

LAND DEVELOPMENT REGULATIONS

Borough of Allentown

Appendix E-4

Variance Application Forms

VARIANCE APPLICATION FORMS

[Added 4-20-2021 by Ord. No. 03-2021]

Borough of Allentown

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

APPEARANCE BEFORE THE BOROUGH OF ALLENTOWN PLANNING BOARD

The Allentown Planning Board advises applicants of its requirements for land use approval in regard to an appearance and representation at Board hearings for application approval. The Board requests that applicants adhere to the following rules in order to assure the prompt processing of the application.

- 1. Individuals and Partnerships** - If the applicant is an individual or a partner in a partnership, he/she may appear before the Planning Board and represent the application. The applicant may present testimony and the testimony of consultants in support of your application. **Please note: Applicants cannot have a consultant make an application for in your absence.** Engineers, surveyors, planners, contractors, real estate agents, friends and family are not authorized to present an application unless the applicant is present to offer them as witnesses. If an applicant does not intend to appear then the applicant must have an attorney at law of the State of New Jersey represent the applicant at all hearings.
- 2. Corporations and Limited Liability Companies** – Corporations and Limited Liability Companies (LLCs) must, under all circumstances, have an attorney at law of the State of New Jersey appear to represent applications before the Board at all hearings.

Borough of Allentown
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 08501

VARIANCE APPLICATION

This package is to assist you in completing the administrative requirements that are necessary to submit applications to the Planning Board. The Planning Board nor its staff can offer you legal advice or information as to how to prove the merits of the case. Applicants may want to seek outside professional assistance in that regard.

- VARIANCE APPLICATION
- NOTICE REGARDING UNDERSIZED LOTS
- VARIANCE CHECKLIST
- AFFIDAVIT OF COMPLETENESS
- CONSENT OF OWNER FORM
- CONSENT TO INSPECT PREMISES
- DISCLOSURE STATEMENT
- WAIVER OF STATUTORY TIME LIMITATION
- TAX STATEMENT
- VARIANCE & ESCROW FEE COMPUTATION WORKSHEET
- ESCROW MAINTENANCE
- W-9 TAXPAYER IDENTIFICATION
- CERTIFICATION INSTRUCTIONS FOR SERVICE NOTICE
- REQUEST FOR LIST OF CERTIFIED PROPERTY OWNERS
- NOTICE OF PUBLIC HEARING – SAMPLE FORM
- AFFIDAVIT OF SERVICE
- AFFIDAVIT OF PUBLICATION
- APPLICATION FOR ENVIRONMENTAL COMMISSION REVIEW
- APPLICATION FOR HISTORIC PRESERVATION COMMISSION REVIEW

BOROUGH OF ALLENTOWN PLANNING BOARD VARIANCE APPLICATION (Page 1 of 3)

Applicant: _____

Lot Definition: _____

Name: _____

Block No.: _____ Lot No.: _____

Street Address: _____

Zone District: _____

Property Owner: _____

Address: _____

Telephone: _____ E-Mail: _____

Person Preparing Plans

Name: _____

Address: _____

Firm Name: _____

Profession: _____

Address: _____

Telephone: _____ E-Mail: _____

Representative (Attorney)

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

Existing use: _____

Proposed use and 2017 NAICS category: _____

Provide a brief narrative explaining the proposed application (attached additional page if necessary):

LAND DEVELOPMENT REGULATIONS

VARIANCE APPLICATION (Page 2 of 3)

Size of building(s) (present and/or proposed) at street level: _____

Frontage _____

Department _____

Have there been any previous variance applications or appeals involving these premises? _____

If so, note the date and resolution number: _____

List Specific Variance Requested

List Specific Requirement of Zone and State Specific Section of Land Development Regulations as Applicable:

Number of proposed lots: _____

Development plats (Check One)

() (a) Sell lots only

() (b) Construct houses for sale

() (c) Site Plan

() (d) Other (specify) _____

Person preparing plat, if other than applicant:

(a) Name: _____

(b) Profession: _____

(c) Address: _____

(d) Telephone: _____ E-Mail: _____

List of all accompanying papers, reports and plans

Description and Number submitted

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

VARIANCE APPLICATION (Page 3 of 3)

Certification of Applicant:

I do hereby certify that all statements made herein and in any document submitted herewith are true and exact.

Signature of Applicant: _____ Date: _____

Owner(s) Concurrence per Board Attorney's Letter:

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

For Official Use Only:

Received By: _____

Date: _____

Fee: _____

Administrative Completeness Review Checklist: (Check if Provided or Not Applicable)

- Application Form
- W-9 Form
- Owner Letter Authorizing Application
- Application Fee
- Escrow Fee
- Environmental Commission Review Form
- Zoning Officer's Denial
- Submission Checklist
- Historic Preservation Commission Review Form
- Submission Checklist
- Property Survey
- Architectural Floor Plans and Elevation
- Plot Plan
- Variance Plan
- Brief Narrative
- Disclosure Statement of Names of Persons w/10% or More Interest/Stock

Administrative Completeness Determination

Complete Incomplete Date: _____

By: _____

Forwarded to Board Engineer: Date: _____

Board Engineer Completeness Review: Complete Incomplete

Date: _____

Board Decision: Approved Denied

Date: _____

Conditions (Where Applicable): _____

Chair's Signature: _____

Date: _____

Secretary's Signature: _____

Date: _____

NOTICE TO APPLICANT REGARDING UNDERSIZED LOTS

The Allentown Borough Planning Board recommends that the attached buy-sell form letter be utilized in corresponding with abutting property owners concerning undersized lots. While an applicant is not required to use the exact language in the enclosed form, it is the policy of the Planning Board to require the buy-sell letter to contain the substance of the attached letter which should be sent by certified mail and ordinary mail at least 20 days before the first scheduled hearing date for your application. This is to allow the property owner addressed time to respond. Please be certain that you adjust the form for your particular application.

Failure to follow this procedure may jeopardize an applicant's ability to obtain relief from the Planning Board. The burden is on the applicant to establish that the statutory requirements are met in cases involving variances associated with undersized lots.

Applicants must be prepared at the time of the hearing to introduce into evidence a copy of the buy-sell letter along with the return receipt requested together with any response from the abutting property owners. In the event the response is limited to oral communication, then applicant is advised to send another letter to the communicating party confirming the substance of the oral discussion as it pertains to an offer to purchase or sell the properties involved.

THIS LETTER IS IN ADDITION TO THE REQUIRED STATUTORY NOTICE YOU MUST GIVE TO ALL PROPERTY OWNERS WITHIN 200 FEET OF THE PROPERTY IN THE APPLICATION.

If you have any questions concerning the procedure to be followed, consult your own attorney.

ALLENTOWN CODE

Certified Mail-RR# _____
and Ordinary Mail

To:

MR. / MRS. _____

Address: _____

Block _____ Lot _____

Dear M _____

The undersigned has made an application to the Planning Board of the Borough of Allentown for a variance to allow the development described in this letter on Block _____ Lot _____, street address _____, which abuts your property. The proposed development is as follows: *(describe proposal)*

This letter is to inquire whether you would be interested in selling me your lot or a portion of your lot in order to make my lot conform or more nearly conform to the current Allentown Borough Land Development Regulations. In the alternative, you may have an interest in purchasing my lot at "fair market value" which in this instance means a price for my property as if the variance had been granted.

It is my intention to offer as part of my proofs in support of the variance application that I am unable to either acquire additional land or sell my land at its fair market value.

If you are interested in selling your lot or a portion of your lot to me or in purchasing my lot, please indicate on the enclosed Response of Abutting Property Owner your position with respect to this application. The Allentown Borough Planning Board hearing on the undersigned's application is scheduled for _____ at which time a copy of this letter and any response from you will be offered into evidence.

Enclosed is a self-addressed stamped envelope for your convenience. You may, of course, attend the Planning Board hearing and give testimony concerning your position.

Very truly yours,

Applicant

LAND DEVELOPMENT REGULATIONS

**BOROUGH OF ALLENTOWN
DEVELOPMENT REGULATIONS - CHECKLIST**
(Documents Required To Be Submitted)

Project Name: _____

Owner: _____

Phone Number: _____

Applicant: _____

Phone Number: _____

Engineer: _____

Phone Number: _____

Attorney: _____

Phone Number: _____

THIS CHECKLIST MUST BE COMPLETED AND RETURNED TO THE BOARD AS PART OF ANY APPLICATION. ALL OF THE FOLLOWING ITEMS MUST BE SHOWN ON THE SUBMITTED PLANS OR ATTACHED THERETO OR FILED FOR THE APPLICATION TO BE CONSIDERED FOR COMPLETENESS REVIEW.

Waivers may be requested from some of the following items. The items should be checked where provided and an explanation of the reasons for the waiver or non-applicable items explained in a *separate letter* to be attached to this checklist. Fifteen (15) copies of all reports and filing data are to be submitted, unless otherwise specified.

NOTE: Plans consisting of up to thirty (30) sheets should be folded. Plans of over thirty (30) sheets should be rolled in separate sets for processing.

KEY: X= Required P = Provided W=Waiver Requested N/R =Not Required or Applicable

Item No.	Description	Variance	Minor Application			Major Subdivision		Major Site Plan		(Circle One)
			Concept Plan	Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
A.	APPLICATION FORM	X		X	X	X	X	X	X	(P) (W) (N/R)
B.	PROJECT PLAT INFORMATION									
1.	Name and address of owner and applicant	X	X	X	X	X	X	X	X	(P) (W) (N/R) (P) (W) (N/R)
2.	Notarized signature (final plat prior to filing)			X			X			(P) (W) (N/R) (P) (W) (N/R)
3.	Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat (any plans drawn by the applicant must include a notarized statement that the applicant prepared the plan)	X	X	X	X	X	X	X	X	(P) (W) (N/R) (P) (W) (N/R)
4.	Title block denoting type of application, tax map sheet, county, name of municipality, block and lot, and street location	X	X	X	X	X	X	X	X	(P) (W) (N/R) (P) (W) (N/R)
5.	Key map at specified scale showing location to surrounding properties, streets, municipal boundaries, zone districts, etc., within 500 feet of property	X		X	X	X	X	X	X	(P) (W) (N/R) (P) (W) (N/R)

ALLENTOWN CODE

**BOROUGH OF ALLENTOWN
DEVELOPMENT REGULATIONS – CHECKLIST
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
6.	North arrow and scale	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Schedule of required zone district requirements, including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc.	X	X	X	X	X	X	X	X	(P) (W) (N/R)
8.	Signature blocks for Chair, secretary, and municipal engineer			X	X	X	X	X	X	(P) (W) (N/R)
9.	Proof that taxes are current	X		X	X	X	X	X	X	(P) (W) (N/R)
10.	Certification blocks required by Map Filing Law			X			X			(P) (W) (N/R)
11.	Monumentation as specified by Map Filing Law			X			X			(P) (W) (N/R)
12.	Date of current property survey			X	X	X	X	X	X	(P) (W) (N/R)
13.	Plans to a scale of not less than 1in. = 100ft. on one of four of the following standard sheet sizes: 8½"x 13" 15"x 21" 24"x 36" 30"x 42"			X	X	X	X	X	X	(P) (W) (N/R)
14.	Metes and bounds description showing dimension, bearings of original and proposed lots			X			X			(P) (W) (N/R)
15.	Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on street			X		X	X		X	(P) (W) (N/R)
16.	Acreage of tract to the nearest tenth of an acre			X	X	X	X	X	X	(P) (W) (N/R)
17.	Date of original preparation and of each subsequent revision, including a brief narrative of each revision	X		X	X	X	X	X	X	(P) (W) (N/R)
18.	Size and location of any existing and proposed structures with all setbacks dimensioned	X	X	X	X	X	X	X	X	(P) (W) (N/R)
19.	Size and location of all existing structure within 200 feet of the site boundaries			X	X	X	X	X	X	(P) (W) (N/R)
20.	Tax lot and block numbers of existing and proposed lots			X		X	X			(P) (W) (N/R)
21.	Area of proposed lots in square feet		X	X		X	X			(P) (W) (N/R)

LAND DEVELOPMENT REGULATIONS

**BOROUGH OF ALLENTOWN DEVELOPMENT
REGULATIONS - CHECKLIST
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
22.	Any existing or proposed easement or land reserved for or dedicated to public use	X	X	X	X	X	X	X	X	(P) (W) (N/R)
23.	Name and address and lot and block numbers of property owners within 200 feet of subject property			X	X	X	X	X	X	(P) (W) (N/R)
24.	Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200 feet of the project site (Note: variance applications need only show these features on-site)	X		X	X	X	X	X	X	(P) (W) (N/R)
25.	List of variances required or requested	X		X	X	X	X	X	X	(P) (W) (N/R)
26.	List of requested design waivers or exceptions			X	X	X	X	X	X	(P) (W) (N/R)
27.	Phasing plan as applicable to include: i.) Circulation plan, including signage, separating construction traffic from traffic generated by intended use of site. ii.) Timetable and phasing sequence					X	X	X	X	(P) (W) (N/R)
28.	Preliminary architectural plans and elevations	X	X		X			X	X	(P) (W) (N/R)
29.	Site identification signs, traffic control signs, and identification signs				X	X	X	X	X	(P) (W) (N/R)
30.	Sight triangles			X	X		X	X	X	(P) (W) (N/R)
31.	Proposed street names when new road is proposed					X	X	X	X	(P) (W) (N/R)
32.	Parking plan showing spaces, sizes, and types, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions, the number of spaces required by Land Development Regulations and the number of spaces provided				X			X	X	(P) (W) (N/R)
33.	Soil Waste Management and Recycling Plan showing holding location and provisions for waste and recyclables				X	X	X	X	X	(P) (W) (N/R)
34.	Traffic Study					X		X		(P) (W) (N/R)

ALLENTOWN CODE

**BOROUGH OF ALLENTOWN
DEVELOPMENT REGULATIONS - CHECKLIST
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One) To be Completed by Applicant
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	
C.	CONSTRUCTION PLANS									
1.	Site layout showing all roadways, circulation patterns, curbs, sidewalk, buffers, structures, open space, recreation, etc., as applicable				X	X	X	X	X	(P) (W) (N/R)
2.	Circulation Plan to include: Truck turning template Emergency vehicle turning template				X	X	X	X	X	(P) (W) (N/R)
3.	Grading and Utility Plan to include as applicable: i.) Existing and proposed contours at 2 foot intervals ii.) Elevations of existing and proposed structures iii.) Location and invert elevation of existing and proposed drainage structures iv.) Locations of all streams, ponds, lakes, wetlands areas v.) Locations of existing and proposed and existing utilities including depth of structures, locations of manholes, valves, services, etc.				X	X	X	X	X	(P) (W) (N/R)
4.	Profiles of existing and proposed roadways, including all utilities and stormwater facilities. Roadway cross-sections at 50 foot intervals. Horizontal and vertical scales to be the same.					X	X	X	X	(P) (W) (N/R)
5.	Landscaping Plan to include: i.) Locations of existing vegetation and clearing limits. Tree Save Plan for major applications must show the locations, sizes and species of all existing trees four (4) inches in caliper greater. ii.) Proposed buffer areas and method of protection during construction iii.) Proposed landscaped areas iv.) Number, types & locations of proposed plantings including street trees v.) Details for method of planting, including optimum planting season				X	X	X	X	X	(P) (W) (N/R)

LAND DEVELOPMENT REGULATIONS

**BOROUGH OF ALLENTOWN
DEVELOPMENT REGULATIONS - CHECKLIST
(Documents Required To Be Submitted)**

Item No.	Description	Variance	Concept Plan	Minor Application		Major Subdivision		Major Site Plan		(Circle One)
				Subdivision	Site Plan	Preliminary	Final	Preliminary	Final	To be Completed by Applicant
6.	Soil Erosion and Sediment Control Plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey				X	X	X	X	X	(P) (W) (N/R)
7.	Lighting Plan to include: i.) Locations and height of proposed fixtures ii.) Proposed lighting levels iii.) Detail for construction of fixture				X	X	X	X	X	(P) (W) (N/R)
8.	Construction details for all improvements: i.) Roadways ii.) Curb iii.) Sidewalk iv.) Driveway Aprons v.) Drainage Inlets vi.) Pipe Bedding vii.) Outfalls viii.) Manholes ix.) Gutters x.) Plantings xi.) Parking Lots xii.) Soil Erosion and Sediment Control Structures				X	X	X	X	X	(P) (W) (N/R) (
D.	SUPPLEMENTARY DOCUMENTS									
1.	List of all federal, state, regional and/or municipal approvals or permits required			X	X	X	X	X	X	(P) (W) (N/R)
2.	Copies of any existing or proposed deed restrictions or covenants			X	X	X	X	X	X	(P) (W) (N/R)
3.	Freshwater wetlands Letter of Interpretation for the project area			X	X	X	X	X	X	(P) (W) (N/R)
4.	Performance guarantees			X	X		X		X	(P) (W) (N/R)
5.	Executed developer's agreement						X		X	(P) (W) (N/R)
6.	Signed Affidavit of Owners Consent	X	X	X	X	X	X	X	X	(P) (W) (N/R)
7.	Disclosure statement (see NJSA 40:55D-48. let seq.)				X	X	X	X	X	(P) (W) (N/R) (
8.	Statement from utility companies as to serviceability of site			X	X	X	X	X	X	(P) (W) (N/R) (
9.	Stormwater management calculations					X	X	X	X	(P) (W) (N/R)
10.	Payment of all applicable fees		X	X	X	X	X	X	X	(P) (W) (N/R)
11.	Environmental Impact Report					X		X		(P) (W) (N/R)
12.	Application for Environmental Commission Site Plan Review	X	X	X	X	X	X	X	X	(P) (W) (N/R)
13.	Building Elevation and floor plans of any proposed structure(s)	X			X			X		(P) (W) (N/R)

ALLENTOWN CODE
SIGNATURE BLOCKS

1. Signature Block (shown on each sheet of Preliminary Plans and only on the Final Plat or Minor Subdivision Plat):

Approved by the Planning Board of the Borough of Allentown on _____, 20____

Board Chair

Date

Board Secretary

Date

Board Engineer

Date

2. Certifications of Consent (shown on the first sheet of all plans and on all subdivision plats):

I hereby certify that I am the owner of record and that I concur with the plans as shown.

Name

Date

3. Date of Filing Block (shown on all subdivision plats):

This is to certify that the Allentown Borough Planning Board is the proper authority to approve and has approved this map. This map shall be filed in the Monmouth County Clerk's Office on or before the ____ day of _____, 20____ which is one hundred and ninety (190) days from the date of approval for a Minor Subdivision or ninety-five (95) days from signature of this map for a Final Subdivision.

Planning Board Secretary

Date

4. If interior monuments will be set at a later date:

The interior monuments shown on this map shall be set within an approval time limit as provided for in the Municipal Land Use Law, N.J.S.A. 40:55 I1 et seq., or Allentown Borough Land Development Regulations. I hereby certify that a bond has been given to the Borough guaranteeing the future setting of monuments as shown on this map and so designated.

Borough Clerk

Date

5. Engineer's Certification (to be shown on all subdivision plats):

I have examined this map and, to the best of my knowledge and belief, find it conforms with the provisions of the Map Filing Law, Resolution of Approval and Allentown Borough Land Development Regulations and requirements applicable thereto:

Borough Engineer

Date

LAND DEVELOPMENT REGULATIONS

6. Land Surveyor's Certification if the map and survey were prepared by the same individual (to be shown on all subdivision plats):

I hereby certify that, to the best of my knowledge and belief, this map and land survey dated _____, 20__ meets the minimum survey detail requirements as promulgated by the State Board Professional Engineers and Land Surveyors and has been made under my supervision and complies with the provision of the Map Filing Law and that the outbound monuments have been found or set.

(Include the following, if applicable)

I do further certify that the monuments, as designated and shown hereon, have been set.

Licensed Professional Land Surveyor and No. _____ Date _____

7. Land Surveyor's Certification if the Land Surveyor who prepared the map differs from the Land Surveyor who prepared the outbound survey (to be shown on all subdivision plats):

I hereby certify that, to the best of my knowledge and belief, this land survey dated _____, 20 __ has been made under my supervision and meets the minimum survey detail requirements as promulgated by the State Board Professional Engineers and Land Surveyors and that the outbound monuments have been found or set.

Licensed Professional Land Surveyor and No. _____ Date _____

I hereby certify that this map has been made under my supervision and complies with the provisions of the Map Filing Law.

(Include the following, if applicable)

I do further certify that the monuments, as designated and shown hereon, have been set.

_____ Date _____

Licensed Professional Land Surveyor and No. _____

8. If the map shows streets, avenues, lanes or alleys (to be shown on the subdivision plats):

I hereby certify that the municipal body has approved such streets, avenues, roads, lanes or alleys.

Borough Clerk _____ Date _____

AFFIDAVIT OF COMPLETENESS
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

The completeness/submission checklist is provided to applicants in order to assist the Allentown Planning Board in determining whether the application is complete, as required by N.J.S.A. 40:55D-10.3, the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. A determination of completeness does not relieve the applicant of the obligation to prove in the application process that the applicant is entitled to approval.

APPLICATION # _____

PROJECT NAME: _____

APPLICANT'S NAME: _____

BLOCK/LOT: _____

I, the undersigned affirm this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A., 40:55D-1, et seq. and amendments thereto; the current Borough of Allentown Ordinances; and the Borough of Allentown Checklist. I further affirm all information contained herein is complete and accurate.

NAME (Print or Type)

DATE

SIGNATURE /SEAL AND LICENSE#

CONSENT OF OWNER
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

_____ does hereby consent to the
(Name of Owner)

filing and processing of an application for: (Select all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> General Development Plan |
| <input type="checkbox"/> Soil Removal/Fill | <input type="checkbox"/> _____ | |

approval to be made by _____ who is the
(Name of Applicant)

developer within the meaning of N.J. Rev. Stat. 40:55D-4. This consent applies to premises located on _____ and described as
(Street Address)

Lot (s) _____ in Block _____ as shown on the Tax Map of the Borough of Allentown. I hereby authorize said developer to execute all documents and perform all acts necessary in conjunction with said application as though same were applied for and processed by us.

By signing as the owner, I also certify that I am an authorized signatory and have full authority this execute this consent.

(Signature of Owner) (Date)

(Name and Title of Owner)

(Address of Owner)

CONSENT TO INSPECT
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

APPLICATION NAME: APPLICATION NO.:

I, as owner of (Address): _____

also known as: Lot(s) _____ in Block (s) _____

as shown on the Tax Map of the Borough of Allentown, which is the subject of an application for development to the Borough of Allentown Planning Board under the above number, do hereby consent to have said premises inspected by members of the Planning Board, consultants to the Planning Board and other officials of the Borough pertaining to this application. This shall include the privilege of entering into, upon and over said premises.

By signing this consent, I affirm that I have full authority to execute this consent.

(Signature of Owner) (Date)

(Name and Title of Owner)

(Address of Owner)

DISCLOSURE STATEMENT
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

I am the: Owner & Applicant Applicant only (*owner must also complete a Disclosure Statement*)
 Owner Relationship to owner: _____

Pursuant to N.J.S.A. 40:55D-48.1, _____
(Applicant's Name)

has applied to the Borough of Allentown Planning Board for permission to subdivide a parcel of land into six or more lots or has applied for a variance to construct a multiple dwelling of 25 or more family units or has applied for approval of a site to be used for commercial purposes under Planning Board application No. _____ and, thereof, discloses the names and addresses of all stockholders or individual partners who own at least 10% of its corporate stock or 10% of the interest in the partnership as the case may be (list below or provide attachment):

NAME OF STOCKHOLDER OR PARTNER	PERCENTAGE OF INTEREST
_____	_____
_____	_____
_____	_____
_____	_____

Or, see attached (must still sign this form)

SIGNATURE

DATE

NAME, TITLE

WAIVER OF STATUTORY TIME LIMITATIONS

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

Applicant/Developer: _____

does hereby consent to an indefinite extension of time within which the Borough of Allentown Planning Board may consider applicant's application for:

_____ approval notwithstanding any statutory limitations applicable to said approval. Applicant reserves the right to withdraw this extension of time after expiration of the initial statutory period provided that applicant gives the Planning Board 30 days notice of applicant's intention to withdraw this waiver.

SIGNATURE

DATE

NAME, TITLE

TAX STATEMENT
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

Taxes must be current and will be verified prior to appearing before the Board.

This is to certify that taxes have been paid and are current for property owned by

at _____
(Address)

known as Block (s) _____, Lot (s) _____

FOR OFFICE USE ONLY: Taxes are Current Taxes are Delinquent

Taxes for the next quarter are due _____.
(Date)

CERTIFIED BY:

Office of the Tax Collector (Date)

ALLENTOWN CODE
VARIANCE FEE COMPUTATION WORKSHEET
 BOROUGH OF ALLENTOWN

OFFICE OF THE PLANNING BOARD / LAND USE
 8 North Main Street
 PO Box 487
 Allentown, N.J. 08501

Project Name: _____ Site Plan #: _____
 Developer Name: _____ Computed by: _____
 Block: _____ Lot(s): _____ Street: _____

Schedule	Application Fee	Escrow Fee
Variance	\$150.00	\$150.00
Variance application for signs (no site plan)	\$200.00	\$150.00
Appeal	\$75.00	\$500.00
Interpretation	\$50.00	\$500.00
Hardship	\$200.00	\$1,000.00
Use	\$500.00	\$2,500.00
200 ft. Property List	\$0.25 per name or \$10.00 (whichever is greater)	N/A

**** PLEASE REMIT SEPARATE CHECKS FOR APPLICATION & ESCROW FEES ****

For Official Use Only

Received by: _____
 Date Submitted: _____
 Application Fee \$ _____
 Escrow Fee \$ _____

ESCROW MAINTENANCE FORM
BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

I understand that as owner and/or applicant that I am responsible to maintain an escrow account with the Borough of Allentown that will be used to pay for professional reviews of the project. The reviews are charged on an hourly basis and I will be billed monthly. If my account is not kept current, I will be in violation of Public Law 40:55D-52.2.(c) and work will not continue on the processing of the Application.

Person/Firm Responsible for Receiving Financial Account Information:

Email address: _____

Address: _____ Phone: _____

Prefer to receive statements via: [] Regular Mail [] Electronic Mail

SIGNATURE

DATE

NAME, TITLE

**GENERAL REQUIREMENTS FOR SERVING
NOTICE OF PUBLIC HEARING**

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

All property owners within two hundred feet of a property subject to a hearing before the Planning Board must be served notice as required under Section 28-4.10 of the Borough of Allentown Land Development Regulations. The list of names and addresses will be prepared from the most recent tax maps of the Borough of Allentown.

Notice shall be served upon property owners at least ten (10) days prior to the date of the public hearing. An applicant may send the notices by certified mail or personally, which means that the homeowner sign and date next to their name.

Proof of Service (which is proof that you served notice) must be submitted to the Planning Board Administrative Officer.

If the subject property is within two hundred (200) feet of an adjoining municipality, an applicant will be required to obtain a list of names from the Clerk of the applicable municipality.

Applicants are also required by law to publish a legal notice in the Asbury Park Press or Trenton Times newspaper. Please deliver the notice to the Asbury Park Press for publication. The notice **MUST** appear in the 'Legal Notice Section' of the newspaper at least ten days prior to the scheduled hearing.

If you are uncertain regarding the notice procedure, please call the Planning Board office at 609-259-3151(x115) for further information.

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

To: Borough of Allentown Tax Assessor

Date: _____

Re: I am requesting a certified list of property owners within 200 feet of the property located at:

(Insert address)

Block: _____

Lot: _____

Please forward the list to:

(Please clearly print name and address)

SAMPLE FORM OF PUBLIC NOTICE

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

PLEASE TAKE NOTICE that on the ____ day of _____, 20 _____ at 7:30 P.M. at the Allentown Borough Hall, 8 North Main Street, PO Box 487, Allentown, New Jersey, a Public Hearing will be held before the Allentown Borough Planning Board to consider the application of:

(Applicant's Name)

for premises at _____

(Street Location)

and designated as Block _____ Lot(s) _____ on the official Tax Map of the Borough of Allentown, in the _____ Zone, at which time and place all interested persons will be given an opportunity to be heard.

The applicant seeks the following: _____

(Insert what the applicant is seeking to do)

The applicant also seeks any and all other variances or waivers as may be required in connection of this application.

The application and supporting documents are on file at the Office of the Allentown Borough Clerk, 8 North Main Street, PO Box 487, Allentown, New Jersey and available for inspection by the public during regular business hours (8:30 a.m. to 4:30 p.m.).

This notice is sent to you as an owner of property in the immediate vicinity of this application, and is also published, as required by law. Any interested parties may appear at said hearing and may participate therein in accordance with the rules of the Allentown Borough Planning Board.

Respectfully,

Applicant: _____

Dated: _____

AFFIDAVIT OF SERVICE

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

STATE OF NEW JERSEY

:SS

COUNTY OF MONMOUTH

IN THE MATTER OF THE APPLICATION OF _____
BOROUGH OF ALLENTOWN PLANNING BOARD
BLOCK _____ LOT(S) _____
OF THE OFFICIAL TAX MAP OF THE BOROUGH OF ALLENTOWN

I, _____ of full age, being duly sworn according to law, upon oath,
deposes and says:

1. I am the applicant/applicant's representative in the captioned matter.

2. FOR THOSE INDIVIDUALS SERVED BY CERTIFIED MAIL:

On _____, 20__ I mailed by Certified Mail, Return Receipt Requested, a copy of the Notice attached hereto as **Exhibit A** to each of the persons, municipal agencies and utilities at the addresses listed upon the Certified List of Property Owners within two-hundred feet (200') of the premises in question provided by the Borough of Allentown, which said list is attached hereto as **Exhibit B**. Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter.

3. FOR THOSE INDIVIDUALS SERVED PERSONALLY (IF ANY):

On _____, 20__ I personally served a copy of the Notice, attached hereto as **Exhibit A**, to the following persons on the attached list **Exhibit C**, at the address set forth upon the original List of Property Owners. Service of this Notice was hereby made at least ten (10) days in advance of the public hearing scheduled in this matter. Everyone not served personally was served by Certified Mail, Return Receipt Requested.

If no one was served personally, please check None

4. I state that all the referenced persons are the owners of the property within a radius of two hundred feet (200') of the property in question, as set forth in **Exhibit B**.

Applicant

Sworn to and subscribed

Before me this _____ Day of _____, 20__.

Notary

**APPLICATION FOR ENVIRONMENTAL COMMISSION
SITE PLAN REVIEW**

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

Purpose: This application provides the Environmental Commission of the Borough of Allentown with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Environmental Commission and a resolution of all questions arising there from are required before the start of any site work.

Instructions: Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board, together with a copy for the Environmental Commission.

Applicant Company/Individual: _____

Applicant Company/Individual Address: _____

Telephone: _____ E-Mail: _____

Present Property Owner's Name: _____

Present Property Owner's Address: _____

Telephone: _____ E-Mail: _____

Responsible Person: _____

Responsible Person's Title: _____

Responsible Person's Address: _____

Telephone: _____ E-Mail: _____

Site Location Street Address: _____

Nearest Existing Street Intersection: _____

Zone: _____

Block: _____ Lot(s): _____

a) Present Use: _____

b) Proposed Use and 2017 NAICS Category: _____

**APPLICATION FOR ENVIRONMENTAL COMMISSION
SITE PLAN REVIEW (Page 2)**

c) Break down total acreage (or square feet) of project site as follows:

PRESENT

PLANNED

Wetlands _____	_____
Wooded _____	_____
Water Surface Area _____	_____
Un-vegetated (Rock, Earth, Fill) _____	_____
Buildings _____	_____
Paved Surfaces _____	_____
Areas to be Left in Their Natural State _____	_____
Other (Give Detail) _____	_____

d) Describe predominant flora and fauna: _____

e) Total number of trees on-site with a trunk diameter of six inches (6") or greater. _____

f) List the number of trees, by species, with a trunk diameter of six inches (6") or greater, as measured one foot (1') from grade, that are to be destroyed:

g) Will project cause or increase water pollution, air pollution or noise pollution? Yes No

If yes, please explain: _____

h) Will the project affect the water table in the area? Yes No

If yes, please explain: _____

i) Will the project result in an increase or decrease in the surface area of any body of water? Yes No

If yes, please explain: _____

j) Is the project located in the 100-year flood plan? Yes No

If yes, please explain: _____

k) Is there wetlands within one hundred feet (150') of the project? Yes No

If yes, please explain: _____

**APPLICATION FOR HISTORICAL PRESERVATION
COMMISSION SITE PLAN REVIEW**

BOROUGH OF ALLENTOWN
OFFICE OF THE PLANNING BOARD / LAND USE
8 North Main Street
PO Box 487
Allentown, N.J. 08501

Purpose: This application provides the Historical Preservation Commission of the Borough of Allentown with information needed to help determine, in an orderly manner, whether a proposed project or action may be significant. The applicant has a legal responsibility to answer truthfully and completely and will be held accountable for information contained herein. A review of this application by the Historical Preservation Commission and a resolution of all questions arising therefrom are required before the start of any site work.

Instructions: Answer each item in the space provided. The completed application must accompany project drawings submitted to the Planning Board, together with a copy for the Historical Preservation Commission.

Applicant Company/Individual: _____

Applicant Company/Individual Address: _____

Telephone: _____ E-Mail: _____

Present Property Owner's Name: _____

Present Property Owner's Address: _____

Telephone: _____ E-Mail: _____

Responsible Person: _____

Responsible Person's Title: _____

Responsible Person's Address: _____

Telephone: _____ E-Mail: _____

Site Location Street Address: _____

Nearest Existing Street Intersection: _____

Zone: _____

Block: _____ Lot(s): _____

a) Present Use: _____

b) Proposed Use and 2017 NAICS Category: _____

**APPLICATION FOR HISTORICAL PRESERVATION
COMMISSION SITE PLAN REVIEW (Page 2)**

Note: Historical Preservation Commission review requirements such as photographs of the existing or proposed building and adjacent buildings or streetscape, existing and proposed façade treatment materials, colors, etc. to be prepared by the Historical Review Commission in conjunction with Michele Donato, Esq.