

Borough of Roosevelt

Borough of Roosevelt
P.O. Box 128
Roosevelt, NJ 08555

Office of
Secretary to the Planning Board
609-448-0539

APPLICATION TO THE PLANNING BOARD OF THE BOROUGH OF ROOSEVELT

TO BE COMPLETED BY OFFICE STAFF ONLY

Date Filed: _____ Case No.: _____
Application Fee: _____ Escrow Deposit: _____
Completeness Certified: _____ Scheduled for Hearing: _____

* IMPORTANT NOTICE *

A non-corporate applicant may represent his or her own matter. Business and corporate applicants must be represented by an attorney-at-law admitted to practice in the State of New Jersey. No case on behalf of any applicant may be presented by an engineer or any other person not admitted to law practice in the State of New Jersey.

Applicants are cautioned that the burden of proof of showing justification for the requested developments is upon the applicant under the Laws of the State of New Jersey. Applicants are further cautioned that particularly with applications involving requests for variances and conditional use permits, that there are specific legal requirements imposed by the Law of the State of New Jersey and applicants are, therefore, cautioned to consider seeking adequate legal advice.

TO BE COMPLETED BY APPLICANT

This application with supporting documentation and fourteen (14) copies of all plans, must be filed with the Secretary of the Planning Board at least 30 days prior to the intended meeting.

1. APPLICANT

Names:

Address:

Telephone: Home: _____ Local: _____

Work: _____ Fax: _____

Applicant is a: Corporation _____ Partnership _____ Individual _____ Condominium* _____

Other (Please Specify): _____

* Applicants who are owners of a condominium should either have the condominium association apply to the Planning Board or obtain an affidavit from the Condominium Association showing that the association approves of the application and all of its particulars.

2. DISCLOSURE STATEMENT:

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 non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: Address: Interest:
Name: Address: Interest:
Name: Address: Interest:

3. If Applicant is other than the Owner, provide the following information on the Owner(s):

Owner's Name:
Address:
Telephone (Home): (Work):
Relationship of the applicant to the property in question:
Owner: _____ Lessee: _____ Purchaser under contract: _____ Condominium Officer: _____ Other: _____

4. AUTHORIZATION BY OWNER: (If anyone other than above owner is making this application, the following authorization must be executed.)

is hereby authorized to make the within application.

Date Signature of Owner

5. APPLICANT'S ATTORNEY:

Address:
Telephone: Fax:

6. APPLICANT'S ARCHITECT OR ENGINEER:

Address:
Telephone: Fax:

7. List any other expert who will prepare plans, submit a report or who will testify for the applicant:

Name:
Address:
Telephone: Fax:

8. SUBJECT PROPERTY

Location: Tax Map Block: Lot(s): Zoning District:
Street Address:
Present use of property:
Dimensions: Frontage: Depth: Total Area:

9. PURPOSE OF APPLICATION:

10. VARIANCES:

Requested from Requirements – Chapter: Section(s):

	<u>ORDINANCE REQUIREMENTS</u>	<u>EXISTING DIMENSIONS</u>	<u>PROPOSED</u>
Lot Area			
Lot Width			
Lot Depth			
Lot Frontage			

Setbacks:

Front			
Sides			
Rear			
Height			
Lot Coverage	%	%	%

11. SITE PLAN

- Minor Site Plan
- Preliminary Site Plan
- Final Site Plan

12. SUBDIVISION:

- Minor Subdivision
- Preliminary Subdivision
- Final Subdivision

WAIVERS: (Describe in detail)

Requested from Requirements – Chapter Section(s)

Street Signs:

Curbs:

Sidewalks:

Shade trees:

Fences:

Monuments:

Parking Spaces:

Paving:

13. Have there been any prior proceedings on the subject property? If so, please explain and attach copies of prior resolutions.

14. Attach CERTIFICATION FROM THE TAX COLLECTOR that all property taxes and utility payments due on the subject property have been paid.

15. Attach a copy of Form C, NOTICE OF HEARING ON APPEAL OR APPLICATION that you placed in the official newspaper of the Borough and you mailed to the owners of all real property, as shown on the current tax duplicate, within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the Sections of the Ordinance from which relief is sought, if applicable. ALL APPLICATIONS (except informals) REQUIRE NOTICE.

The publication and the service on the affected owners must be completed at least 10 days prior to the date scheduled by the Secretary of the Planning board for the hearing.

THE APPLICANT IS NOT TO GIVE PUBLIC NOTICE UNTIL THE APPLICATION IS DEEMED COMPLETE BY THE SECRETARY OF THE PLANNING BOARD AND THE PLANNING BOARD ENGINEER. THE PLANNING BOARD SECRETARY WILL NOTIFY YOU OF THE SCHEDULED HEARING.

16. Attach the notarized AFFIDAVIT OF PUBLICATION from the official newspaper.
17. Attach the notarized copy of Form _____, Affidavit of Service together with all proof of mailings (white certified mail receipts). YOU DO NOT NEED TO SUBMIT THE RETURN RECEIPT (GREEN CARDS).
18. CERTIFICATION: I certify that the foregoing statements and the materials submitted are true, and waive all applicable time limits until the first public hearing of this application. 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. (If the applicant is a partnership, this must be signed by a general partner.)

Signature of Applicant

Signature of Owner

Sworn to and subscribed before me this _____ day of _____ 20____.

18. CONSENT TO INSPECTION:

The undersigned hereby grants access to the premises by the Planning Board Members, Staff and Professionals to inspect and perform site inspections. Any access to the interior will be at reasonable hours and on reasonable notice to the property owner.

Signature of Owner

19. I understand that the sum of \$ _____ has been deposited in the escrow account. In accordance with the Ordinance of the Borough of Roosevelt, I further understand that the escrow account is established to cover the costs of professional service including engineering, planning, and other expenses associated with the review of this application and submitted materials, and the publication of the decision by the Board. Sums not utilized in the review process will be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and agree to add that sum to the escrow within fifteen (15) days of notification.

Signature of Applicant