

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

1. General Information

A. Applicant: Name_____

Street Address_____

Mailing Address_____

Municipality_____

Telephone_____FAX_____

B. Applicant Status:

Individual (s)_____ Partnership_____ Corporation_____

Other_____ Specify_____

C. If Applicant is a Partnership or Corporation, attach a list of the names of persons having a 10% interest or more in said Partnership or Corporation.

Check here if list is attached_____

D. Applicant relationship to property: Owner_____ Lessee_____

Under contract_____ Other_____ Specify_____

E. Property Owner (if other than Applicant):

Name_____

Street Address_____

Mailing Address_____

Municipality_____

Telephone_____FAX_____

F. Engineer/Land Surveyor:

Name_____

Street Address_____

Mailing Address_____

Municipality_____

Telephone_____FAX_____

G. Attorney:

Name_____

Street Address_____

Municipality_____

Telephone_____FAX_____

2. Type of Application - check **ALL** types, which are appropriate

- | | |
|--|--|
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Informal Conceptual Hearing |
| <input type="checkbox"/> Preliminary Major Site Plan | <input type="checkbox"/> Interpretation |
| <input type="checkbox"/> Preliminary Major Subdivision | (appeal from Administrative Officer) |
| <input type="checkbox"/> Final Major Site Plan | |
| <input type="checkbox"/> Final Major Subdivision | |

Variances

- | | |
|--|--|
| <input type="checkbox"/> Bulk | <input type="checkbox"/> Use |
| <input type="checkbox"/> Front Yard | <input type="checkbox"/> Expansion of Non-conforming Use |
| <input type="checkbox"/> Side Yard | <input type="checkbox"/> Deviation from Conditional Use |
| <input type="checkbox"/> Rear Yard | <input type="checkbox"/> Increase in Floor Area Ratio |
| <input type="checkbox"/> Height | <input type="checkbox"/> Increase in Permitted Density |
| <input type="checkbox"/> Building Coverage | <input type="checkbox"/> Height in Excess of Ten feet (10')
or Ten percent (10%) |
| <input type="checkbox"/> Lot Coverage | <input type="checkbox"/> Use or Principle Structure in
District Restricted Against Same |

3. Property Data

- A. Street Address _____
- B. Block Number (s) _____ Lot Number (s) _____
- C. The location of the property is approximately _____ feet from the intersection of _____ and _____
- D. Existing Use _____
- E. Proposed Use _____
- F. Zone District _____
- G. Acreage of Entire Tract to be Subdivided or Developed _____
- H. Proposed Number of lots _____

I. Is the property located on a Somerset County roadway?

No _____ Yes _____

J. Is the property located within 200' of a municipal boundary?

No _____ Yes _____ If yes, which one? _____

K. Was this property subject to a prior development application?

No _____ Yes _____ If yes, please supply date and nature of application. _____

L. Is the property subject to any existing or proposed deed restrictions, easements, rights-of-way, private roads or other dedications?

No _____ Yes _____ If so, attach all relevant information.

Check here if such information is attached _____

4. Development Proposal Describe nature of application being sought, including proposed on-site and off-tract improvements.

5. Attachments List all maps, plats, sketches and other exhibits accompanying this application:

Description	Date Proposed	Prepared By
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Variances

Describe any proposed variances requested and the specific section(s) of the Land Development Ordinance of the Borough of Peapack and Gladstone from which relief is sought and the basis for said relief. (Attach additional sheets if necessary) **APPLICATIONS WILL NOT BE ACCEPTED UNLESS THE APPLICANT AND/OR THE APPLICANTS AGENT CERTIFIES THAT THE VARIANCES LISTED BELOW ARE THE ONLY VARIANCES THAT ARE NECESSARY FOR THE IMPLEMENTATION OF THIS PROJECT.**

I, hereby certify that the statements and information contained herein and attached hereto are true and correct:

Applicant Signature

Date

7. Verification and Authorization

I, hereby certify that the statements and information contained herein and attached hereto are true and correct:

Applicant Signature

Date

I, hereby authorize the Applicant referenced herein to submit the subject application and to proceed for approval of same.

Property Owner(s) Signature

Date

Article VI Fees, Deposits and Inspections

23-53 FEES, DEPOSITS AND INSPECTIONS.

- a. Fees for applications for development or for the rendering of any services by the Land Use Board or any members of their administrative and professional staffs shall be in accordance with the Fee Schedule in this Article. Fees shall be paid by check payable to the Borough of Peapack and Gladstone. Where one (1) application for development includes several approval requests, the sum of the individual required fees shall be paid. The fees shall be paid in two (2) different checks, one (1) for the total application charges and one (1) for the total escrow charges.

FEE SCHEDULE

	<i>Application Charge</i>	<i>Escrow Account</i>
1. <u>Subdivisions.</u> ¹		
(a) Minor Subdivision Plat	\$175	\$1,000
(b) Minor Subdivision Only to Include Lot Line Adjustment	\$175	\$1,000
(c) Preliminary Major Subdivision Plat	\$350	\$5,000
(d) Final Major Subdivision Plat	\$175	\$3,500
(e) Informal Concept Subdivision Plat	\$175	\$ 1,000 (if professional review is requested)
(f) Amended Preliminary Plat	\$175	\$2,500
(g) Amended Final Major Subdivision Plat	\$175	\$1,500
2. <u>Site Plans</u> ¹		
(a) Minor Site Plan	\$175	\$2,000
(b) Preliminary Major Site Plan	\$250	\$5,000
(c) Final Major Site Plan	\$200	\$3,000
(d) Informal Concept Site Plan	\$200	\$1,000 (if professional review is requested)
(e) Amended Preliminary Major and/or Final Major Site Plan	\$200	\$3,000
(f) Site Plan for Construction of Farm Stand/Market	\$100	\$750
(g) Site Plan Waiver	\$100	\$500
(h) Site Plan for Telecommunications Installations	\$500	\$5,000
(i) Site Plan for Flood Plain/Riparian Yard Encroachment when not part of a Subdivision or Site Plan	\$100	\$1,000

3.	<u>Conditional Uses</u> , Not Including Required Site Plan Subdivision Review	\$100	\$1,500
	Amended Approvals – Subdivision or Site Plan	\$100	\$1,000
4.	<u>Variances:</u>		
	(a) Appeals (40:55D-70a)	\$200	\$2,000
	(b) Interpretation (40:55D-70b)	\$200	\$1,000
	(c) Bulk (40:55D-70c)	\$150	\$1,500
	(d) Use and Other (40:55D-70d)	\$250	\$3,500
	(e) Permit (40:55D-34 and 35)	\$100	\$500
	(f) Applications that include only Rear and Side Yard Setback Variances for Decks and Patios	\$100	\$500
	(g) Application not otherwise covered by the above	\$100	\$500
5.	<u>Approval Time Extensions</u>	\$100	\$500
6.	<u>Zone Change Requests</u>	\$150	\$5,000
7.	<u>Certified List of Property Owners</u>	\$10 per list	None required
8.	<u>Copy of Minutes Resolutions or Decisions</u>	\$.05 (letter size page) \$.07 (legal size page) Prices subject to change per N.J.S.A. 47:1A-2	None required
9.	<u>Subdivision Approval Certificate</u>	\$25 per certificate	None required
10.	<u>Zoning Permit Fee</u>	\$50	None required
11.	<u>Drive-thru facilities for all applications</u>	\$200	\$1,500
12.	<u>Special Meeting</u>		\$1,500
13	<u>Soil Movement Permit</u>		
	Minor:	\$200	\$2,500
	Major:	\$250	\$2,500 (Major: 5K square feet or 1,000 Cubic Yards)

¹ For planned developments which require both subdivision and site plan approval, the higher of the applicable fee only shall apply.

- b. The application fee is a flat fee to recover administrative expenses including the initial intake of the application, the distribution of the same, and is nonrefundable.
- c. The escrow amount is established to provide payment for technical and professional costs of the review of application, review and preparation of documents, and is based on the fee schedule of this section. Reviewing applications shall include, but shall not be limited to, all times spent at meetings by the professional staff.

- d. No construction or disturbance of land shall be authorized until all inspection fees have been paid to the Borough. In no case shall any paving work be done without permission from the Borough Engineer. At least three (3) working days' notice shall be given to the Borough Engineer prior to any construction so that he or a qualified representative may be present at the time the work is to be done. Verification of said payment shall be certified by the Chief Financial Officer of the Borough. The applicant shall pay a sum not to exceed, except for extraordinary circumstances, the greater of five hundred (\$500.00) dollars or five (5%) percent of the cost of improvements, which cost shall be determined pursuant to law. For those developments for which the reasonably anticipated fees are less than ten thousand (\$10,000.00) dollars, fees may, at the option of the applicant, be paid in two (2) installments, and the initial payment deposited by the applicant shall be fifty (50%) percent of the reasonably anticipated fees. When the balance of deposit drops to ten (10%) percent of the reasonably anticipated fees because the amount deposited by the applicant has been reduced by the amount paid to the Borough Engineer for inspection, the applicant shall deposit the remaining fifty (50%) percent of the anticipated inspection fees. For those developments for which the reasonably anticipated fees are ten thousand (\$10,000.00) dollars or greater, fees may, at the option of the applicant, be paid in four (4) installments. The initial amount deposited by the applicant shall be twenty-five (25%) percent of the reasonably anticipated fees. When the balance of deposit drops to ten (10%) percent of the reasonably anticipated fees because the amount deposited by the applicant has been reduced by the amount paid to the Borough Engineer for inspection, the applicant shall make additional deposits of twenty-five (25%) percent of the reasonably anticipated fees. The Borough Engineer shall not perform any inspections if sufficient funds to pay for those inspections are not on deposit.
1. Streets shall not be paved with a wearing course until all heavy construction is completed. Shade trees shall not be planted until all grading and earth moving is completed. The seeding of grass and the placing of surveyor's monuments shall be among the last operations.
 2. The Borough Engineer or his designee shall be notified prior to each of the following phases of work so that he or a qualified representative may inspect the work:
 - (a) Road subgrade.
 - (b) Curb and gutter forms.
 - (c) Curbs and gutters.
 - (d) Road paving (after each coat in cases of primary paving and sealing).
 - (e) Sidewalk forms.
 - (f) Sidewalks.
 - (g) Drainage pipes and other drainage construction.
 - (h) Street name signs.
 - (i) Property monument location.
 - (j) Sanitary sewers and/or septic tanks.
 - (k) Detention and/or retention basins.
 - (l) Topsoil, seeding and planting.
 - (m) Underground utilities.

3. Any improvement installed contrary to the plan or plat approval by the Borough shall constitute just cause to void the Borough approval.
 4. Any improvement installed without notice for inspection pursuant to this section shall constitute just cause.
 - (a) Removal of the uninspected improvement.
 - (b) The payment by the developer of any cost for material testing.
 - (c) The restoration by the developer of any improvements disturbed during any material testing.
 - (d) The issuance of a "stop work" order by the Borough Engineer pending the resolution of any dispute.
 5. Inspection by the Borough of the installation of improvements and utilities shall not operate to subject the Borough of Peapack and Gladstone to liability for claims, suits or liability of any kind that may at any time arise because of defects or negligence during construction or at any time thereafter; it being recognized that the responsibility to maintain safe conditions at all times during construction and to provide proper utilities and improvements is upon the owner and his contractor, if any.
- e. All deposits for technical, professional review and inspection fees shall be kept in an escrow account for that purpose by the Borough. This account shall be managed by the Chief Financial Officer of the Borough who shall administer same in accordance with the terms of this section.
 - f. Whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant with the Borough for professional services employed by the Borough or the Land Use Board to review applications for development, for Borough inspection fees in accordance with this section, the money until repaid or applied to the purpose for which it was deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided by law, shall continue to be the property of the applicant and shall be held in trust by the Borough. Money deposited shall be held in escrow. The Borough shall deposit the money in a banking institution or savings and loan association in this State insured by an agency of the Federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits. The Borough shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The Borough shall not be required to refund an amount of interest paid on a deposit which does not exceed one hundred (\$100.00) dollars for the year. If the amount of interest exceeds one hundred (\$100.00) dollars, that entire amount shall belong to the applicant and shall be refunded to the applicant by the Borough annually or at the time the deposit is repaid or applied to the purposes for which it was deposited as the case may be; except that the Borough may retain for administrative expenses a sum equivalent to no more than one-

third (1/3) of the entire amount which shall be in lieu of all other administrative and custodial expenses.

- g. The Chief Financial Officer of the Borough shall make all of the payments for professional services rendered to the Borough or Land Use Board for review of applications for development, review and preparation of documents, inspection of improvements or other purposes under this Article, such fees or charges to be based upon the ordinances herein. The application review and inspection charges shall be limited only to professional charges for review of applications including review time spent at meetings of the Land Use Board, review and preparation of documents and inspections of developments under construction and review by outside consultants when the application is of a nature beyond the scope of the expertise of the professionals normally utilized by the Borough. The only costs that shall be added to any such charges shall be actual out-of-pocket expenses of any such professionals or consultants including normal and typical expenses incurred in processing applications and inspecting improvements. The charges by professionals shall be at the same rate as all other work of the same nature by the professional for the Borough when fees are not reimbursed or otherwise imposed on applicants or developers. The Chief Financial Officer of the Borough shall administer the review and escrow fees as follows:

1. Each payment charged to a deposit for review of applications, review and preparation of documents and inspection of improvements shall be pursuant to a voucher from a professional which voucher shall identify the personnel performing the service, and for each date the service is performed, the hours spent to one-quarter (1/4) hour increments, the hourly rate and the expenses incurred. All professionals shall submit vouchers to the Chief Financial Officer of the Borough on a monthly basis in accordance with the schedules and procedures established by the Chief Financial Officer of the Borough. The professional shall send an informational copy of all vouchers or statements submitted to the Chief Financial Officer of the Borough simultaneously to the applicant. The Chief Financial Officer of the Borough shall prepare and send to the applicant a statement which shall include an accounting of the funds listing all deposits, interest earnings, disbursements and the cumulative balance of the escrow account. This information shall be provided on a quarterly basis, if monthly charges are one thousand (\$1,000.00) dollars or less, or on a monthly basis if the monthly charges exceed one thousand (\$1,000.00) dollars. If an escrow account or deposit contains insufficient funds to enable the Borough or Land Use Board to perform required application reviews or improvement inspections, the Chief Financial Officer of the Borough shall provide the applicant with a written notice of the insufficient escrow or deposit balance. In order for work to continue on the development or the application, the applicant shall within ten (10) days post a deposit to the account in an amount to be agreed upon by the Borough or the Land Use Board and the applicant. With regard to review fees, if the applicant fails to make the deposit within the time prescribed herein, the Land Use Board shall be authorized to dismiss the application without prejudice subject to the right of the applicant to seek reimbursement of the application by written notice to the Chief Financial Officer that deposits have been posted. The application will be reinstated upon written notification by the Chief Financial Officer to the Land Use Board that the deposits are in fact posted. In the interim, any required health and safety

inspections shall be made and charged back against the replenishment of funds. With regard to inspection fees, the Borough Engineer shall not perform any inspection if sufficient funds to pay for the inspections are not on deposit. Failure to post or maintain balances in accordance with the requirements of these sections will subject the developer to a "Stop Work" order and/or suspension of construction permits.

2. The applicant and Chief Financial Officer shall follow the following close-out procedures for all deposits and escrow accounts established herein. The procedures shall commence after the approving authority has granted final approval of the development application including completion of all conditions of the approval and/or has signed the appropriate subdivision map or deed, or after all of improvements have been approved. The applicant shall send written notice by certified mail to the Chief Financial Officer of the Borough and the Land Use Board and to the relevant Borough professional that the application or the improvements, as the case may be, are completed. After receipt of such notice, the professional shall render a final bill to the Chief Financial Officer of the Borough within thirty (30) days and shall send a copy simultaneously to the applicant. The Chief Financial Officer of the Borough shall render a written final accounting to the applicant on the uses to which the deposit has been put within forty-five (45) days of the receipt of the final bill. Any balances remaining in the deposit or escrow account, including interest, shall be refunded to the applicant along with the final accounting.
3. All professional charges for review of the application for development, review and preparation of documents or inspection of improvements shall be reasonable and necessary, given the status and progress of the application or construction review. Fees shall be charged only in connection with the application for development presently pending before the approving authority or upon review of compliance with conditions of approval, or review or requests of modifications or amendments made by the applicant. The professionals shall not review items which are subject to approval by a State governmental agency and not under Borough jurisdiction except to the extent consultation with the State agency is necessary due to the effect of State approvals on the subdivision or site plan. Inspection fees shall be charged only for actual work shown on a subdivision or site plan or required by an approving resolution. Professionals inspecting improvements under construction shall charge only for inspections that are reasonably necessary to check the progress and quality of the work and such inspections shall be reasonably based on the approved development plans and requirements.

4. If the Borough retains a different professional or consultant in the place of the professional originally responsible for development, application review, or inspection or improvements, the Borough or Land Use Board shall be responsible for all time and expenses of the new professional to become familiar with the application or the project and the Borough or Land Use Board shall not bill the applicant or charge the deposit or the escrow account for any such services.

(Ord. No. 751 § 29-6; Ord. No. 759 § 5)

23-33 CHECKLISTS.

No application for development shall be deemed complete unless the items, information and documentation listed for each application checklist are submitted to the Land Use Board. If any of the required items is not submitted, the applicant must request a waiver and state the reasons for such request. (Ord. No. 751 § 26-9)

23-33.1 Minor Site Plan and Minor Subdivision Checklist.

MINOR SITE PLAN^[1] AND MINOR SUBDIVISION CHECKLIST	
	1. Name, address and telephone number of owner and applicant.
	2. Title block denoting name of project, type of application, tax map sheet, county, name of municipality, block and lot, and street location, date of plan preparation and a box for recording revision dates, all to appear in the lower right-hand corner of the plat/plan. Name, signature, license number, address and telephone number of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, responsible for preparation of plat.
	3. A key map at not more than 1" = 500' showing location of tract with reference to surrounding properties, streets, zone lines and municipal boundaries within 1,000 feet.
	4. A schedule of required and provided zone district(s) requirements.
	5. North arrow and scale of: 1" = 50' for tracts up to 40 acres; 1" = 100' for tracts greater than 40 acres.
	6. Acreage of tract to the nearest tenth of an acre.
	7. Size and location of any existing or proposed structures with setbacks dimensioned.
	8. Location and dimension of any existing or proposed streets.
	9. Location of all proposed lot lines, area of lots in square feet and minimum setback lines.
	10. Location of any existing or proposed easements, existing fences, walls, culverts, bridges, curbs, sidewalks and driveways on the tract.
	11. List of variances required.
	12. Payment of application and escrow fees.
	13. All existing watercourses, flood plains, floodway and flood fringe areas, wetlands, topography, marshes, ponds and land subject to flooding on the site and within 200 feet of the site.
	14. Existing streets, rights-of-way and/or easements on and within 200 feet of tract.
	15. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.
	16. Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.
	17. Existing and proposed contours drawn at 2 feet elevation intervals and natural and proposed drainage of the land.
	18. Location, size, type and specifics of all existing and proposed utilities and storm drainage facilities necessary to service the site.

Minor Site Plan and Minor Subdivision Checklist Cont.

	19. A copy of any deed restrictions, covenants or exceptions that are intended to cover all or any part of the tract. Certification that the applicant is the agent or owner of the land or that the owner has given consent under an option agreement, or that the applicant is a contract purchaser.
	20. Signature block - signatures of Chairman, Administrative Secretary and Borough Engineer.
	21. All improvements proposed including pavement parking and driveways, signs, lighting and existing and proposed landscaping, including details thereof.
	22. A percolation test for each proposed lot and soil boring of sufficient detail to ascertain permeability characteristics of the site.
	23. Source and date of current property survey.
	24. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.1; Ord. No. 923)

23-33.2 Preliminary Major Subdivision Checklist.

	PRELIMINARY MAJOR SUBDIVISION CHECKLIST
	1. Name, address and telephone number of owner and applicant.
	2. Name, signature, license number, seal, address and telephone number of engineer, land surveyor, architect, professional planner and/or landscape architect, as applicable, responsible for preparation of plat.
	3. Title block denoting name of project, type of application, tax map sheet, county, name of municipality, block and lot, street location, date, graphic scale, reference meridian.
	4. A key map at not more than 1" = 500' showing location of tract with reference to surrounding properties, streets, zone lines and municipal boundaries within 1,000 feet.
	5. A schedule of required and provided zone district(s) requirements.
	6. North arrow and scale of: 1" = 50' for tracts up to 40 acres; 1" = 100' for tracts greater than 40 acres.
	7. Signature blocks for Chairman, Administrative Secretary and Borough Engineer.
	8. Appropriate certification blocks as required by the Map Filing Law.
	9. Source and date of current property survey.
	10. Plan scale: Not less than one inch equals 50 (1" = 50') feet and not greater than one inch equals twenty (1" =20') feet. A graphic scale shall be included.
	11. Authorized affidavit of ownership.
	12. Acreage of tract to the nearest tenth of an acre.
	13. Revision box showing date of original and all revisions.

Preliminary Major Subdivision Checklist—Cont.

	14. Size and location of any existing or proposed structures with all setbacks dimensioned.
	15. Location and dimension of any existing or proposed streets.
	16. All proposed lot lines and area of lots in square feet.
	17. Building envelopes with front/rear, side yard setback lines dimensioned for newly proposed and existing lots.
	18. Copy and/or delineation of any existing or proposed deed restrictions or covenants.
	19. Location and acreage of any existing or proposed easements.
	20. Development phases or phasing plans, as applicable.
	21. List of variances required or requested.
	22. Payment of application and escrow fees.
	23. Names, block and lot numbers and addresses of property owners and lot lines of all parcels within 200 feet identified on most recent tax map sheet.
	24. The existing and proposed contours at 2 feet elevation intervals and the natural and proposed drainage of the land. Topographic information for a distance of 200 feet in all directions for the tract. The topographic information shall be referenced to two benchmark elevations certified by New Jersey licensed land surveyor.
	25. All existing watercourses, flood plains, floodway and flood fringe areas, wetlands, topography, marshes, ponds and land subject to flooding on the site and within 200 feet of the site.
	26. Existing streets, railroads, bridges, culverts, drain pipes, rights-of-way on and within 200 feet of tract.
	27. Additional road right-of-way as specified in Borough Master Plan.
	28. Boundary, limits, nature and extent of wooded areas, specimen trees and other significant physical features.
	29. Surface water management plan.
	30. Percolation tests and soil log results on each lot in compliance with Individual Sewage Disposal Code of New Jersey.
	31. Proposed utility infrastructure plans, including disposal of sanitary sewerage, water and storm water management, telephone, electric and cable TV.
	32. Road and underground utility cross-sections and profiles.
	33. Environmental Impact Assessment in accordance with Borough standards.
	34. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.2; Ord. No. 923)

23-33.3 Final Major Subdivision Plat Checklist.

FINAL MAJOR SUBDIVISION PLAT CHECKLIST	
1.	Date, name and location of the subdivision, name of owner, graphic scale and reference meridian.
2.	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land to be reserved or dedicated to public use, all lot lines and other site lines; with accurate dimensions, bearings or deflection angles, and radii, areas in acres, lengths of curves in feet and central angles of all curves in accordance with the Map Filing Law.
3.	The purpose of any easement or land reserved or dedicated to public use shall be designated, and the proposed use of sites other than residential shall be noted.
4.	Lot and block numbers as assigned by the Tax Assessor.
5.	Minimum building setback line on all lots and other sites.
6.	Location and description of all monuments.
7.	Certification by engineer or surveyor as to accuracy of details of plat.
8.	Certifications that the applicant is an agent or owner of the land, or that the owner has given consent under an option agreement.
9.	When approval of a plat is required by an officer or body of such municipality, County or State, approval shall be certified on the plat.
10.	Certificate from tax collector that all taxes are paid to date.
11.	A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.3; Ord. No. 923)

23-33.4 Preliminary and Final Major Site Plan Checklist.

PRELIMINARY AND FINAL MAJOR SITE PLAN CHECKLIST	
1.	The sizes of all maps and plans of any proposed land development shall be consistent with the sizes permitted under the New Jersey Map Filing Act as follows: 24 x 36 inches 30 x 42 inches
2.	Plan scale: Not less than one inch equals fifty (1" = 50') feet and not greater than one inch equals twenty (1" = 20') feet. A graphic scale shall be included.
3.	The name and address of the applicant and the owner and the name, address and title of the person who prepared the site plan application and the site plan. Appropriate map titles shall be shown on the site plan and on such other maps as may be submitted.
4.	Signature blocks for Chairman, Administrative Secretary and Borough Engineer, and the date of signature, and, when required, for County site plan review, a signature block for County Planning Board Secretary and the Planning Director.
5.	The municipal tax map, lot and block numbers of the lot or lots and the tax map sheet number.
6.	A key map showing the site and its relationship to surrounding areas within a minimum of one-quarter (1/4) mile.

Preliminary and Final Major Site Plan Checklist Cont.	
	7. A date, scale and north arrow on any map.
	8. The zone district in which the lot or lots are located, together with a delineation of all setback lines required in the zone district.
	9. All existing and proposed setback dimensions, landscaped areas, streams, watercourses, trees over six (6") inches in diameter, and fencing within one hundred (100') feet of any right-of-way line, and/or property line.
	10. All existing and proposed signs and light standards, utility poles, sanitary waste disposal systems, water mains and appurtenances, overhead wires, type of construction and location within twenty-five (25') feet of any road right-of-way line, or where appropriate, proposed right-of-way line shall be shown on plan. Details shall include fixture details, sign details, light coverage chart of foot candles, size and construction of existing and proposed utilities.
	11. The existing and proposed building or structures and all accessory buildings or structures, if any, including outside dimensions and finished grade elevations at all corners of the buildings, building elevations (architectural drawings of the outside walls of the proposed building(s)) and floor plans.
	12. Existing topography based upon New Jersey Geodetic Control Survey datum; existing and proposed grading with two (2') foot contour intervals.
	13. The location, invert and grate elevations, type and size of all existing and proposed catch basins, storm drainage facilities, exposed and underground utilities, plus all required design data supporting the adequacy of the existing or proposed facilities to accommodate a minimum of fifteen (15) years storm frequency for future storm flows before and after completion of the proposed statements. The location of flood hazard boundaries when applicable.
	14. The location, type and size of all existing and proposed curbs, sidewalks, driveways, fences, retaining walls, refuse disposal and storage facilities, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing on the site in question and within one hundred (100') feet for the site. The parking space areas and layouts shall be prepared in the Peapack and Gladstone Zoning Regulations relating to off-street parking. The design details for all improvements such as road, curbs, bumpers and sidewalks, shall be shown on plan.
	15. An estimate of the average number of the following vehicles which will enter the site each day: <ol style="list-style-type: none"> 1. Passenger vehicles. 2. Semi-trailer trucks with a wheel base of approximately thirty (30') feet to fifty (50') feet; and 3. Single unit trucks or buses with a wheel base of approximately twenty (20') feet.
	16. The location, size and nature of all existing and proposed rights-of-way, easements and other encumbrances which may affect the lot or lots in question, and the location, size and description of any lands to be dedicated to the Borough or to the County.
	Continued.....

Preliminary and Final Major Site Plan Checklist Cont.

	17. The location, size and nature of the entire lot or lots in question, and any contiguous lots owned by the applicant or in which the applicant has a direct or indirect interest, even though only a portion of the entire property is involved in the site plan for which approval is sought; provided, however, that where it is physically impossible to show such entire lot or lots or contiguous lots on one map, a key map thereof shall be submitted.
	18. The location, names and widths of all existing and proposed streets including cross sections and profiles abutting the lot or lots in question and within two hundred (200') feet of the lot or lots.
	19. Any and all other information and data necessary to meet any of the requirements of the County Site Plan Resolution.
	20. A landscaping plan including location, type and size of proposed plantings and screening.
	21. A Soil Erosion and Sediment Control Plan in accordance with the "Standards for Soil Erosion and Sediment Control," adopted June 14, 1972, by the New Jersey State Soil Conservation Committee.
	22. Environmental Impact Assessment in accordance with Borough Ordinance.
	23. A recycling plan, if required pursuant to subsection 23-46.13.

(Ord. No. 751 § 26-9.4; Ord. No. 923)

23-33.5 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				Name, title, address, telephone number, license number, seal and signature of the professional or professionals who prepared the plat or plan, if applicable;
7				Name, title and address of the owner or owners of record; and
8				Plan scale.
9				North Arrow.
10				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.
11				Names and addresses of partners or stockholders as required by Ordinance, if applicable.
12				Area of the property in acres.

Continued...

Details Required For Variance Applications Checklist—Con.

Item #	Provided	Not Relevant	Waiver Asked For	Item Of Information Required By The Land Development Ordinance
13				Existing block and lot number(s) of the lot(s) as they appear on the Borough Tax Map.
14				The location and width of all existing easements and rights-of-way.
15				Zoning district(s) applicable to the tract, including district names and all area and bulk requirements, with a comparison to the proposed development.
16				Existing and proposed landscaped areas.
17				Delineation of any flood plains.
18				Wetlands and wetland transition areas.
19				The names and addresses of all property owners within 200 feet the subject property, including block and lot numbers as they appear on the most recent tax list prepared by the Borough Tax Assessor.
20				Certification from the Borough Tax Collector that all taxes and assessments are paid to date.
21				A sketch of the proposed addition or new construction for which a variance is sought demonstrating how 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.

(Ord. #923)

SIGNATURE AND TITLE OF PERSON
WHO PREPARED CHECKLIST

DATE

23-34 - 23-37 RESERVED.

REQUEST FOR VARIANCE

OWNER INFORMATION FORM

Date: _____

To: Edward L. Kerwin, Tax Assessor
1 School Street
P.O. Box 218
Peapack, New Jersey 07977

Kindly provide a 200 foot certified list for the following property:

Block _____ Lot _____ Qualifier _____

Location _____

Date: _____

(Name)

(Street Address)

(City, State & Zip)

(Phone #)

(Fax #)

Enclosed is my check and/or cash in the amount of \$10.00

*Please make checks payable to "Borough of Peapack and Gladstone"

If the address at which you wish this information mailed is different from the address above please provide it below.

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

PROOF OF SERVICE

STATE OF NEW JERSEY)
)
COUNTY OF)

_____, of full age, being duly sworn according to law, deposes and says, that (he) (she) resides at _____ in the County of _____, State of _____; that (he) (she) is the applicant in the proceeding before the Land Use Board of the Borough of Peapack and Gladstone, being an application under the Zoning Ordinance relating to the premises Block _____, Lot _____ on the tax map of the Borough of Peapack and Gladstone and is more commonly known as _____, that (he) (she) gave notice of this proceeding to each and all of the owners of property affected by said application, by certified mail on _____, a true copy of which is attached to this affidavit.

(Signature) _____

Sworn to and Subscribed before me this _____ day of _____ 20_____.

PUBLIC NOTICE

PLEASE TAKE NOTICE that _____has applied to the Land Use Board of the Borough of Peapack and Gladstone for

_____located at

_____,

otherwise known as Block _____, Lot_____.

A Public Hearing has been scheduled on this matter for _____ at 7:00 p.m. in the Municipal Building, 1 School Street, Peapack, New Jersey at which time all interested parties may be heard.

The application and plans are available for inspection in the Municipal Administrative Clerk's office Monday through Friday between 8:30am and 4:30pm. Please call 908-234-2250.