

**BOROUGH OF PEAPACK AND GLADSTONE  
SOMERSET COUNTY, NEW JERSEY**

**ORDINANCE NO. 1060-2018**

**AN ORDINANCE AMENDING CHAPTER XXIII, TITLED "LAND DEVELOPMENT VOLUME" OF THE REVISED GENERAL ORDINANCES ARTICLE III, TITLED "DEVELOPMENT PROCEDURES" SECTION 25, TITLED "APPLICATION REQUIREMENTS", SUBSECTION 25.1 TITLED "CONTENT", SUBSECTION 25.3 TITLED "ADDITIONAL INFORMATION", SUBSECTION 26, TITLED "INFORMAL REVIEW", SUBSECTION 33.5 TITLED "VARIANCE CHECKLIST"**

**WHEREAS** Chapter XXIII, Titled "Land Development Volume" of the revised general ordinances, Article III, Titled "Development Procedures" Section 25, Titled "Application Requirements", Subsection 25.1 Titled "Content", Subsection 25.3 Titled "Additional Information", Subsection 26, Titled "Informal Review" Subsection 33.5 Titled "Variance Checklist" reads;

*25.1 Content*

*An application for development shall include a completed checklist as specified in Section 23-39, the items specified in the checklist, and a completed application form. The applicant shall submit the required fee and twenty (20) copies each of the application and accompanying documents required by this chapter, to the Administrative Secretary of the Board.*

*25.3 Additional Information*

*During the course of review of any application, after certification as a complete application, the Board may require correction of any information found to be in error and submission of additional information not specified in this chapter or any revision to the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. Such information may include but not be limited to drainage calculations, traffic analysis, noise and other impacts and detailed environmental information.*

*26 Informal Review*

- a. Prior to the submittal of a formal plan, the applicant for subdivision or site plan may request an informal review before a meeting of the Land Use Board in order to:*
- 1. Acquaint the applicant with the substantive and procedural requirements of the Subdivision and Site Plan Ordinance;*
  - 2. Provide for an exchange of information regarding the proposed development plan and applicable elements of the Master Plan, Zoning Ordinance and other development requirements;*
  - 3. Advise the applicant of any public sources of information that may aid the application;*
  - 4. Identify policies and regulations that create opportunities or pose significant constraints for the proposed development;*
  - 5. Consider opportunities to increase development benefits and mitigate undesirable project consequences;*
  - 6. Permit input into the general design of the project.*

- b. Applicants seeking informal review shall provide twenty (20) copies of the plan or plat and one (1) copy of the completed application and the required review fees to the Administrative Secretary at least ten (10) days before a regularly scheduled meeting of the Board.
- c. The concept plan is a general plan that is neither fully engineered nor surveyed. The plan or plat should be sufficiently detailed to allow the Board to make suggestions on general site design and layout for circulation, stormwater management, location of open space and buffers, building arrangements and to determine how the proposal meets the Borough's development goals and objectives.
- d. Effect of Informal Review. Neither the applicant nor the Board is bound by any informal review. The suggestions made at the informal review may change. The applicant may request a review of an additional informal review based upon new information prior to submission of a formal application for development. The amount of any fees for the first informal review only shall be a credit toward fees for review of the application for development.

33.5 Variance Checklist

CHECKLIST  
DETAILS REQUIRED FOR VARIANCE APPLICATIONS

**Note: See Sections 23-25 and 23-31 of the Peapack and Gladstone Borough Land Development ordinance for further details of submission requirements and procedures. The Borough Engineer has the authority to waive submission items of information deemed unnecessary for the review of the substantive merits of a particular application.**

Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Item #	Provided	Not Relevant	Waiver Asked For	Item of Information Required By The Land Development Ordinance
1				Application Form(s) and Checklist(s) (22 copies)
2				Application and Escrow Fees in accordance with Section 23-53
3				Sketch plats or plans (22 copies) or related material outlining the location, nature and extent of any variance(s) requested, provided on a survey of the property prepared by a licensed land surveyor
4				Title Block:
5				Name, title, address and telephone number of applicant

6				<i>Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;</i>
7				<i>Name, title and address of the owner or owners of record; and</i>
8				<i>Plan scale</i>
9				<i>North Arrow</i>
10				<i>Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement</i>
11				<i>Names and addresses of partners or stockholders as required by Ordinance, if applicable</i>
12				<i>Area of the property in acres</i>
13				<i>Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map</i>
14				<i>The location and width of all existing easements and rights-of-way</i>
15				<i>Zoning district(s) applicable to the tract, including district names and all area and bulk requirements, with a comparison to the proposed development</i>
16				<i>Existing and proposed landscaped areas</i>
17				<i>Delineation of any flood plains</i>
18				<i>Wetlands and wetland transition areas</i>
19				<i>The names and addresses of all property owners within 200 feet of the subject property, including block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor</i>
20				<i>Certification from the Borough Tax Collector that all taxes and assessments are paid to date</i>
21				<i>A sketch of the proposed addition or new construction for which a variance is sought demonstrating how</i>

				same is architecturally consistent with the existing structure or an improvement thereof
22				A written statement describing the exact proposed use requested, for use variance applications only. The statement should include hours of operation, number of employees, and other pertinent information to aid the Board in full understanding of the proposed use.
23				A recycling plan, if required pursuant to subsection 23-46.13.

\_\_\_\_\_  
Signature and Title of Person Who Prepared Checklist

\_\_\_\_\_  
Date

, and

**WHEREAS**, it is the recommendation of the Land Use Board that changes be made to the Application Requirements and confirmed by the Mayor and Council, and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Peapack and Gladstone, in the County of Somerset and State of New Jersey, that Chapter XXIII, Titled "Land Development Volume" of the revised general ordinances, Article III, Titled "Development Procedures" Section 25, Titled "Application Requirements", Subsection 25.1 Titled "Content", Subsection 25.3 Titled "Additional Information", Subsection 26, Titled "Informal Review" Subsection 33.5 Titled "Variance Checklist" is amended as follows:

(Deletions ~~Crossed-Out~~; Insertions in **Bold**)

**25.1 Content**

*An application for development shall include a completed checklist as specified in Section 23-39, the items specified in the checklist, and a completed application form. The applicant shall submit the required fee and ~~twenty (20)~~ **Five (5)** copies each of the application and accompanying documents required by this chapter, **together with an electronic copy of said documents** to the Administrative Secretary of the Board. **The Land Use Board reserves the right to request additional copies, up to Twenty (20) upon request by the Board.***

**25.3 Additional Information**

*During the course of review of any application, after certification as a complete application, the Board may require correction of any information found to be in error and submission of additional information not specified in this chapter or any revision to the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. Such information may include but not be limited to drainage calculations, traffic analysis, noise and other impacts and detailed environmental*

information. Distribution of copies, as referenced elsewhere in 23-25 shall mean to be by either paper copies or electronic media.

26 Informal Review

- a. Prior to the submittal of a formal plan, the applicant for subdivision or site plan may request an informal review before a meeting of the Land Use Board in order to:
  - 1. Acquaint the applicant with the substantive and procedural requirements of the Subdivision and Site Plan Ordinance;
  - 2. Provide for an exchange of information regarding the proposed development plan and applicable elements of the Master Plan, Zoning Ordinance and other development requirements;
  - 3. Advise the applicant of any public sources of information that may aid the application;
  - 4. Identify policies and regulations that create opportunities or pose significant constraints for the proposed development;
  - 5. Consider opportunities to increase development benefits and mitigate undesirable project consequences;
  - 6. Permit input into the general design of the project.
- b. Applicants seeking informal review shall provide ~~twenty (20)~~ five (5) copies of the plan or plat and one (1) copy of the completed application **along with an electronic copy** and the required review fees to the Administrative Secretary at least ten (10) days before a regularly scheduled meeting of the Board.
- c. The concept plan is a general plan that is neither fully engineered nor surveyed. The plan or plat should be sufficiently detailed to allow the Board to make suggestions on general site design and layout for circulation, stormwater management, location of open space and buffers, building arrangements and to determine how the proposal meets the Borough's development goals and objectives.
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Applicant \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

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2				<i>Application and Escrow Fees in accordance with Section 23-53</i>
3				<i>Sketch plats or plans (22 copies) (5 copies) or related material outlining the location, nature and extent of any variance(s) requested, provided on a survey of the property prepared by a licensed land surveyor, and electronic copy</i>
4				<i>Title Block:</i>
5				<i>Name, title, address and telephone number of applicant</i>
6				<i>Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;</i>
7				<i>Name, title and address of the owner or owners of record; and</i>
8				<i>Plan scale</i>
9				<i>North Arrow</i>
10				<i>Certification that applicant is the owner of the land or his properly authorized agent, or that the owner has given his consent under an option agreement</i>
11				<i>Names and addresses of partners or stockholders as required by Ordinance, if applicable</i>
12				<i>Area of the property in acres</i>
13				<i>Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map</i>
14				<i>The location and width of all existing easements and rights-of-way</i>
15				<i>Zoning district(s) applicable to the tract, including district names and all area and bulk</i>

				<i>requirements, with a comparison to the proposed development</i>
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22				<i>A written statement describing the exact proposed use requested, for use variance applications only. The statement should include hours of operation, number of employees, and other pertinent information to aid the Board in full understanding of the proposed use.</i>
23				<i>A recycling plan, if required pursuant to subsection 23-46.13.</i>

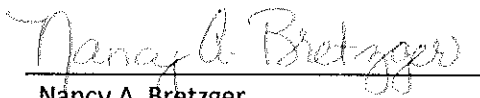
\_\_\_\_\_  
*Signature and Title of Person Who Prepared Checklist*

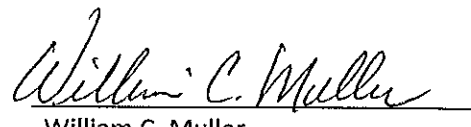
\_\_\_\_\_  
*Date*

WHEREAS, this ordinance shall take effect immediately upon final adoption and publication in accordance with law.

Introduced: June 12, 2018  
Adopted: July 24, 2018

ATTEST:

  
\_\_\_\_\_  
Nancy A. Bretzger  
Borough Clerk

  
\_\_\_\_\_  
William C. Muller  
Mayor