

T: (973) 402-9410
F: (973) 316-8498



100 Washington Street
Boonton, NJ 07005

Planning Board Application Procedures

1. **Applications must be filed at least twenty (20) days prior to a regularly scheduled meeting of the Planning Board. The Board meets on the second Wednesday of each month.**
2. **All plans, documents, data and information as listed on the Development Application Checklist must be submitted with the application. Application fees and escrow fees must be submitted at the time of filing the application.**
3. **Completeness procedures upon filing of application are as follows:**
 - a. Upon receipt of an application, the Board Clerk will refer same to the Board Engineer and Board Planner for professional review and written report as to completeness. The Engineer and Planner will submit written reports to the Clerk within two (2) weeks.
 - b. Upon receipt of the reports from the Engineer and Planner, the Clerk shall forward the reports to the applicant, applicant's attorney, and other professionals.
 - c. The Board shall take action on completeness at its first meeting following receipt of the above-mentioned reports. When acting on completeness the Board shall, at the same time, act on any request for waiver of checklist items.
 - d. If the application is declared **complete** the Clerk shall so notify the applicant. If deemed **incomplete** the Clerk shall so notify the applicant of the deficiencies.
4. **Procedures following completeness are as follows:**
 - a. The application shall be referred to any individual or agency designated by the Board for report and recommendation.
 - b. The Board shall schedule public hearing, and the applicant shall be so notified of the date and time.
 - c. When required, the applicant shall provide written notice to property owners within 200' of the subject property (*certified list of owners within 200' to be obtained by the applicant from the Town of Boonton Tax Assessor*) as well as publish notice of hearing in a newspaper designated by the Board. Notice of mailing/publication must be made no later than ten (10) days prior to the hearing date and proof thereof must be submitted to the Board Clerk prior to hearing date.
 - d. Action on an application shall be taken only at a regular meeting or a special meeting scheduled by the Board for that purpose. Such action shall be taken within the time limits prescribed by law or within such further time consented to by the applicant.

Please feel free to contact the Board Clerk with any questions at (973) 402-9410 Ext. 630 between the hours of 8:30 AM and 4:00 PM, Monday through Friday.

Application for Development

Must be filed in Triplicate with the Board Clerk along with eighteen (18) copies of folded plans and a digital copy of the plans no less than twenty (20) calendar days prior to the regular scheduled meeting of the Planning Board, which is the 2nd Wednesday of every month.

Application No: _____

Date Filed: _____

Application Fee: _____

Initial Escrow Deposit: _____

Taxes Paid To: _____

Meeting Date: _____

APPLICANT

Name: _____

Address: _____

Phone No: _____

Email: _____

Applicant is a: Individual Partnership Corporation

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning at least 10% of the stock in a corporation or 10% interest in any partnership must be disclosed. In accordance with N.J.S.A. 40:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns at least 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. Attach pages as necessary to fully comply.

	<i>Name</i>	<i>Address</i>	<i>Interest</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PROPERTY OWNER

Property Owner is: Same as Applicant Other Than Applicant

If property owner is other than the applicant, provide the following information on the property owner(s):

Name: _____

Address: _____

Phone No: _____

Email: _____

SUBJECT PROPERTY

Location/Address: _____

Block: _____ Lot(s): _____

APPLICATION TYPE

SUBDIVISION:

- Minor Subdivision Preliminary Major Subdivision Final Major Subdivision
 Amended / Revised Minor Subdivision Amended / Revised Preliminary Major Subdivision
 Amended / Revised Final Major Subdivision

Number of lots to be created (including remainder): _____ Number of proposed dwelling units: _____

SITE PLAN:

- Expedited Waiver of Site Plan (EWSP) Waiver of Site Plan Approval Minor Site Plan
 Preliminary Major Site Plan Final Major Site Plan Amended / Revised Site Plan

Area to be disturbed: _____ Number of proposed dwelling units: _____

Existing Use(s): _____

Proposed Use(s): _____

VARIANCE(S) / OTHER:

- Informal Review of Concept Development Plan
- Appeal Decision of an Administrative Officer (NJSA 40:55D-70a)
- Map/Ordinance Interpretation or Special Question (NJSA 40:55D-70b)
- Variance Relief – “Hardship” (NJSA 40:55D-70c(1))
- Variance Relief – “Substantial Benefit” (NJSA 40:55D-70c(2))
- Variance Relief – “Use” (NJSA 40:55D-70d(1))

- Variance Relief – “Expansion of Non-Conforming Use” (NJSA 40:55D-70d(2))
- Variance Relief – “Conditional Use Standard Deviation” (NJSA 40:55D-70d(3))
- Conditional Use Permit (NJSA 40:55D-67)
- Direct issuance of a permit for a structure in a bed of a mapped street, public drainage way, or flood control basin (NJSA 40:55D-34)
- Direct Issuance of a permit for a lot lacking street frontage (NJSA 40:55D-35)

SUBJECT PROPERTY

Location: _____

Block: _____ Lot(s): _____ Zone: _____

Dimension: Frontage _____ Depth _____ Total Area _____

Last Previous Occupancy: _____

Prop. Lot Coverage: _____ % Prop. Building Coverage: _____ % Prop. Height of Structure: _____

SETBACKS:	<u>Yard</u>	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Front	_____	_____	_____	_____
Rear	_____	_____	_____	_____
Side	_____	_____	_____	_____

Prevailing setback of adjacent buildings within subject block: _____

Does the subject property contain restrictions, covenants, easements, association by-laws, existing or proposed on the property? Existing: Yes (Attach) No Proposed: Yes (Attach) No

VARIANCES, DEVELOPMENT STANDARDS WAIVERS & CHECKLIST SUBMITTAL WAIVERS

Section(s) of Ordinance from which a variance is requested (attach pages as necessary):

Section(s) of Ordinance from which Development Standards waiver is requested (attach pages as necessary):

Waiver(s) Requested of Checklist Submittal Requirements (attach pages as necessary):

DESCRIPTION OF APPLICATION

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

Describe all on-site, off-site, and off-tract improvements proposed:

Describe any prior applications to the Planning Board for this property, including date, applicant, nature of application and Board action:

SUBMITTALS

List of plats and other material being submitted in support of your application (attach pages as necessary):

Title	Number of Copies	Prepared By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Attorney (Required for Corporations): _____

Address _____

Telephone _____ Fax _____

Email _____

Propose to Testify? Yes No

Applicant's Engineer: _____

Address _____

Telephone _____ Fax _____

Email _____

Propose to Testify? Yes No

Applicant's Planning Consultant: _____

Address _____

Telephone _____ Fax _____

Email _____

Propose to Testify? Yes No

Other Professional: _____

Address _____

Telephone _____ Fax _____

Email _____

Propose to Testify? Yes No

ESCROW

I understand that the sum of \$_____ has been deposited in an escrow account in accordance with the Code of the Town of Boonton. 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 the submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add that sum to the escrow account within fifteen (15) days.

Signature of Applicant

Date

TAX IDENTIFICATION & W-9

***W-9 FORM REQUIRED** – Federal Income Tax law requires you to provide the Town of Boonton with your correct tax identification number. If you are an individual, your tax identification number is your social security number. A W-9 form must be filled out for all interest bearing accounts, including those for escrows and bonds. This form is appended to the application. Failure to comply with this request may result in a penalty imposed by the Internal Revenue Service (IRS).

CERTIFICATIONS

Applicant's Certification

I certify that the foregoing individual applicant or the for the corporation or that

(If the applicant is a corporation

Sworn to and subscribed b

_____ day of _____, 20_____

NOTARY PUBLIC



I further certify that I am the authorized to sign the application

his must be signed by a general partner)

(Printed Name of Applicant)

(Signature of Applicant)

Owner Certification

I certify that I am the Owner of the property which is subject of this application, and that I have authorized the applicant to make this application and that I agree to be bound by this application, the representatives made and the decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership Owner.

(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 PUBLIC

OWNER:

(Printed Name of Owner)

(Signature of Owner)

Approval to Enter Premises

This Applicant and Owner hereby grant(s) permission to members of the various town government boards and agencies involved with this application to enter upon the subject premises for inspection and study pertaining to this application until the application is either granted or denied.

Sworn to and subscribed before me this

_____ day of _____, 20_____

NOTARY PUBLIC

APPLICANT:

(Printed Name of Applicant)

(Signature of Applicant)

Sworn to and subscribed before me this

_____ day of _____, 20_____

NOTARY PUBLIC

OWNER:

(Printed Name of Owner)

(Signature of Owner)

- FOR OFFICE USE ONLY -

Received Date: _____

Received By: _____

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100 Washington Street
Boonton, NJ 07005

APPLICANT

Name: _____ Telephone Number: _____

Address: _____

SUBJECT PROPERTY

Location/Address: _____

Block: _____ Lot(s): _____

PROPOSED IMPROVEMENT SUBJECT TO DEVELOPMENT FEE

Residential (1% Fee) Non-Residential (2.5% Fee) – **Also Requires State Form N-RDF**

Was a "Use Variance" granted in connection with this proposed improvement (+6% Fee)? Yes No

Description of Improvement: _____

Estimated Cost of Development: \$ _____

Signature of Applicant

Date

FOR TOWN USE ONLY

TAX ASSESSOR (Initial)

Initial Calculation of Total Equalized Assessed Value \$ _____

Development Fee at ___% plus Bonus Development Fee at 6% (If Applicable) \$ _____

Total Initial Development Fee \$ _____

Total Initial Development Fee Required Payment (50%) \$ _____

Date

Signature of Tax Assessor

CHIEF FINANCIAL OFFICER (Initial)

I certify that an Initial Development Fee in the amount of \$ _____ has been paid. _____

Date

Signature of Chief Financial Officer

TAX ASSESSOR (Final)

Final Calculation of Total Equalized Assessed Value for Fee Payment \$ _____

(Note: Assessment is subject to change for tax purposes upon obtaining additional information or changes to property)

Development Fee at ___% plus Bonus Development Fee at 6% (If Applicable) \$ _____

Total Final Development Fee \$ _____

Total Final Development Fee Payment Due (Initial - Final) \$ _____

Date

Signature of Tax Assessor

CHIEF FINANCIAL OFFICER (Final)

I certify that the Final Development Fee balance in the amount of \$ _____ has been paid.

Date

Signature of Chief Financial Officer

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100 Washington Street
Boonton, NJ 07005

Request for

within 200 Feet

To: **Town of Boonton Tax Assessor**

APPLICANT

Name: _____

Address: _____

Phone No: _____

Email: _____

I / We hereby request a Certified List of property owners within 200 feet of the following subject property:

SUBJECT PROPERTY

Location/Address: _____

Block(s): _____

Lot(s): _____

Signature of Applicant or Authorized Agent

Date

Payment shall be made in the form of a check made payable to: **Town of Boonton**

Pursuant to N.J.S.A. §40:55D-12.7.1.C – Notices of Application, requirements: “Upon the **written request of an applicant**, the administrative officer of a municipality shall, **within seven days**, make and certify a list from said current tax duplicates of names and addresses of owners to whom the applicant is required to give notice pursuant to subsection b. of this section. In addition, the administrative officer shall include on the list the names, addresses and positions of those persons who, not less than seven days prior to the date on which the applicant requested the list, have registered to receive notice pursuant to subsection h. of this section. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner, to any public utility, cable television company, or local utility or to any military facility commander not on the list shall not invalidate any hearing or proceeding. **A sum not to exceed \$0.25 per name, or \$10.00, whichever is greater, may be charged for such list.**”

The applicant on this form will be contacted when the list is ready.

- FOR OFFICE USE ONLY -

Received Date: _____

Received By: _____

To: _____

Address: _____

Date: _____

Please take notice that the undersigned has filed an application for development with the Planning Board of the Town of Boonton for the following:

On premises located at _____ designated as Block _____ Lot _____ on the Town of Boonton Tax Map. This Notice is sent to you as an owner of property within 200 feet of these premises.

A public hearing to consider this application has been set for _____, 20____ at 7:30 PM in the Town of Boonton Municipal Building, 100 Washington Street, Boonton NJ 07005. When the case is called, you may appear in person, by agent, or attorney, and present any comments that you may have regarding this application.

The application including all relevant maps and papers is on file with the Planning Board Clerk at the Municipal Building, and is available for inspection during normal business hours.

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

Respectfully,

Printed Name of Applicant

Signature of Applicant or Authorized Agent