LEAST TWO (2) DAYS PRIOR TO THE DATE OF THE HEARING.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #13, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

OWNER'S CONSENT FORM

=====

I, _____ AM THE OWNER OF THE PREMISES KNOWN AS
_____, ELIZABETH, NJ, TAX ACCOUNT NUMBER BL _____,
LOT(S), _____ FOR WHICH AN APPLICATION OF
DEVELOPMENT HAS BEEN SUBMITTED BY _____, OWNER
_____/LESSE _____/ _____ CONTINGENT
PURCHASER _____/OTHER _____ (EXPLAIN) _____
_____ WHICH INVOLVES _____

_____ AND REQUIRES
THE GRANTING OF _____, I HERBY CERTIFY THAT I HAVE
READ THE APPLICATION AND GRANT PERMISSION TO THE APPLICANT TO PROCEED BEFORE THE
PROPER BOARD. I FURTHER CERTIFY THAT I AM AWARE THAT THE ENTIRE PROPERTY IS
SUBJECT TO THE ACTIONC OF THE REVIEWING BOARD WHICH MAY AFFECT THE PROPERTY
RIGHTS OF MYSELF OR MY SUCCESSORS, AND THAT, AS THE OWNER OF SAID PROPERTY, I AM
ULTIMATELY RESPONSIBLE FOR COMPLYING WITH ANY AND ALL CONDITIONS IMPOSED BY THE
REVIEWING BOARD.

I FURTHER CERTIFY THAT I AM AWARE THAT INFORMATION REGARDING THE APPLICATION AND
ANY PROSPECTIVE CONDITIONS OF APPROVAL WILL BE AVAILABLE FOR PUBLIC INSPECTION
FOR TEN (10) DAYS PRIOR TO THE HEARING AND THAT THE ACTUAL DECISION CONTAINING THE
CONDITIONS IMPOSED WILL BE AVAILABLE FOR PUBLIC INSPECTION NOT LATER THAN TEN (10)
DAYS AFTER SAID HEARING. INFORMATION IS AVAILABLE DURING NORMAL BUSINESS HOURS
AT THE OFFICE OF THE DIVISION OF ZONING AND LAND USE CONTROL, 50 WINFIELD SCOTT
PLAZA, 4TH FLOOR, ELIZABETH, NEW JERSEY 07201.

NOTARY PUBLIC
DATE: _____

OWNER'S SIGNATURE
DATE: _____

STAMP OF NOTARY PUBLIC

DISCLOSURE AFFIDAVIT

PURSUANT TO THE REQUIREMENTS OF NEW JERSEY STATUTE 40:55D-48.1 ET SEQ., I, (NAME & TITLE) _____, HEREBY CERTIFY THAT THE FOLLOWING IS A TRUE AND COMPLETE LIST OF THE NAMES AND ADDRESSED OF ALL INDIVIDUALS WHO OWN TEN PERCENT (10%) OR MORE STOCK OR OTHER INTEREST IN (NAME OF CORPORATION/PARTNERSHIP) _____, WHICH IS A CORPORATION/PARTNERSHIP WITH OWNERSHIP INTERESTS IN THE PROPERTY LOCATED AT _____ FOR WHICH AN APPLICATION HAS BEEN FILED WITH THE CITY OF ELIZABETH PLANNING BOARD ____/ ZONING BOARD _____. I FULLY UNDERSTAND THAT FAILURE TO DISCLOSE ANY AND/OR ALL OWNERSHIP PARTIES WITH TEN PERCENT (10%) OR MORE INTEREST IN THE CORPORATION / PARTNERSHIP OR DELIBERATELY MISREPRESENING ANY FACTS THEREON IS SUFFICIENT GROUNDS FOR DISAPPROVAL OF THE APPLICATION BY THE BOARD AND CAN RESULT IN A FINE AS PROVIDED FOR BY THE STATUTE.

	NAME	ADDRESS	% OF STOCK OR OTHER OWNERSHIP INTEREST
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NOTE: If Additional Space is required, please attach separate sheet

DATE: _____

OWNER'S SIGNATURE _____
DATE: _____

FOR THE APPLICANT _____

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #15, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____

NOTICE OF HEARING TO STATE COMMISSIONER OF TRANSPORTATION

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To: STATE COMMISSIONER OF TRANSPORTATION
New Jersey Department of Transportation
1035 Parkway Avenue, P.O. Box 101
Trenton, NJ 08625

PLEASE TAKE NOTICE

That _____, the undersigned is an applicant the _____ of the city of
Elizabeth for Relief from (Application for) _____

To permit _____
at _____
of _____, which property fronts upon a state highway. A hearing in
this matter will be held on _____, at _____ p.m. at
_____. Applicant is seeking a hardship _____, Use Variance _____,
Subdivision _____, Site Plan _____, Conditional Use _____ approval. This notice is given
pursuant to the provisions N.J.S.A. 40:55D-12.

Applicant's Signature

NOTE: Notice shall be given by the applicant no later than _____ which is at least ten (10) days prior
to the date of the hearing. Notice shall be personal service or certified or registered mail. An affidavit of
proof of service demonstrating compliance with this requirement shall be filed with the City agency
holding the hearing no later than _____ which is at least two (2) days prior to the date of the
hearing.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #16, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____

AFFIDAVIT OF PROOF

=====

NOTE: PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE CITY AGENCY HOLDING THE HEARING AT LEAST TWO (2) DAYS PRIOR TO THE MEETING OR THE CASE WILL NOT BE HEARD BY THE BOARD.

STATE OF NEW JERSEY
COUNTY OF UNION

(NAME & TITLE) _____
OF FULL AGE, BEING DULY SWORN ACCORDING TO LAW, DEPOSES AND SAYS, THAT HE/SHE WORKS AT _____ IN THE MUNICIPALITY OF _____
COUNTY OF _____, AND STATE OF ___NEW JERSEY___ THAT HE/SHE IS THE APPLICANT IN A PROCEEDING BEFORE THE:
PLANNING BOARD _____/ZONING BOARD OF ADJUSTMENT _____, OF THE CITY OF ELIZABETH, NEW JERSEY, BEING AN APPLICATION UNDER THE DEVELOPMENT CONTROL ORDINANCE, AND WHICH HAS THE APPLICATION # _____ AND IN REFERENCE TO THE PREMISES LOCATED AT _____ THAT ON _____, HE/SHE GAVE WRITTEN NOTICE OF THE HEARING ON THE APPLICATION TO EACH AND ALL OF THE PERSONS UPON WHOM SERVICE MUST BE MADE, IN THE REQUIRED FORM AND ACCORDING TO THE ATTACHED LISTS, AND IN THE MANNER INDICATED THEREON.

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____TH DAY
OF _____ OF 20____

APPLICANT'S SIGNATURE:

DATE:

SEAL OF NOTARY PUBLIC

NOTE TO APPLICANT: ATTACH LIST OF ALL PERSONS SERVED INDICATING THE METHOD USED. CERTIFIED MAIL RECEIPTS AND/OR SIGNATURES SHOULD BE SUBMITTED AS DOCUMENTATION.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #18, PAGE 1 of 8
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING

17.28.120 - Incomplete applications.

An application for development shall be deemed to be complete for the purpose of commencing the period within which board action is to be taken upon submission unless the board or the board's designee determines that it does not fulfill the criteria for a complete application. The board may subsequently require corrections, additions or revisions to the documents as needed to make an informed decision as to whether the application is entitled to approval.

A. Notification. The board or the board's designee shall have notified the applicant in writing of the deficiencies of the submitted application within forty-five (45) days of such application.

B. Waivers. The applicant may request that one or more of the completeness requirements be waived, in which event the board or its authorized committee shall grant or deny the request within forty-five (45) days.

C. Checklist. All applicants shall be provided with the criteria for a complete application which shall serve as a checklist.

D. Criteria for basic application documents shall be as follows:

1. All development applications shall include the following documents:

- a. Completed application forms with original, signature of the applicant or an authorized representative and notarized,
- b. Evidence of payment of required fees,
- c. Disclosure statement of all ownership interests pursuant to N.J.S.A. 40:55D-48.1 et seq., and
- d. A development proposal containing the minimum elements as required and specified herein (the approving authority may, at its discretion, require building elevation drawings with specifications of facade materials).

2. In addition, final major subdivision and site plan applications shall include the following documents.

- a. A statement as to the fulfillment of all conditions imposed by preliminary approval to which is appended a certified copy of the approving resolution,

APPLICATION FOR BOARD HEARING

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- b. Completed engineering plans,
 - c. A statement as to the installation of required improvements indicating whether the improvements have been installed, or that guarantees have been posted, or that guarantees are to be a condition of approval to which is appended the certifications of the municipal engineer or municipal clerk as appropriate, and
 - d. Certification showing all current tax/water rents paid.
3. In addition, applications for other than final subdivision and final site plan shall include the following additional documents.
- a. A statement as to the existence and nature of protective covenants and deed restrictions,
 - b. A taxmap sheet(s) showing the property in question and all properties within four hundred (400) feet, and
 - c. A current survey showing all property lines with dimensions and bearings and depicting existing conditions.
- E. Development proposals shall contain the following minimum elements.
- 1. Variances proposals shall include the following elements:
 - a. Building layout plan,
 - b. Other plans and schedules as required to demonstrate the nature of the relief sought, and
 - c. Zoning schedule.
 - 2. Minor Subdivision proposals shall include the following elements:
 - a. Zoning schedule, and
 - b. Utilities plan.
 - 3. Preliminary major subdivision proposals shall include the following elements:
 - a. Zoning schedule,
 - b. Proposed property lines with dimensions and bearings,

APPLICATION FOR BOARD HEARING

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- c. Building layout plan,
- d. Drainage schedule,
- e. Drainage plan,
- f. Utilities plan, and
- g. For areas within the public rights-of-way;
 - i. Pavement plan,
 - ii. Lighting schedule,
 - iii. Landscape schedule, and
 - iv. Landscape plan.
- 4. Preliminary site plan proposals shall include the following elements:
 - a. Zoning schedule,
 - b. Building layout plan,
 - c. Drainage schedule,
 - d. Drainage plan,
 - e. Utilities plan,
 - f. Pavement striping schedule,
 - g. Pavement plan,
 - h. Lighting schedule,
 - i. Landscape schedule, and
 - j. Landscape plan.

F. Proposal elements shall be prepared in accord with the format and content specifications for plans and schedules as follows. Schedules shall clearly note items which are variances from zoning requirements or exceptions from design standards.

- 1. Sheets for any drawing subject to site plan or subdivision approval shall conform to the following specifications:

APPLICATION FOR BOARD HEARING

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- a. All engineering drawings shall have individual sheets folded to fit with an eight and one-half by eleven (11) inch area.
 - b. All preliminary site plans, subdivision sketch plats and plot plans shall be submitted on standard eight and one-half by eleven (11) inch sheets.
 - c. Maps to be recorded with the county shall be on a sheet size meeting one of four standards:
 - i. Eight and one-half by thirteen (13) inches;
 - ii. Thirty (30) by forty-two (42) inches;
 - iii. Twenty-four (24) by thirty-six (36), inches; and
 - iv. Or fifteen (15) by twenty-one (21) inches.
 - d. A title block shall contain:
 - i. Title of proposal;
 - ii. Name and address of applicant;
 - iii. Name, address and seal of architect/engineer/surveyor; and
 - iv. Date prepared with revision dates and descriptions.
 - e. Orientation shall be provided by:
 - i. Graphic scale;
 - ii. Numeric scale;
 - iii. North arrow; and
 - iv. Key map with reference to all streets within three thousand (3,000) feet at a scale of not more than two thousand five hundred (2,500) feet to the inch to be provided on at least one sheet of any set.
2. Zoning schedules shall be titled and arranged in columns describing limits, proposed conditions, and compliance/variance status for:
- a. Building height;

APPLICATION FOR BOARD HEARING

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- b. Front street setback;
 - c. Rear street setback;
 - d. Property line setback;
 - e. Building coverage;
 - f. Parking;
 - g. Loading; and
 - h. Any other code requirements;
3. Building layout plan drawings shall be titled and keyed to a legend depicting:
- a. Building lines with setback dimensions and heights;
 - b. Building projection lines with dimensions, heights or clearances;
 - c. New construction;
 - d. Reconstruction; and
 - e. Demolition.
4. Drainage Schedules shall be titled and arranged in columns describing:
- a. Runoff coefficient and limit; and
 - b. Design storm frequency.
5. Drainage plan drawings shall be titled and keyed to a legend depicting:
- a. Drainage areas with discharge points and flow direction;
 - b. Open and piped interconnections between areas;
 - c. Location and height of terraced and bermed areas; and
 - d. Depth of sheet flow in pedestrian areas for design storm shown in
 one inch contours.
6. Utilities plan drawings shall be titled and keyed to a legend depicting:
- a. Water service, hydrants and meters;

APPLICATION FOR BOARD HEARING

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- b. Sanitary sewer service;
 - c. Gas service and meters;
 - d. Electric service and transformers; and
 - e. Heating fuel tanks.
7. Pavement striping schedules shall be titled and arranged in columns describing:
- a. Parking stall category (resident, employee, customer short-term, customer long-term, wheelchair accessible);
 - b. Parking stall width;
 - c. Stall angle;
 - d. Stall depth and overhang depth;
 - e. Pedestrian aisle width along side of stalls; and
 - f. Driveway aisle width
8. Pavement plan drawings for vehicular areas shall be titled and keyed to a legend depicting:
- a. Curbing with type of material;
 - b. Driveway aprons and driveways within public rights-of-way with pavement type;
 - c. Parking stalls, aisles and driveways outside public rights-of-way with pavement type; and
 - d. Sight distance triangle minimums for intersections of vehicular drives with streets, parking aisles, walls, building corners and walks.
9. Lighting schedules shall be titled and arranged in columns describing:
- a. Functional area (parking/pedestrian area, driveway/aisle intersections, pedestrian hazards, building entry, loading dock);
 - b. Level (peak, off-hour, late-night security);

APPLICATION FOR BOARD HEARING

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- c. Minimum point illumination;
 - d. Maximum uniformity ratio of average illumination to minimum;
 - e. Maximum uniformity ratio of maximum illumination to minimum;
 - f. Fixture type (Flood, spot, cut-off [minimum eighty-one (81) degree]); and
 - g. Height limit for fixtures.
10. Landscape schedules shall be titled and arranged in columns describing:
- a. Planting type (deciduous, coniferous, tree, shrub, groundcover);
 - b. Minimum planting size; and
 - c. Planting condition (bare root, balled, canned).
11. Landscape plan drawings shall be titled and keyed to a legend depicting:
- a. Building entrances and exits;
 - b. Walks, patios and other paved surfaces showing material type;
 - c. Outdoor storage enclosures for refuse and recycleables;
 - d. Exterior utilitarian appurtenances which require visual screening (air conditioners, transformers, meters, etc.);
 - e. Fences and walls with height and function (screening, security, or delineative and classified as decorative or utilitarian);
 - f. Other landscape structures (patios, walks, pools);
 - g. Existing trees over eighteen (18) inches caliper;
 - h. Shade tree canopy drip line at maturity;
 - i. Screen planting areas with height at maturity;
 - j. Groundcover planting areas; and
 - k. Decorative planting beds.
- G. Engineering plan drawings shall contain the following:

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #18, PAGE 8 of 8
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING

=====

1. For any street improvements: plans, cross sections and center-line profile;
2. For any public utilities: plans and profiles with any easements delineated;
3. For any pavement: profiles and material specifications;
4. For any drainage facilities: contours or spot elevations, profiles and specifications including pipe sizes, invert elevations and capacity;
5. For any exterior lighting: location, mounting, fixture type and specifications for wattage and isofootcandle pattern;
6. For any walls or fences: profiles and specifications; and
7. For any planting: expanded planting schedule, including quantity, common and botanical name, height or caliper at time of planting, root condition, seasonal restrictions on installation; specifications for installation including profiles; and mixture for seeding.

(Prior code § 40-83)

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #19, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____

REQUEST FOR EXTENSION OF TIME TO FILE PLAT

=====

DO NOT WRITE ABOVE LINE

Request is hereby made to the _____ for good
cause to extend the period for recording of the plat for an additional
period not to exceed 190 days from the date of signing of the plat.

1. Location _____
2. Applicant's Name _____
3. Address _____
_____ phone _____
4. Plat # _____
5. Date of signing of plat: _____
6. Requested extension to (date) _____
7. Reason for delay in filing _____

Signature of Applicant

Date

Signature of Owner

Date

Application # _____
Date Filed _____

A horizontal timeline of the 1990s. Each year from 1990 to 1999 is represented by a colored block. Below each block is a label indicating the year and the decade. The labels are: 1990 (1990s), 1991 (1990s), 1992 (1990s), 1993 (1990s), 1994 (1990s), 1995 (1990s), 1996 (1990s), 1997 (1990s), 1998 (1990s), 1999 (1990s).

Request is hereby made for permission to vary requirements of the design standard article of the Development Control Ordinance of the City of Elizabeth as follows:

[illegible]

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #21, PAGE 1 of 1
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____

CONSENT TO EXTENSION OF TIME FOR DECISION

=====

DO NOT WRITE ABOVE LINE

It is appearing that due to the nature of applicant's application # _____
filed on _____, 20____ in reference to the premises at _____

which involves _____
and requires the granting of _____
the _____ will not be able to properly review the application by
_____, 20____, when the statutory time for approval expires.

It is on this _____ day of _____, 20____ agreed
by and between the applicant, _____, and the
_____ of the City of Elizabeth, New Jersey that the time
for decision shall be extended to _____, 20____.

(Attorney for) Applicant

Secretary of the Board

OTHER DOCUMENTS WITH INFORMATION YOU MIGHT NEED ARE ATTACHED

- **YARD DIMENSIONS.**
- **VISIBILITY AT INTERSECTIONS.**
- **NUMBER OF PARKING AND LOADING SPACES REQUIRED.**
- **SCHEDULE III, CONDITIONAL USES**
- **UNION COUNTY LAND DEVELOPMENT STANDARDS**
- **UNION COUNTY, NEW JERSEY, DEPARTMENT OF ECONOMIC
DEVELOPMENT – LAND DEVELOPMENT APPLICATIONS**

FOR 17.36.110 - Yard dimensions.

All buildings and structures shall provide open areas which conform with the limitations set forth hereinafter:

- A. The following requirements for yard dimensions shall apply to all one- and two-family residential dwellings in all zones permitted within the city.
 1. Front Yard Setback. Twenty (20) feet minimum, measured from the street line to the most outward front building projection, excluding projections permitted under Paragraph B. The front yard can be less if it meets the prevailing setback based on sixty-five (65) percent of the existing properties.
 2. Side Yard Setback. Minimum twelve (12) percent of required lot width but not less than three (3'-1") feet. All structures which abut each other must be at least five (5) feet apart, including off-site structures (fireman's rule).
 3. Rear Yard Setback. Twenty-five (25) percent of the lot depth but not less than twenty-five (25) feet, measured from the rear lot line to the most outward rear building projection, excluding projections permitted under Paragraph B.
 4. Requirements specific to corner lots (corner lots shall be considered to have two (2) front yards, one rear yard and one side yard):
 - a. Front Yard Setback. Twenty (20) feet minimum measured from the shortest street line to the most outward rear building projection, excluding projections permitted under Paragraph B.
 - b. Interior Side Yard Setback. Minimum twelve (12) percent of required lot width but not less than three (3'-1") feet.
 - c. Corner Side Yard Setback. Fifteen (15) feet minimum or eighteen (18) feet minimum for corner side yards containing a driveway.
 - d. Rear Yard. Twenty-five (25) percent of the lot depth but not less than twenty-five (25) feet, measured from the rear lot line to the most outward rear building projection, excluding projections permitted under Paragraph B.
 5. The following requirements of yard dimensions shall apply to all non-residential properties in all zones within the city, except if that particular zone has its own separate standards.
 - a. Minimum Front Yard Setback. Prevailing. If no prevailing exists within the block then the front yard setback shall be twenty (20) feet.
 - b. Minimum Side Yard Setback. Ten (10) percent of lot width with a not to exceed distance of twenty (20) feet.
 - c. Minimum rear yard setback is twenty-five (25) feet. The minimum shall be thirty-five (35) feet when property is adjacent to a residential zone, noncommercial use or a non-industrial use.
 - d. To establish prevailing setbacks for all yard dimensions, a table shall be provided depicting the following: Include all existing lots, excluding newly created lots, as per the current City of Elizabeth Tax Maps on file in the city engineer's office; only include lots within the same

zone as the subject parcel; and include all lots shall be within the existing block only, and on both sides of the street as the subject parcel.

B. Building projections into required yards shall be permitted as follows:

1. Cornices, eaves, canopies, awnings and fireplaces may project into any yard for a distance not to exceed six feet, provided that they are no closer than two feet to any property line.
2. Open porches, stairwells and balconies may project into any yard for a distance not to exceed eight feet, provided that they are no closer than three feet to any property line.
3. Fire escapes may be located in any side or rear yard and may project into such yards a distance not to exceed three feet. Provided that they are no closer than two feet to the property line.
4. Projections into yards shall be permitted to accommodate the needs of individuals with disabilities which do not conform provided that a deed restriction is recorded preventing the transfer of title until such altered structures are restored or made to conform. Projections shall be limited to open structures located where possible outside the front yard and may vary from requirements only to the minimum degree necessary to afford access. Proof of handicap must be supplied to the City of Elizabeth Construction Department.

C. Accessory structures may be erected in accordance with the following restrictions:

1. Accessory Buildings.
 - a. Residential accessory buildings or other accessory buildings situated in a residential district shall be permitted in any side or rear yard. Up to three one-story accessory buildings shall be permitted provided total accessory building coverage is not more than thirty-three (33) percent of the principal building coverage. Not more than one accessory building shall exceed one hundred (100) square feet or a height of more than eight feet. No accessory building shall exceed ten (10) feet in height allowing for a pitched roof projecting above that height. All accessory buildings shall be set back not less than two feet to a rear lot line and not less than three feet to a side lot line. Accessory buildings may be attached to a principal building.
 - b. Commercial and industrial accessory buildings shall be permitted in any yard provided they are limited to one story and fifteen (15) feet in height. In a front yard such buildings shall be set back not less than three-quarters of the height of the building wall from any property line.
2. Accessory patios and decks may be located in any side or rear yard, and shall be limited so that the floor of such structures rises no higher than the ground floor elevation, extends no more than eighteen (18) feet from a building and is no closer than three feet to any lot line. At least two sides shall remain open and any cover shall be limited to a vertical height of ten (10) feet at any point.
3. Accessory parking and loading areas, including driveways, may be located in any yard area, provided that no such area may be located within three feet of

any lot line except as necessary to provide street access. Parking may be situated directly in front of a dwelling only in a driveway leading to a garage and circular driveways are prohibited unless leading to a garage.

4. Accessory facilities including swimming pools may be located in any side or rear yard provided they are set back from any lot line a distance not less than twice the prevailing side yard setback. Motorized elements shall be set back three times the required setback.

5. Accessory patios, decks, parking areas, loading areas, fences and walls may be erected in any yard as follows:

a. Accessory patios, decks, and parking may be located in any side yard or rear yard, provided that no such structure may be located closer than three (3) feet to any lot line.

b. Accessory parking and loading areas, including driveways, may be located in any yard area, provided that no such area shall be located within three (3) feet of any lot line.

c. In industrial districts, fences or walls may not exceed twelve (12) feet in height.

d. In commercial districts, fences or walls may not exceed eight (8) feet in height. In front yards, fences or walls shall be of a decorative material or obscured by plant material with visually solid portions limited to a height of three (3) feet.

e. For residential uses in any district, fences or walls may not exceed six (6) feet in height in any side or rear yard. In front yards, fences or walls shall be of a decorative material or obscured by plant material and may not exceed three (3) feet in height. Where a lot has more than one frontage, a height of six (6) feet may project into one front yard, provided that the projection consists of only two (2) angled segments such that the fence extends in a straight line from one point on the front yard setback line to a second point within the front yard and returns to a third point on the setback line. Barbed wire or razor wire may not be used as part of a fence or wall, or as fencing material in any residential zone.

f. No barbed or razor wire fences shall be permitted anywhere within the city boundaries.

6. Walks, standards for signs or lighting and other similar accessory structures may be erected in any yard.

D. Open space shall be provided as follows:

1. Open space shall be provided for all projects containing three (3) or more dwelling units. Mixed use projects shall provide open space for the residential component.

2. Open space for all residential units except one- and two-family dwellings shall be two hundred (200) square feet per unit. The open space shall have a cap of four thousand (4,000) square feet for buildings over four (4) stories.

3. Open space shall be limited to the following:

- a. Exterior yards, courts and recreational areas, not devoted to auto usage with a minimum dimension of twenty (20) feet in width and minimum area of five hundred (500) square feet.
 - b. Common areas including balconies and porches with a minimum depth of twenty (20) feet.
 - c. Interior multi-family communal spaces, exclusive of passageways, with a minimum dimension of ten (10) feet.
4. A minimum of seventy-five (75) percent of the total required open space is required to be exterior lawn and/or court yard areas suitable for recreational use.
- E. Private Swimming Pools.
 1. A private swimming pool shall be permitted on any lot that contains a dwelling structure.
 2. A private swimming pool and appurtenances may be located in a side or rear yard with a setback of not less than four (4) feet, measured from the nearest vertical wall of the pool.
 3. A private swimming pool shall not be located closer than eight (8) feet to a dwelling structure and four (4) to an accessory building.
 4. The yard in which a pool is located shall be provided with a six-foot high fence, meeting the requirements of the International Building Code.
 5. All private swimming pools shall be equipped with the necessary equipment for disinfection and filtering.
 6. There shall be no physical connection between a potable water supply and any private swimming pool.
 7. No private swimming pool shall be constructed until such time that all required permits have been obtained from the construction department.
- F. Impervious Lot Coverage. Impervious surface is defined as a surface that is resistant to infiltration by water, including but not limited to roofs, pavement and sidewalks. The following are limits to the amount of impervious surface permitted:

Residential Lots	2500 to 3500 sq. ft	77% max
	3501 to 4500 sq. ft.	65% max
	4501 and beyond	60% max

All non-residential lots shall have a max impervious coverage of seventy-five (75) percent.

- G. Building Coverage.
 1. Principal Buildings and Structures. All non-residential lots shall have a minimum floor area ratio (FAR) of eleven (11) percent. There is no FAR for residential zones within the city.

2. Accessory buildings and structures cannot exceed ten (10) percent of the principal building square footage.

(Ord. No. 4920, §§ 6—8, 10-10-2017; Ord. No. 4646, § 1, 11-24-2015; Ord. No. 4373, § 5, 5-14-2013; Ord. 3906 § 1, 2007; prior code § 40-127)

17.36.130 - Visibility at intersections.

At all street intersections, no obstruction to vision between a plane three feet above the established grade of the street at the property line and a plane ten (10) feet above said grade shall be erected on any lot within a triangle bounded by the street center lines and a line connecting points on each center line one hundred ten (110) feet from the intersection of such lines.

(Prior code § 40-129)

17.40.040 - Number of parking and loading spaces required.

- A. The number of off-street parking spaces required shall be as set forth in Table I below:

Uses	Minimum Required Off-Street Parking Spaces
Automobile major repair shop	3 per each 300 square feet of floor area
Automobile minor repair shop	2 per each 300 square feet of floor area
Automobile service stations	1 for each employee
Bowling alleys	5 for each alley
Churches, synagogues and houses of worship	1 for each 5 permanent seats. When individual seats are not provided, each 20 inches of bench shall be considered 1 seat. The number of required off-street parking spaces may be eliminated or reduced if there exists within 500 feet of the church, synagogue or house of worship, public or private parking lots containing a sufficient number of off-street parking spaces to satisfy the requirements. The church, synagogue or house of worship must provide the difference if the number of parking spaces in the private or public lots is below the number required. Any spaces provided in public or private lots must be shown to be available for worshipers on the day or days of greatest use.
Community buildings, country clubs, social halls, lodges,	1 for each 200 square feet of floor area occupied by all principal structures.

Uses	Minimum Required Off-Street Parking Spaces
fraternal and accessory organizations and similar uses	
Doctors in other than office buildings	3 for patients' use for each doctor's office.
Dentist in other than office buildings	2 for patients' use for each dentist's office.
Funeral homes and mortuaries	15 for visitors.
Hospitals, nursing and convalescent homes	1 for each 3 beds.
Hotels, motels and rooming houses	1 for each rentable unit.
Industrial, manufacturing, warehousing, wholesale, distribution and selected commercial (use groups X-CC)	1 ground level space per each 1,400 square feet of site area. The number of spaces to be installed at any time is to be based on a current and valid parking management plan approved by the zoning administrator and a final site plan approved by the approving authority.
Offices	1 for every 400 square feet of rentable floor area.
Quick-service eating and drinking establishments	10 plus 1 for every 2 employees on the maximum shift, plus 1 for every 2 seats.
Residential	All residential developments shall comply with the requirements of the Residential Site Improvement Standards (RSIS Table 4.4). Tandem parking may be permitted for dwelling structures containing no more than 2 units. No more than 2 parking spaces will be permitted to be in tandem configuration. Curbside parking shall be permitted to be credited toward the required parking at the discretion of the planning board, zoning board of adjustment or the administrative authority. Curbside parking which exists only along the frontage of the property in question may be counted.
	No obstructions are permitted within proposed parking spaces. If the parking spaces are internally located within a structure no columns shall be permitted within the space. A clearance distance of 18 inches must be adhered to from

Uses	Minimum Required Off-Street Parking Spaces
	all columns to all parking spaces. The column must also be protected from being contacted by vehicles via concrete curbing.
	No parking lots or driveways for residential uses greater than 2 units are permitted within 25 feet of rear property line and 10 feet from side property line.
Restaurants without live entertainment, bars and nightclubs	1 for every 2 employees on the maximum shift, plus 1 for every 4 seats.
Retail shops, store groups, shops, etc.	1 for each 300 square feet of floor area where the floor area shall exceed 1,000 square feet.
Schools	
Senior high schools	1 for every 10 classroom seats
Elementary and junior high schools	1 for every 15 classroom seats

B. The number of off-street loading spaces required shall be as set forth in Table II below:

Uses	Square Feet of Total Floor Area	Required Off-Street Loading Berths
Schools	15,000 or more	1
Hospitals (in addition to space for ambulances)	From 10,000 to 30,000	1
	For each additional 30,000 or major fraction thereof	1 additional
Undertakers and funeral parlors	5,000	1
	For each additional 5,000 or major fraction thereof	1 additional

Uses	Square Feet of Total Floor Area	Required Off-Street Loading Berths
Offices, hotels retail, commercial, wholesale, manufacturing, storage and miscellaneous uses		
	From 10,000 to 25,000	1
	From 25,000 to 40,000	2
	From 40,000 to 60,000	3
	From 60,000 to 100,000	4
	For each additional 50,000 or major fraction thereof	1 additional

- C. In the case of any building, structure or premises which is not specifically mentioned herein, the approving authority shall determine the amount of off-street parking or loading required.

(Ord. No. 4647, § 1, 11-24-2015; Prior code § 40-133)

Schedule III

Conditional Uses

- A. Rooming Houses. Rooming houses shall be permitted in the R-3 and R-4 Districts, provided that the following conditions are maintained:
1. Nonvehicular open space shall be provided in the amount required for the district in which such rooming house is located.
 2. The premises shall be utilized exclusively for residential purposes only.
 3. At least eight-tenths off-street parking space per bedroom shall be provided.
 4. A current rooming house license shall be maintained.
 5. The bedroom density requirements applicable to the district in which such rooming house is located shall be complied with.
- B. Mausoleums. Mausoleums shall be permitted in all districts, provided that the following conditions are maintained:
1. In accordance with N.J.S.A. 8A1-1, et seq., a cemetery shall be defined as any land or place dedicated for use, used or intended to be used for the interment of the human dead in the ground, in a mausoleum or crypt located in the cemetery and a columbarium for cinerary interments or lands held for burial purposes.
 2. All mausoleums shall be located in cemeteries.
 3. Permitted uses shall be in the establishment, preservation, construction, and operation and maintenance of cemeteries, public mausoleums, crypts, chapels, columbaria, conservatories, and other necessary buildings and improvements (hereinafter "structures") for the burial, and care of the remains of the dead.
 4. Minimum side and rear yard setbacks shall be five feet.
 5. Property line structures shall not exceed twenty-five (25) feet in height, except as hereinafter provided.
 6. Structures exceeding twenty-five (25) feet in height shall be permitted, provided a setback is maintained equal to one foot for every foot in height of the structure, not to exceed seventy (70) feet in any case, except that fifty-five (55) feet shall be the maximum height of any structure abutting a residential property line.
 7. Property line structures along the common property line with a residential zone or use shall maintain a ten (10) feet set back and be limited to fourteen (14) feet in height.
- C. Child-Care Facilities. Child-care facilities for less than six children shall be permitted in the R-2 or R-3 districts, and facilities for at least six children shall be permitted in the C-2 district, provided that the following conditions are maintained:
1. Centers for six or more children shall be licensed by the state, and facilities for at least two but not more than five children shall be affiliated with a licensed child-care center.
 2. Child-care facilities shall not be located where the concentration of carbon monoxide and dioxide gases equals or exceeds ten (10) milligrams per liter.
 3. At least one hundred (100) square feet of open play area shall be provided for each child, based on the maximum design capacity of the facility, and such area

shall be completely enclosed by a solid masonry wall or fence at least six feet in height.

4. Play activity in outdoor play areas which are located in or adjacent to residential uses shall be restricted to between the hours of 9:00 a.m. and 5:00 p.m., and the areas shall be screened from such uses with massed evergreen plantings at least six feet in height.
5. Facilities shall provide doors for ingress and egress which are not more than six feet above or below existing grades and which discharge onto open areas with a minimum dimension of fifteen (15) feet.
6. The entire operation of the facility shall be on one floor which is not more than one-half-story (six feet) above or below grade.

D. Nursing Homes. Nursing homes shall be permitted in an R-2, R-3 or R-4 zone, provided that the following conditions are maintained:

1. A current license to operate a nursing home shall be maintained.
2. Such facility shall be located on a lot at least ten thousand (10,000) square feet in area.

E. Essential Services.

1. Enclosed or Permanent, Structures. In, adjacent to, abutting or across from R Districts, such uses shall include electric substations, transformers, switches, auxiliary apparatus serving a distribution area and water-pumping stations and shall be subject to the following regulations:
 - a. Such facility shall be so located as to draw a minimum of vehicular traffic to and through such streets.
 - b. The location, design and operation of such facility may not adversely affect the character of the surrounding residential area.
 - c. Adequate fences, barriers and other safety devices shall be provided and shall be landscaped in accordance with the provisions of Section 17.36.130.
 - d. Noise and interference emitted from such public utility services shall not be greater than permitted in accordance with the performance standards set forth in Section 17.36.060.
2. Such uses shall be limited to the erection, construction, alteration or maintenance, by public utilities or municipal or other governmental agencies, or underground or overhead gas, electrical, steam or water transmission or distribution systems, collection, communication, supply or disposal systems, including poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, traffic signals, hydrants and other similar equipment and accessories in connection therewith reasonably necessary for the furnishing of adequate service by such public utilities or municipal or other governmental agencies or for the public health or safety or general welfare, but not including buildings. The landscaping regulations of Chapter 17.36 shall apply if the essential service facility occupies a plot of ground greater than six square feet. Performance standards as set forth in Section 17.36.060 herein shall also apply.

- F. Automobile Gas Stations. Automobile gas stations shall be permitted in the C-2 and C-4 districts, provided that the following conditions are maintained.
1. Each station shall provide at least two driveway aprons measuring at least twenty (20) feet in width and located no closer than forty (40) feet to the nearest street line of a perpendicular street.
 2. All accessory structures, such as filling pumps, vents and underground bulk storage of flammable materials, shall be located at least fifty (50) feet from any residential property line and at least twenty (20) feet from any other property line other than a street line.
 3. All pump islands shall be located so that there is sufficient space within the property lines in each direction to accommodate at least three waiting vehicles in addition to those being serviced.
 4. All washing, lubricating, draining or repairs of other than an incidental nature shall be conducted entirely within an enclosed structure.
 5. A curbed safety island at least five feet in width shall be located between pump islands and any property line abutting a street.
- G. Minor Auto Repair and Service. Minor auto repair and service shall be allowed in the C-4 district, provided that the following conditions are maintained:
1. All repair and servicing operations shall be conducted entirely within an enclosed structure.
 2. No vehicles other than those under or awaiting repair or awaiting delivery or pickup after repair shall be stored on the premises.
 3. All such establishments shall comply with the performance standards specified in Section 17.36.060 herein.
 4. All such establishments shall provide at least eight off-street parking spaces, plus two spaces for each work or service area.
- H. Automobile Salvage and Wrecking Operations, Outdoor Storage and Junkyards. Such uses shall be permitted in an M-2 zone, provided that the following conditions are maintained:
1. Such operation is conducted not less than two hundred (200) feet from any R district and C district.
 2. All operations are conducted within a solid wall or tight board fence not less than eight feet high.
- I. Commercial Parking for Residents. Commercial parking for residents shall be permitted in R-3 and R-4 districts, provided that such parking is restricted by deed, filed with the Register of Union County, binding the owner and his or her heirs, successors and assigns for the life of such use to lease such spaces only to residents of dwelling structures located within a radius of five hundred (500) feet from the lot boundary and to lease such spaces at monthly rates only.
- J. Gas Storage Tanks. Gas storage tanks shall be permitted in an M-2 or M-3 district, provided that the following conditions are maintained:
1. No tank or other structure for the storage of gas, natural or otherwise, or any mixture of gas or gases, natural or otherwise, either in their vaporous or liquefied

form, of any type suitable for light, heating, power or other purpose shall be constructed, erected or maintained in any populated area so as to create the possibility of a public disaster from fire or explosion; nor shall any such tank or structure be constructed, erected or maintained so as to create the possibility of extensive damage to property or the interruption of essential public services from such fire or explosion.

2. An environmental impact study shall be submitted with each application and no conditional use shall be approved unless the same can be granted without substantial detriment to the natural resources, including but not limited to light, water, air and land.
3. No such conditional use shall be granted unless the economic necessity therefor shall be clearly exhibited.
4. No such conditional use shall be granted if it impairs the preservation of tangible and intangible property values, both public and private.
5. No such conditional use shall be granted if the applicant has an unsatisfactory operating safety record.
6. All applications shall include detailed construction plans and all safety procedures and standards to be followed not only during construction but thereafter, together with copies of all approvals of state and federal regulatory bodies and agencies.

K. Retail Sale for Guests—Bakeries.

1. Retail sales for members and guests of quasi-public uses shall be permitted in any residential zone, provided that the following conditions are maintained:
 - a. Only customary and appropriate retail activities such as gift shops, soda fountains, etc., are conducted;
 - b. All retail activity is conducted from within the principal structure;
 - c. Access to the retail activity may be had only from within the principal structure; and
 - d. No external evidence of retail activity is discernible from the outside of the structure.
2. Bakeries. Bakeries shall be permitted in a C-1 commercial zone, provided that the following condition is maintained: Goods produced shall be sold only at retail on the premises.

L. Helicopter Landing Facilities. A private helistop used solely for the landing and takeoff of helicopters may be established as an accessory use in an M-2 or M-3 district, provided that the following conditions are maintained:

1. Such facility is located not less than nine hundred (900) feet from any R district.
2. Restrictions have been established to prevent the development or occurrence of man-made or natural obstacles within the final eight hundred (800) feet of any approach/departure flight paths.
3. Flight paths are designed so as to comply with noise performance standards in nonindustrial zones as measured from the maximum permissible building height.
4. Landing areas in which helipads are located are suitably paved, marked and fenced.

5. A fire protection plan approved by the fire department has been established for protection of adjacent property.
6. No tanks, drums or other structure for the storage of flammable and explosive helicopter fuel, natural or otherwise, or any mixture of helicopter fuel or fuels, natural or otherwise, in liquid, solid or gaseous state shall be located on the same or within close proximity of any helicopter landing areas so as to create the possibility of a public disaster from fire or explosion; nor shall any such tank, drum or structure be constructed, erected or maintained so as to create the possibility of extensive damage to property or the interruption of essential public services from such fire or explosion.

M. Amusement Machine Complexes. Amusement machine complexes shall be permitted in any C-3 district, provided that the following conditions are maintained:

1. The applicant has met all the requirements of Chapter 5.12 of this code.
2. Parking spaces for motor vehicles and motorcycles to accommodate customers or patrons shall be provided at the ratio of one parking space for every two games, machines or devices so licensed. Bicycle racks shall be provided for use by customers or patrons at the ratio of one rack space for every two games, machines or devices so licensed. No access or egress driveway may cross a pedestrian walk which has a peak hourly volume in excess of fifty (50) persons.
3. Provisions sufficient to prevent the assembly of persons in public areas within three hundred (300) feet of any entrance and/or exit of the premises or building in which such complex is located.

N. Community Residences for the Developmentally Disabled and Community Shelters for Victims of Domestic Violence. Community residences for the developmentally disabled and community shelters for victims of domestic violence shall be a permitted use in all residential zones of a municipality, and the requirements therefor shall be the same as for single family dwelling units located within such zones; provided, however, community residences for the developmentally disabled and community shelters for victims of domestic violence, as authorized by N.J.S.A. 40:55D-66.1 and N.J.S.A. 40:55D-66.2, housing more than six persons excluding resident staff, shall be permitted as a conditional use in all residential zones provided the following conditions are met or maintained:

1. A conditional use permit shall not be granted for any such community residence for the developmentally disabled or community shelter for victims of domestic violence located within one thousand five hundred (1,500) feet of an existing community residence for developmentally disabled or community shelter for victims of domestic violence as defined in N.J.S.A. 40:55D-66.2.
2. A conditional use permit shall not be granted if the number of persons, other than resident staff, resident at existing community residence for the developmentally disabled or community shelter for victims of domestic violence within the city, as defined in N.J.S.A. 40:55D-66.2, exceed fifty (50) persons or five-tenths of one percent of the population of the city, whichever is greater.
3. A conditional use permit shall not be granted for any such community residence for developmentally disabled or community shelter for victims of domestic

violence located within one thousand five hundred (1,500) feet of any school or day care center, and no school or day care center shall be permitted within one thousand five hundred (1,500) feet of any community residence for the developmentally disabled or community shelter for victims of domestic violence.

4. A community residence for the developmentally disabled or community shelter for victims of domestic violence for more than six persons, excluding resident staff, must be licensed or have a purchase of service contract or affiliation agreement from the appropriate state agency. The applicant for a conditional use permit shall provide documentation that a purchase of service contract or affiliation agreement exists, or that an application for a license has been submitted to the appropriate state licensing agency. If the community residence for the developmentally disabled or community shelter for the victims of domestic violence is to be licensed, the issuance of a certificate of occupancy ("CO") for the proposed residence will be conditioned on the applicant subsequently providing documentation that the residence is fully licensed by the appropriate state agency.
5. The application for a conditional use permit shall contain a brief statement identifying the number of persons to reside in the community residence for the developmentally disabled or community shelter for victims of domestic violence, and a general description of their classification (i.e., adult versus child, mentally ill versus developmentally disabled).
6. Each community residence for the developmentally disabled or community shelter for victims of domestic violence in an R-1 (single family) or R-2 (two family) zone intended to provide housing for between seven and twelve (12) persons, excluding resident staff, shall provide one off-street parking space per community residence. Each community residence in an R-1 or R-2 zone intended to provide housing for between thirteen (13) and fifteen (15) persons, excluding resident staff, shall provide two off-street spaces per community residence.
7. Any building constructed or altered for use as a community residence for the developmentally disabled or community shelter for victims of domestic violence in any R-1 (single family) or R-2 (two family) zone shall reflect a residential character. Any construction, renovations or alterations made to accommodate handicapped persons or to satisfy applicable state and local building codes or fire prevention/fire safety codes shall not be considered as making the community residence for the developmentally disabled or community shelter for victims of domestic violence conflict with this requirement.
8. Any conditional use approval granted under subsection N of this schedule shall contain the following restrictions:
 - a. Any reversion of a community residence for the developmentally disabled or community shelter for victims of domestic violence to a permitted use shall comply with all applicable zone requirements.
 - b. The name of the facility may be displayed in conformity with the sign ordinance of the city.

c. Occupancy of any community residence for the developmentally disabled or community shelter for victims of domestic violence which receives a conditional use permit under this section is restricted to persons who are developmentally disabled as defined in N.J.S.A. 40:55D-66.2a, or persons who are victims of domestic violence as defined in N.J.S.A. 40:55D-66.2b.

d. Community residences for the developmentally disabled and community shelters for victims of domestic violence shall be permitted as a conditional use in all other zoning districts provided the criteria set forth herein for location in residential districts is satisfied.

O. Billboards. Signs for off-premises advertising (billboards) shall be permitted provided the following conditions are met and maintained:

1. Billboards shall be permitted in any district when located on or within three hundred (300) feet of state or federal highway routes or passenger rail facilities.

2. Billboards shall be permitted in accordance with a billboard siting plan conforming with the following requirements. The siting plan shall control the entire system of billboards to be maintained by any applicant along any one route or rail line and consider the impacts of all billboards in their totality whether maintained by the applicant or others and whether inside or outside of the municipality.

a. The plan shall ensure that billboards do not intrude on residential areas. Billboards shall not be located in any area designated by the master plan as a residential area and visibility of billboards and support structures located within six hundred (600) feet of such areas shall be effectively mitigated through appropriate measures, including height limitations or funding of off-site plantings to screen views of billboards from dwellings.

b. The plan shall ensure that billboard messages do not intrude on places of assembly. To ensure that messages are not comprehensible, mitigation measures shall be employed where billboard faces would otherwise be directly viewable from any church, school, playground or park within one thousand (1,000) feet.

c. The plan shall ensure that billboards do not unreasonably intrude on scenic vistas. Billboards shall not be located so as to significantly degrade the appearance of any scenic views. The optimal viewing locations should be identified for any historically or architecturally significant structures within two thousand (2,000) feet and for any scenic skylines or vistas. The obscuring impact of billboards on the panoramic background seen from these locations shall be minimized.

d. The plan shall ensure that billboards do not interfere with traffic safety devices or signs. Billboards shall not obstruct views of such signs and devices located within two hundred fifty (250) feet.

e. The plan shall ensure that billboards do not unreasonably obscure the business signs, building entry facades or entrance driveways on neighboring properties. Billboards shall be erected outside of clear sight triangles to be established in accordance with master plan principles and standards.

- f. The plan shall ensure that billboards remain in reasonable harmony with the existing aesthetic character of the area in which they are located. Billboards shall conform to design limits specified in the plan with particular attention to size, height and illumination.
3. Billboards and freestanding signs (greater than three hundred (300) square feet) shall be subject to special location and design controls and shall be classified as a conditional use. Criteria for same shall be the following:
- a. Billboards shall be located, under all circumstances, at least two thousand (2,000) feet apart from all other billboards or freestanding signs, whether a component of a billboard system or as an independent billboard or freestanding sign. (Pursuant to subsection 3 above.) A survey, signed and sealed by a professional land surveyor, shall be required to document existing billboard sign locations.
 - b. Billboards shall be located, in excess of five hundred (500) feet from any residential use.
 - c. Following an approval by the planning board, a billboard of freestanding sign (greater than three hundred (300) square feet) shall obtain a square footage license and pay an annual license fee of eighty cents (\$0.80) for each square foot of advertising space provided that the minimum annual license fee shall be two hundred forty dollars (\$240.00).
 - d. Billboards and freestanding signs greater than three hundred (300) square feet existing prior to the ordinance codified in this chapter shall be permitted to continue if they are less than two thousand (2,000) square feet apart and providing that the applicant obtain an annual license starting on July 1, 1998.

UNION COUNTY LAND DEVELOPMENT STANDARDS

300. SUBMISSION AND APPROVAL PROCEDURES

301. Review and Approval Required – Subdivision

All applications for the subdivision of land within Union County, pursuant to N.J.S.A. 40:27- 6.2 et al major or minor, and notwithstanding the form used for recording with the county recording officer, shall be submitted to the County Planning Board for review and, where required, approval prior to approval by the local municipal approving authority. Subdivision approval is required for those subdivisions affecting County roads or drainage facilities. The municipal approving authority shall either defer taking final action until receipt and consideration of the report of the County's Bureau of Planning and Economic Development or approve the application subject to the conditions affecting County roads or drainage facilities. Such review or approval shall be in accordance with the procedures and engineering and planning standards as set forth in this Ordinance.

A deed to be filed in lieu of a final plat for subdivision shall not be recorded until the Union County Planning Board has given preliminary approval and any stipulated conditions have been complied with.

Deeds for subdivisions that are to be recorded in lieu of final plats must be in substantial conformance with the preliminary plat approved by the County Planning Board, and based on a field survey of the subdivided parcel referencing the name of the land surveyor and the date of the survey.

302. Review and Approval Required – Site Plans

Prior to the issuance of any municipal building permit by a local building official, a site plan for any proposed land development along a County road or affecting County drainage facilities, including proposed commercial, industrial, multifamily structures containing five or more units, or any other land development requiring an off-street parking area or off-street standing area for five or more vehicles, or producing surface runoff in excess of standards set forth in this Ordinance, pursuant to N.J.S.A. 40:27-6.6 et al shall be submitted to the County for its review and action. The municipality or other local agency or individual with authority to approve a site plan or issue a building permit shall defer on an application requiring County Planning Board approval until same shall have been submitted to the County for its approval of the site plan. Such review and approval shall be in conformance with the procedures and standards as set forth in this Ordinance.

Individual lot applications for detached one or two dwelling-unit buildings shall be exempt from such review and approval. Also exempt from County site plan review shall be site plans for land development not along a County road that includes less than one acre of impervious surface. In cases where site plan review by the County is not required,

the County will review make non-binding advisory comments on any site plan at the request of the municipal approval authority.

303. Filing

Each subdivision and site plan application shall be submitted to the County's Bureau of Planning and Economic Development. The applicant shall inform the associated municipal planning official of their submission to the County. However, an application may be submitted by the applicant or his authorized agent who shall be required to sign a statement to the effect that the applicant has been duly filed with the appropriate municipal approval authority.

304. Development Review Fee Schedule

(A) Application fees (*) shall be charged for the review of all land subdivision and site plans submitted to the County's Bureau of Planning and Economic Development in accordance with the following schedule:

Subdivisions

A minor subdivision which does not abut a county road or affect a county drainage facility

\$200

A minor subdivision which abuts a county road or affects a county drainage facility

\$300

A major subdivision which does not abut a county road or affect a county drainage facility

\$400

A major subdivision which abuts a county road or affects a county drainage facility

\$500 plus
\$20 per lot

Site Plans

A site plan which does not abut a county road or affect a

county drainage facility and includes less than one acre of
impervious surface

\$200

Site plan not abutting a county road or affecting a county
drainage facility which contains one (1) or more acres of
impervious surface

\$600

A site plan which abuts a county road or affects a county
drainage facility

\$500 plus

\$10 per parking space

(Warehouse use:
\$350.00 + \$5.00 per
1000 sq. ft. of floor
area)

Exemption

An applicant seeking exemption consideration from County

Planning Board Application Development Review

\$200 (see note #6)

* Note: The Land Development application fee schedule was revised according to the
Union County Board of Chosen Freeholders Resolution # 819-2020.

Notes: 1. Plan Revisions (if submitted within one year from date of original action)

1st revision: 25% of original fee

2nd and each subsequent revision: 50% of original fee

2. A fee will not be charged for informal reviews and any comments shall be non-binding.

3. The applicant shall make payment by check or money order payable to the "County of Union, NJ". Application fees shall be non-refundable. However, the fee may be returned to the applicant upon written request if the application in question was not reviewed and provided that a formal request was not made by the County Bureaus of Planning and Economic Development for a time extension to continue its review. Development review fees may only be collected by the associated county planning office.

4. Application fees shall not exceed \$20,000.

5. Fees shall not be charged for the review of plans submitted by state, county, municipal governments, and public agencies. Churches, hospitals, and non-profit institutions exempt from the local application fee will be exempt from any county review fee.

6. An applicant seeking exemption from review shall submit a site plan or subdivision plan, completed application, checklist, and one digital copy of the plans and associated documents as per general development application submission requirements. The applicant shall provide a description of the proposed and reasons believed an exemption is required. If determined exempt a notification letter will be provided and fee retained by the County. If the exemption request is denied the exemption review fee will be credited to the required application review fee that is due.

7. Paper copies of the Land Development Standards and Design Standards will be available from the County for a fee of \$5.00. A digital copy of the land development standards and design standards are available on the County's website: www.UCNJ.org - free of charge.

8. Submitted applications should be accompanied by one hard/paper copy of the plans, plats, drawings, application, checklist, and any associated reports including but not limited to drainage calculations, stormwater reports, and traffic reports. A digital copy of the plans and associated documents in Adobe PDF format should also be provided. Any subsequent revisions shall provide the same.

305. Determination of Completeness/Written Notification

An application for development shall not be determined to be formally filed until the appropriate fee, required number of plans, application form, plan details and other information required by this Ordinance shall have been submitted to the County. The time period for action by the County shall not commence until such time as the application has been deemed complete.

The applicant and the municipal approval authority shall be notified in writing within ten (10) days of receipt by the County as to whether the application is incomplete and the date of such determination. If the application is determined to be incomplete, a list of information required for a complete submission shall be provided.

306. Escrow Fees for Review of Major Development Projects

The County Planning Board has determined that major development plans have significant impacts on County roads and that a detailed engineering review of the applicant's traffic impact study is necessary for the proper evaluation of a development plan and its impacts, and for the determination of appropriate improvements to mitigate these impacts. Funding for the independent review of such study, and for consultation and independent testimony shall be borne by the applicant and shall be in addition to the

review for development applications for projects which generate on-site peak hour trips of 100 or more.

All applications for preliminary residential subdivision review greater than 12 lots and applications for site plan review, when the site is adjacent to a County road, shall include as a minimum, documentation of the project's peak hour traffic assessment from which a determination shall be made as to whether an independent review to be funded through an escrow account, is required. In such case, the application shall be deemed incomplete until the applicant furnishes a traffic impact study and remits the required escrow funds.

Applicants for preliminary commercial or industrial subdivision review shall enter into agreement with the County that a traffic study reflecting full build-out worst case scenario traffic conditions be submitted, or, that the deeds for each of the lots created contain language requiring the owner/developer to submit a traffic study during site plan review, whether or not the sites front on a County road.

For development projects proven not to generate the number trips specified above, the provisions of Section 800 on the Land Development Standards shall apply in order that an off-tract traffic assessment can be determined.

Escrow fees for a traffic study review shall be required for development projects, which are located in an area for which a Transportation Development District has been established or is being formed. Applications for site plan approval which do not abut County roads shall be exempt from this requirement. Determination as to whether a traffic study may be waived shall be made by the County Planning Board in cases of demonstrably low traffic generation from a particular use, prior to duplicate review and findings, creditable for Planning Board review, or similar reasons.

The amount of the escrow fee provided for professional services rendered in support of County Planning Board review of applications meeting or exceeding the qualifications noted above has been set at \$5,000, based on retention of a qualified traffic engineering consultant under contract to the County Planning Board.

Escrow fees shall be paid by separate check and shall be deposited in an interest bearing account set up solely to accommodate these fees. The County's Bureau of Planning and Economic Development and the Department of Finance shall administer the escrow amount and provide the applicant an accounting of expenses drawn therefrom. Should the professional review exhaust the funds initially submitted the Planning Board may require the applicant to submit additional funds in order to complete the review in order that action may be taken on the application. Any unspent funds in the escrow account shall be returned to the applicant, along with any accrued interest, at the completion of County Planning Board review and unconditional approval of preliminary subdivision plans, and, for site plans, after granting of approval to construct. The implementation, construction, application, etc., of the impact mitigation measures identified as needed through professional review of the traffic study will be installed as and when required by the

County Planning Board on the professional advice of the consultant and/or the County Engineer. This determination shall be made prior to final approval of the application.

The Escrow fee account shall be administered pursuant to N.J.S.A. 40:55D-53 et al.

307. Distribution and Review of Plans

A copy of the application for subdivision or site plan approval shall be submitted to county staff for evaluation in accordance with the standards and criteria established in this Ordinance. The County's Bureau of Planning and Economic Development shall not act on said application until a report from the County's Division of Engineering is received. Said report shall contain recommendations for County requirements and the amount of performance guarantees, payments in lieu of improvements and applicant's proportionate share of the cost of installation of required County off-site and off-tract improvements, if any, as well as the recommendations and comments of the County's Bureau of Planning and Economic Development will be made and incorporated into the report to the municipality and applicant.

308. Time to Act

Within 30 days from the receipt of a complete subdivision or site plan application, the County's Bureau of Planning and Economic Development shall notify the appropriate municipal approval authority, in writing, of its action on the application. A copy of said report shall be transmitted to the applicant or his designated agent and shall set forth all conditions required for County approval and if disapproved or withheld, all reasons for such action. It may also contain non-binding advisory comments.

309. Changes After Approval

When approval is granted, no changes or alterations shall be made in any portion of the plan over which the County has approval power without approval of said changes or alterations by the County.

In the event it becomes necessary to deviate from the approved plan due to site conditions which first appear during construction and which would affect a County road or a County drainage facility, the applicant shall notify and obtain the approval of the County Engineer before such deviation shall be made.

In the event that site conditions deviate from the approved plan, which would affect a County road or County drainage facility, the applicant shall provide the Bureau of Planning and Economic Development revised plans that reflect the deviation.

Major deviations that substantially revise the approved plan shall be approved by the County's Bureau of Planning and Economic Development in association with County Engineering office prior to proceeding with the development site work.

310. Improvement

Prior to granting final approval to a site plan or subdivision, the County Engineer, in conjunction with the County Planning Board, will within the allotted time period determine the extent of improvements required.

311. Installation of Improvements

The County Engineer shall be notified no less than 72 hours prior to the installation of the itemized improvements. Such notification shall be in writing and shall be accompanied by an inspection fee of 2% of the estimated costs of the improvements as denoted on the itemized list. The inspection fee shall be payable by checks or money orders and made out to the County of Union.

If the County's Bureau of Planning and Economic Development fails to report to the municipal approval authority within the 30-day period, the application shall be deemed to have been approved unless, by mutual agreement between the County's Bureau of Planning and Economic Development and municipal approval authority with approval of the applicant, the 30-day period shall be extended for an additional 30-day period, and any such extension shall so extend the time within which a municipal approval authority shall be required by law to act thereon.

312. Approval Time Period

Subdivision and site plan approvals granted by the County's Bureau of Planning and Economic Development under the terms of this Ordinance shall be valid for the following time periods in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et.seq.):

- (A) Minor Subdivision – 190 days from the date of municipal approval.
- (B) Preliminary Major Subdivision – three (3) years from the date of municipal approval.
- (C) Final Major Subdivision – two (2) years from the date of municipal approval.
- (D) Site Plan – three (3) years from the date of approval if said application has received preliminary approval only from the municipal approval authority, and two (2) years from the date of approval if the applicant has received final approval from the municipal approval authority.
- (E) Extensions shall be granted consistent with the Municipal Land Use Law.

313. Non-Compliance with Conditions of Approval

Failure to comply with any of the conditions of County site plan or subdivision approval subsequent to the receipt of a building permit shall be conditions for: (a) refusal of the County to issue a road opening or driveway permit for said site development; (b) a request to the local approval authority to revoke or to withhold the local building permit and/or certificate of occupancy for said site development; (c) forfeiture of any performance bond or other payment guarantee required by the County to cover the costs

of improvements specified in that portion of the site plan over which the County has control; (d) appropriate court action initiated by the County Planning Board.

A written notice of non-compliance shall be forwarded, by certified mail, to the local approval agency and applicant requesting compliance with the conditions of approval within a period of time of not less than (10) days.

314. Appeals

In the event an applicant for site plan review and approval or subdivision review and approval is aggrieved by an action taken by the County Engineer and staff, said applicant may file an appeal in writing to the County Planning Board within ten days after the date of notice by certified mail of the said action. Any person aggrieved by the action of the County Planning Board, in regard to site plan review and approval or subdivision review and approval may file an appeal in writing to the Board of Chosen Freeholders within ten days after the date of notice by certified mail of such action. The County Planning Board or the Board of Chosen Freeholders to which an appeal is taken shall consider such an appeal at a regular or special public meeting within forty-five days from the date of its filing.

Notice of said hearing shall be made by certified mail by the applicant at least ten days prior to the hearing to the applicant and to such of the following officials as deemed appropriate for each specific case: the municipal clerk, municipal planning board, board of adjustment, building inspector, zoning officer, Board of Chosen Freeholders, and the County Planning Board. The board to which appeal is taken shall render a decision within 30 days from the date of the hearing.

315. Certification of Subdivision Plat

The County recording officer shall not accept for filing any subdivision plat unless it bears the certification of either approval or of review and exemption of the authorized County Planning Board officer or staff member indicating compliance with the provisions of this Ordinance and standards adopted pursuant thereto, in addition to all other requirements for filing a subdivision plat including compliance with the provisions of "The Map Filing Law" (P.L. 1960, c. 141).

316. Road Opening, Bridge Crossing, Curb/Driveway Permits

The applicant shall obtain, when applicable, all necessary permits from the Union County Department of Operational Services, Division of Public Works prior to undertaking any construction, excavation, or similar work on or along or adjacent to a County road or bridge. For informational purposes, Appendix B contains a copy of the Policy and Procedure for Right-of-Way Excavation.

317. Performance Guarantees and Maintenance Bonds

As a condition to the approval of subdivision, the County may require the applicant to submit to the County a performance guarantee and, where deemed appropriate, a

maintenance bond, in a form approved by the County Counsel. The amount of any performance guarantee or maintenance bond shall be set by the County's Bureau of Land and Facilities Planning upon the advice of the County Engineer and shall not exceed the full cost of the facility and installation costs.

In lieu of providing any required drainage easement, a cash contribution may be deposited with the County to cover the cost of the proportionate share thereof for securing said easement. In lieu of installing any such required facilities exterior to the proposed subdivision, a cash contribution may be deposited with the County to cover the cost or proportionate share thereof for the future installation of such facilities. Said share to be determined by the County.

Any monies or guarantees required by the County shall not duplicate bonds or other guarantees required by municipalities for municipal purposes. Any and all monies received by the County to insure performance and to meet the requirements established for subdivisions under this Ordinance shall be paid to the County Treasurer, who shall provide a suitable depository thereof. Such funds shall be used only for County roads or other facilities for which they are deposited. If such projects are not initiated for a period of ten years, at which time said funds shall be transferred to the General Fund of the County. The applicant shall assume all liabilities associated with construction and maintenance of required improvements until such time as improvements are accepted by the County.

Following approval or conditional approval of a preliminary plat, but prior to submission of a final plat, an applicant shall submit and obtain approvals of all performance guarantees, maintenance bonds, payments in lieu of improvements to County roads, or easements or dedications as may have been specified by the County in its preliminary plat approval.

Prior to submission of a final plat, but in lieu of the submission of performance and maintenance bonds, the applicant may submit and request approval of evidence that all improvements for which performance guarantees and maintenance bonds had been required have been installed in accordance with designs and specifications required by the County Planning Board and approved by the County Engineer.

Upon application to return or release any performance guarantee or maintenance bond, the County Planning Board shall authorize such return or release after receiving the following: (1) In case of a performance guarantee, certification from the County Engineer that all improvements required by this Ordinance have been inspected and found to be completed in accordance with the approved subdivision plan and approved construction standards; (2) In the case of a maintenance bond, certification from the County Engineer that all improvements covered by the bond have been inspected and found to be functioning properly in conformance with the standards and specifications for this Ordinance and terms and conditions of the maintenance bond.

Union County, New Jersey

Department of Economic Development – Land Development Application

DEVELOPMENT REVIEW APPLICATION FORM

COUNTY OF UNION, NEW JERSEY

NOTICE TO APPLICANT: Please forward by mail (no hand delivery is accepted unless by appointment) one paper copy of the plan, supporting documentation and this application form & checklist along with one electronic (PDF) copy of the plans and associated reports on a compact disk /USB drive to the Union County Bureau of Planning & Economic Development, Department of Economic Development, Administration Building, Elizabethtown Plaza, Elizabeth, NJ, 07207; Telephone: (908) 527-4268.

1. **TYPE OF DEVELOPMENT:** (check one)

A. Subdivision: _____

_____ Minor Exempt Subdivision

_____ Minor Subdivision

_____ Major Subdivision

B. Site Plan: _____

Is this a revised plan/plat? Yes () or No () Circle One: Plan or Plat

2. **LOCATION OF DEVELOPMENT:** Municipality: _____

Street or Road: _____

Tax Map: Block # _____ Lot # _____

3. **APPLICANT:** _____

Address: _____

Telephone # _____ Email Address: _____

4. **PROPERTY OWNER:** _____

Address: _____

Telephone # _____ Email Address _____

5. **ATTORNEY:** _____

Address: _____

Telephone # _____ Email Address _____

6. **ENGINEER:** _____

Address: _____

Telephone # _____ Email Address _____

7. **ARCHITECT:** _____

Address: _____

Telephone # _____ Email Address _____

8. **LAND SURVEYOR:** _____

Address: _____

Telephone # _____ Email Address _____

9. **DEVELOPMENT INFORMATION:**

a. Project Name (if any): _____

b. No. of existing lots* _____ No. of proposed lots* _____

c. Area of entire tract _____

d. Area conveyed by present owner or other * _____

e. Area of impervious surface (sq. ft.) _____

f. No. of parking spaces _____

g. Zoning district _____

h. Existing use _____

i. Proposed use _____

j. No. of housing lots for sale* _____

h. No. of multi-family residential units _____

i. Sq. ft. of building area for commercial use _____

j. Sq. ft. of building area for industrial use _____

k. Sq. ft. of building area of other use _____

l. When did you apply to the municipality for this development? _____

m. Status of Municipal Review: Approved ___ ; Pending ___ ; Denied ___

n. Municipal Site Plan/Subdivision Approval (Resolution)

Date: _____

o. Has the Applicant or Developer previously applied to the Union County Planning Board for approval of the proposed development? Yes () or No () If so, when _____ and what was the County Application# _____

10. Signatures

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

Any additional information, which the applicant may wish to note may be provided on a separate sheet.

NOTE: Submission of this application to Union County does not exclude the possibility for the need of any technical studies or reports to support or substantiate the proposed development identified in this application. Any application information requested would be provided by the applicant. Our acknowledgement of the application as complete does not exclude the possibility of a need for any future technical studies.

***Subdivision applications only.**

Please call the Union County Bureaus of Planning & Economic Development at (908) 527-4268 or (908) 527- 4197.

UNION COUNTY LAND DEVELOPMENT STANDARDS FEE SCHEDULE

Application fees (*) shall be charged for the review of all land subdivisions and site plans submitted to the County's Bureau of Planning and Economic Development in accordance with the following: [Underscore notes 2020 amendment to fee schedule]

Subdivisions

A minor subdivision which does not abut a county road or affect a county drainage facility	\$200
--	-------

A minor subdivision which abuts a county road or affects a county drainage facility	\$300
---	-------

A major subdivision which does not abut a county road or affect a county drainage facility	\$400
--	-------

A major subdivision which abuts a county road or affects a county drainage facility	\$500 plus \$20 per lot
---	----------------------------

Site Plans

A site plan which does not abut a county road or affect a county drainage facility and includes less than one acre of impervious surface	\$200
--	-------

Site plan not abutting a county road or affecting a county drainage facility which contains one (1) or more acres of impervious surface	\$600
---	-------

A site plan which abuts a county road or affects a county drainage facility	\$500 plus \$10 per parking space (Warehouse use: \$350.00 + \$5.00 per 1000 sq. ft. of floor area)
---	--

Exemption

An applicant seeking consideration of exemption from County Planning Board Application Development Review	\$200 (see note #6)
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* Note: The Land Development application fee schedule was revised according to the Union County Board of Chosen Freeholders Resolution #819-2020.

Notes:

1. Plan Revisions (if submitted within one year from date of original action)

1st revision: 25% of original fee

2nd and each subsequent revision: 50% of original fee

2. A fee will not be charged for informal reviews and any comments shall be nonbinding.
3. The applicant shall make payment by check or money order payable to the "County of Union, NJ". Application fees shall be non-refundable. However, the fee may be returned to the applicant upon written request if the application in question was not reviewed and provided that a formal request was not made by the County Bureaus of Planning and Economic Development for a time extension to continue its review. Development review fees may only be collected by the associated county planning office.
4. Application fees shall not exceed \$20,000.
5. Fees shall not be charged for the review of plans submitted by state, county, municipal governments and public agencies. Churches, hospitals and non-profit institutions exempt from the local application fee will be exempt from any county review fee.
6. An applicant seeking exemption from review shall submit a site plan or subdivision plan, completed application, checklist, and one digital copy of the plans and associated documents as per general development application submission requirements. The applicant shall provide a description of the proposed and reasons believed an exemption is required. If determined exempt a notification letter will be provided and fee retained by the County. If the exemption request is denied the exemption review fee will be credited to the required application review fee that is due.
7. Paper copies of the Land Development Standards and Design Standards will be available from the County for a fee of \$5.00. A digital copy of the land development standards and design standards are available on the County's website: www.UCNJ.org - free of charge.
8. Submitted applications should be accompanied by one hard/paper copy of the plans, plats, drawings, application, checklist, and any associated reports including but not limited to drainage calculations, stormwater reports, and traffic reports. A digital copy of the plans and associated documents in Adobe PDF format should also be provided. Any subsequent revisions shall provide the same.

COUNTY OF UNION, NEW JERSEY

DEVELOPMENT REVIEW CHECKLIST FOR SUBDIVISIONS

Applicant's Name & Address _____

Phone #: _____ Fax #: _____ Assigned File #: _____

Name of Subdivision: _____ Location (Municipality): _____

Address: _____ Date of Plans: _____

Block/Lot #s: _____

The Land Development Standards of the County of Union

Subdivision Checklist

The Applicant's engineer shall complete each item on the Check List as follows:

Yes (Y), No (N) or Not Applicable (N/A) under the corresponding applicant column.

Section 402. Sketch Plat Details

(Scale not less than 1 in. = 200 ft.)

County

<u>Applicant</u>	<u>Verification</u>
-------------------------	----------------------------

- | | |
|-----|---|
| () | () A) Proper sheet size as permitted by the New Jersey Map Filing Act |
| () | () B) Key Map – Subdivided area, proposed street pattern & entire tract
relative to entire area |
| () | () C) Location Map – proposed subdivision relative to entire tract |
| () | () D) Existing structures – to remain/ to be demolished |
| () | () E) Name & address of owner, developer and applicant |
| () | () F) Name & address of adjoining property owners within 200 ft. |
| () | () G) Tax map sheet, block and lot numbers |
| () | () H) Existing/proposed streets within/adjoining the proposed subdivision |
| () | () I) Proposed lot lines and lot lines to be eliminated |

- () () J) Existing & proposed utilities easements
- () () K) Location, size & direction of flow of all waterways & drainage structures in the area to be subdivided or within 200 ft. of the subdivision
- () () L) North arrow with reference meridian
- () () M) Acreage of entire tract & area being subdivided
- () () N) Plat scale with Graphic Scale
- () () O) Date of plan and revision(s)

Section 404. Preliminary Plat Details

(Scale not less than 1 in. = 200ft.)

County

<u>Applicant</u>	<u>Verification</u>
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- | | |
|-----|---|
| () | () A) Proper sheet size |
| () | () B) Key Map of entire subdivision, proposed streets, surrounding areas |
| () | () C) Name of subdivision, tax map sheet, block & lot numbers, date revision date, north arrow with reference meridian & graphic scale |
| () | () D) Name & address of owner, developer & preparer of plat, maps & reports |
| () | () E) Acreage of the subdivided tract |
| () | () F) Location of existing & proposed: property lines; bldg. setback lines; structures; identification of structures to be demolished & retained and location & extent of wooded areas |
| () | () G) Profile & cross-sections of proposed roadways & existing roadways within the subdivision and abutting the subdivision within 200 ft. |
| () | () H) Existing & proposed contours at 2 foot intervals |
| () | () I) Metes & bounds of entire tract & proposed subdivision line(s) and street frontage in feet |
| () | () J) Existing water courses accompanied with: |

1) NJDEP permit application if alteration, relocation or improvement is proposed or when a drainage structure is proposed on a stream

2) Cross-sections of water courses & extent of flood plain, mean water level and elevations at following locations:

- a) 50 ft. intervals 300 ft. upstream & downstream of proposed culvert or bridge
- b) At any point where water courses cross subdivision boundary
- c) Immediately upstream/downstream of any stream confluences

3) Method of slope stabilization, siltation & erosion control with sections and profiles if water courses are altered, improved or relocated.

4) Boundary of flood plain within and adjacent to the subdivision

5) Identification of Wetlands

6) Total acreage of drainage basin for all water courses running through or adjacent to the subdivision in the area upstream of the subdivision

7) Total acreage of the drainage basin to the nearest downstream drainage structure and subdivision acreage which drains to the structure

8) Drainage & conservation easements and stream encroachment lines

9) Existing & proposed lakes & ponds with water level elevations

- | | | |
|-----|-----|--|
| () | () | K) Existing and proposed drainage system plans, profiles, computations and direction of flow within 200 ft. of the subdivision |
| () | () | L) Existing & proposed sanitary sewer facilities |
| () | () | M) Existing & proposed water mains |
| () | () | N) Identification of lands to be dedicated or reserved for public use |
| () | () | O) Other underground utilities and related easements |

Section 500. Design Standards

Section 501. Design Standards - General

500.1 Dedication of Road Right-Of-Way

County

<u>Applicant</u>	<u>Verification</u>
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()	() R.O.W. dedication to the Municipality for required County road width
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500.2 Streets

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

()	() A) Minimum direct access to County road from interior roads
()	() B) Proposed road in direct alignment with County road or 150 ft. offset
()	() C) Proposed road intersects County road at 90 degrees, but not less than 60 degrees
()	() D) Minimum radius of 25 ft. between County and Municipal R.O.W.s
()	() E) Maximum grade of 2% at intersection of proposed road with County road for a minimum of 100 ft. from centerline of County road
()	() F) Sufficient highway pavement shoulder width provided along County road where curb required abutting proposed subdivision

501.3 Sidewalks

May be required at the discretion of the County Planning Board.

County

<u>Applicant</u>	<u>Verification</u>
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()	() A) Sidewalks – 4000psi Portland cement concrete, 6% air-entrained Class B, 4” thick, 6” thick at residential driveways, 12” thick at commercial/industrial driveways
()	() B) Sidewalks – minimum 4 ft. width and located within R.O.W., placed 1 foot from the property line, except in commercial areas where can extend from bldg. line to curb line
()	() C) Sidewalks-Minimum cross slope ¼” per foot rising from top of

curb

501.4 Curbs

- () () Each site plan shall install curbs in conformance with County standards along the entire frontage of the County road.

501.5 Driveways

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

- () () A) Openings with depressed curb design; radius curbing prohibited
- () () B) Openings as nearly as possible to 90 degrees at County road
- () () C) Driveways designed to prevent necessity of vehicles backing out onto County road
- () () D) Single lane driveways- 10 feet minimum width
Double lane driveways – 24 feet minimum width
- () () E) Driveway gradients within County R.O.W. - 5% maximum;
maximum gradient change-7%; Grades greater than 7% designed with vehicle templates
- () () F) Non-residential driveways in conformance with County Design Standards, Specific to Site Plans section of the Land Developments ordinance
- () () G) Driveway intersecting County road requires County Road Opening Permit

1) Number of Driveways frontage less than 300 ft. – Two (2)
frontage 300 ft. & greater – by County Engineer

2) Location of Driveways- as per Section 501.5(G) of the County Land Land Development Standards. Sight Triangle required with minimum sight distance as per

Section 501.5(G)2(b) of County Land Development Standards 3) Driveway Angle - a) two way operation- 90 degrees, minimum 60 degrees b) one way operation- right turn only, minimum 45 deg. 4) Driveway Dimensions as per Section 501.5(G)4 5) Driveway Surfacing as per Section 501.5(G)5

Section 502. Design of Off Street Parking Areas 502.1 Off

Street Parking

- () () Off Street Parking located behind the existing or proposed County R.O.W.
Including sidewalk areas.
- () () Off street parking areas designed to prevent the necessity of vehicles
backing into County Road

502.2 Off Street Loading Spaces and Areas

- () () Off Street Loading Spaces and Areas located behind the existing or
proposed County R.O.W. including the sidewalk area. Graphic proof
furnished demonstrating truck movement compliance.

502.3 Customer Service Areas

- () () Customer Service Areas located behind the existing or proposed County
R.O.W.

502.4 Curbing

Curbing is required along the entire property frontage of the county road.

- () () A) Alignment and grade
- () () B) Depressed Curbs 1) Existing curbs 2) New depressed curb 3) Height
above pavement – 1 in.
- () () C) Horizontal Transition

502.5 Shoulder Paving

- () () Proposed paving for area between existing edge of pavement and new
curb

502.6 Right Of Way Encroachment

- () () County R.O.W. clear of all private purpose uses.

502.8 Dumpsters

- () () Dumpsters located behind County R.O.W.

502.9 Signs

- () () A) Directional, Regulatory and Advisory Signs
- () () B) Advertising Signs

502.10 Clear Sight Areas (at roadway intersections)

At the proposed intersections of roads and driveways, sight triangles shall be clearly indicated, with any obstruction, including trees of 8 in. diameter or greater, within the County R.O.W.

☐ ☐ Established on the Subdivision Plan

☐ ☐ Sight Triangle Easement

Section 600. Drainage Requirements

☐ ☐ Submission of Design calculations

Section 601. Drainage Runoff Requirements

☐ ☐ Submission of Stormwater Management Plan

Section 700. Traffic Impact Analysis 701. Criteria Governing the Need

for Traffic Impact

☐ ☐ Submission of Traffic Impact Study

☐ ☐ Completion of Check List

SIGNATURE OF ENGINEER PREPARING CHECKLIST WITH DATE

COUNTY OF UNION, NEW JERSEY

DEVELOPMENT REVIEW CHECKLIST FOR SITE PLANS

Applicant's Name & Address _____

Phone #: _____ Fax #: _____ Assigned File #: _____

Name of Subdivision: _____ Location (Municipality): _____

Address: _____ Date of Plans: _____

Block/Lot #s: _____

The Land Development Standards of the County of Union

Site Plan Checklist

The Applicant's engineer shall complete each item on the Check List as follows: (Y), (N) or (N/A) Not Applicable

Section 408. Site Plan Requirements and Details

Scale: 1) Not less than 1 in. = 50 ft. & not larger than 1 in. = 10 ft; 2) For site plans of 1 in. = 30 ft. or smaller, a secondary plan of the County road shall be submitted at a scale of 1 in. = 20 ft.

County

<u>Applicant</u>	<u>Verification</u>
()	() A) Proper sheet size as permitted by the New Jersey Map Filing Act
()	() B) Key Map
()	() C) Name & address of applicant, owner & preparer of site plans, maps and reports
()	() D) Name of the development, tax map sheet, block & lot numbers, date, revision date & north arrow with reference meridian and graphic scale
()	() E) Acreage of site to the nearest tenth of an acre
()	() F) Municipal land use zoning district
()	() G) Existing & proposed setback dimensions, landscaped areas, trees over 6 in. diameter and fencing within 30 ft. of County R.O.W.
()	() H) Existing & proposed traffic control devices, signs, lighting standards and utility poles within 25 ft. of County R.O.W.

- () () I) Existing & proposed structures with finished grade elevations at corners and indication of structures to be retained and demolished
- () () J) Existing & proposed contours based on NJ Geodetic Control Survey Datum at 2 ft. intervals
- () () K) Existing and proposed utilities and drainage structures & facilities with supporting design documentation
- () () L) Existing & proposed curbs, sidewalks, driveways, fences, retaining walls, signs, parking spaces, off-street loading areas and layouts
- () () M) Existing & proposed R.O.W. and easements with description of proposed County dedications
- () () N) Location, size and nature of entire lot(s) in question and contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest
- () () O) Existing & proposed streets with name, pavement and R.O.W. widths within 200ft. of tract
- () () P) Existing & proposed profiles and cross-sections of access drives, existing streets and highways abutting the site
- () () Q) Existing water courses with:
 - 1) NJDEP application if water course alteration, improvement or relocation proposed or if fill or structures proposed at stream
 - 2) Cross-sections of water courses within NJDEP guidelines including flood plain, top of bank, mean water level and bottom elevations at the following locations:
 - a) at intersection of site boundary
 - b) at 50 ft. intervals for 300 ft. upstream/downstream of proposed bridge/culvert
 - c) upstream/downstream of the confluence of all water courses
 - d) along all water courses within or adjacent to the site at maximum of 500 ft. intervals
 - 3) method of slope stabilization & soil & erosion control if water course to be altered

4) Flood plain boundaries within & upstream of the site

5) Wetlands

- () () R) Total acreage of drainage basin of all water courses within & adjacent to the site
- () () S) Total drainage basin acreage to the nearest downstream structure and the acreage of the site to the structure
- () () T) Drainage, utility and conservation easements and stream encroachment lines
- () () U) Existing & proposed storm drainage plans within and adjacent to the site
- () () V) Existing & proposed sanitary sewerage facilities
- () () W) Existing & proposed water mains
- () () X) Existing & Proposed underground utilities and easements

Section 500. Design Standards Section 501. Design Standards - General 501.3

Sidewalks

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SIGNATURE OF ENGINEER PREPARING CHECKLIST WITH DATE