



BOROUGH of
**PEAPACK &
GLADSTONE**

www.peapackgladstone.org

1 School Street, PO Box 218, Peapack, NJ 07977 • 908-234-2250 Ext 100 – nbretzger@peapackgladstone.org

Office of the Borough Clerk/Administrator

SPECIAL USE PERMIT APPLICATION

Application fee \$100.00 (non-refundable)

Initial Escrow Fee \$1000.00

DESCRIPTION OF EVENT OR USE PROPOSED:

SPECIAL CIRCUMSTANCES OR OTHER REASONS FOR THE REQUEST:

BLOCK/LOT LOCATION: _____

PHYSICAL ADDRESS OF LOCATION: _____

NAME OF PROPERTY OWNER: _____

NAME OF APPLICANT (IF DIFFERENT FROM OWNER) _____

***** MUST HAVE A NOTARIZED LETTER FROM OWNER GIVING PERMISSION TO USE PROPERTY *****

ADDRESS OF APPLICANT: _____

PHONE NUMBERS OF APPLICANT:

BUSINESS NO. _____ HOME NO. _____ CELL NO. _____

HAVE THERE BEEN ANY PRIOR LAND USE BOARD APPROVALS FOR THE PROPERTY?

YES NO

*****IF SO, IDENTIFY EACH SUCH APPLICATION AND PROVIDE A COPY OF THE RESOLUTION OF THE LAND USE BOARD PERTAINING TO SAID PROPERTY*****

ARE THERE ANY PENDING APPLICATION(S) BEFORE THE LAND USE BOARD? YES NO

*****IF SO, PROVIDE A COPY OF THE PENDING APPLICATION*****

****PROVIDE THE FOLLOWING INFORMATION FOR ANY EVENT BEING HELD ON THE PROPERTY****

PROVIDE A SITE PLAN OR TRACT DRAWING, INCLUDING BOUNDARIES AND ALL STRUCTURES ON THE PROPERTY INCLUDING ROADS, PARKING AREAS, AND THE LOCATION AND SIZE OF THE PROPOSED USE.

WILL THERE BE TENT(S) OUTSIDE? YES NO No. of Tents _____ Size of tent(s) _____

NUMBER OF PEOPLE ATTENDING EVENT: _____

NUMBER OF WORKERS FOR EVENT: _____

WILL FOOD BE SERVED? YES NO

WHERE WILL COOKING TAKE PLACE? ON-SITE OFFSITE

IF ON-SITE, WHERE (INDOORS, OUTDOORS) _____

IF CATERED, WILL THERE BE STERNO'S? YES NO

WILL ALCOHOL BE SERVED? YES NO

*****IF SO, YOU WILL NEED TO APPLY FOR A SOCIAL AFFAIRS PERMIT THROUGH THE STATE OF N.J. AT WWW.njoag.gov/about/divisions-and-offices/division-of-alcoholic-beverage-control-home/posse-online-licensing-system/ *****

PARKING: ON-SITE OFF-SITE

*****YOU WILL NEED A PARKING PLAN FOR ON-SITE OR OFF-SITE PARKING. THE PARKING PLAN WILL BE REVIEWED BY THE POLICE CHIEF*****

ACCESS TO BE USED: _____

Once your application is deemed complete by the Borough Clerk's office you will be notified of the Mayor & Council meeting date that your application will be discussed.

When you receive that date, you will be required to notify your neighbors within 200ft Of your property at least 10 days in advance of the meeting date and notice in the local newspaper of the public hearing. (you can obtain a 200 ft. List from the Tax Assessors office). The Clerk's office will need proof of 200ft list, certified return receipt mailing and publication of notice before the meeting date.

*****IF APPLICATION IS APPROVED BY THE MAYOR & COUNCIL: *****

The event will need to follow all fire prevention regulations and will be inspected by the Fire Marshall before the event takes place – reach out to Fire Marshall at 908-234-2250 x 106 for all guidelines to follow.

If you are having a 50/50, gift baskets, casino night at your event, you will also need to obtain a raffle license from the state of NJ through the Borough Clerk's office. For more information, please call the Clerk's office at 908-234-2250 x 101.

SUBMITTED BY: _____
PRINTED NAME OF APPLICANT

SIGNATURE: _____

DATE: _____

THIS SECTION FOR BOROUGH USE ONLY

DATE OF COUNCIL MEETING: _____

ZONING OFFICER REVIEW: _____

POLICE CHIEF REVIEW: _____

FIRE MARSHALL REVIEW: _____

BOROUGH PLANNER (IF REQUESTED BY COUNCIL) DATE: _____

BOROUGH ENGINEER (IF REQUESTED BY COUNCIL) DATE: _____

BOROUGH ATTORNEY (IF REQUESTED BY COUNCIL) DATE: _____

LAND USE BOARD (IF REQUESTED BY COUNCIL) DATE: _____

APPLICATION FEE (NON-REFUNDABLE) \$100.00 DATE RECEIVED: _____

INITIAL ESCROW FEE \$1,000.00 DATE RECEIVED: _____

PROOF OF 200FT LIST OF PROPERTY OWNERS AND PROOF OF MAILING SUBMITTED BY APPLICANT: _____

DATE RECEIVED: _____

PROOF OF NEWSPAPER NOTICE PUBLICATION: DATE RECEIVED: _____

DEEMED COMPLETE BY BOROUGH CLERK: _____
(SIGNATURE OF BOROUGH CLERK)

DATE APPROVED: _____ RESOLUTION NO: _____