

FEES

| | |
|--------------------------|-----------|
| Special Meeting Fee..... | \$ 400.00 |
| Zoning Map..... | \$ 15.00 |
| Land Use Ordinances..... | \$ 40.00 |

APPLICATION FEES

| | |
|---|--------------------------|
| Minor Subdivision..... | \$ 200.00 |
| Preliminary Major Subdivision..... | \$ 500.00 + \$50 per lot |
| Final Major Subdivision..... | \$ 300.00 + \$50 per lot |
| Preliminary Site Plan..... | \$ 500.00 |
| Final Site Plan..... | \$ 300.00 |
| Amended Site Plan or Subdivision..... | \$ 50% of original fee |
| Variances: | |
| “A” Appeal..... | \$ 400.00 |
| “B” Interpretation..... | \$ 200.00 |
| “C” Variance: | |
| Residential..... | \$ 200.00 |
| Commercial/Industrial..... | \$ 300.00 |
| “D” Variance..... | \$ 400.00 |
| Private Road Variance..... | \$ 200.00 |
| Conditional Use..... | \$ 400.00 |
| Extension of Time..... | \$ 50.00 |
| Informal Concept Review..... | \$ N/A (No Fee) |
| Informal Concept Review with Engineering..... | \$ 100.00 |

ESCROWS

Attorney:

| | |
|------------------------------------|------------|
| Minor Subdivision..... | \$ 500.00 |
| Site Plan/Major Subdivision..... | \$1,000.00 |
| Variances/Conditional Use..... | \$ 500.00 |
| Amended Subdivision/Site Plan..... | \$ 500.00 |
| Extension of Time..... | \$ 150.00 |

Engineer:

| | |
|---|------------|
| Minor Subdivision..... | \$ 500.00 |
| Conditional Use..... | \$ 500.00 |
| Pre. Major Subdivision/Pre. Site Plan..... | \$1,000.00 |
| Final Major Subdivision/Final Site Plan..... | \$1,000.00 |
| Amended Subdivision/Site Plan..... | \$ 500.00 |
| Informal Concept Review with Engineering..... | \$ 250.00 |

Planner:

| | |
|--|-----------|
| Minor Subdivision..... | \$ 500.00 |
| Conditional Use..... | \$ 400.00 |
| Pre. Major Subdivision/Pre. Site Plan..... | \$ 500.00 |
| Final Major Subdivision/Final Site Plan..... | \$ 500.00 |
| Amended Subdivision/Site Plan..... | \$ 250.00 |

PLEASE NOTE TWO SEPARATE CHECKS MUST

BE SUBMITTED. ONE FOR FEES AND ONE FOR ESCROWS

THANK YOU.

SANDYSTON TOWNSHIP PLANNING BOARD

INSTRUCTIONS AND APPLICATION

NOTICE: These instructions are for informational purposes only. If you are unsure of how to proceed, you should consult with a Land Use Professional.

1. Sandyston Township has combined the Zoning Board of Adjustment and the Planning Board into a single board known as the SANDYSTON TOWNSHIP PLANNING BOARD. Additionally, the secretarial and administrative duties of the former Board secretaries are now carried out by a single person, the Land Use Administrator. All correspondence, applications and inquires shall be directed to:

Land Use Administrator: SHARON M. YAROSZ

PHONE: (973) 948-3520 FAX: (973) 948-0783 E-MAIL: landuse@sandystontownship.com

**ADDRESS: Sandyston Township Municipal Building, 133 Route 645, Sandyston,
New Jersey 07826**

2. **ALL applications for development, fees and supporting documentation shall be filed with the Land Use Administrator at least 21 days in advance of the target hearing date.** Applications shall be on the forms provided by the Land Use Administrator. All information, unless requested to be waived in writing, shall be supplied.

3. **An original and 14 copies** of all applications and **15 sets** of maps and plats shall be filed.

4. Proof that all **real estate taxes** have been paid to date shall be supplied by the applicant before a hearing will be scheduled. This certification can be obtained from the Tax Collector during normal business hours at (973) 948-3520. (see Addendum "A").

5. Once the applications, supporting documentation, maps and plats are received and proof of taxes paid to date, provided the application is deemed **complete**, the applicant will be notified by the Land Use Administrator of the **date of the hearing**.

6. **Once an application is deemed complete**, if applicable, **NOTICE** (Addendum "C") **must** be served at least **ten (10)** days prior to the hearing to all entitled to notice. The notice must also appear in the New Jersey Herald, Daily or Sunday edition, at least **ten (10)** days prior to the hearing. The list of those entitled to service (property owners within 200 feet) can be obtained, for ten (\$10) dollars, from the Tax Assessor during normal business hours at 973-948-3520. (see Addendum "B").

The **applications that require notice** are:

1. Any Variance
2. Any Preliminary Major Subdivision
3. Any Site Plan

4. Conditional Use Approval
5. Any appeal of the Zoning Officer's determination or Interpretation
6. Any Request for Certification of a Pre-Existing, Non-conforming use to the Planning Use Board

IMPORTANT: In certain situations, another municipality, the Sussex County Planning Department, Utilities, Corporations or other entities may be entitled to notice. Applicants are directed to refer to the provisions in the Municipal Land Use Law, N.J.S.A. 40:55D-12, if unsure.

7. The **affidavit of service** and **proof of publication** (see Addendum "E") must be filed with the Land Use Administrator at least **three (3)** business days prior to the hearing. If the affidavit of publication is not received from the newspaper in time to submit, the applicant may substitute a photocopy copy of the newspaper notice as it appeared in the newspaper. Failure to file these documents shall delay the hearing on the application.
8. All **corporations** must be represented by an **Attorney** licensed to practice law in New Jersey.
9. Any dedications or easements, either envisioned as part of the original application, or deemed necessary by any reviewing agency, must be accompanied by either an **attorney opinion letter or title report** indicating the dedicated or easement areas are free and clear of all easements, encumbrances, mortgages or liens.
10. All **deeds** required after any approval must be submitted to the **Board Engineer and Attorney** for review and approval.
11. All application fees and escrows are to be in separate checks, payable to "**Sandyston Township**".
12. Please refer to the appropriate **checklist** for each respective application's requirements. All **requests for waivers from the checklist requirements must be in writing**.
13. If the subject property has previously been before either the former Planning or Zoning Boards or the combined Planning Board, all previous Resolutions must be attached.
14. A visually acceptable aerial photograph of the subject property is required for all applications.(See Addendum "F" for list of available websites to obtain aerial photograph).
15. All appropriate spaces on application form are to be filled in. If the information is "not applicable" then fill in "N/A".
16. The **FORM of NOTICE** and other **FORMS** attached to the application are the suggested forms for Applicants to use.
17. Certain matters may qualify as minor site plans which may be approved with limited plans. See Section 137.19.1 of the Sandyston Township Ordinances.
18. Conceptual plans. These are informal non-binding and require some maps, an explanation and a filing fee to be listed on the agenda.

SANDYSTON TOWNSHIP PLANNING BOARD

UNIVERSAL APPLICATION FORM

NOTICE: Sandyston Township has combined its Zoning and Planning Boards' into a combined Board known as the Planning Board. This is the only form to be used for all applications for development and other matters before the Planning Board.

APPLICANT – SUPPLY WITH SUBMISSION

- () 15 NUMBER OF PLATS (folded)
- () PROPOSED FORM OF NOTICE (if applicable)
- () CERTIFICATION OF CURRENT TAX STATUS
- () AFFIDAVIT OF OWNERSHIP (if applicable)
- () CORPORATE DISCLOSURE STATEMENT (if applicable)
- () LIST OF PROPERTY OWNERS WITHIN 200 FEET
- () APPROPRIATE CHECKLIST
- () A VISUALLY ACCEPTABLE AERIAL PHOTOGRAPH OF THE SUBJECT PROPERTY

IF APPLICATION IS MADE FOR MULTIPLE RELIEF OR APPROVALS (ie “D” Variance and Site Plan) THEN APPLICANT MUST SUPPLY ALL FORMS AND CHECKLISTS FOR ALL REQUESTED RELIEF OR APPROVAL.

DATE SUBMITTED: _____

TYPE OF APPLICATION: (check all that apply):

- () MINOR SUBDIVISION
- () PRELIMINARY MAJOR SUBDIVISION
- () MINOR SITE PLAN
- () FINAL MAJOR SUBDIVISION
- () PRELIMINARY MAJOR SITE PLAN
- () FINAL MAJOR SITE PLAN
- () “C” VARIANCE
- () “D” VARINACE
- () APPEAL
- () INTERPRETATION
- () OTHER (INFORMAL, PLANNING VARIANCE, NONCONFORMANCE CERTIFICATE, EXTENSION OF APPROVAL, ETC.)

- I. **PROJECT NAME:** _____
- II. **APPLICANT'S NAME, ADDRESS AND INTEREST:** _____

- III. **PROPERTY STREET ADDRESS:** _____

- BLOCK(S):** _____ **LOT(S):** _____
- ZONE:** _____ **TAX MAP SHEET #:** _____
- SIZE OF PROPERTY (in acres):** _____
- PRESENT USE OF PREMISES:** _____
- PROPOSED USE OF PREMISES:** _____

IV. **PRIOR ACTIVITY.**

CHECK ONE: This property () has or () has not been the subject of prior applications.

Previous Application No.: _____ **Previous Date:** _____

Action Taken: _____

ATTACH COPIES OF PRIOR RESOLUTIONS

- V. **NAME AND ADDRESS OF PROPERTY OWNER:** _____

- TELEPHONE NUMBER:** _____

VI. **ALL CORPORATE OR PARTNERSHIP APPLICANTS.** All corporations or partnerships applying to the Land Use Board for a variance to construct a multiple dwelling of 25 or more family, for approval to subdivide a parcel into 6 or more lots, or for approval for site to be used for commercial purposes, shall supply the names and addresses of all stockholders or individual partners owning at least 10% of stock of any class or at least 10% of the interest of the partnership. Applicants shall use the form supplied by the Land Use Administrator. Failure to comply will delay the hearing of the application.

CORPORATE DISCLOSURE STATEMENT

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq., corporations or partnerships must list the names and addresses of all stockholders owning at least 10% of stock of any class or those owning at least 10% or more of the interest in the partnership.

NAME

ADDRESS

APPLICANT'S PROFESSIONALS

APPLICANT'S ATTORNEY OR REPRESENTATIVE: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

APPLICANT'S SURVEYOR: _____

PLATS PREPARED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

APPLICANT'S ENGINEER: _____

PLATS PREPARED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

APPLICANT'S ARCHITECT: _____

PLATS PREPARED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

APPLICANT'S PLANNER: _____

PLATS PREPARED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

OTHER PROFESSIONALS: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

IF THE APPLICATION IS BEING MADE BY ANYONE OTHER THAN THE PROPERTY OWNER, THE PROPERTY OWNER MUST SIGN THE BELOW AUTHORIZATION FORM BEFORE A NOTARY.

AFFIDAVIT OF OWNERSHIP, AUTHORIZATION AND SITE INSPECTION

STATE OF _____

SS:

COUNTY OF _____

The undersigned, of full age, being duly sworn according to law deposes and says that I reside at _____, in _____, County of _____ and State of _____, and I am the owner in fee of the lands and premises which are the subject of this application to the Sandyston Township Planning Board and the property as described in that application as Block _____, Lot _____, on _____, Township of Sandyston, County of Sussex and State of New Jersey. As owner, I have read this application and the applicant is authorized to proceed. I understand that a site inspection by Land Use Board members and Board or Township Professionals may be required and by signing this authorization I am consenting to any site inspection that may be necessary.

Date: _____

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

NOTARY PUBLIC

APPLICANT REQUESTS THE FOLLOWING:

I. SUBDIVISION (Check One):

- Minor Subdivision
- Preliminary Major Subdivision
- Final Major Subdivision

Area of tract before subdivision: _____ **acres**

Number of Lots Created: _____

Number of Proposed dwelling units: _____

Additional Comments: _____

II. SITE PLAN (Check All that apply):

- Preliminary Major Site Plan
- Final Major Site Plan
- Amendment or Revision to An approved Site Plan

TYPE: () New Construction () Addition to existing structure

Area to be disturbed: _____ (square feet or acres)

Waivers Requested and Additional Comments: _____

(attach additional pages if needed)

III. VARIANCES (Check all that apply)

- "A" Administrative Appeal
- "B" Interpretation
- "C" Variance
- "D" Variance
- Planning Variance
- Other: _____

The proposed structure will have a side line measuring _____, with a front yard of _____ and a back yard of _____. The lot measures _____ feet by _____ feet. The prevailing front yard in the area is _____.

Individual Variance Applications

(Check All that apply)

- Height Variance** – The maximum allowable height in the zone is _____ feet. The proposed structure will stand _____ feet.
- Use Variance** – The structure will be designed for use as a _____, a non-permitted use in the zone.
- Planning Variance** (N.J.S.A. 40:55D-35 & 36):
- Conditional Use Variance**
- Expansion of a non-conforming use.**
- Other:** _____

Substandard lot case.

NOTICE TO ALL APPLICATIONS REGARDING VACANT SUBSTANDARD LOTS – The Sandyston Planning Board strongly recommends the buy/sell (See Addendum "D") letter be followed in corresponding with abutting property owners. Applicants are not required to use the exact wording on the form (the wording may be modified for individual applicants if appropriate), the **substance** of the form must be followed. The buy/sell letter must be sent at least **twenty (20)** days in advance of your

scheduled hearing date for completeness by both certified and regular mail. Failure to comply will delay a hearing on this matter. You must be prepared at the hearing date to offer into evidence the buy/sell letter in ADDITION to the required statutory notice you must give to all property owners within 200 feet as well as those other entities entitled to notice by law.

NOTICE TO ALL APPLICANTS – ATTACH AN EXPLANATORY STATEMENT CONTAINING OTHER PROPOSALS, LEGAL POSITIONS, WAIVERS REQUESTED OR OTHER INFORMATION THAT WOULD ASSIST THE BOARD IN MAKING A DETERMINATION AS TO THE MERITS OF YOUR APPLICATION.

IV. OTHER APPROVALS REQUIRED (FOR ALL APPLICATIONS)

| <u>CHECK ALL THAT APPLY:</u> | <u>YES</u> | <u>NO</u> | <u>STATUS</u> |
|-------------------------------------|-------------------|------------------|----------------------|
| () SUSSEX COUNTY PLANNING BOARD | _____ | _____ | _____ |
| () SUSSEX COUNTY SOIL CONSERVATION | _____ | _____ | _____ |
| () SUSSEX COUNTY HEALTH DEPARTMENT | _____ | _____ | _____ |
| () N.J.D.E.P. | _____ | _____ | _____ |
| () N.J.D.O.T. | _____ | _____ | _____ |
| () OTHER: _____ | _____ | _____ | _____ |

ESCROW STATEMENT AND APPLICANT'S CERTIFICATION

As Applicant, I understand that monies associated with this application have been deposited in an escrow account (Builder's Trust Account). In accordance with the Township of Sandyston Ordinances, 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, any communications with the Board's or Township's Professionals as chargeable time, and the publication of the decision by the Sandyston Township Planning Board. Sums not expended in the review process will be refunded. If additional sums are necessary, I understand that I will be notified of any required additional amount and shall replenish the escrow account within 20 days of notification.

Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer/General Partner/Management Member of the Corporation/General Partnership/L.L.C. making application and that I am authorized to sign the application for the Corporation/General Partnership.

SIGNATURE OF APPLICANT/ATTORNEY

DATE: _____

sworn to and subscribed before me this:
_____ day of _____, 20__.

NOTARY PUBLIC

ADDENDUM "A"

Tax Collector
TOWNSHIP OF SANDYSTON
Municipal Building
133 Route 645
Sandyston, NJ 07826

Re: Block: _____ Lot: _____

Dear Sir/Madam:

Please provide the undersigned with a certificate that taxes have been paid to date for the above referenced property. This certificate is required for an application before the Sandyston Township Planning Board.

Very truly yours,

Applicant

Please return to:

Name: _____

NOTE TO APPLICANTS: BE SURE TO INCLUDE YOUR RETURN ADDRESS ON A SELF ADDRESSED STAMPED ENVELOPE.

ADDENDUM "B"

Tax Assessor
TOWNSHIP OF SANDYSTON
133 Route 645
Sandyston, NJ 07826

Re: Block _____ Lot _____

Dear Sir/Madam:

Please provide a certified list of property owners within 200 feet of the above referenced property within seven (7) days as provided by the Municipal Land Use Law.

A \$10 check and return envelope are enclosed.

Very truly yours,

Applicant

Please return to:

Name: _____

NOTICE TO APPLICANTS: BE SURE TO INCLUDE A CHECK FOR \$10 PAYABLE TO SANDYSTON TOWNSHIP ALONG WITH YOUR RETURN ADDRESS ON A SELF-ADDRESSED STAMPED ENVELOPE.

ADDENDUM "C"

**SUGGESTED
NOTICE OF HEARING
Sandyston Planning Board
Township of Sandyston
Sussex County, New Jersey**

PLEASE TAKE NOTICE that the undersigned has made application to the Township of Sandyston Planning Board for property known as Block _____, Lot _____, located at _____, in the _____ Zone, as follows:

In addition, Applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Planning Board.

This application is now on the calendar for the Sandyston Township Planning Board and a public hearing has been set for _____, 20__ at the Sandyston Township Municipal Building, 133 Route 645, Sandyston, New Jersey, at 7:00 p.m. When the case is called, you may appear either in person or by attorney to present any evidence which you may have regarding the application. The matter will be heard on that above date or any adjourned date designed by the Planning Board at this public meeting without additional notice. The maps, plans, plats and application for which approval is being sought are on file with the Land Use Administrator and are available for inspection at the Municipal Building during normal business hours.

This notice is provided pursuant to the rules of procedure of the Sandyston Planning Board.

By:

ADDENDUM "D"

SUGGESTED "BUY/SELL" LETTER

Adjoining Property Owner
Street Address
Sandyston, NJ

Re: Block _____, Lot _____

Dear Adjoining Property Owner:

I own a lot adjacent to your lot and am applying to the Sandyston Planning Board for a variance to construct a single family residence. In this case, our lot is undersized under the current Sandyston Ordinances.

The purpose of this letter, in addition to the variance notice which you will be served with, is to inquire whether you have an interest in either: (a) purchasing this lot at its fair market value as a building lot (which assumes the variance has been granted), or (b) selling additional land to us in order to make the lot conforming or more conforming.

You should be aware that in the event you purchase the lot as a building lot at its fair market value, it would have to be merged with your lot and not remain a separate buildable lot. It is important to emphasize that the price we would be entitled to request would be a building-lot price and not mere raw acreage.

Nevertheless, the purpose of this letter is to inquire of you as adjoining property owners of your interest in the matter and if you have no interest in buying or selling as described above to let the Planning Board know your position. Would you please indicate on a copy of the letter enclosed your position with respect to this letter which I will provide to the Board.

Very truly yours,

Applicant

VIA CERTIFIED MAIL, RRR# _____ & Regular Mail.

cc: Sandyston Land Use Administrator

_____ I have an interest

_____ I have no interest

ADDENDUM "E"

**SUGGESTED
Sandyston Planning Board
AFFIDAVIT OF SERVICE**

RE: _____

Application No. _____

STATE OF NEW JERSEY:

SS:

COUNTY OF SUSSEX :

1. The undersigned, of full age, being duly sworn according to law, on his/her oath deposes and says that he/she is the Applicant or Agent and that he/she did on _____, at least ten (10 days prior to hearing date, give personal notice to all property owners within 200 feet of the property located at Block _____ and Lot _____, with a street address of _____ In the _____ Zone, Township of Sandyston, County of Sussex, State of New Jersey, and all public utility and cable television companies serving the municipality by Certified Mail-Return Receipt Requested. A copy of the Notice (Exhibit "A") and the Registered Receipts are attached.
2. Notices were also served upon: (Utilities, County Planning Dept. DOT, etc., if applicable).
3. Notice was also published in the New Jersey Herald the official newspaper of Sandyston Township as required by law, and proof of publication is attached as Exhibit "B".
4. Attached as Exhibit "C" is a copy of the Certified List of Property Owners within 200 feet of the affected property who were served, showing the lot and block numbers of each property as shown on the Sandyston Township tax map.

Application or Agent

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

Notary Public

ADDENDUM "F"

**LIST OF WEBSITES TO OBTAIN
AERIAL PHOTOGRAPHS**

1. www.mapquest.com
2. <http://map.google.com>
3. <http://www.nj.gov/dep/gis/newmapping.htm>

Based on the aerial photography available on these websites, the minimum scale should be 1" = 150'.

APPENDIX "A"

**APPLICATION CHECKLIST
SANDYSTON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY**

| | |
|-----------------------------------|---------------------|
| Applicant's Name & Address: _____ | |
| Application No. _____ | Date Received _____ |
| Tax Block(s) _____ | Tax Lot(s) _____ |
| Adjacent Roads _____ | |
| Present Zoning _____ | Proposed Use _____ |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE | MINOR SUBDIVISION | PRELIMINARY MAJOR SUBDIVISION | FINAL MAJOR SUBDIVISION | PRELIMINARY SITE PLAN | FINAL SITE PLAN | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION |
|----------|------------|--------|----|---|-------------------|-------------------------------|-------------------------|-----------------------|-----------------|------------------------------|------------------------------|
| | | | | 1. Application Form (Original Plus 14 Copies) | X | X | X | X | X | X | X |
| | | | | 2. Fees and Escrow Deposits | X | X | X | X | X | X | X |
| | | | | 3. Certification of Taxes, Liens, Assessments Paid | X | X | X | X | X | X | X |
| | | | | 4. Fifteen (15) Copies of Proposed Plan | X | X | X | X | X | X | X |
| | | | | 5. Affidavit of Ownership/Authorization Form | X | X | X | X | X | X | X |
| | | | | 6. Site Inspection Authorization | X | X | X | X | X | X | X |
| | | | | 7. Compliance with Legal Notice Requirements a. Proof of Publication b. Affidavit of Service | | X | | X | | X | X |
| | | | | 8. Corporation or Partnership Form | X | X | X | X | X | X | X |
| | | | | 9. Listing of All Variances, Design Standards and Checklist Waivers | X | X | X | X | X | X | X |
| | | | | 10. Copies of All Prior Resolutions Pertaining to this Property | X | X | | X | | X | X |
| | | | | 11. A visually Acceptable Aerial Photograph of the subject property that shows the area within 200' of the property in question, as well as indicates a radius of 200' around the border of the subject property. | X | X | | X | | X | |
| | | | | 12. Copy of Sussex County Planning Board Application | X | X | X | X | X | | |
| | | | | 13. List of property owners within 200 feet of the parcel | X | X | X | X | X | X | X |
| | | | | 14. Copy of any protective covenants or deed restrictions applying to the land under application, along with explanatory letter. | X | X | | X | | X | X |
| | | | | PLANS/REPORTS-SPECIFICATIONS | | | | | | | |
| | | | | 15. A Key map showing the entire subject property and its relation to surrounding areas. | X | X | X | X | X | | |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE | MINOR SUBDIVISION | PRELIMINARY MAJOR SUBDIVISION | FINAL MAJOR SUBDIVISION | PRELIMINARY SITE PLAN | FINAL SITE PLAN | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION |
|----------|------------|--------|----|--|-------------------|-------------------------------|-------------------------|-----------------------|-----------------|------------------------------|------------------------------|
| | | | | 16. The plat shall be at a scale not less than one (1) inch equals one hundred (100) feet | X | X | X | X | X | | |
| | | | | 17. Tax map sheet, block & Lot numbers | X | X | | X | X | | |
| | | | | 18. Scale of the plat, date of the latest revision and a north arrow. | X | X | X | X | X | | |
| | | | | 19. Name and address of the Licensed Professional preparing the plat or plans | X | X | X | X | X | | |
| | | | | 20. Name and address of the owner of the tract, as well as the Applicant if different from the owner | X | X | X | X | X | | |
| | | | | 21. Name of all property owners as shown on the most recent municipal tax records within 200 feet of property lines. | X | X | X | X | X | | |
| | | | | 22. Acreage of the entire tract and the area of each proposed lot. Lot areas shall be calculated exclusive of rights-of-way. | X | X | | | | | |
| | | | | 23. Bearings of all property lines, existing and proposed to the nearest second | X | X | | | | | |
| | | | | 24. The land use zones as shown in the Municipal Zoning Ordinances | X | X | | X | X | | |
| | | | | 25. Any easements, rights-of-way or other interests existing and proposed. | X | X | | X | X | | |
| | | | | 26. Location of all existing structures and the distances of said structures from the existing property lines and from any new lines sought to be established. | X | X | | | | | |
| | | | | 27. Location of all proposed structures and distances of said structures from the existing property lines and from any new lines sought to be established. | X | X | | | | | |
| | | | | 28. Building setback lines for existing and proposed lots. | X | X | | | | | |
| | | | | 29. Location of all freshwater wetlands including streams, lakes, ponds and swamps. | X | X | | | | | |
| | | | | 30. Location of all wooded areas, rock outcroppings, cliffs or slopes greater than 15% and any other significant natural features | X | X | | | | | |
| | | | | 31. All existing roads abutting the proposed subdivision, with the right-of-way widths and pavement widths indicated. | X | X | | | | | |
| | | | | 32. Location and width of all existing and proposed driveways in the subdivision. The sight distance of all proposed driveways. | X | X | | | | | |
| | | | | 33. Location and size of all drainage ditches, culverts or swales which feed onto the tract being subdivided. | X | X | | | | | |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE | MINOR SUBDIVISION | PRELIMINARY MAJOR SUBDIVISION | FINAL MAJOR SUBDIVISION | PRELIMINARY SITE PLAN | FINAL SITE PLAN | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION |
|----------|------------|--------|----|---|-------------------|-------------------------------|-------------------------|-----------------------|-----------------|------------------------------|------------------------------|
| | | | | 34. Soil logs and percolation test results | X | X | | X | | | |
| | | | | 35. Preliminary Architectural Floor Plans & Elevations | | X | X | X | | | |
| | | | | 36. Existing and proposed building(s) with dimensions, with elevations of floors, present and finished grade elevations at all corners of the building and entrance, plus an indication of present building and structures to be removed. | | | | X | X | | |
| | | | | 37. Location of all existing and proposed structures, walls, fences, culverts, bridges, roadways, etc. with grade elevations for each. | | | | X | X | | |
| | | | | 38. Boundaries of the property, buildings, setback lines, lines of existing streets, lots, reservations, easements and area set aside or dedicated to public use. | | | | X | X | | |
| | | | | 39. Location of utility structures and lines, existing and proposed, storm water drainage, sewer and gas lines, etc. | | | | X | X | | |
| | | | | 40. Landscape Plan with types, quantity, size & location of plantings, scientific and common names | | X | | X | X | | |
| | | | | 41. All means of vehicular ingress and egress, showing the size and location of driveways | | | | X | X | | |
| | | | | 42. Location and design of off-street parking and the location of internal circulation, traffic patterns and parking spaces. | | | | X | X | | |
| | | | | 43. Location and arrangement of truck loading platforms and docks. | | | | X | X | | |
| | | | | 44. Provisions for refuse and garbage disposal to insure that areas are not exposed to view and are non-polluting. | | | | X | X | | |
| | | | | 45. Provisions for screening and storage for equipment attached to or separate from buildings. | | | | X | X | | |
| | | | | 46. All existing and proposed signs, their sizes and construction according to the Sandyston Zoning Ordinance | | | | X | X | | |
| | | | | 47. Locations, dimensions and construction of on/off-site walks and exits with provisions for pedestrian safety. | | | | X | X | | |
| | | | | 48. Provisions for marking and preserving forest cover and specimen trees and for new plantings around and between buildings and along property lines. | | | | X | | | |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE | MINOR SUBDIVISION | PRELIMINARY MAJOR SUBDIVISION | FINAL MAJOR SUBDIVISION | PRELIMINARY SITE PLAN | FINAL SITE PLAN | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION |
|----------|------------|--------|----|--|-------------------|-------------------------------|-------------------------|-----------------------|-----------------|------------------------------|------------------------------|
| | | | | 49. Provisions for ready escape in case of fire/fire lanes for emergency access | | | | X | X | | |
| | | | | 50. Provisions for boundary plantings or screenings to separate occupants and on-site activities as agreed upon with the Board. | | | | X | X | | |
| | | | | 51. Show dimensions of all important relations on the site plan so scaling may not be necessary. | | | | X | X | | |
| | | | | 52. Stormwater Management plan, including maintenance plan is necessary, that meets the Stormwater Control Ordinance (Chapter 138) or RSIS. | X | X | | X | | | |
| | | | | 53. Contours, both existing and proposed, at two-foot intervals. | | X | X | | X | | |
| | | | | 54. The location and dimensions of all drainage facilities and areas, existing and proposed, including all pipes, inlets, manholes, outlets, connections, dry wells and retention basins. Supporting calculations shall be included. | | X | | | | | |
| | | | | 55. Road design information consistent with the standards of the Sandyston Road Ordinance. | | X | | | | | |
| | | | | 56. Soils data from the "Soil Survey of Sussex County, N.J." published by the USDA Soil Conservation Service. | | X | | | | | |
| | | | | 57. Soil logs and percolation test results in locations representative of the various soil conditions found on the site, with design and recommendation of the Sussex County Board of Health for septic fluid disposal. | | X | | | | | |
| | | | | 58. The proposed sequence of development and any phasing proposed | | X | | | | | |
| | | | | 59. Each block shall be numbered. The lots within each block shall be numbered with numbers assigned by the Tax Assessor. Approval from Assessor for new Lot numbers | | | X | | | | |
| | | | | 60. The bearings of all lot lines and right-of-way lines to the nearest second, the distances of all such lines to the nearest 0.01 foot, and other survey information as needed to completely and accurately describe all boundaries. | | | X | | | | |
| | | | | 61. Letter itemizing all elements covered under Performance Bond | | | X | | X | | |
| | | | | 62. Letter of Approval from Township Engineer | | | X | | X | | |

| COMPLETE | INCOMPLETE | WAIVER | NA | ADMINISTRATIVE | MINOR SUBDIVISION | PRELIMINARY MAJOR SUBDIVISION | FINAL MAJOR SUBDIVISION | PRELIMINARY SITE PLAN | FINAL SITE PLAN | VARIANCE REQUEST ("C" & "D") | APPEAL ZONING INTERPRETATION |
|----------|------------|--------|----|--|-------------------|-------------------------------|-------------------------|-----------------------|-----------------|------------------------------|------------------------------|
| | | | | 63. The purpose of any easement or land reserved for common use or dedicated for public use shall be designated, and the proposed use of sites other than residential shall be noted. | | | X | | | | |
| | | | | 64. Minimum front, side and rear setback lines on all lots | | | X | | | | |
| | | | | 65. Location and description of all monuments. | | | X | | | | |
| | | | | 66. As-built cross sections and profiles of streets | | | X | | | | |
| | | | | 67. As-built plans and profiles of storm and sanitary sewers and water mains. | | | X | | | | |
| | | | | 68. Certification of any approvals as may be required by other units of government or agencies thereof. | | | X | | X | | |
| | | | | 69. Copy of the notice of appeal filed with the Administrative Officer from whom the appeal is taken. | | | | | | | X |
| | | | | 70. Complete floor plans and elevations of any proposed structure. | | | | | | X | |
| | | | | 71. Plot plan showing size of plot, bounding streets, size, type and location of both existing and proposed structures. Distances to all property lines from all structures, both existing and proposed. | | | | | | X | |
| | | | | 72. Location of Existing and/or proposed septic systems and wells | | | | | | X | |
| | | | | 73. Written description of variance requested and justification for granting Variance | | | | | | X | |

NOTE: Any other requirements or information that the board finds reasonable and necessary to make an informed decision, may be requested as additional information.

Applicant: Do not write below this line.

_____ **Date application was received.**

_____ **Date application was found to be** _____ **Complete** _____ **Incomplete**

_____ **Date applicant was notified of status of application.**

Signature

Title

TOWNSHIP OF SANDYSTON

NOTICE INSTRUCTIONS

The applicant has obtained from the Tax Assessor a certified list of all property owners within two hundred feet of the periphery of the subject property. These persons and entities, including the County Planning Board, if the property is adjacent to a county road or other county property, and the Commissioner of the State Department of Transportation, if adjacent to a state highway, shall be given notice of the hearing not less than ten days prior to the hearing. Such notice shall be given on the completed Form of Notice annexed hereto.

In the event the subject property lies within two hundred feet of an adjoining municipality, names of property owners to be notified (obtained from that municipality's Tax Assessor) must also be served.

Notice to a partnership may be made by service upon any partner, and to a corporation by service upon any officer or person authorized to accept service on behalf of the corporation.

All persons or officials to receive such notice must be served personally or by certified mail. The attached Affidavit of Service and certified mail receipts must be filed with the Secretary to the Board prior to the public hearing, along with one copy of the completed Form of Notice.

Said notice must also be published in the New Jersey Herald not less than ten days prior to the hearing. An Affidavit of Publication will be supplied by the N.J. Herald and must be filed with the Board Secretary prior to the public hearing.



The New Jersey Herald

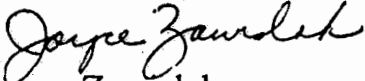
2 Spring Street, P.O. Box 10, Newton, N.J. 07860 (973) 383-1500
Newsroom Fax: (973) 383-8477 Advertising Fax: (973) 383-9284

May 1, 2000

Please be advised, effective immediately The New Jersey Herald Requirements to Publish a Legal Notice are as follows:

1. Legals cannot be taken over the phone-you may mail or bring the form you receive from your Township or Borough, into The New Jersey Herald Office, 2 Spring St., Newton or fax to 973-383-9284, Attention: Joyce, Legal Advertising.
2. There is a 2 day deadline by noon to publish:
Monday 12 noon for Wednesday ; Tuesday 12 noon for Thursday ; Wednesday 12 noon for Friday ; Thursday 12 noon for Sunday and Friday 12 noon for Monday and Tuesday.
3. The applicant's name, mailing address and telephone number must be on form so paperwork can be mailed back.
4. Please be sure everything on form is legible.
5. A \$25.00 deposit is required on All legal advertising. A Visa or MasterCard may be used (include expiration date).

Yours truly,
THE NEW JERSEY HERALD


Joyce Zawislak
Classified Department
Legal Advertising

**SUSSEX COUNTY
DEPARTMENT OF ENGINEERING & PLANNING
Sussex County Administrative Center - One Spring Street
Newton, New Jersey 07860**

Telephone (973) 579-0500 FAX (973) 579-0513

APPLICATION REQUIREMENTS

SUBDIVISIONS: All subdivision applications must be submitted for review/approval by the County Planning Board

SITE PLANS: Site plan applications must be submitted when one of the following criteria is applicable:

1. Fronts on a County Road or abut County Property (for approval),
2. Affects a County drainage structure (for approval), or
3. Includes more than one acre of impervious surface (for review).

A COMPLETE APPLICATION consists of the following items:

1. One (1) copy of County's "Application for Subdivision and Site Plan Review", with signatures of applicant and all property owners,
2. One (1) copy of municipal application(s), including application for variances, if applicable.
3. One (1) set of plans prepared and sealed by a profession architect, engineer, or land surveyor. All submissions must include a signed and sealed survey by a Licensed Surveyor.
4. A filing fee, with check made payable to the "Sussex County Planning Division". (See fee schedule.)
5. We request a copy of any traffic reports, drainage studies, Environmental Impact Statements, or other reports submitted with the application.

DEVELOPMENT REVIEW PROCESS

A site plan or subdivision application should be submitted to the County at the same time it is submitted to the municipality. The County Planning Board's Development Review Committee must act within 30 days of receiving a complete application. Normally this Committee meets every other Monday or Tuesday throughout the year. Generally all applications received prior to noon of the preceding Monday are acted upon by the Committee.

CONCEPTUAL PLANS

The County encourages applicants to submit conceptual plans (no fee is charged) and meet with us early in the development process, before detailed plans are prepared. In this way, applicants can save time and money by knowing County requirements from the start.

If you have any questions, please call Alice Brees or Peter Vaughan at (973) 579-0500 and they will be glad to assist you.

**SUSSEX COUNTY PLANING BOARD
FEE SCHEDULE FOR DEVELOPMENT REVIEWS**

| <u>MINOR SUBDIVISION (1)</u> | <u>REVIEW</u> | <u>OR</u> | <u>APPROVAL (2)</u> |
|--|--|-----------|---|
| Agricultural | \$ 40 | | \$100 |
| Lot Consolidation | \$ 50 | | \$150 |
| Lot Line Relocation | \$ 60 | | \$200 |
| Classified Minor | \$200 + \$25/new lot | | \$500 + \$100/new lot |
| Revision | n/a | | \$ 75 |
| Revision - County Disapproval | n/a | | ½ initial fee |
| Unperfected Subdivision | initial fee | | initial fee |
| <u>MAJOR SUBDIVISIONS (1)</u> | | | |
| Technical | \$200 + \$25/new lot | | \$500 + \$100/new lot |
| Preliminary | \$250 + \$25/new lot for up to 20 lots or \$750 + \$10/lot for 21 lots or more | | \$800 + \$100/new lot for up to 20 lots or \$2,800 + \$30/lot for 21 lots or more |
| Final (3) | \$250 + \$20/new lot for up to 20 lots, or \$650 + 10/new lot for 21 lots or more | | \$350 + \$20/new lot for up to 20 lots, or \$750 + \$10/new lot for 21 lots or more |
| Phase of Final (3) | Final fee, using number of lots in Phase | | Final fee, using number of lots in Phase |
| Revision | n/a | | \$100 |
| Revision - County Disapproval | n/a | | 1/2 initial fee |
| Expired Preliminary | new fee | | new fee |
| Extension on Preliminary | n/a | | 1/4 initial fee |
| <u>SITE PLAN (4)</u> | | | |
| Minor Site Plan | \$50 | | \$200 + \$50/acre or fraction |
| Preliminary Site Plan (Disturbed Area) | \$50 per acre or fraction maximum \$300 | | \$900 + \$100/acre or fraction** If over 100 parking spaces; add \$5 per parking space. |
| Final Site Plan | 1/2 preliminary fee | | 1/2 preliminary fee |
| Revision | n/a | | \$200 |
| Revision - County Disapproval | n/a | | 1/2 initial fee |
| ** Conservation Easement Rebate (effective February 1, 1993): A Rebate of \$40 per acre (or fraction) is authorized for Recreational Open Space that is subject to a Conservation Restriction. The procedure for obtaining the rebate is set forth in Resolution 395-93 of the Board of Chosen Freeholders, which is on file with the Sussex County Planning Division. | | | |
| <u>PLANNED UNIT DEVELOPMENT</u> | | | |
| Preliminary | n/a | | \$2,000 + \$20/unit (or 1,000 sq. ft) up to 100 units Or \$4,000 + \$10/unit (or 1,000 sq. ft) for 101 units |
| Final | n/a | | 1/2 preliminary fee more |
| Revisions | n/a | | same as Site Plan |
| <u>GENERAL DEVELOPMENT PLAN</u> | | | |
| | | | \$1,500 Deposit to be applied to future applications |

- NOTES:**
Applicants are encouraged to submit conceptual plans for review at no fee. For all applications declared incomplete or withdrawn by applicant, filing fee will not be returned but will be applied to a reactivated application, if submitted within 180 days of notification.
- (1) All Subdivisions are required to be submitted to the Sussex County Planning Board.
 - (2) All Subdivisions and Site Plans fronting on a County road, adjacent to County property or with surface draining affecting a County draining structure shall require approval by the County Planning Board.
 - (3) All final subdivision plants to be filed with the County Clerk require approvals from the County Planning Board.
 - (4) All Site Plans proposing more than one acre of impervious surface shall be reviewed by the County Planning Board.

EFFECTIVE:

**APPLICATION FOR
SUBDIVISION or SITE PLAN
REVIEW**

SUSSEX COUNTY PLANNING BOARD

S.C. Administrative Center
One Spring Street
Newton, NJ 07860

973-579-0500

FILE NUMBER _____

DATE RECEIVED _____

DATE COMPLETED _____

DATE PROCESSED _____

REVIEW DATE _____

ACTION DATE _____

PRIOR APPLICATIONS

COUNTY NUMBER _____

ACTION TAKEN _____

DATE _____

APPLICATION BY _____

- OR
- CONCEPTUAL REVIEW
 - NEW APPLICATION
 - REQUIRED REVISION
 - REVISION BY APPLICANT
 - REVISION AFTER DISAPPROVAL

MUNICIPALITY _____

BLOCK NUMBER _____

LOT(S) NUMBER _____

ZONE (EXISTING) _____

TAX MAP NUMBER _____

STREET ADDRESS _____

SITE ABUTS

PRIVATE STREET OR RIGHT OF WAY _____

MUNICIPAL STREET _____

COUNTY ROAD NUMBER _____ STATE HIGHWAY NUMBER _____

COUNTY PROPERTY _____ BLOCK _____ LOT _____

SITE EFFECTS

COUNTY BRIDGE NO. _____ ON _____

DRAINAGE ON COUNTRY ROAD _____ ROUTE NO. _____

SITE DEVELOPMENT IS

- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL
- (QUASI) PUBLIC

SITE REQUIRES DEDICATION OF

- ROADS
- ADDITIONAL R.O.W.
- OPEN SPACE
- RECREATION AREAS

SITE REQUIRES EASEMENTS FOR

- DRAINAGE
- SLOPE
- SIGHT
- SIGHT TRIANGLES
- UTILITIES

WAIVERS REQUIRED FOR

- SIGHT DISTANCE
- SIGHT TRIANGLES
- OTHER _____

SITE CONTAINS

- FLOOD HAZARD AREAS
- WET LANDS
- OPEN WATER
- DETENTION BASINS

TOTAL CONTIGUOUS LAND AREA OWNED (UNDER CONTRACT) BY APPLICANT _____ ACRES

SUBDIVISION PROPOSES CREATION OF _____ NEW LOTS CONTAINING _____ ACRES

SITE PLAN PROPOSES DEVELOPMENT (TOTAL DISTURBED AREA) OF _____ ACRES

DEVELOPMENT PROPOSES DEDICATION OF ADDITIONAL RIGHTS OF WAY _____ ACRES

DEVELOPMENT PROPOSES DEDICATION OF OPEN SPACE OF _____ ACRES

TYPE OF APPLICATION

| | | | <u>FEE REQUIRED</u> |
|-----------------------------|--|--|---------------------|
| SITE PLAN | <input type="checkbox"/> PRELIMINARY | <input type="checkbox"/> FINAL | \$ _____ |
| PLANNED DEVELOPMENT | <input type="checkbox"/> PRELIMINARY | <input type="checkbox"/> FINAL | \$ _____ |
| SUBDIVISION MINOR | <input type="checkbox"/> AGRICULTURAL | <input type="checkbox"/> LOT CONSOLIDATION | |
| | <input type="checkbox"/> LOT LINE RELOCATION | | |
| | <input type="checkbox"/> UNPERFECTED SUBDIVISION | <input type="checkbox"/> MINOR | \$ _____ |
| SUBDIVISION TECHNICAL MAJOR | <input type="checkbox"/> | | \$ _____ |
| SUBDIVISION MAJOR | <input type="checkbox"/> PRELIMINARY | <input type="checkbox"/> FINAL | \$ _____ |

AUTHORIZED ACTIONS

- EXEMPT
- REVIEWED
- APPROVAL

FEE \$ _____ CASH / CHECK NO. _____

RECEIVED FROM _____

DEPARTMENT REPRESENTATIVE _____

DATE _____

Applicant's Name _____ Title _____
Firm or Company _____
Mailing Address _____
Corporate Representative _____
Telephone Number () _____
Signature of Applicant _____ Date of application _____

print name of person completing application _____ signature of person completing application _____
Owner's Name _____

Mailing Address _____
Corporate Representative _____
Telephone Number () _____

I / we hereby authorize the above named applicant to submit this application for the proposed development on my /our property.

_____ Date _____
Land Surveyor's Name _____ License No. _____

Firm or Company _____
Mailing Address _____
Telephone Number () _____

Engineer / Architect Name _____ License No. _____

Firm or Company _____
Mailing Address _____
Telephone Number () _____

Attorney Name _____
Firm _____
Mailing Address _____
Telephone Number () _____

Realtor of other Representative _____ Title _____

Firm _____
Mailing Address _____
Telephone Number () _____

Comments or Notes _____

COUNTY PLANNING BOARD REVIEW ACTION

This application has been acted upon in accordance with the N. J. County Planning Enabling Act R. S. 40:27-6-2 through 40:27-6.4 or 40:27-6.6 as follows:

- ____ Received & Filed - Application stands (Approved) (Conditionally Approved) (Disapproved)
- ____ Previewed - comments on conceptual plan are attached.
- ____ Exempt - site plan will have no adverse affect on any County Property.
- ____ Reviewed - subdivision will have no adverse affect on any County Property.
- ____ Approved as it relates to County roads, bridges, drainage structures, and / or property.
- ____ Approved subject to compliance with recommendations (see attached).
- ____ Disapproved for a number of reasons (see attached).

The aforementioned decision was taken by the County Planning Board's Site Plan & subdivision Review Committee. Any question or appeal shall be directed to the Sussex County Planning Department, as per N. J. S. A. 40:27-6.9.

Signature of Authorized Agent for _____
Sussex County Planning Board