

**HARDING TOWNSHIP
PLANNING BOARD AND BOARD OF ADJUSTMENT**

APPLICATION INSTRUCTIONS AND PROCEDURES

GENERAL

The following instructions regarding applications, (including appeals/variances) to the Planning Board or the Board of Adjustment, (PB or BOA), are for the benefit of individuals applying to either Board for approval of a development proposal, project or a variance. Where legal questions arise, it is suggested that the applicant consult with legal counsel. The Boards are guided by the New Jersey Municipal Land Use Law and operate in accordance with Chapter 105 of the Harding Township Code. Applicants are encouraged to obtain a copy of the township's *Land Use and Development Ordinance* containing all application requirements and procedures.

APPLICATION FORMS

Application forms are available from the Planning and/or Adjustment Boards' Administrator, (PABA). All applications must be accompanied by *Certification of Tax Status* with the first portion completed by the applicant. All taxes and assessments, (if any), must be current before an application will be deemed complete.

To appeal a decision of the building Inspector, an *Application for Variance/Notice of Appeal* form must be filed with the Building Inspector within 65 days of his decision date. Applications addressed directly to the BOA without first receiving a decision from the Building Inspector are to be filed directly with the Boards' Administrator.

All applications (except as noted above for Appeals of the Building Inspector's decision), shall be filed with the PABA at the following address:

IN PERSON TO:

Lori Taglairino, Planning Board & Board of Adjustment
Kirby Municipal Building
21 Blue Mill Road
New Vernon, NJ 07976

BY MAIL TO:

Lori Taglairino, Planning Board & Board of Adjustment
P.O. Box 666
New Vernon, NJ 07976-0666

Telephone:

973.267.8000
Lori- Ext. 1951

Email Address:

Lori- ltaglairino@hardingnj.org

6/7/2016

FEES

No application will be accepted for review and processing until and unless the applicable fees are paid by the applicant. Consult Chapter 71 of the Township Code for the applicable fees which must be paid in connection with you application.

APPLICATION CHECKLISTS

An application for development filed with the Planning Board or the Board of Adjustment shall not be deemed complete and will not be scheduled before either Board until all of the documents and information set forth on checklists A through C, applicable to the particular type of application, have been submitted, unless, upon receipt of a written request from the applicant, a specific requirement is waived by the Board or the e Planning and Adjustment Boards' Administrator. Checklists A through C, which follow, apply to the following types of applications:

- **Checklist A:** All applications except applications for special flood hazard development permits, variances, appeals of decisions of the Zoning Officer and requests for interpretation or for direction for the issuance of building permits.
- **Checklist B:** Applications for variances, appeals of decisions of the Zoning Officer and requests for interpretation or for the direction for issuance of building permits.
- **Checklist C:** Special flood hazard development permits.

PLANS, DRAWINGS AND SUPPORTING DOCUMENTS

16 copies of all documentation, including application forms, plans and other documentation are required for applications to the Board of Adjustment. Generally 20 collated copies of all application forms, plans and other documentation are required for the Planning Board. Consult the applicable checklist to be sure that you are submitting the proper number of exhibits. **All plans are required to be folded** to fit, as best as practicable, a standard legal size file folder. Plans should be folded so that the "title block" is visible on the front of the folded plan. Please confirm the number of copies with the Board Administrator prior to generating the copies-uncollated and/or unfolded applications will not be accepted.

BLOCK AND LOT INFORMATION

Applicants are advised to check with the Tax Assessor to determine the correct current block and lot for the subject property, as well as the correct proposed block and lot numbers for any new lots being proposed as part of the application.

PUBLIC HEARINGS AND NOTICE REQUIREMENTS

Applications for variances, and major site plans and major subdivisions (and minor subdivisions with variances); require public notice and a public hearing prior to a decision being rendered by the Board hearing the application. Notice is required to be given to surrounding property owners within 200feet of the subject property. A form is available for your use in notifying surrounding property owners. The applicant is responsible for obtaining a current list of property owners from the Harding Township Tax Assessor. The list will be certified at the time it is obtained, but the applicants are advised to be sure that the list is current in order to give proper notice.

Notice may be given by serving a copy of the form to the owner or his agent at the property or by mailing a copy by certified mail to the owner at the address shown on the certified list you received from the Tax Assessor. A return receipt is not required. Notice to a partnership may be made by service to any partner. Notice to a corporation may be made by service upon its president, vice-president, secretary or other person authorized by appointment or law to accept service on behalf of the corporation. Notice is also required to be published in the township's official newspapers. A form is available for you use or you can prepare your own notice provided it is in a similar form and meets all statutory requirements. **Notice must always be given and published at least 10 days prior to the date the hearing is scheduled.** The 10 day period should not include the day of the hearing or the publication date. You will be notified when the date has been scheduled, but it is the applicant's responsibility to be sure that notice is given in accordance with state law.

The applicant is required to execute (with Notary witness), an *Affidavit of Service and Publication* to confirm that all notice requirements have been met. The Affidavit should be filed with the Secretary prior to the hearing date in order for the application to proceed.

DETERMINATION OF COMPLETENESS

All applications must be found complete prior to scheduling on a Board's agenda. A determination of completeness is in no way an evaluation of the adequacy or acceptability of the information submitted and shall not be construed as diminishing the applicant's obligation to prove in the application process that he is entitled to approval of the application. The Board may subsequently require correction of any information found to be in error and submission of additional information not specified in the Harding Township Code or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for the development have been met.

WAIVER REQUESTS (SUBMISSION REQUIREMENTS)

Applicants requesting a waiver from a SUBMISSION requirement must check the appropriate space on the applicable checklist for the application. The request for a waiver of any submission requirement will be decided commensurate with determination of COMPLETENESS by the Planning and Adjustment Board's Administrator or the applicable Board to which the application is made. If the Administrator or the Board determines that the applicant must submit the required documentation, the applicant shall be deemed INCOMPLETE and will not be processed or heard by the Board until the requirement has been fulfilled.

COUNTY APPROVAL

If the project requires the approval of the Morris County Planning Board, you are required to submit the application together with any supporting documentation, and the applicable fee to the appropriate township's Board Administrator. Your check should be made payable to the *Treasurer of Morris County*. The township will file the application for you. An application form is available from the PABA. (It is preferred that this is filed directly by the applicant providing confirmation is given to the Board Administrator that it has been filed.)

APPLICANT ATTENDANCE

The applicant or his representative is expected to appear before the Board when his/her application is scheduled to be heard. Applicants may appear in person or by counsel, except that all corporations MUST be represented by counsel.

DECISIONS

The Board to which your application has been made has a statutory time frame in which to act. Failure to act within the time frame applicable, without an extension granted by the applicant, will cause the application to be deemed approved. In such an event, the Township Clerk may issue a certification indicating that the application was approved because the time period lapsed. Such a certification shall serve in lieu of written endorsement by the Board. When the Board renders its decision, the PABA will arrange for a notice to be published in the official newspaper and will furnish you with a copy of the Board's decision. All decisions are in the form of a resolution which is memorialized *after* the Board has voted to approve or deny the application. A variance(s) granted by the Board of Adjustment expires after one year if not acted upon.

For Office Use Only:
Fees paid on:
Appl. Fee:
Other Fee:
Escrow:

APPLICATION FOR
CONCEPT PLAN REVIEW

For Office Use Only:
Block:
Lot:
Appl. #
Applicant:
Received on:

Township of Harding
Morris County, New Jersey

To: The Planning Board of the Township of Harding,
The undersigned applicant hereby requests an informal review of a concept plan for the following type of development:

- | | | | |
|--|----------------------------|--|--|
| <input type="checkbox"/> Minor Subdivision | <u>Type of Application</u> | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Minor Site Plan | | <input type="checkbox"/> Major Site Plan | <input type="checkbox"/> Other _____ |

Applicant's name: _____ Tel: _____ Email _____

Address: _____

Present Owner: _____ Address: _____

Correspondence to be sent to: _____

Address: _____ Tel: _____ Email _____

Status of Applicant: Individual Partnership Corporation

Please provide the name, address, telephone and email of other professionals (if any):
(Note: Correspondence will be sent to Attorney)

Attorney: _____

Engineer: _____

Architect: _____

Planner: _____

Block _____ Lot(s) _____ of property.

Name of public street giving access to the subject property: _____

Zoning District(s) in which the subject property is located: _____

Size (in acres) of the entire tract: _____ If subdivision, how many lots? _____

Give area of each lot _____

Describe the proposed use of the property or building(s) _____

Date _____

Signature of the Applicant _____

Signature of the Applicant _____

For Office Use Only:
Fees paid on:
Appl. Fee:
Other Fee:
Tech. Rev. Fee:

APPLICATION FOR DEVELOPMENT

**To the
Planning Board/Board of Adjustment
Harding Township, New Jersey**

For Office Use Only:
Block:
Lot:
Appl. #
Applicant:
Received on:

Application is hereby made to the Planning Board/Board of Adjustment for approval of a:

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Preliminary Major Site plan	<input type="checkbox"/> Variance
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Other _____

Section 1. Applicant Information

Name of applicant:		
Mailing address (fill in all requested information below)		Telephone
Fax		
Name of owner (if other than applicant):		
Mailing address (fill in all requested information below)		Telephone
Fax		
If applicant is not the owner, state legal relationship to owner:		
If represented by an attorney or other consultants, list below.		
Name (fill in all requested information below)	Address	Telephone
Fax		
Attorney:		
Architect:		
Surveyor:		
Engineer:		
Planner:		

Section 2. Description of Property and Proposed Use

Property location (street):	
Block:	Lot:
Zoning District:	
Existing and proposed use of building(s) or land:	
Is the property included within a Historic District as shown in the Harding Township Master Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which district?	
Were any buildings on the property constructed prior to 1915? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the property is located in the R-1 or R-2 zone, were any accessory buildings constructed prior to	

1945? Yes [] No []
If this application or an application substantially similar to this application has been before the Planning Board or Board of Adjustment previously, please indicate the date (year) of the application and to which Board it was made:
Year: Planning Board [] Board of Adjustment []

Section 3. Submission Requirements

Each Application for Development must be accompanied by Checklist A along with all of the documents and plans listed in the checklist and applicable fees as set forth in Chapter 71 of the Harding Township Code.
Application form(s), Checklist A, required documents and plans must be copied (see Checklist A for number of copies) and collated by the applicant for submission to the Board Administrator. All engineering/architectural plans should be folded to letter or legal size with the title block visible in the lower right hand corner.
If a variance is requested in conjunction with your development application, submit the requisite number of copies of an Application for Variance/Notice of Appeal form and any applicable fees in accordance with Chapter 71, but do <u>not</u> submit Checklist B (variance checklist) in connection with a variance request associated with an application to the Planning Board.

Section 4. Applicant Certifications

<p>I hereby authorize the Township of Harding to contact _____ in connection with the collection of any fees or charges in connection with this application.</p> <p>I certify that all of the above statements and all representations contained in the attached exhibits submitted herewith, are true.</p>	
_____ Signature of Applicant (Date)	_____ Signature of Applicant (Date)
<p>Authorization: (To be signed by the owner, if other than applicant) The undersigned owner(s) of the premises described herein, consents to the forgoing application and agrees to be bound by the action taken thereon.</p>	
_____ Signature of Owner (Date)	_____ Signature of Owner (Date)

Prepared by:
Susan C. Kimball, PP
REVISED: 6/21/02
DevelopmentApplication.doc

<u>For Office Use Only:</u>
Fees paid on:
Appl. Fee:
Other Fee:
Tech. Rev. Fee:

APPLICATION FOR VARIANCE

NOTICE OF APPEAL

**To the
Board of Adjustment/Planning Board
Harding Township, New Jersey**

<u>For Office Use Only:</u>
Block:
Lot:
Appl. #
Applicant:
Received on:

Section 1. Applicant Information

Name of applicant:		
Mailing address:		
Telephone:	Fax:	Email Address:
Name of owner (if other than applicant):		
Mailing address:		
Telephone:	Fax:	Email Address:
If applicant is not the owner, state legal relationship to owner:		
If represented by an attorney and/or consultants, provide name, address and contact information:		
Attorney:		
Telephone:	Fax:	Email Address:
Architect:		
Telephone:	Fax:	Email Address:
Engineer:		
Telephone:	Fax:	Email Address:
Other:		
Telephone:	Fax:	Email Address:

Section 2. Description of Property and Proposed Use

Property location (address):		
Block:	Lot:	Zoning District:
Existing use of building(s) or land:		
Proposed use of building(s) or land:		
Is the property included within a Historic District as shown in the Harding Township Master Plan? Yes [] No [] If yes, which District?		
Were any buildings on the property constructed prior to 1915? Yes [] No []		
If the property is located in the RR, R-1 or R-2 Zone, were any accessory buildings constructed prior to 1945? Yes [] No [] If yes, identify:		
If the applicant is appealing denial of a permit or other action by a Township officer in enforcement of the Township Zoning Ordinance, applicant hereby notifies (name of officer) _____ that an appeal is being taken as a result of denial of a permit or other action. The action being appealed and date taken are:		
Attach a copy of the correspondence or form denying a permit or enforcing an action (note that applicants are not required to seek a denial prior to requesting variance relief). Attached [] Not attached []		
If an application was previously before the Board of Adjustment or Planning Board, please indicate the date (year) of the application and to which Board it was made:		
Year:	Board of Adjustment []	Planning Board []

Section 3. Zoning Requirements

(If multiple districts apply to the property or if more space is needed, please attach additional copies of this table to your application.)

IMPORTANT NOTICE: ALL FIGURES INSERTED IN THIS TABLE MUST BE BASED ON AND CONSISTENT WITH SITE PLANS AND ANY ARCHITECTURAL PLANS, WHICH ALSO MUST BE CONSISTENT WITH EACH OTHER

Zoning District (Insert name of district):				
Zoning Requirement or Limitation	Requirement or Limitation	EXISTING	PROPOSED	Check off if VARIANCE Requested
Lot size				
Lot frontage or lot width				
Principal Structure				
Front yard setback				
Side yard (1) setback				
Side yard (2) setback				
Rear yard setback				
Maximum height				
Accessory Structure(s)				
Front yard setback				
Side yard (1) setback				
Side yard (2) setback				
Rear yard setback				
Maximum height				
Maximum building area or floor area ratio (FAR), as applicable (list all buildings and existing and proposed square footage ("SF") for any additions or new structures)				
1. Residence (or other main structure)		SF	SF	
2. Barn/garage		SF	SF	
3.		SF	SF	
4.		SF	SF	
Total building area or FAR (as applicable)	SF	SF	SF	
NOTE: square footage (SF) and percentage (%)	%	%	%	
Maximum lot coverage, if applicable (list all impervious surfaces such as pools, patios, walkways, driveways, recreation courts, etc.)				
1. Total building area (insert SF from above)		SF	SF	
2. Driveway		SF	SF	
3. Patio		SF	SF	
4. Walks		SF	SF	
5.		SF	SF	
6.		SF	SF	
Total lot coverage		SF	SF	
NOTE: square footage (SF) and percentage (%)	%	%	%	
Other (specify below or add additional sheet)				

Section 4. Requested Relief

The applicant requests relief from the following section(s) of the Zoning Ordinance (list each section as applicable):
This application is made under the following section(s) of the New Jersey Statutes: N.J.S.A. 40:55D-70 a[] b[] c[] d[] N.J.S.A. 40:55D-76(a) 1[] 2[]
Description of proposed improvements and statement of principal reasons why relief should be granted with reference to applicable statutory requirements:

Section 5. Submission Requirements

An application for a variance or appeal to the Board of Adjustment must be accompanied by the items listed in Checklist B (Variance Checklist) and the required applicable fees and escrow deposits. All applications and accompanying documents should be copied and collated for submission to the Board Administrator. All plans should be folded to letter or legal size with the title block visible in the lower right hand corner. ALL PLANS, INCLUDING ARCHITECTURAL PLANS IF DEEMED TO BE NECESSARY, MUST CONTAIN CONSISTENT INFORMATION AND FIGURES AND MUST BE IN SUFFICIENT DETAIL AS REASONABLY NECESSARY TO ALLOW THE BOARD TO MAKE AN INFORMED DECISION ON THE APPLICATION. IF THE SUBMITTED DOCUMENTS ARE DETERMINED TO BE INADEQUATE FOR THAT PURPOSE, THE BOARD MAY REQUIRE ADDITIONAL SPECIFIED INFORMATION AND/OR PLANS PRIOR TO PROCEEDING WITH THE PUBLIC HEARING PROCESS.
If an application to the Board of Adjustment also requires subdivision or site plan approval (in connection with a “d” variance), the requisite number of copies of the items listed in Checklist A must also be submitted along with any additional fees and escrow deposits required in Chapter 171.
This application form and any applicable fees in accordance with Chapter 171 are required for all variance requests submitted to the Planning Board in connection with subdivision or site plan applications. However, the submission of Checklist B is not required.

Section 6. Applicant/Owner Certifications

I hereby authorize the Township of Harding to contact _____ in connection with the collection of any fees or charges in connection with this application.	
I certify that all of the above statements and all representations contained in the attached exhibits submitted herewith, are true.	
_____ Signature of Applicant	_____ (Date)
_____ Signature of Applicant	_____ (Date)
Authorization: (To be signed by the owner, if other than applicant) The undersigned owner(s) of the premises described herein, consent(s) to the forgoing application and agree(s) to be bound by the action taken thereon and authorizes access to the property in connection with proceedings on this application.	
_____ Signature of Owner	_____ (Date)
_____ Signature of Owner	_____ (Date)



TOWNSHIP OF HARDING
Morris County, New Jersey

Blue Mill Road, Box 666
New Vernon, New Jersey 07076
973-267-8000

NOTICE TO PUBLIC CONCERNING BOARD MEMBER PROCEDURES

Proceedings on a variance application before the Board of Adjustment may trigger public debate concerning the merits of the application, and some members of the public may express strongly held views. That may result in an understandable interest in conveying these views to individual Board members, but the law is clear that it is not appropriate for individual Board members to discuss pending applications outside the public hearing context or even listen to comments concerning pending applications. Thus, members of the public are asked to refrain from contacting Board members in connection with pending applications.

When the Board of Adjustment hears a variance application, the Board acts in a quasi-judicial capacity. In other words, the Board functions in a manner similar to that of a court of law, albeit with some flexibility and a lesser degree of formality. The most important aspect of this functional role is that the Board's decision on a given application must be based only on facts developed through testimony and evidence presented during the formal public hearing process. This legal principle is not inconsistent with the fact that the courts have recognized that members of municipal boards are expected to be familiar with local conditions and circumstances, since such generalized local knowledge is distinguishable from specific potential facts or concerns pertaining to an application conveyed to a Board member outside of the formal hearing process.

This important principle serves several purposes. First, it ensures that all Board members base their decision on the same body of information and opinion that has been presented in the public forum. Second, it protects the right of both applicants and members of the public to question all witnesses so that the probative value and relevance of all testimony may be tested.

In light of this principle, Board members have been advised to respond to inquiries or attempted comments from friends, neighbors and acquaintances by stating when the next hearing will be held and indicating that any facts or opinions that the person wishes to express should be conveyed to the full Board at the public hearing. Members of the public are encouraged to do speak at the public hearing so that everyone gets to hear their views, rather than expressing their views to individual Board members.

Township of Harding

Blue Mill Road
New Vernon, NJ 07976
973-267-8000

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET

TO: Anthony DiRado, Assessor
Township of Harding
P.O. Box 666
New Vernon, NJ 07976

I hereby request a certified list of property owners within the two hundred (200) feet of:

Block(s): _____ Lot(s): _____
Address of Property: _____

Enclosed please find the fee of \$10.00, payable to Township of Harding, as required by ordinance for said certified list.

Signature Date

Person making request:
Name: _____

Address: _____

Telephone: _____

PLEASE CHECK ONE:

I will pick the list up when it is ready, please contact me at:

_____ Telephone #: _____

_____ Mail the list to the property in question, in care of

_____ Send the list to this alternate

The complete certified list will be forwarded to the above named applicant within the statutory (225-18) deadline of seven (7) Township business days from date request is received in the Assessor's office.

**Board of Adjustment /
Planning Board
Township of Harding
Morris County, New Jersey**

Fee: \$10.00

To be completed by Applicant:

1. Name of Applicant _____
Telephone No. _____

2. Name of Owner (if other than
Applicant) _____

Address _____
Telephone No. _____

3. Description of property for which certification of tax status is sought:

Address _____

Block _____ Lot _____ Zone _____
55

To be completed by Tax Collector:

1. Taxes on the property described above have been paid in full
through _____

2. Taxes on the property described above are as of this date due or delinquent in the
amount

of _____

3. Assessments for local improvements on the property described above are as of this
date due

or delinquent in the amount of _____

Certified by:

Date _____

Tax Collector

NOTICE OF PUBLIC HEARING

(Notice to Property Owners)

Township of Harding

Morris County, New Jersey

PLEASE TAKE NOTICE that on _____, _____, at 7:30 P.M. at the Harding Township Municipal building, 21 Blue Mill Road, New Vernon, New Jersey, a public hearing will be held by the

Planning Board

Board of Adjustment

to consider the application of _____, whose address is?

_____, for the following development approvals:

Minor Subdivision

Minor Site Plan

Major Subdivision Preliminary Final

Major Site Plan Preliminary Final

Zoning Variance(s) or exceptions as follows:

Ordinance Section(s): _____

Type of Variance(s): _____

Extent of Variance(s): _____

Other relief as follows" _____

The indicated approvals are requested to permit the applicant(s) to:

on property known as Block _____ and Lot _____ and located on _____

All other applications, including and supporting plans and other documents, are public records and may be inspected in the Office of the Secretary to the Board at the Harding Township Municipal Building, 21 Blue Mill Road between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, except legal holidays. At the public hearing, members of the public may appear concerning this application.

Name and address of applicant(s)
(or Attorney for applicant)

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:

AFFIDAVIT OF SERVICE AND PUBLICATION

**Planning Board/Board of Adjustment
Township of Harding
Morris County, New Jersey**

In the Matter of the Application of _____ }
_____ }

PROOF OF SERVICE AND
PUBLICATION OF NOTICE

STATE OF NEW JERSEY } SS.
COUNTY OF MORRIS

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

1. I am the applicant, or the agent of the applicant, in a proceeding before the **Planning Board/Board of Adjustment**, concerning property located at _____.
2. I served a completed Notice of Public Hearing on each of the owners of property affected by the application, as shown on the attached List of Property Owners, not less than 10 days prior to the date of the hearing. I made service of said Notice either by certified mail to the last known address of the property owner(s) as shown by the most recent tax lists of Harding Township, or by personally handing a copy to the property owner(s) which has been acknowledged by date and signature and returned to the Secretary.
3. I published Notice of the Public Hearing in the _____ newspaper utilizing the form of Notice of Public Hearing provided by the Township of Harding or a substantially similar form. The Notice appeared in the aforesaid newspaper on _____, _____.

Sworn and subscribed to before me

this _____ day of _____,
_____.

Signature of Applicant

NOTARY

FOR OFFICE USE ONLY:
Fees paid on:
Application sent to Township Engineer on:

APPLICATION FOR
SPECIAL FLOOD HAZARD
DEVELOPMENT PERMIT

Township of Harding
Morris County, New Jersey

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

To: Harding Township Planning Board

Application is hereby made for approval of a Special Flood Hazard Development Permit for the property/project described herein.

Section 1. Applicant/Owner

Applicant:	
Address:	
Telephone:	Fax:
Owner (if other than applicant):	
Address:	
Telephone:	Fax:
Applicant's Engineer:	
Address:	
Telephone:	Fax:
Is this application made in connection with any other application? (Check all that apply)	
<input type="checkbox"/> site plan <input type="checkbox"/> subdivision <input type="checkbox"/> variance(s) <input type="checkbox"/> other (specify):	

Section 2. Location of Project/Property

Street	
Block	Lot
Floodway Map Panel Name:	Panel number: of eight.
Describe proposed use of property, buildings/structures:	
Elevation of the lowest floor, including basement, of all structures:	
Elevation to which any structure will be floodproofed:	
Describe the extent to which any watercourse will be altered or relocated as a result of the project:	

Submit 20 copies of plans/drawings as required by Checklist C.

Signature of Applicant Date

Signature of Applicant Date

The following forms will help us process your request when your application to construction and zoning officials involves a historic structure or if your property is located in a Historic District. The Administrative Assistant to the Historic Preservation Commission can help you to determine if your property meets the applicable criteria and make available the information necessary to complete the form in the application package..

HARDING TOWNSHIP HISTORIC PRESERVATION COMMISSION

Dear Applicant:

Your property is located in one of Harding's historic districts or was built before 1915. Therefore consideration of your application includes referral to the Historic Preservation Commission. The Historic Preservation Commission is asked to assist and advise applicants on ways of conserving, protecting, enhancing, and perpetuating the historic character of your property. Specifically, the Commission is charged with promoting historic preservation within the township. The Commission also seeks to preserve the township's rural streetscape.

In the case of demolition requests for any building built before 1945 and located within a Historic District recognized in the Harding Township Master Plan, a demolition hearing is required. The Historic Preservation Commission will review and comment on this application within 45 days. They will issue a Certificate of Appropriateness if demolition is approved. Without a Certificate of Appropriateness, demolition will be delayed up to nine months as described in the township ordinance.

In the case of other applications for building permits, the Historic Preservation Commission is given the opportunity to and comment on your application. Upon receipt of these comments or after 20 business days, whichever comes first, the building officials can issue the requested permit (assuming the rest of the application is complete).

The Commission welcomes an early review before a formal application is made. In addition, once you have made a formal application to the building department, the Commission will review your application at its next monthly meeting. You are encouraged to complete the attached HPC application package one week prior to the meeting and attend this meeting. Commission meetings are generally held in the Municipal Building at 7:30pm on the first Thursday of each month. Instructions to help you complete the package and prepare for this meeting are also attached.

Please contact either of the following concerning your availability to attend this meeting and discuss your plans for your historic property:

- I. Lori Taglairino, HPC Administrative Assistant: 973-267-8000
(email: ltaglairino@hardingnj.org)
- II. Don Dinsmore, Chairman – Harding Preservation Commission: (email: dinsmored@hotmail.com)

HPC APPLICATION PACKAGE CONTENTS:

- Page 1 – Letter of Explanation and Introduction
- Page 2 – Table of Contents
- Page 3 – Instructions: Ordinance compliance
- Page 4 – Checklist (required)
- Page 5 – Consents (required)
- Page 6 – Notification (required for demolition only)
- Page 7 – Advisory Review: guidelines for discussion with HPC
- Page 8 – Demolition Hearing: guidelines for discussion with HPC
- Page 9 – Design Guidelines for new construction
- Page 10 – Department of Interior Guidelines for rehabilitation of historic properties
- Page 11 – Application for exemption from HPC hearing

Appearing for (Check one): Advisory Hearing Demolition Hearing

When appearing for a hearing before the HPC, it is your responsibility to present full and complete information to the Commission. A summary of possible discussion items is included in this package.

The following information will assist you in your appearance.

Preparing for the hearing:

- I. At least seven (7) days prior to the scheduled meeting date complete and file 10 copies of the application package to Karen Zaborsky, the HPC Administrator.
- II. At the meeting:
 - A. Provide two sets of pictures/photos to be reviewed with commission.
 - B. In specific instances, the Commission may require additional information from the applicant, such as engineering reports or results of perc tests, before rendering a decision. Following this set of instructions will speed your hearing and eliminate the need to return because of an inaccurate filing.

Additional Procedures related to applications for Demolition Permission only:

Prior to submitting a formal application for a demolition permit, requests for informational meetings can be made to the Construction Code official who will contact the chairman of the HPC. The Commission will hold informational meetings within 30 days of such the request. The purpose of these meetings is to review the standards of appropriateness and the procedures for obtaining a certificate of appropriateness.

Upon Application for a demolition permit:

- I. Notice of proposed demolition shall be posted on the premises of the building in a location that is clearly readable from the street. Notices shall be posted for the duration of the demolition process (until the building is demolished). All signs must be in compliance with Municipal Land Use ordinances.
- II. Within 10 days after filing an application for a demolition permit, the applicant shall publish a notice of the proposed demolition in the official newspaper of the Township.

No later than 3:00 pm on the date of the scheduled meeting, deliver to the Secretary of the HPC, certification from the newspaper that the advertisement appeared in the Observer-Tribune.

Decisions by HPC:

For advisory review: Within 20 business days of referral of the application to the HPC or 1 week following the meeting at which your application is reviewed, whichever is sooner, the HPC will document comments and recommendations and forward these, as, appropriate, to the applicant, construction officials, Planning Board, or Board of Adjustment. Failure to respond with 20 days shall constitute a report in favor of the applicant.

For demolition review: Within 45 days of referral of the application for a demolition permit to the HPC, the Commission shall reach a decision on an application and submit its report to the Construction Code Official. This timeframe can be extended by mutual agreement of the applicant and the Commission. Failure to respond with 45 days shall constitute a report in favor of the applicant, without conditions.

After receiving a Certificate of Appropriateness or end of demolition delay, the owner shall post a sign indicating the end of the demolition delay a conspicuous spot on the site that is visible to the public during the entire demolition process. Signs must be in compliance with Municipal Land Use Ordinances.

HPC CHECKLIST

Application for review
By
Historic Preservation Commission
Harding Township, NJ

FOR OFFICE USE ONLY
Block:
Lot:
Application #
Applicant
Received on:

This checklist is required for all applications to the Historic Preservation Commission review.

<u>SUBMISSION REQUIREMENTS</u>	<u>Included</u>	<u>Not Available</u>
<u>A. Required documents and plans.</u>		
I. Application Forms: 10 copies of the completed checklist and consent form.		
II. Drawings. 10 copies of available architectural drawings , sketches, of the proposed building or structure and/or improvements, including all footprint dimensions , building height , and scale of the map. Include front/side elevations . (Preferred size: 11x17 or smaller)		
III. Survey. 10 copies of an engineering site survey or plan based on a survey identifying the proposed project and containing the following items: a) location of all existing and proposed buildings and structures, b) location of the tree conservation area along all perimeter lot lines. (Preferred size: 11x17 or smaller)		
<u>B. Other Documentation from applicant.</u>		
I. Description of other existing structures on property (height, architectural style roof style, chimney placement, exterior sheathing, trim, kinds of windows, use of accessory structures, etc).		
II. Descriptions of building materials to be used in construction (samples/ brochures demonstrating type and/or color).		
III. Photos (current copies and archival) of the following: streetscape, adjacent properties' streetscape, front façade of building, other elevations showing portions of exterior that will be affected by application, (doors, windows, porches, etc).		
IV. Landscaping plans		
<u>C. Additional documentation -Demolition only</u>		
I. Proof of noticing for demolition		
II. Photograph of sign placement on premises.		
<u>D. To be provided by HPC administrator</u>		
I. Historic property and historic structure documentation from Historic Properties survey and archives.		
II. Tax Map. (highlighting zone district and zone boundaries of the subject property and adjoining property).		
III. Referral form from HPC/B of A administrator or Construction officials.		
IV. Arial map of property/photographs		

CONSENTS

THIS SECTION TO BE COMPLETED FOR ALL APPLICATIONS

I/We as owners of Block _____ Lot _____ on _____
(Address of property)
hereby grant permission of the Harding Township Historic Preservation Commission to walk upon
and to inspect the property and exterior of the buildings on the property.

Homeowners Name (print) _____ Signature _____

Address _____

Phone _____ E-mail _____

Date _____

THIS SECTION TO BE COMPLETED ONLY IF APPLICANT IS NOT OWNER:

STATEMENT OF OWNER IF APPLICANT IS NOT OWNER

I, _____, being the owner in fee of
certain lot, piece or parcel of land situated, lying and being in the Township of Harding,
County of Morris, state of New Jersey and designated as Block _____, Lot _____ hereby
acknowledge that the application of (state applicant name, address, and phone number)

for a meeting to review architectural and site plans with the Historic Preservation
Commission regarding said property is made with my complete understanding and permission in
accordance with an agreement of purchase, lease or option between the applicant and me. (If
owned by a corporation, attach copy of resolution authorizing application and officer signatures.

Name of Owner (please print) Signature of owner Date

NOTICING REQUIREMENTS (DEMOLITION ONLY)

- I. **When an application for demolition of a building determined to be historic by Township ordinance has been filed**, notice of proposed demolition (“DEMOLITION PERMIT PENDING”) must be immediately posted on the premises of the building in a location that is clearly readable from the street. The size and placement of the sign must consistent with Township Ordinances.

- I. Applicants shall publish a notice (see below) in the official newspaper of the Township (Observer Tribune) **within 10 days of an application for a demolition permit** and deliver certification from the newspaper that the ad was placed, or a copy of the page on which the ad appears, to the secretary of the Historic Preservation Commission) no later than 3:00 pm on or before the date of the scheduled meeting. Notices can be faxed to the Observer Tribune on 908-766-6365 or electronically mailed to legals@recordernewspapers.com.

Date: _____

To the Observer Tribune (Harding Township Edition)

Please place the following notice in the Observer-Tribune issue of _____.

(Date)

PUBLIC NOTICE

“Take notice that _____ has (have) applied for a demolition (Name of Applicant) permit from the Construction Official of the Township of Harding for property located at _____, appearing on the official maps as Block _____ Lot _____, Harding Township, with hearing scheduled at a meeting of the Harding Township Historic Preservation Commission on _____ slated to begin at 7:30 pm in the Town Hall, Blue Mill Road, New Vernon, New Jersey. The requested review is for:

Exterior demolition work and *(briefly describe new construction work to be done)*

The papers relating to this application are on file in the office of the Construction Official in Town Hall and may be inspected between the hours of 9:00am and 4:00pm Monday through Friday.”

(Printed name of applicant(s) (Signature of applicant (s)

Kindly send affidavit of printing and your invoice to:

(Name & Address of applicant or applicant's agent)

- I. **After the demolition delay is complete or when a Certificate of Appropriateness is approved, whichever comes first**, a sign indicating that the demo delay is complete (“DEMOLITION DELAY COMPLETE”) must be posted in a location that is clearly visible and readable from the street. The sign must be remain posted on the site until demolition is complete. The size and placement of the sign must be in a location consistent with Municipal Land Use Ordinances.

ADVISORY REVIEW GUIDELINES: The following items may be discussed with the HPC during the advisory review process.

	Discussion points.	Things that may help with discussion of this point.
(1)	Architectural style(s) of current structure(s) on property and proposed additions or changes	Photos. Plans.
	Ornamental style (roof, windows, doors, trim) of current structure and proposed additions/changes.	Photos. Plans.
(2)	How the proposed change will encourage further and future preservation of the historic structure.	Future plans for property.
(3)	History of site and historic structures (historic or architectural significance).	Photos. Historic survey.
(4)	The extent to which the current structure(s) are so old or unusual or uncommon in design, craftsmanship, or materials that it could not be reproduced or could be reproduced only with great difficulty.	Historic Survey. Information from builders and architects.
(5)	How the proposed change will affect the streetscape. Things that may impact streetscape include building height, roof pitch, building mass/lot coverage, and landscape (including fencing).	Photos. Site plans (including elevations) Building plans. Landscape plans.
(6)	The current compatibility, nature and character of the surrounding properties.	Master Plan. Photos of surrounding properties.
(7)	How the proposed change will affect the integrity of the historic property or historic District (The integrity of historic districts is dependent in part on the existence of both critical mass and contiguity of contributing historic structures).	Historic property survey. Photos Pictures
(8)	Proposed building materials.	Pictures or samples of materials (exterior sheathing, roof, doors, windows, trim, porches, decks, fences).
(9)	Why the proposed design works best for you	Interior plans. Intended use. Alternatives considered and discarded.
(10)	Environmental impact of proposed changes.	Environmental studies. DEP approvals. Environmental Commission recommendations.
(11)	Impact on proposed changes on "Shade tree corridors" and other mature landscape.	Shade Tree Committee recommendations.

DEMOLITION HEARING. Criteria for review. In regard to an application to demolish or move an historic building, the following shall be considered:

	Consideration	Proofs/Resources
(1)	Its historic, architectural, cultural and aesthetic significance.	Historic Survey.
(2)	Its current and potential use for those purposes currently permitted by the Township's Zoning Ordinance or for the use proposed.	Master Plan. Township Ordinances.
(3)	Its importance to the Township and the extent to which its historical or architectural value is such that its removal would be detrimental to the integrity of the historic property or district and the public interest.	Master Plan. Historic Survey.
(4)	The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.	Historic Survey. Secretary of the Interior Standards for Preservation and rehabilitation.
(5)	The extent to which its retention would increase property values, attract students, writers, historians, artists and artisans, encourage study and interest in American history, stimulate interest and study in architecture and design, educate citizens in American culture and heritage, or make the Township a more attractive and desirable place in which to live.	Information presented by experts (realtors, architects, historians, preservationists) at hearing. Historic Survey. Master Plan.
(6)	The impact of its removal upon a Historic District.	Historic Survey. State/National Historic Objectives.
(7)	The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the building so as to comply with the requirements of the applicable building codes.	Engineering report. Information presented by experts at hearing (builders, architects).
(8)	If there are any compelling reasons for not retaining the building at its present site, the proximity of the proposed new location and its accessibility to residents of the Township, and the probability of significant damage to the building as a result of the relocation.	Engineering Report. Information presented by experts at hearing (builders, engineers).
(9)	The compatibility, nature and character of the current and the proposed surrounding areas as they relate to the intent and purposes of this ordinance and whether the proposed new location is visually compatible in accordance with the standards set forth herein.	Master Plan. Photos.

Our Historic Districts are just that in part because of the number and contiguity of contributing structures. In this context, a new structure can easily result in a loss of visual continuity and cohesiveness. New Buildings must be designed to fit into the streetscape that frames their site. It is not suggested that all homes within a historic district have the same or similar design. By responding to the design characteristics of the existing environment, new construction can further enhance the architectural integrity and diversity of our historic districts. The following **design factors** should be considered.

- I. **Massing**. The three-dimensional form of a building and its roof shapes should be similar to those of other buildings in the area.
- II. **Siting**. The new building should have the same relative placement on the lot as the older structures and the setback distance from the street should be equal.
- III. **Height**. The building should be within a few feet in height of the neighboring structures. The height of the neighboring cornice lines, window heads and sills, and the first floor elevation above the ground should all be carried through.
- IV. **Proportion**. The building's proportions of height to width of the façade and its components should be consistent with adjacent buildings. Furthermore, the overall proportion of the building's mass must be appropriately scaled for the district. Maximizing square footage and building size within a historic context is not appropriate.
- V. **Rhythm**. Buildings along a streetscape create a rhythm in their placement and the location of their entries. Furthermore, each façade has a rhythm created by solid walls punctuated with windows and doors. New construction should respect the established rhythms.
- VI. **Materials**. The appeal of older building is often in their use of quality materials and detailing. New construction should continue the use of established neighborhood materials, such as painted wood siding.
- VII. **Scale**. The standard size and shape of most building elements is generally known; an existing doorway is known to be about 3 feet wide by about 7 feet tall; a typical brick is about 2½" tall by 8" long. A new building with 10-foot tall door or 8" by 16" bricks would be out of scale with other buildings. It is also important to maintain other comparable elements such as floor-to-floor heights and cornice lines.

The following also should be considered:

- I. **Placement of Garage**. Typically, the garages on our historic properties do not have garage entrances towards the front on the house and facing the street.
- II. **Use of Accessory Structures**. Typically, our historic properties have accessory structures, such as barn, sheds, and detached garages.
- III. **Roof Pitch**. Typically, roof pitch is consistent with the style of the home (i.e early colonial or colonial revival, cape, East Jersey cottage, bungalow, American foursquare, etc) as well as compatible with the architectural context in each respective district.
- IV. **Grading**. Typically, our historic structures were built at existing grade without "in-fill".

STANDARDS FOR REHABILITATION OF HISTORIC STRUCTURES
(US Dept. of Interior Regulations, 36 CFR 67)

- I. A structure should be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- II. The historic character of the structure should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property should be avoided.
- III. Each structure should be recognizable as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties should be avoided.
- IV. Changes to a structure that has acquired historic significance in its own right should be retained and preserved.
- V. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a structure should be preserved.
- VI. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature should match the old in design, color, texture, and where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.
- VII. Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used.
- VIII. Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.
- IX. New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work should be differentiated from the old and be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.
- X. New additions and adjacent or related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic structure and its environment would be unimpaired.

HPC APPLICATION # _____ EXEMPTION REQUEST

The Harding Township Historic Preservation Commission will confirm to the applicant that an application is exempt from a hearing within seven (7) days of being referred to the Historic Preservation Commission "Monitor of the Month" by the building or township officials.

Rationale for Exemption from an advisory hearing (check all that apply):

<input type="checkbox"/>	Changes to the interior of a building.
<input type="checkbox"/>	Changes to the exterior of a building, which constitute maintenance and repair of the building.
<input type="checkbox"/>	Demolition of building pursuant to the Township's power of condemnation or by order of the Township Construction Code Official for reasons of health and safety.
<input type="checkbox"/>	Changes to the exterior of structures that are not designated as historic structures or are not in historic districts AND that cannot be seen from a public street.
<input type="checkbox"/>	Historic Preservation Commission has already reviewed current and final plans in conjunction with Planning Board or Board of Adjustment hearings and has documented recommendations to applicant.

Rationale for exemption from a demolition delay hearing (Check all that apply):

<input type="checkbox"/>	Changes to the exterior of a building, which constitute maintenance and repair of the building.
<input type="checkbox"/>	Demolition of building pursuant to the Township's power of condemnation or by order of the Township Construction Code Official for reasons of health and safety.
<input type="checkbox"/>	Buildings constructed after 1945
<input type="checkbox"/>	Other (describe)

Submitted by: _____ (Date)
 (Signature of Applicant)

Referred by: _____ on _____. Response due _____.
 (Signature of Construction or Zoning Officer) (Date) (7 days from referral)

STATUS _____ Confirmed _____ Denied by: _____ for HPC on _____
 (Monitor of the Month) (Date)

FOR OFFICE USE ONLY:
Application #
Received on:
COMPLETE:
INCOMPLETE:

CHECKLIST A

**Application for Development:
Subdivisions and Site Plans
PLANNING BOARD/BOARD OF ADJUSTMENT
HARDING TOWNSHIP, NJ**

TO APPLICANT: Please fill in the following:
Block:
Lot:
Applicant's Name (below):

This checklist applies to all applications for subdivision and site plan approval EXCEPT:

1. Applications to the Board of Adjustment for variances not involving a subdivision or site plan; appeals of decisions of the Zoning Officer; and requests for interpretation or for the direction of issuance of building permits (use Checklist B).
2. Applications to the Planning Board involving only an application for a special flood hazard development permit (use Checklist C).

Check off each item submitted and any waivers requested in connection with checklist requirements. **In the case of an application for final site plan approval, the applicant shall submit all items required for preliminary site plan approval in final form.**

SUBMISSION REQUIREMENTS	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
<ul style="list-style-type: none"> • A "dot" in the column to the right of each item indicates applicability to each type of development application. 		
A. DOCUMENT SUBMISSION								
1. <u>Application Forms</u> : 20 completed copies of all required application form(s) and checklist(s). Indicate "n/a" for any item that is not applicable. If a subdivision or site plan application involves a variance, the applicant shall also file an <i>application form</i> for a variance.	•	•	•	•	•	•		
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 71 of the Harding Township Code.	•	•	•	•	•	•		
3. <u>Board of Health Approval</u> : 20 copies of the written approval by the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s).	•	•	•	•	•	•		
4. <u>NJDEP Letter of Interpretation (LOI)</u> : If wetlands are present or one or more wetland indicators are present (pursuant to NJAC 7:7A-1 et seq.) on the site, submit 20 copies of the Letter of Interpretation from the NJDEP indicating the presence or absence, approved delineation, classification and transition area of such wetlands.	•	•	•	•				
5. <u>Morris County Planning Board</u> : A fully completed application to the Morris County Planning Board.	•	•	•	•	•	•		
6. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest.	•	•	•	•	•	•		
7. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property.	•	•	•	•	•	•		
8. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.	•	•	•	•	•	•		
9. <u>Environmental Impact Statement (EIS)</u> : 20 copies of the EIS in accordance with Article XII of Chapter 105 of the Harding Township Code.			•	•				
10. <u>Stormwater Management Report and Computations</u> : Submit 20 copies of the stormwater management report and/or calculations (see items 45 and 46 in section B below).			•	•				

SUBMISSION REQUIREMENTS	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
<ul style="list-style-type: none"> • A "dot" in the column to the right of each item indicates applicability to each type of development application. 		

11. <u>Township Engineer's Certification of Improvements Completed:</u> If a subdivision and some or all improvements have been completed, submit 20 copies of a certification by the Township Engineer that all improvements that have been installed are in accordance with the approved preliminary plans.					•			
12. <u>Previous Applications:</u> If there has been a previous application to the Planning Board or Board of Adjustment involving the subject property within the last three years, submit 20 copies of an explanation as to the nature, date, and disposition of such application (please attach to application form).	•	•	•	•				
13. <u>Conservation Easements - Baseline Documentation:</u> Submit a report in accordance with this Chapter documenting the current condition of land encompassed within proposed easements including, but not limited to photographs, surveys of buildings, structures, vegetation, trails, and water bodies, and any proposed restrictions.	•	•	•	•				
14. <u>Soil Erosion and Sediment Control Plan Certification:</u> Submit 3 copies of application for projects that are subject to Article XVII (Soil Erosion and Sediment Control) of the Township Code.	•	•	•	•				
15. <u>Aerial Photos:</u> 20 paper copies and one digital copy (on CD-ROM or other acceptable electronic storage media in a projectable format) of aerial photos of subject tract on a single 11" x 17" sheet with the following information added to the air photos: a. Existing Tract Boundaries b. Proposed Lot Boundaries and Building Setback Lines c. Proposed Lot Numbers d. Proposed roadways and shared driveways e. Existing wetlands and associated transition areas f. Existing waterways, water bodies, and associated riparian buffers g. Flood hazard areas, floodways, and stream encroachment lines	•	•	•	•				
16. <u>Digital Copies of Plans:</u> Two digital copies of the submitted plans on CD-ROM or other acceptable electronic storage media in Autocadd format. For applications requiring Morris County Planning Board approval, digital submittals shall be prepared according to standards used by the Morris County Planning Board as described in Appendix G, Digital Mapping Submission Standards of the Land Development Standards of the County of Morris, New Jersey, as may be modified or amended in the future.	•	•			•	•		
B. PLAN SUBMISSION								
1. 20 paper copies and 2 digital copies of any required site plan, subdivision plat, map, survey, sketch or drawing which shall comply with and/or contain the following:	•	•	•	•	•	•		
2. The plat or plan clearly and legibly drawn or reproduced on a sheet size either 15 x 21, 24 x 36 or 30 x 42 inches, showing the entire tract on 1 sheet, at a scale: • If a subdivision (minor or major), not smaller than 1"=100' • If a minor site plan, not smaller than 1" = 100' and not larger than 1" = 10' • If a major site plan, not smaller than 1"= 50' and not larger than 1" = 10' • Digital copies must be submitted on CD-ROM or other acceptable electronic storage media in Adobe format. Each plan sheet shall be a separate file, shall be digitized at a density of 300 dpi, and shall be suitable for posting on the Township website.	•	•	•	•	•	•		
3. The plat or plan and other maps prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.	•	•	•	•	•	•		
4. On each plan sheet, the title block containing the name of the property owner or development name, if any, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision.	•	•	•	•	•	•		
5. The scale of the map, both written and graphic.	•	•	•	•	•	•		
6. North arrow giving the reference meridian on all plan views.	•	•	•	•	•	•		
7. A space for the signatures of the Chairman and Secretary of the Board.	•	•	•	•	•	•		
8. A space for the signature of the Township Engineer.		•		•	•	•		

9. The names, addresses and telephone numbers of all applicants and owners.	•	•	•	•	•	•		
10. A list of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and all township-registered utility and cable television companies within 200' of the property.	•	•	•	•	•	•		
11. A key map at a scale of not smaller than 1" = 1,000' showing location of the tract (with any proposed lot lines) in relation to the surrounding area within 2,000' including the location of all zoning district boundaries and historic districts designated in the Harding Township Master Plan and/or listed on the State and/or National Register.	•	•	•	•	•	•		
12. Zone district and zone boundaries of the subject property and adjoining property and all zone requirements and limitations pertinent to the subject property, indicated on the plans both in tabular form and graphically. If existing structures are to remain, include the total square footage and the building area of each structure in the zoning data table.	•	•	•	•	•	•		

SUBMISSION REQUIREMENTS	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
<ul style="list-style-type: none"> A "dot" in the column to the right of each item indicates applicability to each type of development application. 	•	•	•	•	•	•		
13. Indicate whether the site is within (or partially within) a historic district designated in the Harding Township Master Plan, and whether the site, building(s), or district is listed on the State or National Historic Register.	•	•	•	•	•	•		
14. The location, bearings and distances of all existing and proposed lot lines to the nearest hundredth of a foot.	•	•	•	•	•	•		
15. The block and lot numbers of adjoining lots and, if a subdivision, proposed block and lot numbers approved by the Township Tax Assessor.	•	•	•	•	•	•		
16. Lot frontage of each existing and proposed lot measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
17. The total area, and the area of each existing and proposed lot, private road, or land in public right-of-way and any commonly owned contiguous property, in acres if 1 acre or over and in acres and square feet if under 1 acre, in each case accurate to nearest 0.0001 of an acre.	•	•	•	•	•	•		
18. The location of all setback lines, the building envelope, and in the R-1 and RR Zone, a 100' by 100' square located within the building envelope displaying topographic elevations based upon a field survey at each corner of the square.	•	•	•	•	•	•		
19. The location on the property and the use of all existing and proposed buildings and structures or proposed additions thereto, with distances to the nearest existing and proposed lot lines measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
20. An indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	•	•	•	•	•	•		
21. The location of existing catch basins, bridges, culverts, storm drains, waterlines, sanitary sewer lines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) within the site and, if a preliminary major subdivision or site plan, within 200' of the tract.	•	•	•	•	•	•		
22. The location, names (if any) and dimensions of any existing or proposed public and private roads, road rights-of-way, and access easements on the property and, if a preliminary major subdivision or site plan, within 200' of the tract, specifying the ownership of each such road and the land to be benefited and burdened by each such access easement.	•	•	•	•	•	•		
23. The location of all existing driveways, shoulders, curbing, walkways, fences, walls, parking spaces, loading areas, on the site and whether any of the foregoing are to be removed.	•	•	•	•	•	•		
24. Natural features such as watercourses and rock formations on the site and within 200' thereof, except that if a minor site plan only within the proposed area of soil disturbance.	•	•	•	•	•	•		
25. Soil boundary lines and types within the property as shown by the current Morris County Soil Survey Maps.	•	•	•	•	•	•		

26. The delineation of flood hazard areas, including floodways and flood fringe areas, 100-year flood elevations, stream encroachment lines, riparian buffers, wetlands and wetland transition areas, as approved in a LOI issued by NJDEP.	•	•	•	•	•	•		
27. If a minor subdivision, contour lines at intervals of 10' within the site and within 200' thereof.	•							
28. If a minor site plan, elevation contours and spot elevations within the area of soil disturbance.		•						

SUBMISSION REQUIREMENTS	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
<ul style="list-style-type: none"> A "dot" in the column to the right of each item indicates applicability to each type of development application. 	•		•		•			
29. If a major subdivision, contour lines at intervals of not more than 5' where the slope is 20% or greater, and at intervals of not more than 2' where the slope is less than 20%, within the site and within 100' thereof.			•					
30. If a site plan, contour lines at intervals of 2' where the slope is greater than 4% and at intervals of 1' where the slope is 4% or less, within the site and within 50' thereof.				•		•		
31. If in the R-1 or RR Zone and slopes of 8% or greater are present on the property, the topographic information and other requirements contained in section 105-105.	•	•	•	•		•		
32. In the R-1 and RR zones, a landscape plan for revegetating disturbed areas after construction if land disturbance is proposed in connection with driveway or utility improvements in slope areas of 25% or greater.	•	•	•	•		•		
33. The location of wooded areas within the tract and within 200' thereof, and <u>isolated</u> trees 8" or more in diameter, measured 4.5' above ground level, designating species of each isolated tree shown within the tract, except that, if a minor site plan, only within the proposed area of soil disturbance. If a major subdivision, the location of all trees 8" or more in diameter, measured 4.5' above ground level, and other specimen trees or vegetation which may be affected by the construction of proposed roads or drainage improvements.	•	•	•	•		•		
34. The location of the Tree Conservation Area along all perimeter lot lines of existing and proposed lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	•	•	•	•	•	•		
35. The location of any required or proposed buffers or landscaped areas.	•	•	•	•		•		
36. A Landscape Plan including an indication of existing vegetated areas and tree preservation measures and details, and specifications for the types, quantity, size and location of all proposed vegetation specifying the scientific and common names of vegetation.	•		•	•		•		
37. A detailed grading plan showing spot elevations along building lines, at building corners, low points and high points and along curblines.						•		
38. Soil erosion and sediment control plan, if required by §105-103A.	•	•	•	•		•		
39. If the property is to be served by one or more new individual sewage disposal systems, the location of all soil test pits, disposal area(s) required by the Board of Health, and a certification by the NJ licensed engineer who performed the tests as to accuracy of test results and whether a septic system can be designed as may be needed for each lot in compliance with local and state requirements.	•	•	•	•		•		
40. Detailed plans and design of any proposed individual sewage disposal system.						•		
41. Where applicable, plans, profiles and construction details for sanitary sewer lines, showing feasible connections to existing or proposed sanitary sewer system, and all other information required by the NJDEP and any other governmental entity for sewerage facilities.			•	•		•		
42. Where applicable, plans for connections to water lines, gas, electric, cable and telephone, showing feasible connections to existing or proposed utility systems.			•	•		•		
43. Plans, profiles and cross sections of proposed roads including typical pavement sections.			•					

SUBMISSION REQUIREMENTS <ul style="list-style-type: none"> A "dot" in the column to the right of each item indicates applicability to each type of development application. 	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
44. If a site plan, plans, profiles and cross sections of proposed circulation drives, parking areas and spaces and loading areas, including typical pavement sections.				•		•		
45. Plans for the control of surface drainage including profiles and cross sections of drainage lines and facilities showing feasible connections to existing or proposed drainage systems, drainage computations, and a topographic map showing drainage area boundaries and soil boundaries thereof and land use boundaries.			•	•		•		
46. Plans, profiles, cross sections, structural drawings and design calculations for proposed stormwater detention facilities showing compliance with appropriate runoff requirements.			•	•		•		
47. The elevation of all catch basins and manhole inverts and grates or rims.						•		
48. If a site plan, preliminary architectural plans for all proposed buildings and structures (including a description of the combustible nature of construction materials) showing building dimensions, floor elevations, entrance locations, rooftop mechanical equipment and preliminary finished grade contours of all proposed buildings and structures and the proposed floor areas, floor area ratio, lot coverage, and the calculations of such floor areas, floor area ratio and lot coverage, where applicable.		•		•		•		
49. Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structures, and fences or walls, including all building or structure dimensions.	•	•	•	•		•		
50. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.				•		•		
51. Any sign(s) proposed to be installed on the property including details as to location, size, design, color, texture, illumination, installation and/or mounting details.		•		•		•		
52. Provisions for fire prevention and protection. This requirement shall be applicable to minor subdivisions that include one or more proposed flag lots.	•		•	•		•		
53. <u>3 sets of Construction Plans</u> for major subdivisions including all improvements and plan details approved as part of the preliminary subdivision plans and including the following: a. Locations and elevations of at least 2 elevation benchmarks within the property. b. Final plans, profiles and construction details for any water lines and/or sanitary sewer and all other information required by NJDEP for any sewerage facilities. c. Final plans, profiles and construction details for the drainage system and structural details for all detention facilities. d. Final plans, profiles and cross sections of proposed road and all other proposed or required improvements, in accordance with Township Ordinances, showing proposed and existing grade lines, quantities of earthwork and typical section of roadway pavement. e. Final landscape plans.					•			
54. Bearing or deflection angles and radii, arcs and central angles of all curves in roads, driveways and property lines.					•	•		
55. If a subdivision, the location and description of existing and proposed monuments and distances between them.					•			
56. If a subdivision, a final plat drawn to the requirements of the Map Filing Law with spaces for appropriate signatures by the owner, land surveyor and required township officials.					•			
57. Detailed plans, including location and elevation of all utilities.						•		

SUBMISSION REQUIREMENTS <ul style="list-style-type: none"> A "dot" in the column to the right of each item indicates applicability to each type of development application. 	Minor Subd	Minor Site Plan	Prel. Major Subd	Prel. Site Plan	Final Major Subd	Final Site Plan	Submitted (check off)	Waiver Request (check off)
58. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	•	•	•	•	•	•		

59. The size, shape, location and purpose of any required conservation easement (including the proposed location and design of required boundary markers) and of any other proposed easement or area to be used for bridle paths, common recreation facilities, conservation or to be dedicated to public use, and the nature of any use other than residential.	•	•	•	•	•	•		
60. A statement on the plat or plan providing for the sharing of the responsibility of lot owners or users for perpetual maintenance of any shared privately owned roads, driveways, parking and/or loading areas, recreation facilities, open space, sewage disposal facilities, water lines, and stormwater facilities.	•	•	•	•	•	•		
61. If a planned development: a. Gross site area, net residential site area (total and per lot), floor area ratio of gross and net residential site areas and residential density. b. Common open space for active recreation and maximum diameter of circle inscribed in open space area. c. Net habitable floor area, total floor area, number of bedrooms and bedroom sizes for each dwelling unit. d. Length of each building or other straight façade. e. The shortest building setback from the property line where a single-family dwelling exists on the adjoining lot. f. The setback of the structure from a nearby stream, if necessary to show compliance with a minimum of 50'. g. The window area and floor area of each living and sleeping room.				•		•		

NOTE: The Board may require the submission of a traffic engineering study prepared by a qualified traffic engineer for major subdivisions and site plans.

Prepared by:
Susan C. Kimball, PP

Adopted: 9/4/02 (Ord. 11-02)
Amended: 3/19/03 (Ord. 5-03)
Amended: 6/4/03 (Ord. 12-03)
Amended: 11/3/04 (Ord. 22-04)
Amended: 4/16/08 (Ord. 5-08)
Amended: 10/21/09 (Ord. 12-09)
Amended: 12/16/09 (Ord. 14-09)
Amended: 3/29/11 (Ord. 4-11)

Checklist A Rev 4-1-11

CHECKLIST B

**Application for Variance or
Appeal to the
BOARD OF ADJUSTMENT
HARDING TOWNSHIP, NJ**

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist is required for all applications to the Board of Adjustment for a variance pursuant to NJSA 40:55D-70 (c) or (d). This checklist is also required for any other type of application to the Board of Adjustment other than for subdivision or site plan approval (for which Checklist A is also required), including appeals from decisions of the Zoning or Tree Conservation Officer, requests for interpretation of a zoning ordinance or requests pursuant to NJSA 40:55D-34 through 36. All plats or plans shall be prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.

SUBMISSION REQUIREMENTS	Submitted (check off)	N/A	Waiver Requeste d
A. DOCUMENTS TO BE SUBMITTED			
1. <u>Application Form</u> : 16 copies of the fully completed application form/notice of appeal along with 16 copies of this checklist.			
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 71 of the Harding Township Code.			
3. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest.			
4. <u>Board of Health Approval</u> : 16 copies of the written approval of the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s).			
5. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property.			
6. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments.			
B. PLANS TO BE SUBMITTED			
1. Submit 16 copies of any available architectural drawings, sketches or other materials showing elevations of the proposed building or structure and/or improvements, and floor plans, if applicable, including all building dimensions, building height, and scale of the map.			
2. Submit 16 copies of a survey or plan based on a survey identifying the proposed project for which relief is sought, containing the following items:			

SUBMISSION REQUIREMENTS	Submitted (check off)	N/A	Waiver Requeste d
a. On each plan sheet, the title block containing the name of the property owner, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision.			
b. The scale of the map, both written and graphic.			
c. North arrow, giving the reference meridian on all plans.			
d. The names, addresses and telephone numbers of all applicants and owners.			
e. A list of the names and address of all property owners within 200' of the property.			
f. The zone district and zone boundaries of the subject property and adjoining property.			
g. The location and use of all existing and proposed buildings and structures and any proposed additions, fences, walls, walkways, driveways, parking areas, and other improvements on the site, indicating setbacks from all lot and road lines. Indicate any buildings, structures or other improvements that are proposed to be removed or relocated as part of the application.			
h. All lot dimensions and lot area, the location of all setback lines and adjoining public and private roads, including the location of road right-of-way lines and edge of pavement.			
i. The location of all existing subsurface wastewater disposal systems, stormwater and potable water lines and wells, and setbacks required by the Board of Health.			
j. If the property is proposed to be served by a new or expanded individual sewage disposal system, show the location of the disposal area(s) and all setbacks required by the Board of Health.			
k. The location of the Tree Conservation Area along all perimeter lot lines of lots located in the RR, R-1, R-2, R-3 and R-4 Zones.			
l. The location of any existing/proposed landscaped areas or bridle trails.			
m. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.			

Prepared by:
Susan C. Kimball, PP
Adopted 9/4/02 (Ord. 11-02)
Amended 11/3/04 (Ord. 22-04)
Checklist B Variance Rev 11-3-04.doc

CHECKLIST C

**Special Flood Hazard Development Permits
PLANNING BOARD
HARDING TOWNSHIP, NJ**

FOR OFFICE USE ONLY:
Block:
Lot:
Application #
Applicant:
Received on:

This checklist applies to all applications to the Planning Board (or a committee thereof) for special flood hazard development permits.

SUBMISSION REQUIREMENTS	Submitted	N/A	Waiver Requested	Board Action
1. The names and addresses of all property owners, municipalities (other than the township) and counties (other than Morris County) within 200 feet of the subject property, together with the names and addresses of all public utilities, cable television companies and local utilities registered with the township, as certified by the Township Tax Assessor. This information shall also be shown on the plat or plan [amended 10-12-1993 by Ord. No- 10-93]				
2. A map, survey, sketch or drawing prepared and signed by a licensed New Jersey land surveyor, a licensed New Jersey engineer, a licensed New Jersey professional planner, a registered architect and/or a registered landscape architect, subject to the restrictions of such license or registration				
3. The address of the property subject to the application and zone in which it is located				
4. The name, address and telephone number of the applicant and, if the applicant is represented by an attorney, the name, address and telephone number of the attorney				
5. A certification from the Township Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments				
6. Submittal of all required fees				
7. A certification of a licensed professional engineer or architect that the design and methods of construction for any proposed nonresidential structure are in accordance with accepted standards of practice for meeting the floodproofing requirements of §105-118 B(2)				
8. A description of the extent to which any watercourse will be altered or relocated				
9. If wetlands are present or one or more wetland indicators are present (pursuant to N.J.A.C. 7:7A-1 et seq.) on the site (as required to be delineated pursuant to Item 11.I hereinafter), the applicant shall submit a Letter of Interpretation from the New Jersey Department of Environmental Protection indicating the presence or absence, approved delineation, classification and transition area of such wetlands [added 5-13-1991 by Ord. No. 3-91]				
10. Any other data necessary to ascertain whether the proposed development complies with all applicable general and specific standards for flood hazard reduction				
11. Twenty (20) copies of any required map, survey, sketch or drawing, which shall comply with, contain or be accompanied by the following:				
A. The location of all on-site existing and proposed principal and accessory structures or alterations thereto with dimensions from the nearest existing and proposed lot lines measured in feet accurate to nearest hundredth of a foot				
SUBMISSION REQUIREMENTS	Submitted	N/A	Waiver Requested	Board Action
B. Indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site				
C. The title block (in the lower right-hand corner if possible) containing the name, address and telephone number of the preparer, the existing lot and block numbers, the date prepared and the date of the last revision and development title, if any				

D.	The scale of the map, both written and graphic				
E.	North arrow giving reference meridian on all plan views				
F.	The location of all setback lines and possible location of any minimum building envelope				
G.	The location of existing catch basins, bridges, culverts, storm drains, sanitary sewer lines, waterlines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) on the site and within 200 foot thereof				
H.	Natural features, such as watercourses and rock formations, on the site and within 200 feet thereof				
I.	The delineation of flood hazard areas (including floodways, and flood fringe areas) stream encroachment lines, wetlands and wetland transition areas as approved in a letter of Interpretation from the New Jersey Department of Environmental Protection, and the basis for establishment or delineation thereof [amended 5-13-1991 by Ord. No. 3-91]				
J.	The location of wooded areas within the tract and within 200 feet thereof and isolated trees 10 inches or more in diameter, measured 4 feet above ground level, designating the species of each isolated tree shown on the site				
K.	The location, dimensions and elevations of the flood hazard area (including floodway and flood fringe areas), fill areas, areas of outdoor stored materials and drainage facilities on the site				
L.	The location and elevation of the lowest floor (including the basement) of all existing and proposed structures, and elevation to which any structure has been floodproofed, by reference to National Geodetic Vertical Datum of 1921				

Revised 9/4/02 (Checklist Name) Ord. 11-02

ChecklistC.doc

TOWNSHIP OF HARDING

HEALTH DEPARTMENT

Subdivision/Site Plan

\$250.00 Fee plus \$75 for each lot

A copy of a written approval from the Harding Township Department of Health is required with all applications to the Planning Board or Board of Adjustment. This review is separate and distinct from any reviews and permits required by the Construction Office, the Township Engineer, the Board of Adjustment, the Planning Board or others. To facilitate the approval process, please complete both sides of this form and provide a project plan as described below.

Complete both sides of this form

Date Submitted: _____

Site Information

Block:	Lot:
Location:	
Mailing Address:	
Owner:	
Phone (day):	(Evening)
Current Occupant (if different than owner):	
Phone (day):	(Email Address)
Number of Existing Bedrooms:	

Project Information

Briefly Describe the Project:	
Project Engineer: (Name, Address, Phone, Email Address)	
Project Architect: (Name, Address, Phone, Email Address)	
Project Contractor: (Name, Address, Phone, Email Address)	

Project Information-continued

Will there be any removal or demolition of existing buildings or structures? _____
 If yes, the following information may be required, as applicable:
Extermination: A letter from a licensed exterminator indicating the type of infestation (none detected, wood destroying insect, rodent or other), the type and date of treatment; certification of completion.
Public Water Disconnect: A letter from the public water supply indicating the disconnection of the water has been completed.

Requirement Check List

Scaled plot plans, surveys, drawings and designs are required that show the following information:

Plot plan must show

	The locations of all permanent improvements including, but not limited to: driveways, house foundations, pools, out-buildings, decks, underground storage tanks; underground drainage lines and underground utilities.
	Lot boundaries and location of neighboring or adjacent septic systems and wells.
	The specific location (as-built, not as-planned) of the site's septic system components including the septic tanks, lines, D-box, laterals, curtain drains, etc. Indicate on plan, the method of determining the location.
	The specific location of the site's well.
	The specific location(s) of roof drainage seepage pits.
	Proposed construction access route.
	Streams, ponds, or other surface waters.

NOTE: The Health Department may have some of this information, check the files.

Architectural plan must show

	Architectural or design plan for entire structure, including all floors and rooms.
	Plans must include current conditions on all floors and for all rooms as well as proposed work.
	Proposed work, demolition and changes must be highlighted or otherwise called out.

Applicant Name:	Applicant Signature:
-----------------	----------------------

.....
For Department Use Only

Date Received:	Time Received:	Receipt Number:
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**MORRIS COUNTY PLANNING BOARD
LAND DEVELOPMENT REVIEW
APPLICATION PROCEDURES**

SUBMISSION REQUIREMENTS:

- Subdivision – All subdivisions must be submitted to the County Planning Board for review.
Major Subdivisions – will be reviewed for County approval
Minor Subdivisions – will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project will affect any County drainage facilities.
- For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.
- Site Plans – Site Plans will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)
- For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

PROCEDURES:

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

REVISIONS:

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

REPORTS:

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

SUBMISSION PACKAGE:

A complete application consists of the following:

- 1. Two (2) completed copies of the County application form (on the reverse side).
- 2. Two (2) copies of the subdivision or site plan drawings.
- 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to: Morris County Planning Board
P.O. Box 900
Morristown, NJ 07963-0900

Or via personal delivery or overnight to: Morris County Planning Board
30 Schuyler Place, 4th Floor
Morristown, New Jersey 07960

Questions, please call: (973) 829-8120

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-weight: bold;">Social security number</td> </tr> <tr> <td style="text-align: center;">[] [] [] - [] [] - [] [] [] []</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center; font-weight: bold;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">[] [] [] [] - [] [] [] [] [] [] [] []</td> <td></td> </tr> </table>	Social security number		[] [] [] - [] [] - [] [] [] []		or		Employer identification number		[] [] [] [] - [] [] [] [] [] [] [] []	
Social security number											
[] [] [] - [] [] - [] [] [] []											
or											
Employer identification number											
[] [] [] [] - [] [] [] [] [] [] [] []											

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.