

INSTRUCTIONS FOR DEVELOPMENT APPLICATION TOWN OF HACKETTSTOWN

Attached to these instructions is a Development Application for the Town of Hackettstown. The purpose of this application is to provide the Board with information concerning your development proposal. It is, therefore, important that you read these instructions fully and completely and understand them prior to completing the application.

All sections of the application **MUST** be completed. The information requested in Sections 4 and 6 should be provided with sufficient detail to allow the Board to understand the nature of the application or variance that you are requesting. If you need additional sheets to complete the answer fully, please attaché those sheets to the Development Application.

The application must also be accompanied by a completed "Hackettstown Historic Preservation Commission Certificate of Appropriateness" form if the property is situated in the Town's Historic District.

Every application that comes before the Land Use Board in Hackettstown must be determined to be complete. Such a determination is based upon a checklist contained in the Land Development Ordinance of Hackettstown. Applications for minor site plans, subdivisions, preliminary major site plans and subdivisions, final major site plans or subdivisions, or variances, are available to you at the Construction Office in the Municipal Building. In each of those applications, you must provide the Board Clerk with all of the information that is requested for the type of application you intend to file. **IF YOU ARE SEEKING A WAIVER OF ANY OF THE ITEMS CONTAINED IN THE CHECKLIST, OR YOU BELIEVE THAT THOSE ITEMS ARE NOT APPLICABLE, YOU MUST MAKE A WRITTEN REQUEST FOR A WAIVER PROVIDING THE REASONS FOR THAT WAIVER.**

All applications for development are subject to application fees and escrow deposits. The application fee is required to cover the cost of administration of your application by the Land Use Board Office and is non-refundable. The escrow deposits are to be used to cover the cost of the Town consultants required to review your application. Any portion of the escrow deposit that is not used for the above purpose at the conclusion of the application will be refunded to you upon written request. You may also request an accounting of the escrow deposits. That accounting must be requested in writing to the Board Clerk.

Upon completion of the application and the preparation of the materials required in the appropriate checklist, you may file the application materials, together with the appropriate application fees and escrow deposit, with the Board Clerk. The application and escrow fees are to be supplied in two separate checks and either a Tax Identification Number or Social Security number must be supplied. The filed materials will be referred to the Board for a determination as to whether or not the application is complete in accordance with the checklist requirements. The materials must be received at least twenty-eight days (28) days in advance of a Board meeting before it will be listed on the Board Agenda. If an application is deemed incomplete, you will be advised as to the

reasons by the application is incomplete. If the application is deemed complete, the Board will schedule the matter for a public hearing.

Once a public hearing is scheduled, you may be required to provide notice in accordance with the requirements of the Municipal Land Use Law of the State of New Jersey. You may wish to consult an attorney to determine whether or not you are required to provide such notice and the time within which such notice must be made. If you fail to provide notice where required, your application will not be heard and may cause a delay in your project.

For those applicants whose property is situated within the Township Historic District, you are encouraged to appear before the Historic Preservation Commission to present your plans. Please contact Mary Matusiewicz at 908-852-3130 with any questions.

If you have any questions regarding this application process, feel free to ask the staff at the Land Use Board Office. However, the office staff **is not** intended to provide you with legal, planning or engineering advice. Professionals in those fields must provide those opinions. You may wish to consult appropriate professionals to assist you.

Land Use Board Meetings are held the fourth Tuesday of every month, unless otherwise indicated, at 7:00 p.m.

For your convenience, we are attaching a copy of a notice that can be used should your application require notice. This package also includes a Service of Notice Certification that should be completed and submitted to the Board Clerk in the **week prior** to the hearing.

DEVELOPMENT APPLICATION
TOWN OF HACKETTSTOWN

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1. GENERAL INFORMATION

A. Applicant: Name _____
Street Address _____
Municipality _____
Telephone _____

B. Applicant Status:

Individual(s) Partnership Corporation
Other Specify _____

C. If Applicant is a Partnership or Corporation, attach a list of the names of persons having a 10% interest or more in said partnership or Corporation.

Check here if list is attached.

D. Applicant relationship to property: Owner Lessee
Under Contract Other Specify _____

E. Property Owner (if other than Applicant):

Name _____
Street Address _____
Municipality _____
Telephone _____

F. Engineer/Land Surveyor:

Name _____

Street Address _____

Municipality _____

Telephone _____

G. Attorney:

Name _____

Street Address _____

Municipality _____

Telephone _____

2. TYPE OF APPLICATION - check where appropriate

_____ Minor Site Plan		VARIANCES
_____ Minor Subdivision		_____ Use
_____ Preliminary Major Site Plan		_____ Bulk
_____ Preliminary Major Subdivision		
_____ Final Major Site Plan		_____ Interpretation
_____ Final Major Subdivision	(appeal from Administrative Officer)	_____ Conditional Use

(REFER TO SECTION 200 OF THE LAND USE ORDINANCE)

3. PROPERTY DATA

A. STREET ADDRESS _____

B. BLOCK NUMBER _____ LOT NUMBER _____

C. The location of the property is approximately _____ feet from the intersection of _____ and _____

D. Existing Use _____

E. Proposed Use _____

F. Zone District _____

G. Acreage of Entire Tract to be Subdivided _____

H. Proposed Number of Lots _____

I. Is the property located on a County of Warren Roadway?

Yes No

J. Is the property located within 200' of a municipal boundary?

Yes No

K. Was this property subject to a prior development application?

Yes No

L. Is the property subject to any existing or proposed deed restrictions, easements, rights of way, private roads, or other dedications?

Yes No

If so, attach all relevant information.

Check here if such information is attached.

4. DEVELOPMENT PROPOSAL - Describe the nature of the application being sought, including on-site improvements

5. SUBMISSIONS - List all maps, plats, sketches and other exhibits accompanying this application:

<u>Description</u>	<u>Date Prepared</u>	<u>Prepared By</u>

6. VARIANCES

Describe any proposed variances requested, detail and/or location, proposed block and lot and the specific section(s) of the Zoning Ordinance of the Town of Hackettstown from which relief is sought and the basis for said relief:

7. VERIFICATION AND AUTHORIZATION

I hereby certify that the statements and information contained herein and attached hereto are true and correct.

_____ Applicant _____ Date

I hereby authorize the Applicant referenced herein to submit the subject application and to proceed for approval of same.

_____ Property Owner(s) _____ Date

OFFICIAL USE ONLY

8. APPLICATION HISTORY

- A. Date Filed: _____
- B. Date Complete: _____
- C. Fee Paid: _____ Date Paid: _____
- E. Notice of Hearing: Date of Publication _____
Date of Mailing _____
Affidavit Received _____

9. DISPOSITION OF APPLICATION

- A. _____ Application Denied
- B. _____ Application Withdrawn
- C. _____ Application Granted

DATE OF DISPOSITION: _____