



BOROUGH OF BOUND BROOK

PLANNING BOARD

ATTENTION APPLICANTS:

The completeness submission process is as follows:

1. Two (2) **collated** sets and a PDF copy of the complete application package are to be sent to:

Erin LaGrua, Planning Board Secretary
Borough of Bound Brook
230 Hamilton Street
Bound Brook, NJ 08805

E-mail: elagrua@boundbrook-nj.org

2. One (1) **collated** set of the complete application package is to be sent directly to following Board Professional:

Board Engineer: Norberto Hernandez, PE, CME
Neglia Group
34 Park Avenue
P.O. Box 426
Lyndhurst, NJ 07071

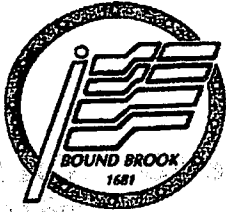
3. Upon receipt of the **Certificate of Complete Application:**

One (1) **collated** set of the complete application package are to be sent directly to **each** of the following Board Professionals:

Board Planner: Ronald Reinertsen, PP. AICP, Program Manager
CME Associates
1 Tower Center Blvd, 20th Fl.
East Brunswick, NJ 08816

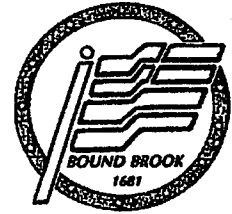
Board Attorney: John P. Belardo, Esq.
McElroy, Deutsch, Mulvaney & Carpenter, LLP
1300 Mount Kemble Avenue
Morristown, NJ 07962-2075

Should you have any questions about this process, please contact Erin LaGrua, Planning Board Secretary via e-mail (elagrua@boundbrook-nj.org) or telephone (732-356-0833 – ext. 687).



LAND USE APPLICATIONS

Borough of Bound Brook



All applications shall be made upon the forms provided by the Planning Board. In order for an application to be brought before the Board, all of the items on the checklist must be submitted.

(Note: Tax Maps are available in the Land Use Department office for a nominal fee. Call 732-356-0833.)

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Somerset County Planning Board Application is required. The County Planning Board can be contacted at (908) 231-7021, Fax (908) 707-1749, or E-mail PlanningBd@co.somerset.nj.us should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given to you as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required;

Application Types:

- A. Minor Subdivision
 - 1. With or Without Variances
- B. Preliminary Major Subdivision
 - 1. With or Without Variances
- C. Final Major Subdivision
- D. Site Plan
 - 1. Conceptual
 - 2. Waiver Request
 - 3. Conditional Use approval
 - 4. Minor Site Plan
 - 5. Preliminary Major Site Plan
 - 6. Final Major Site Plan
 - 7. Amendment to Preliminary Site Plan
 - 8. Amendment to Final Site Plan
- E. Appeal or Variance
 - 1. Not used for Site Plans or Subdivisions
- F. Informal Presentation

Fee Schedule

Section 21-7.1 of Land Use Ordinance Chapter XXI General Ordinances

Every application for development shall be accompanied by a check payable to the Borough of Bound Brook in accordance with the following schedule:

	Application Charge	plus	Escrow Account
a. Subdivisions:			
1. Minor Plat	\$300		\$1,600 plus \$100 per lot
2. Preliminary Major Plat	\$300		\$350 plus \$100 per lot
3. Final Major Plat	\$150		\$2,400
4. Informal Presentation (One appearance only — a maximum of 15 minutes)	-0-		None required
5. Concept Plat for Review			
(a) Minor Subdivision	\$300		\$1,600
(b) Major Subdivision	\$300		\$1,600
b. Site Plans:			
1. Minor Site Plan	\$150		\$2,000
2. Preliminary Plan	\$300		\$3,600
3. Final Plan	\$300		\$2,000
4. Informal Presentation (One appearance only — a maximum of 15 minutes)	-0-		None required None required
5. Concept Plan for Review			
(a) Minor Site Plan	\$300		\$2,000
(b) Major Site Plan	\$300		\$2,000
6. Request for Waiver of Site Plan	\$200		\$2,000
c. Variances:			
1. Appeals (40:55D-70a)	\$200		\$800
2. Interpretation (40:55D-70b)	\$200		\$800
3. Bulk (40:55D-70c)	\$300		\$800
4. Use (40:55D-70d)	\$400		\$3,200
5. Permit (40:55D-34 & 35)	\$300		\$1,200
d. Appeals to Borough Council (see § 21-8 of this chapter)	\$400		\$2,000
e. Certified List of Property Owners	\$025 per name or \$10 whichever is greater		None required
f. Copy of Minutes or Decisions	See Chapter 2, § 2-60		None required
g. Zoning Permit			
1. Permit for temporary signs:	\$75 annually for up to six applications; \$25 for each additional application made within the same year during which a previously issued annual zoning (sign) permit is valid for the installation or mounting of a temporary sign.		
2. Residential	\$50		
3. Commercial	\$100		
h. Amendments to Submitted Plans/Applications	\$150		\$1,500
i. Application for a Certificate of Nonconformity	\$150		\$1,50

PUBLIC NOTICE

1. Public Notice must be accomplished under the following Application Types

- a. Minor Subdivision**
- b. Preliminary Major Subdivision**
- c. Final Major Subdivision**
- d. Site Plan**
 - Conceptual
 - Conditional Use approval
 - Minor Site Plan
 - Preliminary Major Site Plan
 - Final Major Site Plan
 - Amendment to Preliminary Site Plan
 - Amendment to Final Site Plan
- e. Appeal or Variance**
 - No Site Plans or Subdivisions

2. Notice Must be Sent by Certified Mail

- a. A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:**
 - All property owners within 200 feet. (You can obtain this list from the Tax Assessor.) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Somerset County Planning Board. (If the adjoining municipality is in another County, then notice to that County's Planning Board must be given)
 - If the property is on a County road, then to the Somerset County Planning Board.
 - If the property is adjacent to a state highway, then to the Commissioner of Transportation.
 - If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
 - Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor who can be reached at (732) 356-0833.
- b. In addition to certified mail, there is another option:**

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

3. Notice must also be published in the official newspaper of the Borough.

The official newspapers of the borough are the Courier News and Star Ledger. The official newspaper should be contacted well in advance to insure timely publication at least ten days before the scheduled date of the public hearing (not counting the date of the hearing).

4. Notice must be published at least ten days prior to the hearing (not including hearing date).

If notice is required, the following proof of satisfying the notice requirements must be filed with the Planning Board in the Planning Department a minimum of 48-hours prior to the hearing date:

- a. Affidavit of Service.
- b. Copy of the notice served.
- c. Certified list of property owners within 200 feet and others served with manner of service
- d. Certified Mail receipts stamped by the USPS.
- e. Affidavit of publication from the newspaper in which the notice was published.

Samples of these required items are attached.

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF _____

I, _____, of full age, being duly sworn according to law, upon oath deposes and says that on _____, at least 10 days prior to the hearing date, I did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the affected property which were served as well as any public utilities which have registered with the Borough of Bound Brook, NJ. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Borough of Bound Brook, NJ.

In addition to those shown on the list, notices were served upon (check if applicable):

- () 1. Clerk of adjoining municipalities
- () 2. Somerset County Planning Board
- () 3. The N.J. Department of Transportation

Signature of Applicant

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

Notary Public

SEAL

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET
(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)

Tax Assessor Telephone No. (732) 356-0833

DATE _____ BLOCK(S) _____ LOT(S) _____

PROPERTY LOCATION _____

APPLICANT _____

PLEASE MAIL TO _____

PHONE# _____

PAID CHECK # _____

CASH \$ _____

Tax Assessor's Note: In accordance with the provisions of the Municipal Land Use Law, the charge for this list is \$10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional 25-cent charge per name.

Mail or deliver this request to:

**Tax Assessor's Office
Borough of Bound Brook Municipal Building
230 Hamilton Street
Bound Brook, NJ 08805**

**SAMPLE FORM OF NOTICE OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL
NEWSPAPER OF THE BOROUGH (Courier News or with Star Ledger)
AT LEAST 10-DAYS PRIOR TO THE HEARING DATE**

**BOUND BROOK BOROUGH
NOTICE OF HEARING**

TAKE NOTICE, that on _____ date of public hearing _____ at _____ (time) _____ P.M., a public hearing will be held before the Borough of Bound Brook Planning Board at the Bound Brook Municipal Building located at 230 Hamilton Street, Bound Brook, New Jersey 08805 to consider the application of _____ (applicant's name) _____ for the following:

1. (List type of all variances, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit (example: construction of ; installation of ; creation of one new developable lot) on the premises located at _____ (address) _____ and designated as Block _____ (#) _____ Lot _____ (#) _____ on the Borough of Bound Brook Tax Map.

The application and supporting documents are on file with the Secretary of the Borough of Bound Brook Planning Board and may be inspected at the Borough of Bound Brook Municipal Building, Planning Department, located at 230 Hamilton Street, Bound Brook, New Jersey 08805 during regular business hours Monday through Friday, 9:00 am to 4:00 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the regulations of the Municipal Land Use Law and rules of the Board.

Name of Applicant

Signature of Applicant

SAMPLE FORM OF NOTICE TO BE SENT TO PROPERTY OWNERS WITHIN 200-FEET OF PROPERTY LINE AT LEAST 10-DAYS PRIOR TO THE HEARING DATE (Obtain certified list of property owners within 200-feet from the Tax Assessor's office and send notice to the owners exactly as shown on the certified list. A Request Form is attached)

**BOROUGH of BOUND BROOK
NOTICE OF HEARING**

TO: _____

PLEASE TAKE NOTICE, that on _____ (date of public hearing) at _____ (time) P.M., a public hearing will be held before the Borough of Bound Brook Planning Board at the Borough of Bound Brook Municipal Building located at 230 Hamilton Street, Bound Brook, New Jersey 08805 to consider the application of _____ (applicant's name) for the following:

2. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit (example: construction of ; installation of ; creation of one new developable lot) on the premises located at _____ (address) and designated as Block _____ (#) Lot _____ (#) on the Borough of Bound Brook Tax Map.

The application and supporting documents are on file with the Secretary of the Borough of Bound Brook Planning Board and may be inspected at the Borough of Bound Brook Municipal Building, Planning Department, located at 230 Hamilton Street, Bound Brook New Jersey 08805 during regular business hours Monday through Friday, 9:00 am to 4:00 pm. Any interested party may appear either in person or by attorney at said hearing and participate therein in accordance with the regulations of the Municipal Land Use Law and rules of the Borough of Bound Brook Planning Board.

This notice is sent to you by the applicant, by order of the Borough of Bound Brook Planning Board.

Respectfully,

Signature of Applicant

All applications must include:

Form #1 Owner Consent Form

Form #2 Corporation or Partnership Disclosure Statement (if applicable)

Form #3 Executed Application and Checklist for the following, as applicable;

A. Minor Subdivision (with or without variances) **OR;**

B. Preliminary major Subdivision **OR;**

C. Final major Subdivision **OR;**

D. Site Plan **OR;**

E. Appeal or variance only (not involving Subdivision or Site Plan)

Copies of all forms are enclosed.

Form #2

BOROUGH of BOUND BROOK

Disclosure Statement for Corporations and Partnerships

CORPORATIONS:

Please indicate the following with respect to the Corporation:

NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

NAME of REGISTERED AGENT _____

ADDRESS _____

STATE OF INCORPORATION _____

If other than New Jersey, is Corporation authorized to do business in New Jersey?

Yes _____ No _____

If so, when was authorization obtained? _____

List all stockholders controlling 10% or greater of stock:

PARTNERSHIPS:

Please indicate the following with respect to the partnership:

TRADE NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

NAMES AND ADDRESSES OF PARTNERS _____

Application Forms

Forms #3A	Minor Subdivision	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist
Forms #3B	Preliminary Major Subdivision	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist
Forms #3C	Final Major Subdivision	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist
Forms #3D	Site Plan	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist
Forms #3E	Appeal or Variance	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist
Forms #3F	Informal Presentation	<ul style="list-style-type: none"> • Application Form • Zoning Information • Checklist

THE BOROUGH of BOUND BROOK
FORM 3A - MINOR SUBDIVISION
APPLICATION FORM
(With and Without Variances)

Date: _____

Application #: _____ Applicant _____

Address _____

(Do not write above this line)

Check type of application:

_____ Minor Subdivision _____ Lot Line Adjustment (no new lots created)

1. Applicant's Name _____

Address _____

Phone # _____ Fax # _____

2. Name and Address of Present Owner if other than above

3. Attorney's Name _____

Address _____ E-mail _____

Phone # _____ Fax # _____

4. Plan Preparer/Engineer/Surveyor Name _____

Address _____

Phone # _____ Fax # _____

Location of Subdivision _____ (Street)

Tax map sheet # _____ Block # _____ Lot # _____ Zone District _____

Number of Proposed Lots _____

Area of Entire Tract _____ Square Footage _____

Signature of Applicant _____ Date _____

Form #1
BOROUGH of BOUND BROOK
Owner Consent Form

I, _____, am the owner of the property known as Block (s) _____, Lot (s) _____ as shown on the Tax Map of Borough of Bound Brook. I am aware of the application that is to be filed with the Land Use Board in Borough of Bound Brook and I consent to the filing of said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

(This form must be signed and notarized, even if the applicant is the owner)

Signature of Owner

Date _____

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

Notary Public

SEAL

**THE BOROUGH of BOUND BROOK
 FORM 3A - MINOR SUBDIVISION
 ZONING INFORMATION
 (To be submitted with all applications)**

APPLICANT _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FOOTAGE OF ALL STRUCTURES _____

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____

LIST OTHER VARIANCES (type)

LIST ALL DESIGN WAIVERS

RECOMMENDATION:
 If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**THE BOROUGH of BOUND BROOK
FORM 3A - MINOR SUBDIVISION
CHECK LIST**

Applicant _____ Application # _____
Block(s) _____ Lot(s) _____ Date _____

Provided (yes/no)	Waiver Requested	Description
		1. Four (4) sets of the application, checklist, and fee schedule computations and all supporting documentation and Site Plan submitted for Completeness Review.
		2. <u>Once declared Complete:</u> Fifteen (15) sets of the (approved) application, checklist, and fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets.
		3. Six Photographs of property, taken from property lines into the site.
		4. All fees must be paid. Application fee: \$ _____ Escrow Fee: \$ _____ (Fee Schedule with calculations must be submitted, including a signed W-9)
		5. Size of Map 24" x 36" or 36"x 48"
		6. Survey of property, signed and sealed by a Licensed Surveyor
		7. Submit deeds for property, including easement deeds
		8. Signed Consent form even if the applicant is the owner
		9. Key Map at a scale not to exceed 1"=800' showing the proposed subdivision and 200' area surrounding the property.
		10. Scale not to exceed 1" = 50'
		11. The entire tract to be subdivided giving the accurate location and dimensions of existing and proposed streets and property lines
		12. Approval block for signatures of the Board Engineer, Board Chairman and Board Secretary
		13. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines.
		14. Wooded areas and isolated trees on the property and within 50 feet of the property line.
		15. Topography at two foot contours on the tract and within 100 feet. Every 10-foot contour interval line should be shown darker.
		16. Names and addresses of all property owners within 200 feet of the property
		17. Note the last name of the owner or applicant, the Block(s) and Lot(s), municipality and County in the title Block

Provided (yes/no)	Waiver Requested	Description
		18. Identify the tax map sheet, date of revision, block and lot numbers and zone district of above owners
		19. Location of existing or proposed streets, easements, culverts, bridges, drainage, ditches, water courses and rights-of-way in and within 200 feet of the subdivision
		20. Lots: original and proposed lot layout, lot dimensions, chart of all required setback lines, lot area of each lot in square feet and acreage, building height, lot coverage, floor area ratio and parking including that which is required and proposed.
		21. Lot designations as assigned by the Tax Assessor in writing.
		22. Location of all percolation tests, consecutive results including those that failed and soil lots.
		23. Soils types located on the plans.
		24. Signature for Board Engineer, Board Chairman, Board Secretary.
		25. Floodway and flood fringe delineation using information from Flood studies, NJDEP flood reports, and Soil Conservation Service Maps
		26. Utility and drainage information, showing existing and proposed laterals
		27. Certification that all taxes have been paid per Ordinance 2004-12 unless tax appeal is filed.
		28. Evidence of subdivision plat referral to the Somerset County Planning Board
		29. Stormwater Calculations and Stormwater Drainage Design
		30. Flood plain exhibits, if applicable.
		31. Soil erosion and sediment control plan

X _____
Signature of person preparing application

_____ Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application. Minor Subdivisions may not involve property which as been granted a minor subdivision within the past 24 month period.

THE BOROUGH of BOUND BROOK
FORM 3B – PRELIMINARY MAJOR SUBDIVISION
APPLICATION FORM
(With and Without Variances)

Date _____

Application # _____ Applicant _____

Address _____

(Do not write above this line)

Please check this box if this is an amendment to an approved preliminary subdivision. If so, please submit 15 sets of approved layout and one full set of approved plans. Also submit 15 copies of the resolution of memorialization.

Applicant's Name _____

Address _____

E-mail Address _____

Phone # _____ Fax # _____

Name and Address of Present Owner if other than #1 above

Name _____

Address _____

Attorney's Name _____

Address _____

E-mail address _____

Phone # _____ Fax # _____

Preparer/Engineer's Name _____ License # _____

Address _____ Phone # _____ Fax # _____

Block _____ Lot _____ Zone _____ Tax Sheet _____

Number of Proposed Lots _____ Area of Entire Tract _____ s. f.

Area in Wetlands _____ s. f. Transition Buffer Area _____ s. f.

Area in Flood Hazard Zone _____ s. f.

List of maps, documents and other material accompanying application, number of each and date of document (Use Separate Sheet)

List any adjoining lands owned or controlled by owner or applicant

Block(s) _____ Lot(s) _____ Area _____ s.f.

Signature of Applicant

Date

THE BOROUGH of BOUND BROOK
FORM 3B – PRELIMINARY MAJOR SUBDIVISION
ZONING INFORMATION
 (To be submitted with all applications)

APPLICANT NAME _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s. f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
 ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____

LIST OTHER VARIANCES (type)

LIST ALL DESIGN WAIVERS

RECOMMENDATION:

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

THE BOROUGH of BOUND BROOK
FORM 3B – PRELIMINARY MAJOR SUBDIVISION
CHECK LIST

Applicant _____

Application # _____

Block(s) _____

Lot(s) _____

Date _____

Provided (yes/no)	Waiver Requested	Description
		1. Four (4) sets of the application, checklist, and fee schedule computations and all supporting documentation and Site Plan submitted for Completeness Review.
		2. <u>Once declared Complete:</u> Fifteen (15) sets of the (approved) application, checklist, and fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets.
		3. Six photographs of the property taken from the lot lines of the site.
		4. All fees must be paid. Application fee: _____ Escrow Fee: _____ Fee Schedule with calculations must be submitted, including a signed W-9
		5. Consent by Owner form, signed and notarized by owner even if the applicant is the owner
		6. Letter of intent stating a) type of structure to be erected b) approximate date of start of construction c) a tentative phasing plan for the entire Subdivision indicating all facilities including the estimated number of lots on which final approval will be requested for the first section.
		7. Zoning Chart listing required, existing and proposed setbacks, height, floor area ratio, improved lot coverage, and all other information included in the schedule of area and yard requirements.
		8. Key map. Scale not to exceed 1" = 800'. Show zoning within 200 feet of site
		9. Lots: existing and proposed layouts, dimension and metes and bounds.
		10. Show individual lots in square feet and acreage
		11. Record owner, name and address of property to be subdivided; if other than an individual, the corporate officers or partner or other statutory agent.
		12. Note owner or applicant's last name and block(s) and lot(s) in the title block
		13. Applicant's name, address and telephone number
		14. Person who prepared map, official seal and license number
		15. Copy of deeds of property and all deed restrictions
		16. Scale of plans not to exceed 1" = 100' on sheets with dimensions of 24"x 36" or 30"x 48"
		17. North arrow and graphic scale

Provided (yes/no)	Waiver Requested	Description
		18. Property owners within 200 feet of entire tract with their designated Block and Lot numbers
		19. Acreage of total tract to be subdivided to the nearest hundredth of an acre
		20. Elevations, contours on site and structures for a 200 foot distance around entire tract to be subdivided. Five foot intervals for slopes averaging 10% or greater. Two foot contour intervals for slopes of lesser percentage
		21. Signature block for Board Engineer, Board Chairman and Board Secretary 24
		22. Streets (existing and proposed) including right of way widths
		23. Utilities: water, gas, electric in existing and proposed streets
		24. Storm drainage plan including calculations
		25. Percolation test, locations, log profile and testing data and design
		26. Off site improvements
		27. Setbacks; show all existing and proposed setback lines noting distances of structures to property lines as appropriate
		28. All deed restrictions shall be shown on the plans
		29. Open space and detention basin- area, designate ownership on map.
		30. Soils delineation to be shown on the plans
		31. Certification that taxes are paid per Ord. 2004-12 unless tax appeal is filed.
		32. An Environmental Impact Statement.
		33. Flood hazard exhibit or a letter from the designing engineer stating that the tract is not in the flood hazard area
		34. Statement from the designing engineer stating that the plans are in compliance with Residential Site Improvements Standards (RSIS)
		35. Soil Erosion and Sediment Control Plan
		36. Evidence of referral to other appropriate governmental agencies (including Somerset County)
		37. Description of request for a hardship variance, conditional use or special permit
		38. Show all existing trees as follows: Deciduous 12" dbh or greater.
		39. Proposed landscaping and street trees shall be in accordance with the Landscaping ordinance.
		40. Survey of property, signed and sealed by a licensed surveyor.

Signature of person preparing checklist

Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

THE BOROUGH of BOUND BROOK
FORM 3C – FINAL MAJOR SUBDIVISION
APPLICATION FORM
(With and Without Variances)

Date _____

Application # _____ Name _____

Address _____

(Do not write above this line)

Please check this box if this is an amendment to an approved final Subdivision. If so, please submit 15 copies of the amended subdivision plans and two full sets of the originally-approved plans. Also submit 15 copies of the approving resolution.

Zone _____ Block _____ Lot _____

Applicant's Name _____

Address _____

E-mail Address _____

Phone # _____ Fax # _____

Owner's Name _____

Address _____

Attorney's Name _____

Address _____

E-mail Address _____

Phone # _____ Fax # _____

Plan Preparer/Engineer's Name _____ License # _____

Approval Date of Preliminary Major Subdivision _____

Number of Lots Proposed for Final Approval _____

No. of Lots Approved in Preliminary Approval _____

Signature of Applicant _____ Date _____

THE BOROUGH of BOUND BROOK
FORM 3C – FINAL MAJOR SUBDIVISION
ZONING INFORMATION
 (To be submitted with all applications)

APPLICANT NAME _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s. f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____

LIST OTHER VARIANCES (type)

LIST ALL DESIGN WAIVERS

RECOMMENDATION:
 If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**THE BOROUGH of BOUND BROOK
FORM 3C – FINAL MAJOR SUBDIVISION
CHECK LIST**

Applicant _____ Application # _____

Block(s) _____ Lot(s) _____ Date _____

Provided (yes/no)	Waiver Requested	Description
		1. Four (4) sets of the application, checklist, and fee schedule computations and all supporting documentation and Site Plan submitted for Completeness Review.
		2. <u>Once declared Complete:</u> Fifteen (15) sets of the (approved) application, checklist, and fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets.
		3. All fees must be paid. Application fee: \$ _____ Escrow Fee: \$ _____ (Fee Schedule with calculations must be submitted, offing a signed W-9)
		4. Identification – Name of Subdivision, indicating, “Final Subdivision” on plans.
		5. Tract boundary lines, rights-of-way lines of street names, easements and other rights-of way, land to be reserved or dedicated to public use, all lot lines with accurate dimensions, bearings of deflection angles and radii, arcs and chord bearings, distances, arc lengths, radii of all curves and areas of each lot in square feet and area of all dedicated lands
		6. Location of easements and all public dedications
		7. Block(s) and Lot(s) as approved by the Tax Assessor in writing (attach letter)
		8. Monuments existing or to be set
		9. Consent of owner certification, signed and notarized even if the applicant is the owner
		10. Certification by letter from Engineer or Land Surveyor that the final plat is consistent with the approved Preliminary plat
		11. Proof that current taxes are paid (Attach letter from the Tax collector)
		12. Additional exhibits required by the Board as a condition of Preliminary approval
		13. Submit deeds of property and deeds of easement
		14. Certification that all taxes are paid per Ord. 2004-12 unless tax appeal is filed.
		15. Completed Compliance Report indicating full and unconditional compliance with requirements and conditions of Preliminary approval and all outside agency approvals.

Provided (yes/no)	Waiver Requested	Description
yes	no	16. Engineer's Estimate of the cost of proposed improvements (sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs
yes	no	17. Signature Block for signature of Board Chairman, Engineer and Secretary.
yes	no	18. Letter from the designing engineer stating that the plans precisely conform to the preliminary plans which were approved by the Board.
yes	no	19. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by COAH.

X _____
Signature of Person Completing Checklist

Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request.

THE BOROUGH of BOUND BROOK
FORM 3D – SITE PLAN
APPLICATION FORM
(With and Without Variances)

Date _____

Application # _____ Name _____

Address _____

(Do not write above this line)

Please check type of application:

- _____ Conceptual Site Plan
- _____ Waiver Request
- _____ Conditional Use Approval
- _____ Minor Site Plan
- _____ Preliminary Major Site Plan
- _____ Final Major Site Plan
- _____ Amend prior approval for Preliminary Site Plan. Date of prior approval, with resolution
- _____ Amend prior approval for Final Site Plan. Date of prior approval, with resolution

Does this application constitute a new application? _____ Yes _____ No

If not, Once Complete, attach 15 copies of signed, approved Site Plan with resolution.

Applicant's Name _____ Phone # _____

Address _____ Fax # _____

E-mail _____

Owner's Name _____ Phone # _____

Address _____ Fax # _____

Attorney's Name _____

Address _____

Email _____

Phone # _____ Fax # _____

Engineer's Name _____

Address _____

Name of Development _____

Block(s) _____ Lot(s) _____ Tax Sheet _____ Zone _____

Present Use _____

Proposed Use _____

Area in acres of any additional adjoining land owned by owner or applicant _____

Area in square feet of lot area with slopes 30 percent or greater _____

Slopes 20-29 percent _____

Slopes 11-19 percent _____

Slopes 0-10 percent _____

Amount of lot area in floodway _____ s. f.;

flood fringe _____ s. f.; wetlands _____ s. f.

wetland transition area _____ s. f.

Waivers requested from the following sections of the Township Land Use Code, with Chapter numbers. _____

List all plans, exhibits, documents, reports, significant letters, and written decisions from other governmental agencies which constitute this application. Please indicate the title of plan or document scale, number of sheets, date of preparation and name and license number of preparer if appropriate.

NOTE: ALL EXHIBITS PRESENTED AND MARKED AT THE HEARING MUST BE CLIPPED (NOT MOUNTED WITH ADHESIVE) TO THE FOAM BOARD.

All exhibits will be kept in the application file and the foam boards will be returned at the meeting.

X _____
Signature of person preparing application

Date

**THE BOROUGH of BOUND BROOK
FORM 3D – SITE PLAN
ZONING INFORMATION
(To be submitted with all applications)**

APPLICANT NAME _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s. f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____
LIST OTHER VARIANCES (type)			

LIST ALL DESIGN WAIVERS

RECOMMENDATION:

If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**THE BOROUGH of BOUND BROOK
FORM 3D – SITE PLAN
CHECK LIST**

Applicant _____ Application # _____
Block(s) _____ Lot(s) _____ Date _____

Provided (yes/no)	Waiver Requested	Description
		1. Four (4) sets of the application, checklist, and fee schedule computations and all supporting documentation and Site Plan submitted for Completeness Review.
		2. <u>Once declared Complete</u> : Fifteen (15) sets of the (approved) application, checklist, and fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets.
		3. Six photographs of the property taken from the lot lines of the site.
		4. All fees must be paid. Application fee: \$ _____ Escrow Fee: \$ _____ (Fee Schedule with calculations, including a signed W-9)
		5. Tax Collector Certification indicating that taxes are paid.
		6. Consent by Owner form: signed and notarized by owner even if the applicant is the owner.
SITE PLAN SHOULD CONTAIN THE FOLLOWING DATA:		
		7. Size of map (24"x 36" or 30"x 48")
		8. Scale of development plan not to exceed 1"=100'
		9. A Key map of the site with reference to surrounding areas, zoning district(s) and existing street locations within 200' of property. Scale not less than 1"=800'
		10. The North arrow, scale, block, lot, name and address of the owners of all contiguous land and of property directly across the street, and downstream 200 feet of the property, as shown by the most recent tax records of all municipalities in which such properties shall lie.
		11. Lot line dimensions, bearings and distances
		12. Location of all buildings and structures, streets, easements, driveways, entrances and exits on the site and within 200 ft thereof. Structures to be removed should be indicated by dashed lines.
		13. Right-of-way width of existing road from the centerline. Pavement width measurements. Location and dimensions of proposed buildings, structures, roads, driveways, parking areas with dimensions of each
		14. All existing physical features on the site and within 200 feet thereof, including streams, water courses, woodlands, swamps, rock and water flows. All existing trees greater than 12" dbh.

Provided (yes/no)	Waiver Requested	Description
		15. Zoning Chart listing required, existing and proposed setbacks, height, lot area, improved lot coverage, and all information included in the schedule of land and area requirements. Graphic depiction is required.
		16. Proposed building height setbacks, front, side and rear yard distances and required setbacks. Buildings must identify square footage on each building for each floor. 29
		17. Topography showing existing and proposed contours at two foot intervals extending 200 feet off site.
		18. Parking and loading areas shall be indicated with dimensions for bays, aisles, stalls, curb radii, traffic islands and channelization. Indicate direction of traffic flow and sight easements, number of employees, total and maximum in one shift, proposed and required parking spaces. No driveway is permitted within ten (10) feet of property lines.
		19. Architectural building elevations including facade signs and entrances, materials, dimensions and height.
		20. Improvements such as roads, curbs, bumpers and sidewalks shall be indicated with cross sections, design details and dimensions.
		21. Location and design of existing and proposed storm water systems, sanitary waste disposal systems, portable water supply, hydrants and methods of solid waste storage and disposal within screened area
		22. Landscaping and buffering plan exhibit identifying existing and proposed trees, shrubs, bushes, ground cover and natural features such as boulders and root outcroppings. Indicate botanical and common names of plants and trees, dimensions at time of planting and maintenance plans. The landscaping plan shall be in accordance with the Landscape Ordinance.
		23. Street trees planted at 50' intervals along public rights of way and in accordance with the Landscape Ordinance.
		24. Specify on landscape plan the quantity of landscaping by type proposed to be planted on site
		25. Conservation Plan Exhibit is to be submitted showing the proposed methods of protecting trees and growth before and after construction. Techniques include fences, berms, tree wells, etc
		26. Proposed exterior lighting plan exhibit showing location of all lights, type of light, manufacturer specification sheet, intensity in foot candles on a point-to-point plan, methods proposed to reduce off-site glare on adjacent property and roads, type and height of light standard and pole.

Provided (yes/no)	Waiver Requested	Description
		27. Survey of property signed and sealed by a Licensed Surveyor
		28. Proposed sign plan exhibit for all freestanding and façade signs showing the specific design, letter style, color, construction and materials, location, size, height above grade or below roof line, type of standard, illumination
		29. Required legend on Site Plan for endorsement by Board Engineer, Board Chairman and Board Secretary.)
		30. Fifteen (15) copies of the Environmental Impact Statement report .Waiver cannot be granted if slopes on the site exceed 15% or if property is within a flood plain
		31. Storm water runoff control plan exhibit
		a. Impervious coverage
		b. Elevations adjacent to existing and proposed building(s)
		c. Elevations for entire site
		d. Elevations on adjacent property where drainage may impact
		e. Location and elevation of sidewalks, adjacent road centers, dividing islands, curbs, gutters, driveways
		f. Run-off computations for existing and proposed conditions
		g. Size, slope, direction of flow, top, invert elevations of all existing and proposed storm drains, drainage ditches, water courses (cross sections, for swales, channels)
		h. Roof leader size and discharge locations
		i. Location, capacity, outlet details, typical section through basin calculations for storage capacity, inflow hydrograph for storm water detention/retention facilities
		j. Drainage area map, calculations showing drainage from contributing area prior to and after development
		32. Soil erosion and sediment control plan exhibit Identify location of all soils on property.
		33. Written description of a request for variance, conditional use or special permit.
		34. Written document or request to waive submission of any required Site Plan elements or exhibits. (The applicant must document why a waiver of required exhibits is in the public interest, consistent with the Master Plan, the overall intent of the Land Use Ordinance, and good Development and Environmental practice).
		35. Proof in the form of a letter of transmittal that a copy of the Application was sent to the County Land Use Board.
		36. Phase I Checklist for Limestone Analysis
		37. Certification taxes are paid, unless a tax appeal is filed.
FOR FINAL SITE PLAN In addition to the above, include;		
		38. Engineer's estimate of the cost of proposed improvements

		(sanitary sewer, drainage, pavement, landscaping) and an inspection fee of 6% of those costs
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Provided (yes/no)	Waiver Requested	Description
		39. Completed Compliance Report indicating fulfillment of all requirements of Preliminary approval and outside agency approvals.
		40. Signed Developer's Agreement with governing body confirming that the site plan addresses obligations of affordable housing as promulgated by the NJ Council on Affordable Housing.
		41. Certification taxes are paid, unless a tax appeal is filed.
WAIVER OF SITE PLAN		
<i>The Planning Board will determine if the applicant is eligible for a waiver of the Site Plan Requirements above.</i>		
		42. Confirmation by Zoning Officer of items 42 thru 46 below:
		43. Written statement from applicant stating reasons why the application is eligible for a waiver of the site plan requirements.
		44. The application does not request or require any interior or exterior alterations (except for signage)
		45. The use has sufficient striped parking on the property according to the Land Use Ordinance. All uses on the property must be considered cumulatively to be in conformance with the Ordinance.
		46. There are no existing zoning violations of the property as affirmed in writing by the Zoning Officer. A letter from the Zoning Officer is required for completeness.
		47. In addition the applicant must also submit 15 sets of the following to the Board in support of this request as a matter of complete application:
		a. Survey of the property and copy of prior approved site plan (duly signed) or proof of prior waiver of site plan approval.
		b. Eight photographs of the property, including parking area, front, rear and side areas.
		c. Written description of the prior use and proposed use.
		d. Description of the location of solid waste disposal area.
		e. Verification from the tax collector that taxes have been paid.

X

 Signature of person preparing checklist

 Date

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**THE BOROUGH of BOUND BROOK
FORM 3E – APPEAL OR VARIANCE
APPLICATION FORM
(No Site Plans or Subdivisions)**

Date _____

Application # _____ Name _____

Address _____

(Do not write above this line)

Check type of application:

_____ Appeal Zoning Officer's Decision _____ Interpretation _____ Other

_____ c- Variance (Bulk Variance) _____ d-variance

Applicant's Name

Name _____

Address _____

Phone # _____ Fax # _____

Name and Address of Present Owner if other than above

Name _____

Address _____

Attorney's Name _____

Address _____

Phone # _____ Fax # _____

Plan Preparer/Engineer's Name _____

Address _____

Phone # _____ Fax # _____

The Property

BLOCK _____ LOT(s) _____ ZONE _____

Street Address _____

Is public water within 1000 feet of the property? _____

Is public water proposed _____

Is public sanitary sewer within 1000 feet of the property _____

Is public sanitary sewer proposed _____

Does owner or applicant own or have control of contiguous property? _____

If so identify Block(s) _____ Lot(s) _____

Set forth all sections of the Land Use Ordinance from which relief is requested:

SECTION _____

Has there been any previous appeal, request, or application to this or any other Township Agencies regarding this property?

YES _____ NO _____

If YES, attached copy of determination which would state the nature and date of said matter.

If the application involves the use of the property or variance, set forth the reasons why the variance requested should be granted. (Use separate sheet). Set forth the facts relied upon to demonstrate that the relief requested can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and Land Use

Ordinance
(Use separate sheet)

Present use of existing buildings and premises _____

Proposed use: _____

(Applicant's Signature)

(Date)

THE BOROUGH of BOUND BROOK
FORM 3E – APPEAL OR VARIANCE
ZONING INFORMATION
 (To be submitted with all applications)

APPLICANT NAME _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s. f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____

LIST OTHER VARIANCES (type)

LIST ALL DESIGN WAIVERS

RECOMMENDATION: If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

THE BOROUGH of BOUND BROOK
FORM 3E – APPEAL OR VARIANCE
(Not used for Site Plans or Subdivisions)
CHECK LIST

Applicant _____ Application # _____
 Block(s) _____ Lot(s) _____ Date _____

Provided (yes/no)	Waiver Requested	Description
		1. Four (4) sets of the application, checklist, and fee schedule computations and all supporting documentation and Site Plan submitted for Completeness Review.
		2. <u>Once declared Complete</u> : Fifteen (15) sets of the (approved) application, checklist, and fee schedule computations and all supporting documentation and Site Plan. All documents submitted must be collated into (15) sets.
		3. Six Photographs of property, taken from property lines into the site
		4. Signature Block for approval by the Chairman, Secretary, Engineer
		5. Legible, original survey signed and sealed by a Licensed Surveyor
		6. Scale not less than 1" = 50'
		7. North Arrow and graphic scale
		8. Lot lines with dimensions
		9. Lot area in total square feet. (Lot area must <u>not</u> include area within existing or proposed right-of-way)
		10. Tax Block and Lot numbers and names of owners of all properties within 200 feet of the property
		11. Easements and Rights of Way (must attach copy of property deed)
		12. Location of streams or drainage ditches within 200', or note on plans that there are none
		13. Locations of all structures, trees, hedges, fences with dimensions to property lines for the property and lots abutting the property
		14. Location of proposed structures or changes with dimensions from property lines
		15. Location and arrangement of parking areas and driveways within 100' of site
		16. Deed of the property
		17. Key map showing general location surrounding the site, with all zoning districts within 200-ft of site. Scale is not to exceed 1"=800'

Provided (yes/no)	Waiver Requested	Description
		18. Architectural plans including proposed elevations, dimensions, floor layout, square footage, and number of stories and façade signs
		19. All fees must be paid. Indicate payment made below: Application fee: \$ _____ Escrow Fee: \$ _____ Fee Schedule with calculations must be submitted, including a signed W-9
		20. Zone Chart showing zone requirements (existing, proposed and required) for all setbacks, impervious coverage, F.A.R., building coverage, building height and parking. Chart is to show what is provided. Graphic representations for setbacks are required to be placed on plans.
		21. Certification that all taxes are paid per Ordinance 2004-12 unless tax appeal has been filed
		22. <u>Consent by Owner Form</u> : signed and notarized by owner even if the applicant is the owner
		23. Listing of 10% or greater of corporate or partnership stock
		24. Stormwater Management Plan
		25. Phase I Checklist for Limestone Analysis

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board retains the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application.

**THE BOROUGH of BOUND BROOK
FORM 3F - INFORMAL HEARING
APPLICATION FORM**

Date _____

Application # _____ Name _____

Address _____

(Do not write above this line)

1. Applicant's Name _____

Address _____

Phone # _____ Fax # _____

E-mail _____

2 Name and Address of Present Owner if other than above

3. Attorney's Name _____

Address _____

Phone # _____ Fax # _____

E-mail _____

4. Plan Preparer/Engineer's Name _____

Address _____

Phone # _____ Fax # _____

E-mail _____

Tax map sheet # _____ Block # _____ Lot # _____ Zone District _____

Area of Entire Tract _____ s. f.

Signature of Applicant _____

Date _____

**THE BOROUGH of BOUND BROOK
FORM 3F – INFORMAL HEARING
ZONING INFORMATION
(To be submitted with all applications)**

INFORMAL HEARING
ZONING INFORMATION
(To be submitted with all applications)

ZONING INFORMATION

APPLICANT NAME _____

APPLICATION # _____

DATE _____

LOT(s) _____ BLOCK(s) _____ ZONE _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s. f.

Variance	Ordinance Requirement	Existing	Proposed
IMPROVED LOT COVERAGE (Structure, accessory uses, etc)	_____ %	_____ %	_____ %
Lot Area	_____	_____	_____
Lot Width	_____	_____	_____
Side Yard (one)	_____	_____	_____
Side Yard (total of both)	_____	_____	_____
Front Yard	_____	_____	_____
Rear Yard	_____	_____	_____
Floor Area Ratio	_____	_____	_____
Building height and number of stories	_____	_____	_____
Parking Spaces	_____	_____	_____
ACCESSORY STRUCTURES			
Side yard	_____	_____	_____
Rear yard	_____	_____	_____

LIST OTHER VARIANCES (type)

LIST ALL DESIGN WAIVERS

RECOMMENDATION: If applicable, attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

**THE BOROUGH of BOUND BROOK
FORM 3F – INFORMAL HEARING
CHECK LIST**

Applicant _____ Application # _____
 Block(s) _____ Lot(s) _____ Date _____

Provided (yes/no)	Waiver Requested	Description
		1. 12 Copies of all items submitted
		2. Six Photographs of property, taken from property lines into the site.
		3. Signed Consent form even if the applicant is the owner
		4. Location of existing buildings and other structures including paved parking areas with accurate dimensions from all existing and proposed lot lines.
		5. Wooded areas and isolated trees on the property and within 50 feet of the property line.
		6. Certification that all taxes have been paid per Ordinance 2004-12 unless tax appeal is filed.
		7. Written explanation of details of the requested informal hearing.

X _____
 Signature of person preparing application _____ Date _____

The applicant may request that one or more of the submission requirements be waived; however, the request must be in writing and state the reason for the waiver request. If the submission waiver is honored during completeness review, the Board still has the right to request the same information during the hearing process in addition to any other information they deem necessary for proper review of the application. Minor Subdivisions may not involve property which as been granted a minor subdivision within the past 24 month period.