



**BOROUGH OF PEAPACK AND GLADSTONE  
LAND USE BOARD**

**INSTRUCTIONS FOR DEVELOPMENT APPLICATION WITH FEE  
SCHEDULE AND CHECKLISTS**

**PLEASE READ THESE INSTRUCTIONS FULLY AND COMPLETELY PRIOR TO  
COMPLETING THE APPLICATION**

**ALL APPLICATIONS MUST BE SUBMITTED via email and 5 hard copies of all documents  
submitted to the Administrative Secretary of the Land Use Board along with the application fee and  
escrow checks.**

**LAND USE BOARD OFFICE  
MUNICIPAL COMPLEX  
1 SCHOOL STREET,  
PEAPACK, NJ 07977**

**OFFICE HOURS:**

**WEDNESDAY ONLY from 12:30 P.M. -4:30 P.M.  
908-234-2250 EXT. 288**

**[sjnoll@peapackgladstone.org](mailto:sjnoll@peapackgladstone.org)**

**INSTRUCTIONS  
FOR  
DEVELOPMENT APPLICATION  
BOROUGH OF PEAPACK & GLADSTONE**

**LAND USE  
BOARD**

The Development Application for the Borough of Peapack and Gladstone Land Use Board is on the website Borough of Peapack and Gladstone/Land Use Board. The purpose of this Application is to provide the Land Use Board with information concerning your development proposal. It is, therefore, important that you read these instructions fully and completely and understand them prior to completing the Application.

All sections of the Application must be completed. The information requested in Sections 4 and 6 should be provided with sufficient detail to allow the Land Use Board to understand the nature of the application or variance that you are requesting. If you need additional sheets to complete answers fully, please attach those sheets to the **Development Application**.

Please submit five (5) hard copies of all the documents including a photo of the property showing the location of the proposed development to Sarah Jane Noll, Administrative Secretary at [sjnoll@peapackgladstone.org](mailto:sjnoll@peapackgladstone.org)

YOU MUST SUBMIT COPIES (FIRST FIVE PAGES ONLY) OF THE DEVELOPMENT APPLICATION TOGETHER WITH ALL ATTACHMENTS. YOU SHOULD SUBMIT THESE TO THE ADMINISTRATIVE SECRETARY OF THE LAND USE BOARD DURING BUSINESS HOURS ALONG WITH ANY VARIANCE INFORMATION.

Every Application that comes before the Land Use Board in the Borough of Peapack and Gladstone must be determined complete. Such determination is based upon a checklist in the Land Development Ordinance of the Borough of Peapack and Gladstone. Applications are available on the **Borough of Peapack and Gladstone** website under **Land Use Board**. In each of those Applications you must provide the Administrative Secretary with all of the information that is requested for the type of Application you intend to file. If you are seeking a waiver of any of the items contained in the checklist, or you believe that those items are not applicable, you must make a written request for a waiver providing the reasons for that waiver. Only the Land Use Board can waive items on the checklist.

All Applications for Development are subject to application fees and escrow deposits. The application fee is required to cover the cost of the administration of your Application by the Land Use Board Office and is non-refundable. The escrow deposits are to be used to

cover the cost of the Borough consultants required to review your Application. Any portion of the escrow deposit that is not used for the above purpose will at the conclusion of the Application be refunded to you after submitting a written request by certified mail to the Land Use Board. You will also receive an accounting of the escrow deposits.

**Affordable Housing:** Certain applications may also be subject to Affordable Housing Development Fees in accordance with Article IX of the Land Development Ordinance of the Borough of Peapack and Gladstone.

Upon completion of the Application and the preparation of the materials required in the appropriate checklist, you may file the application materials, together with the appropriate application fee and escrow deposit, with the Administrative Secretary of the Land Use Board in the Municipal Complex. Those materials will be referred to the Borough Engineer for determination as to whether or not the Application is complete in accordance with the checklist requirements. **If the application is deemed incomplete**, you will be advised as to the reasons why the application is incomplete, in writing. If the Application is deemed complete, the Administrative Secretary will schedule the matter for a public hearing.

Once a public hearing is scheduled, you will be required to provide public notice in accordance with the requirements of the Municipal Land Use Law of the State of New Jersey. You may wish to consult an attorney to determine whether or not you are required to provide such notice and the time within which such notice must be made. If you fail to provide notice where required, your Application will not be heard and may cause a delay in your project.

If you have any questions regarding this application process, feel free to ask the Administrative Secretary of the Land Use Board. However, the Land Use Board secretary is not intended to provide you with legal, planning or engineering advice. Those opinions must be provided by professionals in those fields. You may wish to consult appropriate professionals to assist you.

Land Use Board meetings are held on the first and third Wednesdays of every month at 7:00 P.M. in the Municipal Complex, 1 School Street, Peapack, New Jersey.

- A copy of the land use application/checklists and all supporting documents must be **submitted to the Board Secretary electronically – [snoll@peapackgladstone.org](mailto:snoll@peapackgladstone.org)**
- Five (5) copies of the application/checklists and all supporting documents must be **submitted to the Board Administrative/Secretary along with the fees and escrow checks.**

*A large computer screen in the Main Meeting room is to be used for your power point presentation to the Land Use Board. You must have your own laptop and correct attachment to the Computer Screen.*

## **DEVELOPER'S ESCROW AGREEMENT**

The undersigned applicant hereby agrees that if the Escrow amount submitted with this Application is not sufficient to cover professional charges and/or fees, he/she will provide additional funds as deemed necessary by the Escrow Official in accordance with Article VI, Section 23-53 of the Land Development Ordinance of the Borough of Peapack and Gladstone.'

In the event that additional funds are required, the Administrative Secretary of the Land Use Board or Escrow Official shall notify the applicant. The applicant agrees to pay the additional fees within ten (10) days of said notice.

Applicant further agrees and acknowledges that if the aforesaid "additional fees" are not paid within the time specified, all processing of the applicant's Application will be terminated until the payment is made in full. In any event, no Certificate of Occupancy will be issued by the Construction Code Official until such time that the applicant has posted all outstanding balances to cover all escrow charges with the Escrow Official.

The Borough agrees that in the event that amounts deposited in said escrow account shall be in excess of the amount required for professional review and charges, the excess funds shall be returned to the applicant within seventy-five (75) days of the signing of the final plans by the Chairman and Administrative Secretary of the Land Use Board, providing the applicant has submitted a written request by certified mail for their release.

I, the applicant, have carefully read and understand the above Developer's Escrow Agreement and hereby agree to abide by the conditions set forth above. I further understand that should I not abide by these conditions, summary collection proceedings may be initiated by the Borough of Peapack and Gladstone.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature