

**BOROUGH OF FANWOOD
Planning Board Hearing Application Form**

Date Received: _____ Application #: _____

Applicant name: _____ Address: _____

Owner name: _____ Address: _____

Address of Project: _____
Fanwood, NJ 07023

Description of Project: _____

If the applicant is not the owner, attach a notarized letter of authority or power of attorney, signed by the owner to file with this application.

	CHECK WHERE APPLICABLE	MINOR	MAJOR	PRELIMINARY	FINAL	AMENDED
SITE PLAN ⁽¹⁾		(2) ()	(2) ()	(2) ()	(2) ()	(2) ()
SUBDIVISION ⁽¹⁾		()	(2) ()	(2) ()	(2) ()	(2) ()
INFORMAL REVIEW		For Informal Review: Complete this form to the best of your ability. Escrow may be requested for professional review.				
BULK VARIANCE	(2) ()	Notes: ⁽¹⁾ Submit three sets of application & plans for file, Zoning and Engineering ⁽²⁾ Legal notice is required: see Zoning Form #7 for instructions All mounted exhibits must be mounted with removable glue. Permanent glue will not be accepted.				
USE VARIANCE ⁽¹⁾	(2) ()					
CONDITIONAL USE ⁽¹⁾	(2) ()	Attach Form #17, available from Zoning Officer				
OTHER	(2) ()	Attach Forms as directed by Zoning Officer				

PROPERTY INFORMATION

1. The proposed building or use thereof is contrary to the following sections of the Land Use Ordinance (state specifically):

- (a) Section: _____ Variance Requested: _____
 Permitted: _____ Present: _____ Proposed: _____
- (b) Section: _____ Variance Requested: _____ Lot size
 Permitted: _____ Present: _____ Proposed: _____
- (c) Section: _____ Variance Requested: _____ Lot Width
 Permitted: _____ Present: _____ Proposed: t
- (d) Section: _____ Variance Requested: _____
 Permitted: _____ Present: _____ Proposed: _____

Data to answer questions 2 through 5 may be found on your survey, or sought from your architect.

2. Dimensions of Lot: _____ Area of Lot: _____

3. Building coverage (footprint), based on *maximum of 120 feet lot depth*:
 Present: _____ Proposed: _____

4. Improvement coverage (building coverage + driveway, patio, etc.) based on *actual lot area* :
 Present: _____ Proposed: _____

5. Zone District: _____ Block #: _____ Lot #: _____

6. Present Use of Premises: _____

Present: _____ Proposed: _____

7. Do any deed restrictions exist which affect this property? (check one) () Yes () No
If yes, describe or attach a copy of deed: _____

8. The following arguments are urged in support of this appeal: _____

9. I/We, the undersigned applicant(s) do hereby grant permission for the members of the Planning Board and the Zoning Officer of the Borough of Fanwood, NJ to enter upon the property which is the subject of this application, during all daylight hours during the pendency of this application. Permission to enter structures will be given for mutually agreeable times.

I hereby depose and say that all the above statements and statements contained in the papers submitted herewith are true and correct.

Signature of Applicant (in the presence of Notary)

Sworn and Subscribed to before me this _____ day of _____, 20____
Phone _____ Cell _____ e-mail _____
(date) (month) (year)

Notary Public

Note: If the applicant is a corporation or partnership, attach notarized list of names and addresses of stockholders or partners with a more than 10% interest.

10. Non-refundable application fees to be paid when filed: \$ _____

- Notes: 1. Checks should be made payable to "Borough of Fanwood, NJ"
- 2. Periphery list fee, if required (see Zoning Form #7 for details), is additional
- 3. Escrow fees, if required, must be submit as a separate check

CONTACT INFORMATION: Is the Contact the same person as the Applicant? Yes _____ No _____

Name: _____

Mailing Address: _____

Phone _____ Cell _____ E-mail _____

Attorney Information (if applicable). Corporations must be represented by an attorney.

Attorney Name: _____

Name of Firm: _____

Mailing Address: _____

Telephone: _____ e-mail _____

TO BE COMPLETED BY BOARD SECRETARY

There have () have not () been previous appeal(s) involving these premises. If yes, copy attached.

TO BE COMPLETED BY COMPLETENESS DESIGNEE

Application accepted as complete:

Date Signature

**BOROUGH OF FANWOOD
TAX CERTIFICATION FORM**

I hereby certify that no taxes or assessments for local improvements are due on property shown on the tax maps, Borough of Fanwood, New Jersey as:

Name: _____

Street Address: _____

Block _____ Lot _____

_____ Date

_____ Colleen M. Huehn, Tax Collector
Borough of Fanwood

FOR OFFICE USE ONLY

Received by: _____ On: _____

Tentative Meeting Date: _____ Note: _____

**BOROUGH OF FANWOOD
REQUEST FOR PERIPHERY LIST**

APPLICANT: PLEASE PRINT OR TYPE ALL ENTRIES, EXCEPT SIGNATURE.

Please prepare and certify a list of the names and addresses of all property owners in the Borough of Fanwood within 200 feet of:

Street Address: _____

Block _____ Lot _____

Check One: Contact me by telephone at _____ for pickup

Mail the list to the following name and address

PRINT NAME

PRINT STREET ADDRESS

I am enclosing a \$10 fee, payable to "Borough of Fanwood". I understand that the Borough of Fanwood reserves the right to charge an additional \$0.25/name for each name in excess of forty (40).

I understand that the Borough has up to seven (7) days to respond to this request.

APPLICANT'S SIGNATURE

DATE

FOR OFFICE USE ONLY

Received by: _____ On: _____

Tentative Meeting Date: _____ Note: _____

**BOROUGH OF FANWOOD
WAIVER OF TIME FRAME FOR PLANNING BOARD HEARING**

APPLICANT: Your signature is required, so this document may not be submitted online.

There is currently a high volume of applications before the Planning Board. It is possible that your application will be heard later than the time required by statute (120 days from the time the application is deemed complete by the Zoning Officer).

Without a signed "Waiver of the Time Frame" the Planning Board will deny your application within the 120 day period.

In order for the Planning Board to conduct your hearing after the 120 day period, please sign this waiver extending the time frame an additional 120 days.

Concerning the following property:

Block: _____ Lot: _____

Street Address: _____

I hereby waive the time within which the board may act:

Signed: _____
(applicant or attorney)

Date: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
CHECKLIST
BOROUGH OF FANWOOD

	Submitted	Not Applicable	Waiver Requested
§ 184-82. General requirements; plan information. (ALL APPLICATIONS)			
A. Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments.			
B. Signature block for signatures of Chair and Secretary of the Board.			
C. The name of all adjoining property owners as disclosed by current Borough tax records.			
D. A key map showing the location of the tract to be considered in relation to the surrounding area within at least 500 feet of the subject property.			
E. Scale of map, both written and graphic. The scale shall consist of no more than 50 feet to the inch.			
F. North arrow.			
G. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating tract area, lot area(s), lot width(s), all yard setbacks, building and impervious coverage, building height, floor area ratio, density and number of parking spaces, both as to required, existing and proposed, for the subject property. If the application involves a conditional use, compliance with the applicable conditional use standards shall be indicated on the plan.			
H. Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of same. The number of each existing tax lot in accordance with the tax map shall be shown.			
I. Municipal boundary line(s), if any, crossing or adjacent to the subject property.			
J. Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.			
K. Location of existing and proposed buildings, with setbacks from property lines dimensions on the plan.			
L. Location of existing and proposed paved areas, including parking and loading areas, driveways, sidewalks, etc., showing the design of such areas.			
M. Location of natural features, including woodlands, all trees with a trunk caliper of at least six inches at a distance of four feet above the ground, streams and other bodies of water, wetlands, flood hazard areas and rock outcrops on the property, and also on adjacent properties if same affect the proposed development.			
N. Location of any required dedication or reservation for streets or any area shown on the Borough's Master Plan.			
O. Soil erosion and sedimentation control plan, if required pursuant to the Soil Erosion and Sediment Control Act.			
P. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier free access design.			

APPLICANT: _____ ADDRESS: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
CHECKLIST
BOROUGH OF FANWOOD

	Submitted	Not Applicable	Waiver Requested
§ 184-84. Additional requirements for minor subdivisions. In addition to the requirements set forth in § 184-82, the information below shall be on the plans for all minor subdivision applications. Minor subdivision plans to be filed with the County Clerk and shall be set forth on a sheet size of either (8.5 inches by 13 inches, 15 inches by 21 inches, 24 inches by 36 inches, or 30 inches by 42 inches.			
A. Name of the map.			
B. Dimensions, bearings, and curve data for all property lines and easements.			
C. Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.			
D. Proposed lot and block numbers for each proposed lot.			
E. Reference meridian for north arrow shown graphically.			
F. Date of the survey.			
G. Required building envelopes drawn for each lot, showing graphically and by dimension the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.			
H. Location, dimensions and nature of existing and proposed improvements in any street, within or abutting the tract.			
I. Existing and proposed topographic contours, both for the tract and for adjacent areas affecting the development. Contour intervals shall not exceed the following: up to 10% grade or less, one foot; over 10% grade, two feet, over 20% grade, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Controls Survey datum.			
J. Location of existing and proposed wells and septic systems and location of existing and proposed connections to public water and sanitary sewer systems, as well as connections to other utilities.			
K. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.			
L. Certification from a licensed surveyor as to the setting of monuments or from the Borough Clerk as to the posting of a bond for the future setting of monuments.			
M. Certification from the Borough Engineer as to the plat's compliance with the provisions of the Map Filing Law and all applicable requirements of the Borough Code and other requirements.			
N. A statement from the Borough Engineer that he or she has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Borough regulations, and/or a statement by the Borough Clerk that proper performance guarantees have been posted with the Borough for the installation of required improvements.			
O. When approval of a plat is required by an officer or agency of the Borough, county or state, such approval shall be referenced and certified on the plat.			
P. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following: (1) A letter of interpretation from the NJDEP indicating the absence of freshwater wetlands, or the presence thereof, and verifying the boundaries of freshwater wetlands, and classifying same by resource value; (2) A letter of exemption from the NJDEP certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgate there under;			

APPLICANT: _____ ADDRESS: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
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(3) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands; or (4) Documentation demonstrating that no wetlands exist on the subject property and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.			
	Submitted	Not Applicable	Waiver Requested
§ 184-85. Additional requirements for preliminary major subdivisions. In addition to the requirements indicated in § 184-82, the information below shall be shown on the plans for all preliminary major subdivision applications:			
A. The proposed name of the subdivision.			
B. Curve data for all property lines.			
C. Proposed lot and block numbers for each proposed lot.			
D. Required building envelopes drawn for each lot, showing graphically and by dimensions the minimum front, side and rear yard setbacks, as well as any easements within which the construction of buildings is prohibited.			
E. Location and use of open space, if any, to be deeded to the Borough or controlled by any open space organization, as well as the use and nature of any other common areas.			
F. Location, dimensions and nature of existing and proposed improvements in any streets, within or abutting the tract for a minimum distance of 200 feet beyond the tract boundaries, including profiles and cross sections for all proposed streets, sidewalks, alleys, and planting strips; radii, points of curvature and tangency and central angles of all curves, both center-line and curb.			
G. Existing and proposed water supply, including plans and profiles of proposed water mains, pipe material and sizes, valves, joints, hydrants and location of private wells.			
H. Existing and proposed sanitary sewer service, and existing septic disposal tanks, lines and fields. If connection to public sanitary sewers is contemplated, the applicant shall submit plans and profiles of proposed sanitary sewer lines; pipe length, material and sizes; location of pumping stations, manholes and other structures; and appropriate elevations.			
I. Plans and profiles of existing and proposed storm drainage design and improvements, including a map showing the entire drainage area; the drainage area contributing to each pertinent drainage structure; drainage tabulation sheets showing calculations for each drainage area; length, size and material of drain pipes; direction of flow; location of inverts, manholes, dry wells, groundwater recharge basins, swells, drainage basins and other structures; and elevations of grates, inverts, etc.			
J. Proposed location of easements for gas, electric, sewer, telephone and cable television service.			
K. Existing and proposed topographic contours, both for the subject property and for adjacent areas affecting the development. Contour intervals shall not exceed the following; up to 10% grade, one foot; over 10% grade, two feet; over 20%, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.			
L. If regrading near existing buildings is proposed, proposed spot grades at the corners of all buildings, and finished floor elevations of buildings.			

APPLICANT: _____ ADDRESS: _____

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	Submitted	Not Applicable	Waiver Requested
M. Location and description of existing and proposed street trees, landscaping and natural vegetation to remain. Information regarding proposed plantings shall include common and scientific names, number of plants, plant sizes and root specifications.			
N. The location and design of fences, walls, sidewalks and similar improvements proposed.			
O. If development is proposed in phases or stages, a phasing plan.			
Q. If applicant is a corporation or partnership applying to the Board for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes, the names and addresses of all stockholders or individual partners owning at least 10% of the stock of any class as required by New Jersey law.			
R. For minor subdivisions, preliminary major site plans and preliminary major subdivisions, one of the following: (1) A letter of interpretation from the NJDEP indicating the absence of freshwater wetlands, or the presence thereof, and verifying the boundaries of freshwater wetlands, and classifying same by resource value; (2) A letter of exemption from the NJDEP certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgate there under; (3) A copy of any application made to the NJDEP for any permit concerning a proposed regulated activity in or around freshwater wetlands; or (4) Documentation demonstrating that no wetlands exist on the subject property and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.			

APPLICANT: _____ ADDRESS: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
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	Submitted	Not Applicable	Waiver Requested
§ 184-86. Additional requirements for final major subdivisions. In addition to the requirements indicated in §§ 184-82 and 184-85, the information below shall be shown on the plans for all major subdivision applications.			
If final approval is granted after the construction of public improvements, and the said improvements after construction are different than those shown on the plans for preliminary approval, those items which deviate from the requirements for preliminary major subdivisions either must be separately approved by the Board and shown on the final plan or the correct improvements constructed.			
A. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.			
B. Name of the map.			
C. Location and description of existing and proposed monuments, including monuments where found, monuments set or reset, and monuments to be set or reset.			
D. Reference meridian for north arrow shown graphically.			
E. Date of the survey.			
F. Certification from a licensed surveyor as to the accuracy of the details on the plat and as to compliance with provisions of the Map Filing Law.			
G. Certification from a licensed surveyor as to the setting of monuments or from the Borough Clerk as to the posting of a bond for the future setting of monuments.			
H. Certification from the Borough Engineer as to the plant's compliance with the provisions of the Map Filing Law and all applicable Borough ordinances and requirements.			
I. A statement from the Borough Engineer that he or she has received a map showing all utilities in exact location and elevation identifying those portions already installed and those to be installed, and that the developer has installed all improvements in accordance with all Borough regulations, and/or a statement by the Borough Clerk that proper performance guarantees have been posted with the Borough for installation of required improvements.			

APPLICANT: _____ ADDRESS: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
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 BOROUGH OF FANWOOD

	Submitted	Not Applicable	Waiver Requested
§ 184-87. Additional requirements for minor site plans. In addition to the requirements indicated in § 184-82, the following information shall be submitted for all minor site plans:			
A. Location of existing and proposed parking, loading, access and circulation improvements, signs, exterior lighting and landscaping.			
B. If interior renovations or alterations are proposed, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a scale consisting of no more than eight feet per inch.			
C. If alterations to the existing building facade are proposed, elevations showing the extent and nature of the construction.			
D. If revisions to existing topographic contours or spot elevations are proposed, or if the building entrance or finished floor elevation is proposed to be revised, existing and proposed contours and/or spot elevations portraying the change.			

APPLICANT: _____ ADDRESS: _____

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	Submitted	Not Applicable	Waiver Requested
§ 184-88. Additional requirements for preliminary major site plans. In addition to the requirements indicated in §§ 184-82 and 184-87, the following information shall be submitted for all preliminary major site plans:			
A. Location of existing and proposed buildings and their setbacks from property lines, plus the location of existing buildings and paved areas on adjacent properties.			
B. Floor plans for existing and proposed buildings, showing the use and layout of internal space, and front, rear and side building façade elevations, both at a scale consisting of no more than eight feet per inch.			
C. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.			
D. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than: 10% grade or less, one foot; over 10% grade, five feet; and 20%, five feet. Contour elevations shall be referenced to the New Jersey Geodetic Control Survey datum.			
E. If new buildings, new paved areas and/or additions to existing buildings are proposed, proposed spot grades at the corners of all buildings, appropriate pavement locations, and finished floor elevations.			
F. Existing and proposed utility service, including any existing septic systems, connections to sanitary sewers, wells, connections to water mains, fire hydrants, etc.			
G. Existing and proposed storm drainage design and improvements, including a map showing the entire drainage area, the drainage area contributing to each pertinent drainage structure and drainage tabulation sheets showing calculations for each drainage area. Provisions for rooftop drainage shall also be shown.			
H. Existing and proposed site illumination, including height and location of fixture, type of fixture and bulb, pole material, and manufacturer's isocandle diagram superimposed upon the site plan.			
I. Location and description of existing and proposed landscaping. Information for proposed landscaping shall be included common and scientific names, number of plants, planted size and root specification.			
J. Existing and proposed signs, including the size, materials, nature of construction, location and any illumination of same.			
K. The location and design of fences, walls, sidewalks and similar improvements to be proposed.			
L. The location and design of solid waste disposal containers and recycling containers.			
M. If development is proposed in phases or stages, a phasing plan.			

APPLICANT: _____ ADDRESS: _____

UNIFIED PLANNING AND ZONING BOARD OF ADJUSTMENT
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 BOROUGH OF FANWOOD

	Submitted	Not Applicable	Waiver Requested
§ 184-89. Additional requirements for final major site plans. In addition to the requirements indicated in §§ 184-82 and 184-88, the following information shall be submitted for all final major site plans:			
A. If final approval is granted after the construction of public improvements, and said improvements after construction are different than those shown on the plans for preliminary approval, those items, which deviate from the requirements for preliminary major site plans either must be separately approved by the Board and shown on the final plans or the correct requirements constructed.			
B. Information sufficient to demonstrate that all of the conditions of preliminary approval have been satisfied.			

APPLICANT: _____ ADDRESS: _____