

ALL PLANS MUST BE SUBMITTED THREE (3) WEEKS PRIOR TO THE PUBLIC HEARING MEETING WHICH IS HELD ON THE FIRST TUESDAY OF THE MONTH.

- 20 Copies of the application.
- 20 Copies of executed and signed check list.
- 20 Copies of any protective covenants, deed restrictions or easement presently affecting the property.
- 21 Copies of written reasons for any waiver requests.
- 20 Copies of storm water management plan and calculations, if applicable.
- 2 Copies of the completed application for Warren County Planning Board. For information call 475-6532.
- 3 Copies of the completed application form for Warren County Soil Conservation District, if applicable. For information call 852-2579.
- 2 Copies of application forms for any other governmental agencies having jurisdiction.
- 1 Copy of application and plans must be filed with the Belvidere Historic Preservation Commission.
- 1 Copy of the application and plans must be filed with the Belvidere Environmental Commission.

SEE ATTACHED SCHEDULE FOR APPLICATION FEES AND REVIEW DEPOSITS TO BE POSTED.

REQUIREMENTS FOR PUBLIC HEARING

WHEN REQUIRED – Public notice of a public hearing is required to be given for hearings on all applications per Town Ordinance.

METHODS OF NOTICE – The applicant is responsible for serving the notice by:

- A. Public Notice of hearing shall be made by the applicant and published in the official newspaper of the Town, ie: The Express-Times. **(BY STATE LAW THIS MUST BE DONE NO LESS THAN TEN (10) DAYS PRIOR TO THE HEARING DATE).**
- B. Notice of the public hearing shall be given by the applicant to the owners of all real property, as shown on the current tax duplicate, within two hundred (200) feet of the out boundaries of the site of development. **(BY STATE LAW THIS MUST BE DONE NO LESS THAN TEN (10) DAYS PRIOR TO THE HEARING DATE).**
- C. Notice of the public hearing shall be given by the applicant to all public utility companies, who own land or hold an easement on the subject property or on property located within two hundred (200) feet of the property. **(BY STATE LAW THIS MUST BE DONE NO LESS THAN TEN (10) DAYS PRIOR TO THE HEARING DATE).**

LIST OF PROPERTY OWNERS – Upon the request of the applicant to the Tax Assessor, the Tax Assessor shall, within seven (7) days, make and certify a list from the said current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. A fee of ten dollars (\$10.00) shall be charged for such list. The Tax Assessor can be reached at 609-466-1878 or on Friday evenings at the Municipal Building.

WHEN NOTICE SERVED – Notice of the public hearing shall be given by personal service (hand delivered to an adult in the household and initialed) or certified mail return receipt requested at least ten days prior to the scheduled public hearing to all property owners within two hundred (200) feet plus if the property is adjacent to an existing county road or proposed road. If the property is adjacent to any other municipality, notification must be sent to the Clerk of such municipality. If the property is adjacent to a state highway notification has to be served to the Commissioner of Transportation.

COMBINED APPLICATIONS – Where an application is made for more than one approval, such as a variance and subdivision, all requested approvals must be stated on the notice forms.

AFFIDAVITS OF NOTICE – The applicant is required to submit to the Board and affidavit of proof of service and also an affidavit of publication prior to the date set for the hearing.

CORPORATIONS – Must be represented by an attorney.

To be completed by Town staff only

Date Filed _____ Application No. _____

Application Fees: _____ Escrow Deposit _____

1. SUBJECT PROPERTY

Location: _____

Tax Map Page _____ Block _____ Lot (s) _____

Dimensions Frontage _____ Depth _____ Total Area _____

Zoning District _____

2. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a Corporation Partnership Individual

3. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

(Attached pages as necessary to fully comply).

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

Name _____ Address _____ Interest _____

4. If Owner is other than the applicant, provide the following information on the

Owner(s):

Owner's Name _____

Address _____

Telephone Number _____

5. PROPERTY INFORMATION

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (attach copies) _____ No _____ Proposed _____

NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Recent use of the premises: _____

6. Applicant's Attorney _____
Address _____
Telephone Number _____
FAX Number _____

7. Applicant's Engineer _____
Address _____
Telephone Number _____
FAX Number _____

8. Applicant's Planning Consultant _____
Address _____
Telephone Number _____
FAX Number _____

9. Applicant's Traffic Engineer _____
Address _____
Telephone Number _____
FAX Number _____

10. List any other Expert who will submit a report or who will testify for the Applicant:
(Attach additional sheets as may be necessary)
Name _____
Field of Expertise _____
Address _____
Telephone Number _____
FAX Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval

_____ Subdivision Approval (Preliminary)

_____ Subdivision Approval (Final)

Number of lots to be created _____ Number of proposed dwelling units _____
(including remainder lot) (If applicable)

SITE PLAN:

- _____ Minor Site Plan Approval
- _____ Preliminary Site Plan Approval
- _____ Final Site Plan Approval
- _____ Amendment or Revision to an Approved Site Plan
- Area to be disturbed (Square feet) _____
- Total number of proposed dwelling units _____
- _____ Request for Waiver From Site Plan Review and Approval

Reason for request: _____

- _____ Informal Review
- _____ Appeal decision of Administrative Officer (N.J.S. 40:55D-70a)
- _____ Map or Ordinance Interpretation of Special Question
(N.J.S. 40:55D-70b)
- _____ Variance Relief (hardship) (N.J.S. 40:55D-70c(1))
- _____ Variance Relief (substantial benefit) (N.J.S. 40:55D-70c(2))
- _____ Variance Relief (use) (N.J.S. 40:55D-67)
- _____ Direct issuance of a permit for a structure in bed of a mapped street,
public drainage way, or flood control basin (N.J.S. 40:55D-34)
- _____ Direct issuance of a permit for a lot lacking street frontage (N.J.S.
40:55D-35)

12. Section(s) of Ordinance from which a variance is requested: _____

13. Waivers Requested of Development Standards and/or Submission Requirements:
(attach additional pages as needed) _____

14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Secretary for the hearing.

An affidavit of service on all property owners and proof of publication must be filed before the application will be complete and the hearing can proceed.

15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed) _____

16. Is a public water line available? _____

17. Is public sanitary sewer available? _____

18. Does the application propose a well and septic system? _____

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____

20. Are any off-tract improvements required or proposed? _____

21. Is the subdivision to be filed by Deed or Plat? _____

22. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

23. Other approvals which may be required and date plans submitted:

	Yes	No	Date Submitted
Pequest River Municipal Utilities	_____	_____	_____
Warren County Health Department	_____	_____	_____
Warren County Planning Board	_____	_____	_____
Warren County Soil Conservation District	_____	_____	_____
NJ Department of Environmental Protection	_____	_____	_____
Public Electric & Gas Company	_____	_____	_____

24. Certifications from the Tax Collector and Sewer Utility Clerk that all taxes and sewer due on the subject property have been paid.

25. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____

26. Has the above premises been the subject of any prior application to the Zoning Board of Adjustment or Planning Board to applicant's knowledge? _____
If so please attaché a copy of the resolution.

CERTIFICATIONS

27. I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

(If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

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

NOTARY

SIGNATURE OF APPLICANT

28. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner).

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

NOTARY

SIGNATURE OF APPLICANT

29. I understand that the sum of \$_____ has been deposited in an escrow account. In accordance with the Ordinances of the Town of Belvidere, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date: _____

SIGNATURE OF OWNER

30. The Town of Belvidere Council and the Planning Board have established the position of Planning Board Secretary and have prescribed the duties and responsibilities of the office for which the Secretary is salaried.

Requests by Applicants of the Secretary for services over and above normal duties will require reimbursement by the applicant to the Town of Belvidere for additional services actually charged to the Town of Belvidere by the Secretary.

If there is any doubt, as to which services will result in additional costs to the Applicant, it shall be the Applicant's responsibility to so inquire in advance.

I hereby certify that the information contained in the within Application is complete and accurate and understand that the Town of Belvidere Planning Board will be relying thereon in taking Official Action upon my Application.

Dated: _____

SIGNATURE OF APPLICANT

Block # _____

Lot # _____

CERTIFICATION BY TAX COLLECTOR

I hereby certify that, as of the date of the within application, no real property taxes are due and remain unpaid on the property which is the subject of the within application.

Date: _____

Tax Collector

CERTIFICATION BY THE SEWER UTILITY CLERK

I hereby certify, that as of the date of the within application, no sewer user charges are due and remain unpaid on the property which is the subject of the within application.

Date: _____

Sewer Utility Clerk

NOTICE SERVED ON OWNERS WITHIN 200 FEET

TOWN OF BELVIDERE
PLANNING BOARD

TO: _____ Owner of premises

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Planning Board of the Town of Belvidere for a _____ so as to permit _____

_____ on the premises at _____ and designated as Block _____, Lot _____ on the Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

A public hearing has been set down for _____, 20_____, at 7:00 P.M., in the Municipal Building, 691 Water Street, Belvidere, New Jersey and when the case is called you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the application.

The following described maps and papers are on file in the office of the Board Secretary and are available for inspection.

(Here insert description of documents).

This notice is sent to you by the applicant, by order of the Planning Board.

Respectfully,

Applicant

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

TOWN OF BELVIDERE
PLANNING BOARD

TAKE NOTICE that on the _____ day of _____, 20_____, at 7:00 p.m., a hearing will be held before the Belvidere Planning Board at the Municipal Building, 691 Water Street, Belvidere, New Jersey on the application of the undersigned for _____ or other relief so as to permit _____ on the premises located at _____ and designated as Block _____, Lot _____ on the Town of Belvidere Tax Map.

The following described maps and papers are on file in the office of the Board Secretary and are available for inspection.

(Here insert description of documents).

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

(Name of Applicant)

Publication date:

NOTICE TO BE PUBLISHED IN THE STAR GAZETTE OR EXPRESS-TIMES

AFFIDAVIT OF SERVICE

State of New Jersey:

County of Warren:

_____ of full age, being duly sworn according to law, on his/her oath deposes and says that he/she resides at _____ in the (Municipality) of _____, County of _____ and State of _____ and that he/she did on _____ 20_____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by this application.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:
(check if applicable)

- The Clerk of the Town of Belvidere.
- County Planning Board.
- The Director of the Division of State and Regional Planning.
- The Department of Transportation.
- The Clerk of Adjoining Municipalities.

A copy of said notices are attached hereto and marked "Exhibit A". Notice was also published in the official newspaper of the municipality as required by law. Attached to this affidavit and marked "Exhibit B" is a list of property owners within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appears on the municipal tax map. And also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C".

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality which is marked "Exhibit D".

Signature of Applicant

Swore to and subscribed to
before me this _____ day of _____.

* For notice requirements, see N.J.S. 40:55D-12.