

DEVELOPMENT REGULATIONS

53 Attachment 2

APPLICATION AND COMPLETENESS FORMS

APPLICATION TO THE CITY OF SOUTH AMBOY  
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

INDICATE TYPE(S) OF APPLICATION

MINOR SUBDIVISION	_____	PRELIMINARY SITE PLAN	_____
PRELIMINARY MAJOR SUBDIVISION	_____	FINAL SITE PLAN	_____
FINAL MAJOR SUBDIVISION	_____	BULK VARIANCE	_____
CONDITIONAL USE APPROVAL	_____	USE VARIANCE	_____

**GENERAL INSTRUCTIONS:** Applicants shall complete each question to the best of their ability as required for each application.

1.
    - a. Applicant's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_
    - b. Owner's Name (if different than applicant): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_
    - c. Attorney: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_
    - d. Property Street Address: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Tax Sheet(s): \_\_\_\_\_
    - e. General Description of Existing and Proposed Use: \_\_\_\_\_  
 \_\_\_\_\_
    - f. Building Zone District: \_\_\_\_\_
    - g. Total Site Area: Acreage: \_\_\_\_\_ Square Feet: \_\_\_\_\_
    - h. Existing Building Area In Square Feet: \_\_\_\_\_ Height In Feet: \_\_\_\_\_
    - i. Proposed Building Area In Square Feet: \_\_\_\_\_ Height In Feet: \_\_\_\_\_
    - j. Description of Proposed Development: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
    - k. List of variances required: \_\_\_\_\_  
 \_\_\_\_\_
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I. List of any licenses, permits and/or other approvals required by municipal, county, state, or federal law:

\_\_\_\_\_  
\_\_\_\_\_

2.

a. Twenty (20) copies of Application

b. Twenty (20) copies of all preliminary and final site plans/minor subdivisions/preliminary and major subdivision.

c. All plans shall be prepared in conformance with the appropriate subdivision, variance and/or site plan standards as shown on checklist form.

d. Twenty (20) copies of fully executed checklist forms.

3. Certified list of property owners obtained from Tax Assessor's office.

4. Certification that taxes, assessments, municipal liens, etc. are paid.

5. One (1) copy of the Affidavit of Publication. Notice needs to appear once in the Home News Tribune at least ten (10) days prior to the hearing.

6. One (1) copy of the Proof of Service including postage receipts and green cards. Notices need to be postmarked at least ten (10) days prior to the hearing.

7. Does the applicant request the Board to publish notices of decisions: Yes \_\_\_\_\_ No \_\_\_\_\_

8. As owner of the premises in the within application, I hereby authorize the applicant or agent to submit the above application.

Signature of Owner

\_\_\_\_\_  
Owner Name: \_\_\_\_\_ Date

9. Acceptance of reasonable review costs by Board's professionals.

Signature of Applicant

\_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Date

10. Applicant's Tax ID Number \_\_\_\_\_

Sworn to and Subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

Notary Public of New Jersey

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DEVELOPMENT REGULATIONS

CITY OF SOUTH AMBOY  
COMPLETENESS FORM

INDICATE TYPE(S) OF APPLICATION

MINOR SUBDIVISION	_____	PRELIMINARY SITE PLAN	_____
PRELIMINARY MAJOR SUBDIVISION	_____	FINAL SITE PLAN	_____
FINAL MAJOR SUBDIVISION	_____	BULK VARIANCE	_____
CONDITIONAL USE APPROVAL	_____	USE VARIANCE	_____

Applicant's Name and Address: \_\_\_\_\_

Project Location \_\_\_\_\_ Street Address: \_\_\_\_\_  
Block Lot(s)

Engineer: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

The following items shall be submitted and/or appear on the Plans in order to be deemed complete, unless otherwise approved by the Board.

APPLICANT SHALL COMPLETE EACH ITEM ON THE CHECKLIST AS FOLLOWS:  
YES, NO, WAIVER, OR (N/A) NOT APPLICABLE.

I. APPLICATION PACKAGE

APPLICANT

1. ( ) Twenty (20) signed and sealed plans prepared by a licensed New Jersey Professional Engineer.
2. ( ) Twenty (20) signed and sealed architectural floor plans/elevation views prepared by a New Jersey registered architect.
3. ( ) Twenty (20) signed and sealed outbound, location, topographic, tree surveys prepared by a New Jersey licensed Professional Land Surveyor.
4. ( ) Twenty (20) copies of completed application.
5. ( ) Disclosure form – List of names and addresses of persons having 10% interest or more in the corporation or partnership (if applicable).
6. ( ) One (1) copy of certified list of property owners obtained from the Tax Assessor's Office.
7. ( ) Certification that all taxes on the property have been paid and that there are no outstanding assessments for local improvements.
8. ( ) One (1) copy of the Proof of Publication. Notice needs to appear once in the Home News Tribune at least ten (10) days prior to the hearing.
9. ( ) One (1) copy of the Proof of Service including postage receipts and green cards. Notices need to be postmarked at least ten (10) days prior to the hearing.
10. ( ) Statement as to status of other required approvals (municipal, county, state, or federal).

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- 11. (            )    One (1) tax map of the area.
- 12. (            )    Fee as required by this ordinance.

II. PLAN DETAILS

Plan details are primarily for the use of the municipal agency to establish criteria required to make decisions pertaining to the application. The following details shall be provided for municipal agency review.

The municipal agency has the right to waive certain details if a specific request is made by the applicant and agreed to by the agency. Surveys, the general plan, grading and utility plans, landscaping plans, architectural plans and elevations may be indicated on separate drawings and documents.

- 1. (            )    A survey prepared by a New Jersey Licensed Professional Land Surveyor. Site and off-site improvements shall be prepared by a New Jersey Licensed Professional Engineer and/or Architect, as applicable.
- 2. (            )    The plan shall be prepared at a suitable scale, but not less than ten feet to the inch, with the entire tract being shown on one sheet (size not greater than 24 inches by 36 inches).
- 3. (            )    Title block giving name of project, location of property by block and lot, name, title, license number and address of person preparing plan, and date of plan (including all revisions).
- 4. (            )    Key map at a scale not less than 400 feet to the inch showing subject site, building zone boundaries, and radius line of 500 feet from subject site.
- 5. (            )    North arrow and scale(s) of plan.
- 6. (            )    Name and address of owner(s) and applicant(s).
- 7. (            )    General notes – including flood hazard zone of subject site, and listing of building zone requirements, including parking. Comparison of building zone requirements to existing and proposed use. Note that all construction to comply with City of South Amboy Standards.
- 8. (            )    Names, addresses and block/lots of all owners of record of adjacent properties within a distance of 200 feet of subject site, as certified by the Tax Assessor.
- 9. (            )    Setback distances for existing principal structure, and all proposed structures.
- 10. (            )    Labeling of all existing structures to be removed.
- 11. (            )    Existing contours in dashed lines with maximum intervals of two feet for slopes of five percent or less, and intervals of five feet for slopes of greater than five percent.
- 12. (            )    First floor elevation of all existing and proposed structures. Elevations at corners of proposed structures.
- 13. (            )    Proposed contours in solid lines with maximum intervals of two feet.

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14. (        ) Location of all geographical features of site including rock outcrops, wooded areas and trees with caliper of six inches or greater as measured three feet above the ground.
15. (        ) Location, width, depth and direction of all ponds, streams, brooks, drainage ditches, pipes, or culverts traversing subject tract.
16. (        ) Location and size of all existing and proposed utilities serving the subject tract, including sanitary sewer, storm sewer, water, gas, and electric.
17. (        ) Profiles and cross-sections every 50 linear feet of all proposed dedicated roadways, showing width of roadway, location, and width of curbs and sidewalks.
18. (        ) Location, type, and size of existing and proposed means of vehicular ingress and egress to the tract; including access driveway width.
19. (        ) Location, type, and direction of existing and proposed lighting, including intensity level line equal to 0.3 foot-candles.
20. (        ) Location and type of landscaping, including planting schedule.
21. (        ) Construction details for site improvements.
22. (        ) Location and size of screened refuse area.
23. (        ) Location, size, and detail of all existing and/or proposed signs.
24. (        ) Endorsement by owner of tract stating their knowledge and consent of application.
25. (        ) Approval block for signature by Chairman and Secretary of the Planning Board.

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- NOTE: A. A Planning Board/Board of Adjustment or Municipal Governing Body shall not approve an Application of any Corporation or Partnership which does not comply with these Disclosure Acts, as per New Jersey Statute 40:55D-48,3.
- B. The Planning Board/Board of Adjustment reserves the right to request additional information or data in order to determine that the details of the plans are in accordance with the standards of the Site Plan Ordinance and other Ordinances of the City of South Amboy.

CALCULATION OF APPLICATION FEE IN ACCORDANCE TO ARTICLE IX SECTION 53-51:

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CALCULATION AS TO ESCROW IN ACCORDANCE TO ARTICLE IX SECTION 53-51:

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EXPLANATION FOR ANY REQUEST FOR A WAIVER OF ANY CHECKLIST REQUIREMENT:

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Professional Certification as to the accuracy of this form. Please seal and provide license number

Signature: \_\_\_\_\_

Print Name:

License Number:

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DEVELOPMENT REGULATIONS

PUBLIC NOTICE

CITY OF SOUTH AMBOY

Notice is hereby given that a public hearing will be held before the Planning Board/Board of Adjustment of the City of South Amboy on Wednesday, \_\_\_\_\_, 20\_\_\_\_, at 7:00 P.M., Council Chambers, Town Hall, 140 North Broadway, South Amboy, New Jersey 08879, for \_\_\_\_\_ approval and any other relief deemed necessary by the Board, on property known and designated as Lot(s) \_\_\_\_\_, Block \_\_\_\_\_ as shown on the City of South Amboy Tax Map, located at \_\_\_\_\_ South Amboy, New Jersey.

The purpose of the application is to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maps, plans, and other related documents are on file in the Office of the Planning Board/Board of Adjustment and are available for inspection during normal business hours.

\_\_\_\_\_, Applicant

SOUTH AMBOY CODE

CITY OF SOUTH AMBOY  
NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: \_\_\_\_\_  
OWNER OF PREMISES AT: \_\_\_\_\_

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board/Board of Adjustment of the City of South Amboy for \_\_\_\_\_ approval and any other relief as deemed necessary by the Board, from the requirements of the Land Use Development Ordinance of the City of South Amboy so as to permit

\_\_\_\_\_ located at \_\_\_\_\_, South Amboy, NJ, known and designated as Lot(s) \_\_\_\_\_, Block \_\_\_\_\_ Zone \_\_\_\_\_ on the City of South Amboy 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 Wednesday, \_\_\_\_\_, 20\_\_\_\_, at 7:00 P.M., in Council Chambers, City Hall, 140 North Broadway, South Amboy, New Jersey 08879, and when the case is called you may appear either in person, or by attorney, and present any objections which you may have to the granting of the relief sought in this petition.

Maps, plans and other related documents are on file in the Planning Board/Board of Adjustment office and are available for inspection during normal business hours.

This notice is sent to you by the applicant, by order of the Planning Board/Board of Adjustment of the City of South Amboy.

Respectfully,

\_\_\_\_\_, Applicant

DEVELOPMENT REGULATIONS

**STATEMENT OF OWNERSHIP/DISCLOSURE FORM**

**FOR CORPORATIONS, LLC'S, OR PARTNERSHIPS**

**CHAPTER 336 LAWS OF 1977**

Applicant: \_\_\_\_\_

An act requiring corporations, LLC's, and partnerships applying for certain site plans, subdivisions and variances shall disclose all owners of 10% or more of its stock of any class or in case of a partnership, owning a 10% or greater interest therein, and providing penalties for the violation thereof.

NAME OF STOCKHOLDER OR PARTNER	ADDRESS	PERCENTAGE OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____

If one or more of the above stockholders, or partners, is in itself a corporation, LLC, or partnership, then the names and addresses of the stockholders, or partners, owning at least 10% or more, of the latter corporation or partnership must likewise be listed.

NAME OF STOCKHOLDER OR PARTNER	ADDRESS	PERCENTAGE OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE: \_\_\_\_\_  
\_\_\_\_\_ APPLICANT

# City of South Amboy

140 North Broadway • South Amboy, New Jersey 08879  
Phone: (732) 525-5924 Fax: (732) 727-2430

## REQUEST FOR A CERTIFIED LIST

Please supply a "Certified List" of property owners with 200 feet of the following property:

BLOCK(S) \_\_\_\_\_ LOT(S) \_\_\_\_\_

Property Location: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Fee: \$10.00 (or 0.25 per name, whichever is greater)**

Payable by cash, check or money order to "City of South Amboy"

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# City of South Amboy

140 North Broadway · South Amboy, New Jersey 08879

[www.southamboyni.gov](http://www.southamboyni.gov)

## PROPERTY TAX CERTIFICATION – REQUEST

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**FEE 10.00**

Method of Payment:  CASH  CHECK

Choose method of delivery:

e-mail

regular mail

customer pick up

**\*\*\* ALLOW 10 DAYS FOR PROCESSING REQUEST.**