



APPLICATION FOR DEVELOPMENT

Planning Board

Date Filed: _____

Board of Adjustment

Valid Application Date: _____

App. Number: _____

Completeness Date: _____

1. PROPERTY INFORMATION

Address _____ Zone _____

Tax Map Number: _____ Block _____ Lot(s) _____

Present Use: _____

Has there been any previous application involving these premises? () Yes () No;

If yes, nature of application, date, and determination

Is there adjacent property in common ownership? () Yes () No If yes, address of property

Restrictions, covenants, easements, association by-laws, existing or proposed on the property.

() Yes [attach copies] () No () Proposed

2. APPLICANT INFORMATION

Name _____

Address _____

City/State/Zip _____

Phone # _____ FAX # _____

E-Mail _____

Applicant is a: () Corporation () Partnership () Individual

1. DISCLOSURE STATEMENT

Pursuant to N.J.S. 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 application must be disclosed. In accordance with N.J.S. 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 non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to comply).

Name: _____ Address: _____ Interest: _____

Name: _____ Address: _____ Interest: _____

Name: _____ Address: _____ Interest: _____

Name: _____ Address: _____ Interest: _____

Name: _____ Address: _____ Interest: _____

2. OWNER'S INFORMATION

If the Owner is other than the applicant, provide the following information on the Owner(s):

Owner's Name: _____

Address: _____

Telephone Number: _____

5. APPLICANT'S ATTORNEY (Corporations must be represented by an attorney)

Name _____

Address _____

Phone # _____ FAX _____

E-Mail _____

6. APPLICANT'S ENGINEER

Name _____
Address _____
Phone # _____ FAX _____
E-Mail _____

7. APPLICANT'S ARCHITECT

Name _____
Address _____
Phone # _____ FAX _____
E-Mail _____

8. NATURE OF THE APPLICATION (Check applicable items)

- | | |
|--|---|
| <input type="checkbox"/> Conceptual Subdivision Plan | <input type="checkbox"/> Conceptual site plan |
| <input type="checkbox"/> Minor subdivision | <input type="checkbox"/> Minor site plan |
| <input type="checkbox"/> Major subdivision, preliminary | <input type="checkbox"/> Site plan approval, preliminary residential |
| <input type="checkbox"/> Major subdivision, final | <input type="checkbox"/> Site plan approval, preliminary nonresidential |
| <input type="checkbox"/> Amendment to approved plat | <input type="checkbox"/> Site plan approval, final |
| <input type="checkbox"/> Lot line adjustment | <input type="checkbox"/> Amendments to approved site plans |
| <input type="checkbox"/> Conditional use | <input type="checkbox"/> Steep slope review |
| <input type="checkbox"/> Use Variance | <input type="checkbox"/> Wireless telecommunications application |
| <input type="checkbox"/> Variance, other residential | <input type="checkbox"/> Appeal from administrative decision |
| <input type="checkbox"/> Variance, other non-residential | <input type="checkbox"/> Interpretation of zoning ordinance |
| <input type="checkbox"/> Zone change | |

9. BRIEF DESCRIPTION OF PROJECT: Indicate type of use proposed, size of structures, hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other information important for consideration:

10. DOES THIS APPLICATION COMPLY WITH ALL REQUIREMENTS OF THE ZONE: If not, state violation, article, section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary.

11. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

Signature of Applicant or Agent: _____ **Date:** ____/____/____

12. APPLICATION FEES AND ESCROW DEPOSITS. The application fee and escrow deposit is based on the following fee schedule:

	Application Fee	Escrow Deposit
Conceptual subdivision plan	\$150	\$250
Minor subdivision	\$300	\$1500
Major subdivision, preliminary	\$500	\$2000 + \$200 per lot
Major subdivision, final	\$200	50% preliminary fee
Amendment to approved plat	50% of original fee	50% of original fee
Lot line adjustment	\$300	\$500
Conceptual site plan	\$250	\$250
Minor site plan	\$500	\$750
Site plan approval, preliminary residential	\$500 + \$25 per dwelling unit	\$2,000 + \$200 per dwelling unit
Site plan approval, preliminary nonresidential	\$500 + \$10 per 1,000 s.f. building area	\$2,000 + \$100 per 1,000 s.f. building area
Site plan approval, final	50% of preliminary fee	50% of preliminary fee
Amendments to approved site plans	50% of original fee	25% of original fee
Conditional use	\$300	\$500
Use Variance	\$500	\$1,500
Variance, other residential	\$200	\$250
Variance, other non-residential	\$200 per variance	\$250 per variance
New or expanded parking lots – multifamily or nonresidential		\$1,500
New or expanded parking lots – residential with 5 or fewer parking spaces		\$600
Steep slope review		\$750
Wireless telecommunications application		\$1,500
Appeal from Administrative Decision	\$200	\$1,500
Request for Interpretation of Zoning Ordinance	\$200	\$1,000
Zone change	\$250	\$1,500
Certified List of Property Owners	\$10	
Permit to maintaining the Official Map	\$250	
Reproduction of recorded hearing	\$10 per compact disk	
Special meeting	\$800	
Zoning permit	\$50	
Zoning Map	\$5	
Master Plan	\$10	
Historic Preservation Advisory Review		\$250

Make checks payable to: Township of Montclair

When an application involves two or more fee categories, the fee shall equal the total of the fees required for each type of application requested. The Developer's Fee/Inclusionary Zoning Ordinance Fee (IZO) is payable upon issuance of certificates of occupancy, if applicable.



MANDATORY SUBMISSION ITEMS AND APPLICATION CHECKLISTS

The following items are required for submission of a complete application to the Planning Board or the Board of Adjustment. Some items may not apply to all applications. The applicant may request that certain items be waived by the Board. This checklist contains a summary of the requirements specified in § 202-29.1, § 281-7 and § 301-37 of the Code of the Township of Montclair.

ALL PLANS MUST INCLUDE:

1.	Twenty (20) copies of the application for development.
2.	Name and address of the applicant and the owner.
3.	Name, address and title of the person preparing the plan, maps and accompanying data.
4.	Date of preparation and the dates of each revision, where applicable.
5.	Signature and certification, as appropriate, by a registered engineer, land surveyor and/or architect, with property survey data to be based on current conditions as they exist.
6.	Twenty (20) paper <u>and</u> digital copies in PDF format of plans, maps and construction details, and five (5) reports (drainage, etc.), as required in the appropriate checklist. The requirement for digital copies is optional but strongly encouraged for applications involving one- and two-family homes.
7.	Lot and block number or numbers of the lot or lots from the Township Tax Maps.

ADDITIONAL REQUIREMENTS FOR:

CONCEPT PLANS

1.	Length and bearings of the lot lines of the proposed project.
2.	Map scale and north arrow.
3.	Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
4.	All existing structures and wooded areas within the site and within 200 feet thereof.
5.	Existing contours at sufficient intervals to determine the general slope and natural drainage of the land.
6.	The original and proposed lot layout, lot dimensions and total area of each lot, if applicable.
7.	A site illustration, indicating with sufficient accuracy all boundaries of the site with natural features of the land and showing all developed, undeveloped and to-be-developed portions.

VARIANCE APPLICATIONS

1.	Area of lot or lots and the length and bearings of the lot lines of the proposed project.
2.	Scale and north sign and key map relating the site to the streets in the surrounding area.
3.	Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
4.	Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
5.	Other information necessary to show the nature and extent of the variance requested.

MINOR SITE PLANS

1.	An appropriate place for the signatures of the Chair and Secretary of the Planning Board or Zoning Board of Adjustment and the Township Engineer.
2.	Area of lot or lots and the length and bearings of the lot lines of the proposed project.
3.	Scale and north sign and key map relating the site to the streets in the surrounding area.
4.	Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
5.	Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.

MAJOR SITE PLAN AND SUBDIVISION APPLICATIONS

	1. An appropriate place for the signatures of the Chair and Secretary of the Planning Board or Zoning Board of Adjustment and the Township Engineer.
	2. Area of lot or lots and the length and bearings of the lot lines of the proposed project.
	3. Length and bearings of the lot lines of the proposed project.
	4. Scale and north sign and key map relating the site to the streets in the surrounding area.
	5. Zone district in which the lot or lots are located and the zone district or districts of all the immediately adjoining lots.
	6. 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.
	7. 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.
	8. Location, names and pavement and right-of-way widths of all existing and proposed streets abutting the lot or lots in question
	9. Property lines of all abutting properties, together with the names and addresses of the owners as disclosed on the Township Tax Maps and tax rolls as of the date of the site plan application, and the location of the existing structures within 100 feet of the property line for properties abutting the site in question.
	10. Existing and proposed principal building or structure and all accessory buildings or structures, if any, with dimensions showing present and finished grade elevations at all corners and entrances of said building or structures, first-floor elevations and the complete floor plans and elevation plans thereof.
	11. Present and proposed topography, based on New Jersey Geodetic Control Survey datum, at two-foot contour intervals, including 100 feet outside the site to show the relationship to adjoining properties.
	12. Existing and proposed setback dimensions, landscaped areas and trees over six inches caliper.
	13. Location, type and size of existing and proposed curbs, sidewalks, driveways, street pavement widenings, fences, retaining walls, parking space areas and the layouts thereof and all off-street loading areas, together with the dimensions of all the foregoing, for the site and the nearest portions of properties abutting the site; number of employees, total and maximum, on one shift.
	14. Location, type and size of existing and proposed catch basins and storm drainage facilities, both frame and invert elevations and all utilities, both above- and below ground.
	15. All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting, including size, nature of construction, location, height, the area and direction of illumination and the lumen power.
	16. Soil erosion and sediment control plan for sites where over 5,000 square feet of ground area is being disturbed.
	17. Cost estimates and proposed construction and maintenance bonds and construction time schedules related to building construction for any required improvements not proposed to be completed before the issuance of a certificate of occupancy.
	18. Plans for any off-tract improvements, including cost estimates and calculations of the share to be borne by the developer.
	19. Any and all other information and data necessary to meet any of the requirements of this chapter not listed above.
	20. Landscape plans, showing name, quantity, location, size as to caliper and height of existing and proposed trees, shrubs and all plant materials, prepared by an architect, engineer, professional planner or a licensed landscape architect.
	21. Satisfaction of Chapter 294, Steep Slopes, where applicable.
	22. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area.
	23. A stormwater management plan, if required.
	24. Streetscape elevations of proposed buildings and buildings immediately adjacent to proposed buildings.
	25. Exterior garbage and recycling storage areas for multifamily and commercial developments.