

DEVELOPMENT REGULATIONS AND ZONING ORDINANCE

DRZ Attachment 6

Township of Millburn

Schedule F

Checklist A – Application for Development

Development Regulations and Zoning Ordinance
Section 425.1, Checklist A –Application for Development

EXHIBIT A: APPLICATION FOR DEVELOPMENT



Township of Millburn
Eileen Davitt, Board Secretary

375 Millburn Avenue
First Floor

Millburn, NJ 07041
Phone: 973-564-7752

APPLICATION FOR DEVELOPMENT

1. APPLICATION FILING (TOWNSHIP USE ONLY)

[] Planning Board [] Zoning Board of Adjustment Date Filed:
Application / Calendar Number: Completeness Determination Due By:

2. PROPERTY INFORMATION

Address: Zoning District:

Block: Lot(s): Existing Use:

Have there been any prior land use applications to the Planning and/or Zoning Board involving the property? [] Yes [] No
If yes, please provide copies of the resolution(s).

Are there easements, covenants, or other restrictions on the property? [] Yes (attach copies) [] No [] Proposed

3. APPLICANT INFORMATION

Name:

Street Address:

City, State, Zip Code:

Phone Number: E-Mail: Fax Number:

Applicant is a [] Corporation [] Partnership [] Individual [] Other

3. OWNER'S INFORMATION (IF DIFFERENT FROM APPLICANT)

Name:

Street Address:

City, State, Zip Code:

Phone Number: E-Mail: Fax Number:

Applicant is a [] Corporation [] Partnership [] Individual [] Other

4. OWNERSHIP DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 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 application 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 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. (Attach pages as necessary to comply).

Name: Address: Interest %:

Name: Address: Interest %:

Name: Address: Interest %:

Name: Address: Interest %:

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5. APPLICANT'S PROFESSIONALS INFORMATION

Applicant Attorney

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-Mail: _____ Fax Number: _____

Applicant Architect

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-Mail: _____ Fax Number: _____

Applicant Engineer

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-Mail: _____ Fax Number: _____

Other Applicant Professionals

Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____ E-Mail: _____ Fax Number: _____

6. NATURE OF APPLICATION (CHECK ALL THAT APPLY)

- | | |
|--|---|
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Use Variance |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Variance, Nonresidential/Multifamily/Mixed-Use |
| <input type="checkbox"/> Major Subdivision, Preliminary | <input type="checkbox"/> Variance, 1- and 2-Family |
| <input type="checkbox"/> Major Subdivision, Final | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Historic Preservation Commission Review |
| <input type="checkbox"/> Major Site Plan, Preliminary | <input type="checkbox"/> Zoning Change Request |
| <input type="checkbox"/> Major Site Plan, Final | <input type="checkbox"/> Appeal from Administrative Decision |
| <input type="checkbox"/> Amendment to Approved Site Plan | <input type="checkbox"/> Interpretation of Zoning Ordinance |

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7. BRIEF DESCRIPTION OF APPLICATION

Description should indicate the proposed use, size/intensity of use/structure, hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other pertinent information. Use a separate sheet if necessary.

8. REQUIRED DEVIATIONS FROM ZONING REQUIREMENTS

List below the ordinance section(s) from which variance or design waiver relief is requested, including the required standards and proposed conditions. Descriptions should also stipulate, as applicable:

- The “special reasons” for variance relief as defined by the Municipal Land Use Law to justify granting of a use variance pursuant to N.J.S.A. 40:55D-70.d;
- Any hardships based on the exceptional dimensional, topographic, or other extraordinary situation uniquely affecting a specific piece of property to justify a use variance pursuant to N.J.S.A. 40:55D-70.c, and;
- How relief may be granted without substantial detriment to the public good and without substantially impairing the intent and purpose of the Township zone plan and zoning ordinance.

Use a separate sheet if necessary.

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II. APPLICATION FEES AND ESCROW DEPOSIT CALCULATION (DRZ § 410)

Use the below schedule to determine the applicable application fees and escrow deposits for your application.

Application/Fee Type	Fee Requirement	Calculation
Subdivision Application	<u>Application Fees:</u> <ul style="list-style-type: none"> • Minor: \$250 • Major – Preliminary: \$750 + \$50 / lot • Major – Final: 50% of preliminary fee <u>Technical Review Escrow Fees:</u> <ul style="list-style-type: none"> • Minor: \$1,250 + \$500 / lot • Major – Preliminary: \$2,000 + \$250 / lot • Major – Final: 50% of preliminary escrow fee 	
Site Plan Application	<u>Application Fees:</u> <ul style="list-style-type: none"> • Minor: \$250 • Major – Preliminary: \$300, in addition to: <ul style="list-style-type: none"> ○ \$50 / dwelling unit ○ \$50 / 1,000 SF nonresidential floor area or portion thereof ○ \$100 / acre or portion thereof • Major – Final: 75% of preliminary fee <u>Technical Review Escrow Fees:</u> <ul style="list-style-type: none"> • Minor: \$2,500 • Major – Preliminary: \$2,000, in addition to: <ul style="list-style-type: none"> ○ \$100 / dwelling unit ○ \$100 / 1,000 SF nonresidential floor area or portion thereof ○ \$200 / acre or portion thereof • Major – Final: 50% of preliminary escrow fee 	
Variances	<u>Application Fees:</u> <ul style="list-style-type: none"> • Bulk Variance Pursuant to N.J.S.A. 40:55D-70.c <ul style="list-style-type: none"> ○ 1- and 2-family application: \$300 for first 3 bulk variances; \$150 for each additional bulk variance thereafter. ○ All other applications: \$500 for first 3 bulk variances; \$250 for each additional bulk variance thereafter. • Use Variance Pursuant to N.J.S.A. 40:55D-70.d <ul style="list-style-type: none"> ○ 1- and 2-family applications: \$500 ○ All other applications: \$1,000 <u>Technical Review Escrow Fees:</u> <ul style="list-style-type: none"> • Bulk Variance Pursuant to N.J.S.A. 40:55D-70.c <ul style="list-style-type: none"> ○ 1- and 2-family application: \$500 ○ All other applications: \$1,000 • Use Variance Pursuant to N.J.S.A. 40:55D-70.d <ul style="list-style-type: none"> ○ 1- and 2-family applications: \$1,000 ○ All other applications: \$2,000 	

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Application/Fee Type	Fee Requirement	Calculation
Other Appeals	<u>Application Fees:</u> <ul style="list-style-type: none"> • Interpretations and Appeals Pursuant to N.J.S.A. 40:55D-70(a) and (b), and N.J.S.A. 40-55D-68 <ul style="list-style-type: none"> ○ 1- and 2-family applications: \$300 ○ All other applications: \$500 <u>Technical Review Escrow Fees:</u> <ul style="list-style-type: none"> • Interpretations and Appeals Pursuant to N.J.S.A. 40:55D-70(a) and (b), and N.J.S.A. 40-55D-68 <ul style="list-style-type: none"> ○ 1- and 2-family applications: \$750 ○ All other applications: \$1,500 	
Conditional Use Application Pursuant to N.J.S.A. 40:55D-67	<u>Application Fees:</u> <ul style="list-style-type: none"> • \$300 	
Historic Preservation Commission Application	<u>Technical Review Escrow Fees:</u> <ul style="list-style-type: none"> • PB/ZBA Application with referral to Commission: \$250 	
TOTAL	<p style="text-align: right;">Application Fees:</p> <p style="text-align: right;">Technical Review Escrow Fees:</p>	

Make checks payable to: Township of Millburn

A W-9 form must be submitted with all escrow fee checks. When an application involves two or more fee categories, the fee shall equal the total of the fees required for each type of application requested.

12. COPY OF NOTICE

Attach a copy of the Notice which is 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 map, located within 200 feet in all directions of the property which is subject of the application. The notice must specify:

1. The nature of the proposed construction/improvement.
2. Specific variances and/or waivers being requested, including the sections of the Development Regulations and Zoning 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 before the Board for the hearing. An affidavit of service on all property owners and a proof of publication must be prior to the hearing. Samples are attached for the required notice, proof of service of notice, and request for 200-foot property list.

12. CERTIFICATION OF TAXES PAID

Attach a copy of a certification that all property and sewer taxes have been paid for the property, which may be requested from the [Tax Collector](#). A sample request letter is attached.

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13. SITE INSPECTION AUTHORIZATION

I (we) hereby authorize and permit Members of the Millburn Township Planning Board/Board of Adjustment, Township Officials, and Township Consultants to make on-site inspections of the subject property in connection with this application.

Signature of Owner or Agent:

Date: ___/___/___

Print Name of Owner or Agent:

14. CERTIFICATION

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

Signature of Applicant or Agent:

Date: ___/___/___

Print Name of Applicant or Agent:

Signature of Owner or Agent (if different from Applicant):

Date: ___/___/___

Print Name of Owner or Agent (if different from Applicant):

NOTE: Affidavit of ownership or owner's signed authorization to submit application must be provided with application.

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Township of Millburn
Eileen Davitt, Board Secretary

375 Millburn Avenue
First Floor

Millburn, NJ 07041
Phone: 973-564-7752

APPLICATION CHECKLIST OF MANDATORY SUBMISSION ITEMS

The following items are required for submission of a complete application to the Planning Board or the Zoning Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain submission items be waived by the Board. This checklist contains a summary of the requirements specified in the Development Regulations and Zoning Ordinance of the Township of Millburn.

A. ALL APPLICATIONS	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. A complete application form, including:			
a) Application and fee form submitted (Planning Board: 13 copies Zoning Board: 16 copies)			
b) Application fee paid			
c) Consent of Owner			
d) Ownership Disclosure for Corporations & Partnerships			
e) Copies of any prior Planning / Zoning Board resolutions			
f) Copies of any existing easements, covenants, or deed restrictions			
g) Calculation of application and technical review escrow fees			
h) Copy of notice (Attachment A)			
i) Certificate of taxes paid (Attachment B)			
2. Proof of utility service / will-serve letter			
3. List of properties/property owners within 200 feet of subject property. (Request Form under Attachment C)			
4. Proof of service of notice (Attachment D)		Required at Hearing	
5. Site Photography			
6. Historic Preservation Committee memorializing resolution, if property is within designated historic district/site.			
7. Digital copy of all plans and application materials (optional for 1- and 2- family applications)			

B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. Plans at permitted scale (below), unless otherwise specified. a. Permitted scales: 1" = 10', 1" = 20', 1" = 40', 1" = 50'			
2. Survey Map by licensed Professional Land Surveyor a. Show all existing and proposed structures, buildings, impervious areas, drainage facilities, etc.			
3. Steep Slope Identification & Disturbance pursuant to DRZ-608.6. via topographic survey.			
4. Map depicting the official Township tax map sheet including the property and properties within 200 feet and list of owners of such properties, at a scale of 1" = 100'.			
5. Sustainability checklist form pursuant to DRZ-531.3 (Attachment E)			
6. All Map(s)/Plan(s) depicting the following details:			
a) Title block – lot and block number, name, phone number, & address of Applicant & Owner			
b) Signature block – Board Chairman, Board Secretary, & Board Engineer			
c) Lot lines, metes & bounds descriptions			
d) North arrow			

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B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
e) Graphic scale			
f) Zoning district & data			
g) Date of original drawing and revisions			
h) Existing and proposed streets and street names and right-of-way lines pursuant to DRZ-528			
i) All existing principal & accessory structures, curbs, driveways, water bodies, and wooded areas on and within 100 feet of the site			
j) Existing and finished grade elevations at all corners & building entrances for all existing & proposed principal & accessory structures on the site			
k) Location & description of existing and proposed monuments			
l) Location & description of existing and proposed easements			
m) Area of proposed improvements – to within 1 square foot			
n) Setback dimensions & dimensions of all improvements			
o) Existing structures to be removed or altered			
7. Circulation Plan			
a) Sidewalks pursuant to DRZ-522 & bikeways			
b) Site triangles pursuant to DRZ-523			
c) Pavement arrows & striping			
d) Parking & loading areas & circulation facilities pursuant to DRZ-516			
e) Electric Vehicle Supply Equipment pursuant to DRZ-607.6			
f) Traffic regulation signs			
8. Landscape Plans			
a) Existing and proposed wooded areas			
b) Buffer areas			
c) Walls, retaining walls, & fencing			
a) Any trees 10" diameter or greater to be removed pursuant to § 11-15			
9. Street Graphics (signage) Plan pursuant to DRZ-609.10, including existing signage as applicable			
10. Grading & Drainage Plan pursuant to DRZ-507 (Drainage) and DRZ-608.7 (Grading – for all lots with proposed disturbance of steep slopes)			
11. Facilities Plan			
a) Open space			
b) Common property			
c) Solid waste disposal facilities, including recyclable materials for multifamily housing developments pursuant to DRZ-519			
12. Building Plans – at scale between 1/4" = 1' and 1" = 10'			
a) Floor Plans – Including square footage by use category to within 1 square foot			
b) Architectural elevations, including materials, colors, dimensions, & signage			
c) Number of residential dwelling units			
d) Location & type of any affordable housing unit, as required by DRZ-501			

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B. ALL PLANS (SUBDIVISIONS & SITE PLANS)	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
13. Construction details for improvements, including but not limited to:			
a) Paving & sidewalks			
b) Striping			
c) Signage			
d) Bicycle facilities			
e) Drainage			
f) Wall & ceiling assemblies			
g) Walls & fences			
h) Landscaping			
i) Lighting			

C. SUBDIVISION & MAJOR SITE PLAN APPLICATIONS	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. Environmental Impact Statement pursuant to DRZ-509			
2. Stormwater Management Plan pursuant to DRZ-525, including existing & proposed runoff and drainage calculations			
3. Map(s) depicting the following Plan details (in addition to those Map/Plan details required in Checklist B):			
4. Contours: 2-foot intervals – existing & proposed on and within 100 feet of the site			
5. Stormwater & Environmental Plan			
a) Map / survey map depicting environmentally constrained land on site including where necessary floodplain areas, wetlands, wetlands buffers, stream and state open waters, steep slopes and other areas specified Ordinance Section 509.2			
b) Wetlands: Letter of Interpretation or exemption from NJDEP			
6. Circulation Plan			
a) Acceleration/Deceleration Lanes			
b) Turning diagrams & emergency vehicle access			
7. Lighting Plan pursuant to DRZ-512 and DRZ-527, including light standards, fixture types, mounted height, intensity, temperature, angle, and direction			
8. Landscape Plan			
a) Individual trees outside wooded area greater than 6" diameter			
b) Street trees pursuant to DRZ-521			
c) Shrubbery			
d) Lawn areas			
e) Ground cover			
f) Species and caliper/volume of plantings			
9. Utilities Plan pursuant to DRZ-511, DRZ-518, and DRZ-520, including gas, electric, telecommunication, domestic water, fire protection water, & sewer lines			
10. Soil erosion & sediment control plan pursuant to DRZ-524			
11. Streetscape elevations of proposed buildings and buildings immediately adjacent to proposed buildings			

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D. VARIANCE APPLICATIONS	PROVIDED	WAIVER REQUESTED	NOT APPLICABLE
1. Layout Plan			
a) Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures			
b) Complete floor plans and elevation plans of proposed principal building (or existing building if to remain)			
c) Materials & colors of proposed façade treatments on elevation plans			
2. Steep Slope Disturbance Variance: Grading / Drainage Plan with Steep Slope Identification & Disturbance via topographic survey pursuant to DRZ-608.6 and DRZ-608.7.			
3. Tree Removal: Any trees 10" diameter or greater to be removed pursuant to § 11-15			
4. Dimensional Variance:			
a) Setback or Height Variances: Setback dimensions & dimensions of all improvements			
b) Floor-Area Ratio or Coverage Variances: Area of proposed improvements – to within 1 square foot			

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NOTICE OF HEARING
(Planning Board) (Zoning Board of Adjustment)
of the Township of Millburn, New Jersey

TAKE NOTICE that _____ has made an application to the Millburn Township (Planning Board) (Zoning Board of Adjustment) in connection with the (construction)(alteration)(maintenance)(conversion) of a _____ on Property in Millburn Township, located at _____ Block _____, Lot _____ which requires the following (bulk variance) (use variance) relief, (minor) (preliminary) (final) (site plan) (subdivision) (waivers) [**cross out inapplicable sections**]:

[DESCRIBE THE NATURE OF THE VARIANCES OR APPROVALS SOUGHT IN PLAIN LANGUAGE AND INCLUDE THE RELEVANT SECTIONS OF THE TOWNSHIP ZONING ORDINANCE]

The Applicant may also seek other variances and waivers as the need may arise during the course of the hearing on this Application. The application is now (App.) (Cal.) # _____ on the Secretary's calendar, which is scheduled for a hearing on _____, _____, 20____ at (7:30) (7:00) P.M. in Town Hall, 375 Millburn Avenue, Millburn, New Jersey. All documents relating to this application are on file in the office of the Secretary of the (Planning Board) (Zoning Board of Adjustment) daily between the hours of 8:30 A.M – 4:30 P.M, Monday through Friday. Any interested party may appear at said hearing and participate therein in accordance with the rules of the (Planning Board) (Zoning Board of Adjustment).

Applicant

NOTE: This Notice shall be given by publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality at least 10 days prior to the date of the hearing, and Proof of Publication shall be given to the Secretary/Clerk of the (Planning Board) (Zoning Board of Adjustmnet) at least one (1) day before the day of the hearing.

DEVELOPMENT REGULATIONS AND ZONING ORDINANCE

Township of Millburn – Planning Board or Zoning Board of Adjustment
TAX AND ASSESSMENT PAYMENT REPORT

Application/Calendar No. _____ Date _____

Under provisions of New Jersey Statutes, N.J.S.A. 40:55D-39C and N.J.S.A. 4:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements or local taxes are due or delinquent on the property stated below.

Applicant will complete Section I of this form in duplicate and submit them with his application for development. The Administrative Officer will forward two (2) copies to the Tax Collector for verification that no delinquent taxes or assessments are due. One (1) signed copy of this form will be retained by the Tax Collector and one (1) copy placed in the Applicant's file.

Section I (completed by applicant)

I, _____ of _____
(name) (address)

am making an application to the (Planning Board) (Zoning Board of Adjustment) for the _____
of Lot(s) _____

Block _____, located at _____
(address)

Whose owner of record is _____
(name)

(address)

I, therefore, request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

Date: _____ Applicant's Signature _____

Section II - Completed by Tax Collector

I, Donna Ruggiero, Tax Collector of the Township of Millburn, find that Lot(s) _____

Block _____, better known as (address) _____

- All taxes have been paid
- All assessments due have been paid
- The following are delinquent and due _____

Date Donna Ruggiero, Tax Collector

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**Planning Board / Zoning Board of Adjustment – Millburn, New Jersey
SAMPLE REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200 FEET
AND OTHERS ENTITLED TO NOTICE OF AN APPLICATION**

Date: _____

The Administrative Officer
The Township of Millburn (Planning Board) (Zoning Board of Adjustment)
Millburn Hall
375 Millburn Avenue
Millburn, NJ 07041

In accordance with C.40:55D-12(c), written request is hereby made for a certified list of property owners from the current tax duplicates of names and addresses of owners of property within 200 feet of block _____ Lot(s) _____ also known as address _____ whom I am required to give notice under C.40:55-12(b) and Township Ordinance.

Enclosed please find a sum not to exceed \$.25 per name, or \$10.00, whichever is greater, to cover the cost of the certified list.

Sincerely,

By: _____

Address: _____

Interest: _____

Date Received: _____

Amount Paid: _____

By: _____

DEVELOPMENT REGULATIONS AND ZONING ORDINANCE

PROOF OF SERVICE

TOWNSHIP OF MILLBURN

PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

Application/Calendar No. _____

_____ of full age, being duly sworn according to law,
deposes and says, that he/she resides at _____ in the
_____ and State of _____
(Municipality)

that he/she is the applicant in a proceeding before the Millburn Township (Planning Board)
(Zoning Board of Adjustment) at the _____, 20__ meeting, and which has the
(Date)

Application/Calendar No. _____ and relates to premises located at

_____, Block _____, Lot _____,
(Street Address)

he/she gave notice of this proceeding to each and all of the owners of property affected by said
application, in the required form, in the manner provided by law on _____, 20__, a true
(Date)
copy of the Notice and the names and addresses of those so notified are attached to this affidavit.

Sworn to before me, this _____

day of _____, 20__

(Notary Public)

Applicant's Signature

STATUTORY REQUIREMENTS CONCERNING PUBLIC NOTICE:

Statutory requirements concerning public notice are set forth in Sections 7, 7.1, and 7.3
(N. J. S. A. 40:55D-11, 12, 14) of the Municipal Land Use Law (Chapter 29), Laws of N. J. 1975).
These requirements are also listed on the Notice Procedures form given to the applicant when he/she receives the list of property owners within
200 feet.

NOTICE IS A JURISDICTIONAL REQUIREMENT. PROOF OF SERVICE OF NOTICE REQUIRED BY LAW MUST BE FILED WITH
THE BOARD AT LEAST TWO DAYS PRIOR TO THE HEARING DATE OR THE CASE WILL NOT BE HEARD.

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SUSTAINABILITY CHECKLIST FORM

	APPLICANT	TOWNSHIP
		OK (Date)
<u>SUSTAINABLE BUILDING AND DESIGN STANDARDS</u>		
Name of LEED Accredited Professional working on project		
List of Energy Star and WaterSense appliances, fixtures and construction techniques		
List of green and recycled building materials in new construction, renovation, and maintenance		
Waste Management Plan for recycling and/or reuse of 60 percent of all construction and demolition of waste generated in projects larger than \$25,0000		
Use of any water efficient landscaping		
Use of any on-site renewable energy systems such as: Solar Wind Geothermal		
Details of roofing materials designed to reduce the urban heat island effect such as: Construction of roof top gardens to reduce solar gain in summer and insulate in winter Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect		
Details of any sustainable stormwater systems employed such as: Bioswales/ raingardens Permeable surfaces Grey water systems Retention and detention facilities Continuous trenching		
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides		
Details of energy efficient HVAC equipment		
Details of building envelope efficiency such as insulation beyond code requirements, air sealing and advanced framing techniques		

Note: Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project; or, alternatively, indicate the reason(s) why it is not being incorporated in the project.