

NOTE

This Land Use Application Form is to be used for all Planning Board and Zoning Board applications. The four page application is printed in booklet form on a single sheet of 11"x17" paper. Do not reproduce this form for submission on single sided paper (4 sheets). This wastes paper and will result in rejection of your application. Use the booklet format or copy onto 2 sheets of paper 8 1/2"x11" with pages 1 & 2 on Sheet 1 and pages 3 & 4 on Sheet 2. The checklist is four pages and can be reproduced on two sheet of paper, double sided, 8 1/2 x 11. Sheets must be stapled on the upper left-hand corner. Please call the Land Use Department should you have any questions.

**DO NOT SUBMIT THIS PAGE WITH
YOUR APPLICATION**



For Office Use Only
 Date Filed: _____ Appl. #: _____
 Appl. Fee:\$ _____ Escrow Fee:\$ _____

BOROUGH OF FRANKLIN Land Use Application

Seventeen (17) fully collated copies of the application, documents and maps must be filed with the Secretary of the appropriate Board twenty-one (21) days prior to the regular meeting of the Board. New applications are first reviewed for **completeness only** by the Board prior to being scheduled for a hearing. All applications must be accompanied by appropriate fees together with a written explanation of fee calculations. Separate application and escrow checks must be provided.

CHECK ONE:

- Zoning Board of Adjustment
- Planning Board

Block _____ Lot _____ Zone _____
 Property Location _____
 Size of Property _____

TYPE OF APPROVAL REQUESTED (Check all that apply):

Site Plan:

- ___ Concept Site Plan
- ___ Minor Site Plan
- ___ Preliminary Site Plan
- ___ Amended Preliminary Site Plan
- ___ Final Site Plan
- ___ Amended Final Site Plan

Subdivision:

- ___ Concept
- ___ Minor Subdivision
- ___ Preliminary Subdivision
- ___ Amended Preliminary Subdivision
- ___ Final Subdivision
- ___ Amended Final Subdivision

Variances:

- ___ Use (D)
- ___ Bulk (C)
- ___ Appeal
- ___ Interpretation
- ___ Conditional Use

Other/Explain: _____

Applicant: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Owner's: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Engineer: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Attorney: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Present Use: Residential Non-Residential **Proposed Use:** Residential Non-Residential

Describe Proposed Development/Request (Continue on separate sheet if necessary): _____

Is applicant: Corporation Partnership Individual Other/Explain _____

Has there been any previous appeal, request, or application to this or any other Borough Board or the Construction Official, involving these premises?

If yes, state the nature, date and disposition of said matter: _____

Development Plans: Sell Lots only _____ Construct New Homes for Sale _____

How will water service be supplied? _____

Proposed method of sewage disposal: _____

Are deed restrictions contemplated? Yes ___ No ___ (if yes, describe on separate sheet)

List proposed improvements and utilities and state intention to post performance bond, certified check or to install improvement prior to approval of final plat:

<u>Improvement</u>	<u>Intention</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total area of existing lots(s): _____

Total number of new lots created (including the remainder): _____

Average new lot size: _____

Variance Only:

1. Explain the exceptional conditions which would create undue hardship on the applicant if required to comply with the zoning ordinance. State the special reasons which support the granting of the variance. (NOTE: The above questions MUST be answered in detail. Attach statement to this application).
2. Supply a statement of facts showing why relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinances. (NOTE: The above question MUST be answered. Attach statement to this application).

The undersigned has submitted the accompanied plans, applications (public notice documents can be submitted under separate cover) and other necessary supporting data, and hereby certifies that all information submitted is accurate and complete.

Applicant's Signature: _____

State of New Jersey, County of _____

Sworn to before me, this _____ day of _____.

A Notary Public of New Jersey

STATUS OF TAXES

Contact the Tax Collector, at least fifteen (15) days prior to the date of submission of application to the Planning and Land Use Office. Submit the certification of taxes paid along with the application.

SITE INSPECTION AUTHORIZATION FORM

I hereby give permission for Franklin Borough Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for _____ on Block ____, Lot ____.

Applicant's Signature: _____ **Date:** _____

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY

COUNTY OF _____

_____ of full age, being duly sworn according to law on oath deposes and says, that the deponent resides at _____ in the municipality of _____, in the County of _____ and the State of _____, that _____ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being in the municipality aforesaid, and known and designated as Block _____, Lot _____.

Owner's Signature: _____

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

A Notary Public of New Jersey

AUTHORIZATION

If anyone other than the above owner is making this application, the following authorization must be executed:

_____ is hereby authorized to make the within application.

Dated: _____ **Owner's Signature:** _____

CORPORATION OR PARTNERSHIP FORM

Applications before the Planning Board/Zoning Board of Adjustment by a Corporation or Partnership for a subdivision of 6 or more lots or 25 or more family units for approval of a site plan or approval of lands for commercial purposes shall list below the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be, as required by N.J.S.A. 40:55D-48.1.

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

Please note: "No Planning Board, Board of Adjustment or Municipal Governing Body shall approve the application of any corporation or partnership which does not comply with the Act" as per N.J.S.A. 40:55D-48.1 et seq. P.L. 1977, Chapter 336, Section 3.

The New Jersey Herald
2 Spring Street, PO Box 10
Newton, NJ 07860

**“SAMPLE”
LEGAL NOTICE**

TAKE NOTICE THAT the undersigned will make application to the Planning Board/Zoning Board of Adjustment of Franklin Borough, New Jersey, so as to be permitted to

at (Street address) _____ with reference to Block _____, Lot _____ as designated on the Franklin Borough Tax Map. Variance(s) will be requested from the following section(s) of the Franklin Borough Zoning Ordinance: _____ and any and all variances or waivers which the Planning Board/Zoning Board may require.

A public hearing will be held on _____ at 7:30 PM at the Franklin Borough Municipal Building. All persons interested in said hearing may be heard at the same time and place. All maps and documents for which approval is sought at the hearing shall be on file and available for public inspection at least 10 days before the hearing during the hours of 9:00 AM to 4:00 PM in the Planning and Land Use Office of the Municipal Building located at 46 Main Street, Franklin, NJ.

Name of Applicant: _____
Address of Applicant: _____

Please forward a copy of the Affidavit of Publication to the Planning and Land Use Office.

**ZONING BOARD OF ADJUSTMENT/PLANNING BOARD
PROOF OF PUBLICATION**

STATE OF NEW JERSEY
COUNTY OF _____

_____ of full age, being duly sworn according to law, deposes and says that he/she resides at _____, in the Municipality of _____, and the State of _____, and that he/she is the applicant in a proceeding before the Planning Board/Zoning Board of Adjustment of Franklin Borough, Sussex County, New Jersey, being an application under the Zoning Ordinance, relating to premises located at (Street address) _____, Block _____, Lot _____, that notice was given of this proceeding to each and all of the owners of property affected by said application, in the required form, in the manner provided by law on _____, 20____, a true copy of the notice and the names and addresses of those so notified are attached to this affidavit.

Applicant's Signature: _____

Sworn to before me this _____
Day of _____, 20____.

Notary Public of the State of _____

BOROUGH OF FRANKLIN CHECKLIST

C= COMPLETE W=WAIVER REQUESTED I=INCOMPLETE N/A=NOT APPLICABLE

Application Status	Administrative Materials	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Major Site Plan	Final Major Subdivision	Final Major Site Plan	Variance
	For any waiver requested, reasons shall be indicated in writing in a separate submission.	X	X	X	X	X	X	X
	1. The applicant must submit the original and sixteen (16) additional copies of the application, properly completed, and seventeen (17) folded copies of the plan.	X	X	X	X	X	X	X
	2. Fees and escrow deposits.	X	X	X	X	X	X	X
	3. Site inspection authorization.	X	X	X	X	X	X	X
	4. Copy of certified list from tax assessor.	X	X	X	X	X	X	X
	5. Proof of publication.	X	X	X	X	X	X	X
	6. Proof that taxes are current.	X	X	X	X	X	X	X
	7. Affidavit of service.	X	X	X	X	X	X	X
	8. A corporation or partnership shall list the names and addresses of all stockholders or individual partners owning at least 10 percent of its stock of any class or at least 10 percent of the interest in the partnership, as the case may be. If a corporation or partnership owns 10 percent or more of the stock of a corporation, or 10 percent or greater interest in a partnership, subject to disclosure pursuant to the previous paragraph, that corporation or partnership shall list the names and addresses of its stockholders holding 10 percent or more of its stock or of 10 percent or greater interest in the partnership, as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership, until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10 percent ownership criterion have been listed.	X	X	X	X	X	X	X
	9. A written list of all variances or design standard waivers requested and reason they should be granted.	X	X	X	X	X	X	X
	10. Signature of the applicant, and, if the applicant is not the owner, the signed consent of the owner.	X	X	X	X	X	X	X
	11. Copies of all relevant documents from the Zoning Officer.	X	X	X	X	X	X	X
	12. A copy of any protective covenants or deed restrictions applying to the lands being subdivided or developed.	X	X	X	X	X	X	X
	PLANS AND REPORTS							
	13. Scale: 1" = 50' or as approved by Board Engineer.	X	X	X	X	X	X	X
	14. The location and width of all existing and proposed utility, drainage and other easements, including sight triangle easements.	X	X	X	X	X	X	X
	15. Front, side, and rear setback lines for the existing and proposed lots.	X	X	X	X	X	X	X
	16. Delineation of flood plain and wetlands areas.	X	X	X	X	X	X	X
	17. The first sheet shall contain the following:	X		X	X	X	X	X
	a. A key map at a scale of not less than 1" = 400' showing zone boundaries							
	b. The names and addresses, lot and block numbers of all property owners within 200' of the tract boundary line including adjoining municipalities							

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	c. Signature blocks for the Board Chairperson, Board Secretary and Board Engineer							
	d. Chart of the zoning requirements for the zone, what is proposed, and with necessary variances indicated							
	18. Existing and proposed contours at 5 foot intervals for slopes greater than 15% and 2 foot intervals for lesser slopes based on NAVD 1988 extend 100 feet beyond property.			X	X	X	X	
	19. A grading plan at a scale of 1" = 30' showing 2 foot contour intervals, existing and proposed contours and spot elevations.			X	X	X	X	
	20. The location of existing watercourses and any natural features, including flood plains, wetlands and soil types on the site and within 50 feet.	X	X	X	X	X	X	X
	21. The area of the tract to be subdivided or developed in square footage and acres and the location, lot area, width and depth of any existing lot or lots proposed to be subdivided.	X	X	X	X	X	X	X
	22. Location of all existing and proposed buildings and subsurface structures, with building setbacks, front, side and rear yard distances.	X	X	X	X	X	X	X
	23. Location survey, prepared by a New Jersey licensed land surveyor, of all structures within 200 feet of the property.	X		X	X	X	X	X
	24. A stormwater management plan including construction details showing the location, type and size of any existing and proposed bridges, culverts, drainpipes, catch basins and other storm drainage facilities, including Stormwater Analysis Report. Storm sewer profiles shall be shown at scale of 5 feet vertical and 50 feet horizontal.			X	X	X	X	
	25. A soil erosion and sediment control plan.			X	X			
	26. Tree save plan showing trees 10 inches or more in caliper, dbh.			X	X		X	
	27. A circulation plan showing proposed vehicle, bicycle and pedestrian circulation systems. The plan shall include the locations, typical cross-sections, centerline profiles width of right-of-way, edge of pavement, curbs, sidewalks and type of paving for all proposed new streets and paths. Road cross-sections shall be every 50 feet along centerline at 1 inch equals 5 feet horizontal and vertical. Profile shall be at a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal.			X	X	X	X	
	28. Plans and profiles of proposed potable water and sanitary sewer utility systems showing feasible connections to existing or any proposed system. If a public water supply or sanitary sewer system is available, the owner shall show appropriate connections thereon on the plat or plan. Profile shall be at a scale of 1 inch equals 5 feet vertical and 1 inch equals 50 feet horizontal.			X	X	X	X	
	29. Location of any proposed off-street parking areas and driveways with sight distance profiles with dimensions showing parking spaces, loading docks and access drives and a traffic circulation pattern showing all ingress and egress to the site.			X	X	X	X	
	30. Location and description of all proposed signs and exterior lighting, including details.			X	X	X	X	
	31. Provision for storage of solid wastes for collection.			X	X	X	X	
	33. For site plans, preliminary floor plans and preliminary building elevations showing all sides of any proposed building or buildings, prepared by a New Jersey licensed architect.				X		X	

Application Status	Administrative Materials	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Major Site Plan	Final Major Subdivision	Final Major Site Plan	Variance
	32. A staging plan for projects greater than 10 acres in area.			X	X	X	X	
	33. All proposed buffers, landscaping, fences, walls, hedges or similar facilities. The landscaping plan shall show in detail the location, size and type of all plant material, including ground cover, to be used on the site. Common and Latin names of all landscaping material shall be indicated.			X	X	X	X	
	34. Cut and fill limits.			X	X			
	35. A copy of any protective covenants or deed restrictions applying to the land and being subdivided or developed and a notation on the plat or plan of any easements required by the Board, such as, but not limited to, sight triangle easements. Said easements may also include utility lines, public improvements and ingress and egress for emergency vehicles.			X	X	X	X	
	36. A copy of such guarantees, covenants, master deed or other document which shall satisfy the requirements of the Board for the construction and maintenance of any proposed common areas, landscaping, recreational areas, public improvements and buildings.			X	X	X	X	
	37. A list of all licenses, permits or other approvals required by law, including proof of application.			X	X	X		
	38. An environmental impact statement as part of preliminary approval.			X	X			
	39 The Board may require the applicant to submit a traffic impact statement as part of preliminary approval if, in the opinion of the Board, the development could have an adverse effect on off-site traffic and circulation.			X	X			
	40. For subdivisions, if the applicant intends to perfect the approved subdivision with a filed map the plat shall be prepared in compliance with the "Map Filing Act" P.L. 1960, C.141 (C-46:2309.9 et seq.) and bear the signature block.					X		
	41. The purpose of any easement or land reserved or dedicated to public use such as, but not limited to, sight triangle easements, and the proposed use of sites other than residential.	X		X	X	X	X	X
	42. The front, side and rear building setback lines.	X	X	X	X	X	X	X
	43. Statement that final plan or plat is consistent with preliminary plan or plat, and if not, how and why they differ.					X	X	
	44. All additional information, changes or modifications required by the Board at the time of preliminary approval.					X	X	
	45. A statement from the Borough Engineer that all improvements required by the Board for preliminary approval have been installed in compliance with all applicable laws.					X	X	
	46. If improvements have not been installed, then a statement from the Borough Clerk shall accompany the application for final approval stating that:					X	X	
	a. A recordable developer's agreement with the Borough has been executed							
	b. A satisfactory performance guarantee has been posted							
	c. That the Borough has received all escrow and inspection fees							
	47. If the required improvements have been installed, the application for final approval shall be accompanied by a statement from the Borough Clerk that a satisfactory maintenance bond has been posted.					X	X	
	48. If the survey is more than one (1) year old, attach certification of the applicant or owner that the survey accurately represents the status of the premises and all improvements at the time of filing for the variance.	X	X	X	X	X	X	X

Application Status	Administrative Materials	Minor Subdivision	Minor Site Plan	Preliminary Major Subdivision	Preliminary Major Site Plan	Final Major Subdivision	Final Major Site Plan	Variance
	<p>49 A statement containing the following information:</p> <p>a. Date of acquisition of property, and from whom.</p> <p>b. The number of dwelling units in existing building(s).</p> <p>c. State whether the applicant or owners own or are under contract to purchase any adjoining lands. Set forth lot and block number(s).</p> <p>d. State whether the application is or is not to be accompanied by a separate application for subdivision, site plan or conditional use approval.</p>							X
	<p>Checklist completed by: _____ Date: _____</p> <p>Checklist reviewed by Borough: _____ Date: _____</p> <p>Application found complete on: _____</p> <p>Application found incomplete on: _____</p>							

161-22 CHECKLISTS AND APPLICATIONS

No application for development shall be deemed complete unless the items, information and documentation listed in the applicable checklist are submitted to the Board. If any required item is not submitted, the applicant must request in writing a waiver and state the reasons supporting each such request.