

ZONING AND LAND USE

190 Attachment 5

APPENDIX D RULES AND REGULATIONS FOR FILING DEVELOPMENT APPLICATIONS FOR THE BOROUGH OF POMPTON LAKES

All applicants for development, whether for a site plan, subdivision and/or variance application, shall file an original and 18 copies and shall be filed with the Secretary of the appropriate Board. Appropriate application forms are attached hereto.

The applicant shall file 18 copies of all the necessary plans and shall comply with the requirements of the Checklist, with reference to the particular application being filed, attached hereto and made a part hereof, wherever applicable.

The applicant may request that one or more of the submission requirements be waived, which request shall be in writing setting forth the reason(s) for the waiver request. The waiver request shall be considered by the Board having jurisdiction in accordance with the municipal ordinance requirements. The application shall not be deemed complete until such time as the Board has acted upon the waiver as requested.

Upon the submission of an application, the Board Secretary shall review minor subdivision and minor site plan applications for completeness and forward all other applications to the Technical Review Committee (TRC) established to determine completeness of the application. Within 45 days of the date of submission of the application, the TRC shall inform the applicant, in writing, that the application is complete or incomplete. If the application is deemed incomplete, the notice shall indicate the deficiencies in the application. Upon the submission of the deficient items, the same shall be forwarded to the TRC, and the TRC shall, within 45 days from the date of the submission of the deficient items, deem the application complete or incomplete. Notification shall be made in writing, and if the application is still deemed to be incomplete, the process shall repeat. Nothing herein shall prevent the Board from requesting additional information pursuant to N.J.S.A. 40:55D-10.

Once the application is deemed complete by the TRC, it shall be listed for the next available meeting of the Board having jurisdiction. The Board Secretary shall also refer the application to the various agencies and individuals as required by ordinance for review and comment. Scheduling of additional public hearings and/or formal review is at the discretion of the reviewing Board, provided that the application is acted upon within the time period as set forth in the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) unless the time period pursuant to the statute is extended in writing by the applicant. The notice of the complete application shall be submitted in writing to the applicant and shall state the date on which the application is scheduled to be discussed by the Board.

If the applicant is requested to revise the plans and/or provide additional documentation, after consideration of the application by the Board, the applicant shall submit the amendments and/or additional documentation at least 10 days prior to the next scheduled meeting at which time the Board will review the additional information and/or revisions.

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At least 10 days prior to the time appointed for a public hearing, the applicant shall give notice to all owners of property within a two-hundred-foot radius of the subject property, and where required, the adjoining counties and municipalities and utility companies (N.J.S.A. 40:55D-12 and 40:55D-12a) in the state by sending written notice thereof by certified mail, return receipt requested, to the last known address of the property owner(s) or by handing a copy thereof to said property owner(s) or officials. The list of property owners and addresses shall be obtained by the applicant from the current tax records of the municipality or from a list of property owners prepared by the Borough Tax Assessor upon request by the applicant and the payment of the prescribed fee.

The applicant shall prepare and sign, before a notary public, one copy of the affidavit of proof of notice provided and submit it, together with a copy of the required notice, to the Board at least two days prior to the date of the Hearing.