

**BOROUGH OF OGDENSBURG
COUNTY OF SUSSEX
ORDINANCE 10-2025**

**AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX
AND STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 30
OF THE BOROUGH CODE ENTITLED "LAND DEVELOPMENT" AMENDING
CHAPTER 30 SECTIONS 802, 803, 804 AND 805**

WHEREAS, the Land Use Board of the Borough of Ogdensburg (hereinafter known as the "Land Use Board") has reviewed the Land Use Board application and checklist and has determined that it is in the best interest of the Borough to update the Land Use Board application and checklist, and

WHEREAS, the Borough of Ogdensburg Mayor and Council (hereinafter known as "Council") has reviewed the recommendations of its Land Use Board and has determined that the Land Use Board application and checklist of the Borough should be updated in accordance with the recommendations of the Land Use Board, and

WHEREAS, the Borough Council on 9/8/2025 has introduced the Ordinance on first reading, and

WHEREAS, the Borough Council has referred this matter to the Land Use Board for a consistency review, and

WHEREAS, the Land Use Board on 9/23/2025 has reviewed the Ordinance and finds that it is consistent with the recommended update of the Land Use Board application and checklist of the Borough of Ogdensburg, and

WHEREAS, the Borough now desires to amend and supplement chapter 30 "Land Development", Section 802 C. Section 803 B. 2., Section 804 B. 2, and Section 805 B. 2.

NOW THEREFORE, BE IT ORDAINED, by the Borough Council of the Borough of Ogdensburg, County of Sussex, and State of New Jersey, that Chapter 30 of the Borough Code is hereby amended and supplemented as follows:

CHAPTER 30 LAND DEVELOPMENT

SECTION 1. Chapter 30, Section 802, 803, 804 and 805 shall be amended by deleting section 30-802 Subsection C. "Variance Relief", section 30-803 subsection B. 2. "Details required for Minor Subdivision Plats and Minor Site Plan", 30-804 subsection B 2. "Details Required for Preliminary Major Subdivision Plats and Preliminary Major Site Plans" and section 30-805 subsection B. 2 "Details Required for Final Major Subdivision Plats and Final Major Site Plans" in their entirety and replacing same as follows:

§ 30-802 C. Variance application requires the compliance with the Checklist for the Land Use Board application

§ 30-803 B. 2. Checklist for Land Use Board Application

§ 30-804 B. 2. Checklist for Land Use Board Application

§ 30-805 B. 2. Checklist for Land Use Board Application

LAND USE BOARD APPLICATION CHECKLIST

1. One (1) original and 16 signed copies of the application.
2. A written request itemizing all waivers which the application request the Board to waive.
3. Check for application fees.
4. Check for deposit for review of fees.
5. Seventeen (17) copies of plot plan, site plan, subdivision plan or other appropriate sketches in conformation with the applicable specific requirements enumerated below.
6. Certificate that taxes are paid in full (Available from the Tax Collector \$10.00 fee).
7. Receipt indication that fees are paid (All).
8. Affidavit of Ownership. If applicant in not the owner, applicants' interest in land; e.g. tenant, contract/purchaser, lienholder, etc.
9. Owner's consent to the application to the application.
10. Affidavit disclosing all stockholders of corporate owner of the property.
11. Affidavit disclosing all stockholders of corporate applicant.
12. Proof of submission to the Sussex County Planning Board.
13. Proof of publication and affidavit of publication.
14. Affidavit for service of notice on adjacent property holders.
15. List of property holders served.
16. Postal receipts for service of notice.
17. Soil erosion plan.
18. Proof of application to the New Jersey Department of Transportation.
19. Road opening permit.

20. Environmental impact statement complying according to Ogdensburg Ordinances.
21. Number of witnesses and their expertise, if any.
22. A copy of all proposed deed descriptions.
23. A schedule on the plats, listing all applicable zone requirement for the area to be subdivided.
24. Seventeen (17) copies of a separate map showing the utilities according with Ogdensburg Borough Ordinances.
25. A copy of all deed restrictions or covenants according with Ogdensburg Borough Ordinances.
26. W-9 request for Taxpayer Identification Number and certification.
27. One digital copy of the complete application for development with attachments forwarded to the Land Use Board Secretary.

PLAT SPECIFICATIONS

1. Sheet size either 15x21, 24x36, or 30x42.
2. 16 plans shall be prepared by an architect, planner, engineer, land surveyor, except in the case of single- or two-family owner-occupied residences, however, provided that surveys are presented with the plans and are indicated graphically.

GENERAL INFORMATION

3. Plat prepared to scale not smaller than one-inch equals one hundred feet bases on deed, deed description, tax map, or similarly reasonable accurate data for the purpose of review and discussion by the Land development board.
4. Metes and bounds description of parcel in question based upon current land survey information.
5. Property lines shown in degree, minutes and seconds.
6. Key map showing location of tract to be considered in relationship to surrounding area.
7. Title block containing name of applicant, preparer, block and lot numbers, date of last amendment and zoning district.
8. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.
9. Scale of Map, both written and graphic.
10. North arrow giving reference meridian.
11. Space for signature of Chairman and Secretary of the Land Use Board.
12. Names of all property owners within 200 feet of subject property.

13. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.
14. Zone requirements per ordinance and per application.
15. Acreage of affected parcel to the nearest hundredth of an acre.
16. Provide a photograph of the premises in questions taken from the opposite side of the street.

MAN MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF

17. Location of existing structures and their setback from existing and proposed lines.
18. Location and types of existing easements or right of way including power lines.
19. Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installments affecting the tract.
20. Location of existing wells and septic systems.
21. When applicant intends to use a conventional septic disposal system, location of test holes, test results, and approximate location of the intended disposal field.
22. Plans profiles or proposed utility layouts, such as sewers, storm drains, water, gas and electric showing feasible connections to existing or proposed utility systems.
23. Location and description of monuments whether set or to be set.

STREETS

24. Plans profiles and cross sections of all proposed new street and/or access to proposed streets.
25. Locations, names, and widths for all existing and proposed street on the property and within 200 feet of the tract.

MISCELLANEOUS

26. Proposed site easement where required.
27. Proposed drainage easements where required.
28. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The common and scientific names shall be indicated.
29. Soil erosion in the sediment control plan consistent with the requirements for the local Soil Conservation District.
30. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run off requirements.
31. The purposed of any proposed easement of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noted.

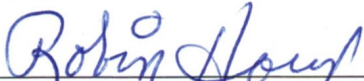
32. Designation of all flood hazard zones, wetlands and buffers on the property being subdivided.

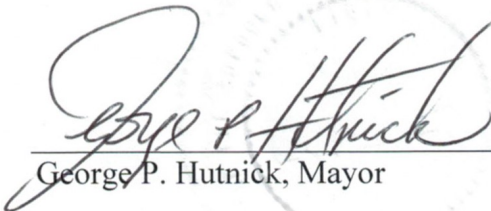
SECTION 2. All Ordinances or parts of Ordinances inconsistent herewith are repealed.

SECTION 3. If any section, subsection, sentence, clause, phrase, or a portion of this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 4. This ordinance shall become effective after second reading and publication as required by law.

Attest:


Robin Hough, Borough Clerk


George P. Hutnick, Mayor

NOTICE

TAKE NOTICE that the above entitled Ordinance 10-2025 was introduced at a regular meeting of the Borough Council of the Borough of Ogdensburg on September 8, 2025, and will be considered for final passage after public hearing at a regular meeting of the Borough Council of the Borough of Ogdensburg to be held on October 15, 2025 at 7:00PM in the Municipal Building, 14 Highland Ave., Ogdensburg, New Jersey, and shall take effect according to law.


Robin Hough, Borough Clerk

Roll call vote for Introduction:

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
Councilman Ciasullo	✓			
Councilwoman Cowdrick	✓			
Councilman DeMeo	✓			
Councilman Gandarinho	✓			
Councilwoman Lane	✓			
Councilwoman Ruitenberg	✓			
Mayor Hutnick (Tie Only)				

Roll call vote for Adoption:

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
Councilman Ciasullo				✓
Councilwoman Cowdrick	✓			
Councilman DeMeo	✓			
Councilman Gandarinho	✓			
Councilwoman Lane	✓			
Councilwoman Ruitenberg	✓			
Mayor Hutnick (Tie Only)				

**BOROUGH OF OGDENSBURG
LEGAL NOTICE
ORDINANCE 10-2025**

**AN ORDINANCE OF THE BOROUGH OF OGDENSBURG, COUNTY OF SUSSEX
AND STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER 30
OF THE BOROUGH CODE ENTITLED "LAND DEVELOPMENT" AMENDING
CHAPTER 30 SECTIONS 802, 803, 804 AND 805**

NOTICE is hereby given that the above Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Ogdensburg, in the County of Sussex, State of New Jersey, held in the Municipal Building on the 8th day of September, 2025, and the same came up for final passage at a meeting of the said Borough Council on the 15th day of October, 2025, at which time, after persons interested were given an opportunity to be heard concerning said ordinance, the same was passed and will be in full force in the borough according to law by order to the Borough Council of the Borough of Ogdensburg, County of Sussex and State of New Jersey.



Robin Hough, RMC/CMR