

Planning Board and Zoning Board Application Checklist

- Fully Completed Application (do not detach pages)
- (3) \$10 checks (1-property owner's list/1-tax lien search/1-municipal lien)
- (1) Check for application fee
- (1) Check for escrow fees (attorney and/or engineer review)
- Original Letter of Denial
- Marked-up survey to scale indicating relationship of existing and proposed structures
- Building plans to scale clearly labeled (proposed addition/existing structure, etc.) and all dimensions noted including proposed height, if applicable

All checks are to be made payable to the Borough of Pompton Lakes

Submit the full application package to the Board Secretary for initial review.

Once the application has been deemed complete, the applicant will be given a hearing date and the property owner's list to begin their notification process. The original application and 6 additional collated copies will be required to be submitted.

Important Deadlines

20 days prior to hearing – the total application package deemed complete

10 days minimum prior to hearing – property owner's notification complete

10 days minimum prior to hearing – legal notice published in newspaper

**BOROUGH OF POMPTON LAKES
PLANNING & ZONING BOARD OF ADJUSTMENT
VARIANCE PROCEDURE**

Fill out the application and return it to the Board Secretary for initial review along with the following:

- Your letter of denial
- A “marked-up” **survey to scale** (do not change the survey size when making the copy)
- Building plans
- The 5 required checks: Application Fee, Municipal Lien search fee, Tax Lien Search fee, 200’ property owner list fee and Escrow deposit. Make checks payable to “Borough of Pompton Lakes”.

(The Board Secretary may provide minor assistance to the applicant but the burden resides with the applicant to properly complete all of the forms.)

A Board Professional will then review the application in order to deem it complete. Once deemed complete, you will be assigned a hearing date by the Board Secretary. You will be given a copy of the original application to make 20 copies (see “Other Requirements” for details). You will also be given the certified “Property Owner’s 200 ft. list” for your property. You can then proceed with the notification process.

NOTIFICATION PROCESS

IMPORTANT: All notifications (property owners, utilities and newspaper) must be completed at least 10 days prior to the hearing date. **There are no exceptions to this Municipal Land Use Law Rule.** All parties must be properly noticed or the application cannot be heard. There are 4 requirements to the notification process:

1. **PROPERTY OWNERS WITHIN 200 FEET:** You will receive a “Property Owners List” that will contain those homeowners within 200 feet of your property who must be “NOTICED”. Those property owners may be noticed by either personal service or by certified mail, return receipt requested.
 - **Personal Service:** Hand deliver the homeowner a completed “Notice to be served on Property Owners Affected” sheet and have them initial and date the original “Property Owners List” next to their name. The original list is returned to the Board Secretary for inclusion in the permanent file.
 - **Notices by Certified Mail:** Send the homeowner a completed “Notice to Be Served on Property Owners Affected” sheet by certified mail, return receipt requested. ALL the white receipts should be turned in to the Board Secretary along with the notarized Proof of Service form. The green return receipts should also be turned in to the Board Secretary.
2. **PROOF OF SERVICE:** This form is a part of the application packet and is completed once ALL legal notices have been made. This is to inform the Borough of the method of service used to notice each individual on the property owners list. The form must be notarized and returned to the Board Secretary prior to your hearing date.

3. **UTILITIES:** You will receive a list of all utilities who must be ‘NOTICED’. All utilities must be noticed by certified mail, return receipt requested.
4. **LEGAL NOTICE IN THE NEWSPAPER:** The “Legal Notice” form is part of this packet. The notice is to be PUBLISHED at least **10 days** prior to the hearing date in one of the two designated newspapers for the Board of Adjustment (Suburban Trends or the Herald News.) There is lag time between when you submit your notice and the publication date, so be sure to submit it well ahead of the 10-day deadline. You must ask for an Affidavit of Publication from the newspaper. Return it along with another original notice (cut from the newspaper) to the board secretary **prior** to your hearing date.

OTHER REQUIREMENTS

COPIES: The applicant is responsible for providing 20 copies of the following to the Board Secretary for distribution to the Board members, Professionals and the other municipal agencies whose input is sought **at least 10 days** before the hearing date.

- Fully Completed Application (do not detach pages)
- Original Letter of Denial
- Marked-up survey **to scale** indicating relationship of existing and proposed structures
- Building plans to scale clearly labeled (proposed addition/existing structure, etc.) and all dimensions noted including proposed height, if applicable

ESCROW FEE: The Services of the Board Attorney are a requirement in this process, and he will construct a resolution, which is the legal decision of the Board. Sometimes the services of the Board Engineer will also be sought. It is the responsibility of the applicant to pay for any fees incurred by the Board professionals and those invoices will be deducted from the applicant’s escrow account. Cost of publication of the resolution will also be deducted as well. Any balance remaining in the escrow account after the process has been completed, will be refunded to the applicant.

POST VARIANCE APPROVAL: Should the Board grant an approval for the variance(s), the Board Attorney will construct a resolution that will be read and adopted at the Board’s next scheduled meeting and the decision will be published in the newspaper.

At this point there begins a 45-day waiting period in which time “any interested party” may appeal the decision of the Board. The applicant may choose, however, to sign a Waiver for this waiting period and accept all responsibilities should an appeal arise.

Should you have any questions with regard to this process, please contact the Board Secretary at 973-835-0143, Ext. 241. Emails: planning@pomptonlakes-nj.org / boardofadjustment@pomptonlakes-nj.org.

ZONING AND LAND USE

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BOROUGH OF POMPTON LAKES 25 Lenox Avenue, Pompton Lakes, NJ 07442

Planning Board and Zoning Board of Adjustment Application Form
[Readopted 4-8-2015 by Ord. No. 2015-08]

To be completed by Borough Staff Only

Site Plan "c" Variance "d" Variance Subdivision

Dated Filed _____ Application No. _____

Submission of Checklist _____ Application Fees _____

Hearing Date _____ Escrow Deposit _____

To be completed by Applicant

1. Location of Property

Street Address _____ BLOCK _____ LOT _____ ZONE _____

2. Applicant

Name(s) _____

Address _____

Telephone # _____ Email _____

Applicant is a: Corporation Partnership Individual

3. Property Owner (If different from applicant)

Name(s) _____

Address _____

Telephone # _____ Email _____

4. Corporate Disclosure

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A. 40:55D-48.2, that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the noncorporate stockholders and partners exceeding 10% ownership have been disclosed

APPLICANTS OTHER THAN INDIVIDUALS COMPLETE AND ATTACH THE "CERTIFICATE OF OWNERSHIP" FORM INCLUDED WITHIN THE APPLICATION PACKET.

5. Subject Property:

Property dimensions: Frontage _____ feet Depth _____ feet

Lot area: Acreage _____ Square Feet _____

Present Use: _____

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6. Any existing or proposed restrictions, covenants, easements or association bylaws affecting the subject property (if yes, attach description of same).

Yes No

7. Applicant's Attorney

Name _____ Firm _____

Address _____

Telephone # _____ Fax No. _____

Email _____

8. Applicant's Engineer

Name _____ Firm _____

Address _____

Telephone # _____ Fax No. _____

Email _____

9. Type of Application: (check all applicable sections)

A. Subdivision:

- Conceptual Review
- Minor Subdivision
- Preliminary Subdivision
- Final Subdivision

B. Site Plan:

- Conceptual Review
- Minor Site Plan
- Site Plan
- Final Site Plan

C. Variances:

- Appeal decision of Administrative Officer
- Map or Ordinance Interpretation
- Relief pursuant to N.J.S.A. 40:55D-70c
- Relief pursuant to N.J.S.A. 40:55D-70d
- Direct issuance of a permit for a lot not abutting an improved street.
- Direct issuance of a permit for a structure in bed of a mapped street, public drainageway or flood control basin.

D. Conditional Use:

Describe: _____

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10. If a variance has been requested, list the section or sections of the chapter in which relief is sought:

11. If a waiver from one or more design standards has been requested, list the section(s) in which relief is requested:

12. List any waivers of submission requirements (in Completeness Checklist) being requested along with the applicable section(s):

13. Have there been any previous or pending applications, appeals or subdivisions of the subject property?
 Yes No

14. Project Description

Explain in detail the proposed changes to the property; including proposed use, number of dwelling units, number of employed, etc. (attach additional pages as needed):

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15. Applicant Certification

I certify that the foregoing statements and the materials submitted are accurate and true. I further certify that I am the individual applicant or that I am an Officer of the Corporate Applicant and that I am authorized to sign the application for the Corporation or that I am a General Partner of the Partnership Applicant.

I acknowledge that the application fee submitted with the application is nonrefundable and further the escrow review fee is deposited in an escrow account and is established to cover the costs of professional services including engineering, planning, legal and other expenses associated with the review of application. Moneys not utilized in the review process shall be returned in accordance with the applicable ordinances. If additional sums are deemed necessary, I agree to furnish such sum to the municipality within fifteen (15) days of written notification.

SIGNATURE OF APPLICANT

DATE

Sworn to and subscribed before me
this _____ day of _____, 20__

Notary Public

16. Owner Certification

I certify that I am the Owner of the property which is the subject applicant, and if I am not the Applicant in this matter, that I have authorized the Applicant to make this application.

I further understand that the Applicant has deposited application and escrow fees in connection with this application. Should additional fees be required by the municipality pursuant to the Applicant's certification (Item 14 above) not be paid by the Applicant, it is understood that I, as property owner, shall become responsible for same. It is understood and acknowledged that a lien may be placed on the subject property should said fees not be paid within fifteen (15) days of written notification

SIGNATURE OF OWNER

DATE

Sworn to and subscribed before me
this _____ day of _____, 20__

Notary Public

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Certificate of Ownership

Listed below are the names and addresses of all owners of 10% or more of the stock/interest in the undersigned Applicant Corporation/Partnership:

<u>Name</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individuals partners exceeding the 10% ownership criterion have been listed

CORPORATION/PARTNERSHIP

OFFICER SIGNATURE

DATE

Sworn to and subscribed before me
this _____ day of _____, 20__

Notary Public

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**BOROUGH OF POMPTON LAKES
DEVELOPMENT PLAN CHECKLIST
[Amended 2-23-2011 by Ord. No. 11-06]**

Instructions: Applicant to complete applicable sections by checking appropriate box, i.e., submitted, nonapplicable (N/A) or waiver requested. If a waiver is requested, please provide written explanation on separate sheet(s).

I. Plan Details - All Development Plans				
Submitted	Non-applicable	Waiver		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Plan or plat signed and sealed by a P.E., P.S., P.P. or R.A., as provided by law (all sheets)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Boundary information based upon a current survey
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	North arrow with reference (all sheets)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Title block, including lot and block number(s) of subject property, original plan date and date(s) of all revisions, scale and graphic scale (all sheets)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Name, address and telephone number of record owner and applicant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Key map at a scale of not less than 1 inch equals 400 feet showing street names and zone district
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	The names and addresses of all property owners within 200 feet of the tract boundary, including those in adjoining municipalities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Signature blocks for Board Chairperson, Secretary and Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	All structures existing and proposed within 200 feet of the tract and the use thereof
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Zoning compliance schedule, including notation as to any variances/waivers requested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Current topographic survey with contours at two-foot intervals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Location of watercourses, flood boundaries and wetlands; if none exist, supply separate engineer's statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	The location, species and size of all existing trees having a caliper of 4 inches or greater measured at breast height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	FEMA Special Flood Hazard Area [Added 2-23-2011 by Ord. No. 11-06]

II. Plan Details - Minor Subdivision Plat				
Submitted	Non-applicable	Waiver		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Lot lines, both existing and proposed, with bearing and distance, including existing lot lines to be removed

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Areas and dimensions of lots existing and proposed to the nearest square foot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Shortest distance between any existing building and a proposed or existing lot line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	All front, side and rear setback lines shall be shown in accordance with the applicable zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Existing and proposed rights-of-way and easements within and adjoining the trace with dimensions, existing improvements accurately shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Plat to be drawn at a scale not less than 1 inch equals 50 feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Location of existing utilities which will serve the subject property: sanitary sewer, potable water, telephone, electric and gas

III. Plan Details - Preliminary Site Plan or Subdivision				
Submitted	Non-applicable	Waiver		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Drawn at a scale of not less than 1 inch equals 50 feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	All existing and proposed lot lines with bearing and distance, including any lot lines to be removed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Areas and dimensions of lot(s), existing and proposed, to the nearest square foot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Shortest distance between any existing buildings and a proposed or existing lot line
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	All front, side and rear setback lines shall be shown in accordance with applicable zoning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Existing and proposed rights-of-way and easements within and adjoining the tract with dimensions, existing improvements accurately shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Location of existing utilities which will serve the subject property: sanitary sewer, potable water, telephone, electric and gas
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Plans of proposed utility system connections or extensions, including locations, size and details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Written documentation from the respective utility company or authority indicating intent to serve the proposed development
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Design plans for all proposed roadways, including horizontal and vertical geometry, center line, profiles, typical cross sections and construction details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Utility plan for all existing and proposed utilities, including profiles and construction details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Circulation plan showing proposed vehicular and pedestrian circulation systems, including how the proposed ties into the existing system. Location of off-street parking and loading and access thereto, including dimensions and construction details

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	Grading plan showing all grading on-site and off-site based upon two-foot contour topographic survey, provide typical cross sections, where necessary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Stormwater management plan showing how stormwater will be controlled and in what manner it will be released, including pre- and post-development drainage area map, drainage calculations and water quality control methods
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	A soil erosion and sediment control plan designed in accordance with the Hudson-Essex-Passaic Soil Conservation District, including 2 copies of the application(s) made thereto
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	Landscaping plan delineating all proposed exterior plantings, including ground cover, shrubs and trees, including size (planted and mature) and species of all materials, including common names. The plan shall be signed and sealed in accordance with the applicable laws
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	Lighting plan clearly delineating all exterior lighting, including the proposed isolux patterns, mounting height, pole type, manufacturer's identification and construction details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	Sign plans showing all exterior signage, both identification and traffic control. The size and type of lighting and height shall be delineated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	Provisions for the collection, storage and disposal of solid waste and recyclable material shall be shown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	For all site plan applications, the preliminary floor plans and building elevations showing all sides. All such plans shall be signed and sealed in accordance with the applicable laws

IV. Plan Details - Final Site Plan or Final Subdivision				
Submitted	Non-applicable	Waiver		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Drawn at a scale of not less than 1 inch equals 50 feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Final plans to be consistent with preliminary plans and meet all conditions of preliminary approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Statement that all federal, state, county and local permits or approvals have been obtained and complete listing of same
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Compliance with checklist Section III as to plan detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Engineer's cost estimate for all proposed improvements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	For final subdivisions: a final plat prepared in accordance with the New Jersey Map Filing Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Preliminary deed or form of easement for all lands to be dedicated to public use, including sight triangles

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BOROUGH OF POMPTON LAKES
PLANNING BOARD & ZONING BOARD OF ADJUSTMENT

SITE INSPECTION CONSENT

I _____ hereby grant permission to the members of the Planning Board or Zoning Board of Adjustment and its consultants to enter onto the premises located at:

_____ for the purpose of evaluation of the application for development presently pending before the board.

Signature of Applicant

Date

Print Name

BOROUGH OF POMPTON LAKES ZONING AND LAND USE

LEGAL NOTICE

BOROUGH OF POMPTON LAKES

BOARD OF ADJUSTMENT

The Board of Adjustment of the Borough of Pompton Lakes will hold a public hearing on Tuesday, _____ at 8:00 PM in the Municipal Building, 25 Lenox Avenue, Pompton Lakes, to consider the application of _____ for a variance from the provisions of the Zoning Ordinances as follows:

To permit: _____

The property is located at _____
and designated as Block _____ and Lot _____ on the official Tax Map of the Borough of Pompton Lakes.

A copy of the application is on file with the Board Secretary in the Municipal Building and is available for inspection during normal business hours.

This notice is published by the applicant(s) by order of the Board of Adjustment.

Applicant(s)

ZONING AND LAND USE

BOROUGH OF POMPTON LAKES

NOTICE TO BE SERVED ON OWNERS OF PROPERTY AFFECTED

TO:

ADDRESS:

You are hereby notified that the BOARD OF ADJUSTMENT of the Borough of Pompton Lakes will hold a public hearing on _____ at 8:00 PM in the Municipal Building, 25 Lenox Avenue, Pompton Lakes, to consider the application of _____ (name) for a variance from the provisions of the Zoning Ordinance as follows:

for property located on _____ and designated as Lot _____ and Block _____ of the Official Tax Map of the Borough of Pompton Lakes.

A copy of the application is on file with the Board Secretary in the Municipal Building and is available for inspection during normal business hours.

This notice is sent to you by the applicant by order of the BOARD OF ADJUSTMENT.

Signature of Applicant

Note: This notice must be served on each property owner within 200 feet of the property in question in accordance with the statute at least ten (10) days prior to date of hearing.

ZONING AND LAND USE

FORM FOR PROOF OF SERVICE

STATE OF NEW JERSEY

COUNTY OF PASSAIC

_____ being duly sworn upon his oath according to law, says:

I am the (agent of the) person making the application and I personally served the following, being all the owners of the property within 200 feet of LOT _____ and BLOCK _____ either personally or upon those who are residents of Pompton Lakes, or by registered mail, return receipt requested upon non-residents of Pompton Lakes, with a copy of the notice set forth on the following page.

METHOD OF SERVICE	NAME	ADDRESS	LOT/BLOCK	DATE
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OWNER OR AGENTS SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____ 20_____.

NOTARY