TOWNSHIP OF ROCKAWAY

Checklist and Instructions for Application to Planning Board

Minor Subdivision

Please review this package and instructions carefully before you file your application. Failure to provide required fees, documents or information will delay your hearing.

Please remember to submit your original, signed application with the requested copies, and be sure that all owners and all applicants sign where requested.

Your application should be accompanied by the proper number of site plans or other required renderings - signed, sealed, and folded.

Filing fees and escrow fees should be submitted on two separate checks. Any unused escrow funds will be refunded to you after your application is completed; you may be asked to deposit additional funds to your account should it become depleted during the application process. Please mail County filing fees directly to the County.

You may obtain tax certification from the Tax Collector's Office. All taxes and assessments on the subject property must be paid up-to-date.

The Planning Department and the Township Planning Consultant will review your application after submission. You will receive a written notification advising you of your application status within forty-five (45) days of submission. If your application is deemed complete, the notice will advise you of a meeting/hearing date with the appropriate Board. If your application is found to be incomplete, the notice will specify in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be scheduled with the Board.

You will find attached to this instruction sheet the specific checklists for your application and a County application form, if necessary. We hope that this information is helpful, but please recognize that you may have questions. Please do not hesitate to contact the Planning Office for further information or classification, as we will be happy to assist you in any way possible.

Erin Murray
Planning Department
Phone: 973-983-2818
Fax: 973-627-1081

TOWNSHIP OF ROCKAWAY

Application for Development

Application #:		Date Filed:	
Fees Paid:		Taxes Paid:	

Note: The above information will be filled in by the administrative officer at the time of the filing application.

Applicant: Please complete the following sections.

Section I. Application For (Please Check all applicable)**:**

- ☐ Concept Plan
- ☐ Minor Subdivision Approval
- ☐ Tenancy/Minor Site Plan Approval
- ☐ Preliminary Site Plan Approval
- ☐ Final Site Plan Approval
- ☐ Preliminary Major Subdivision Approval
- ☐ Final Major Subdivision Approval
- ☐ Conditional Use Site Plan Approval

- ☐ "A" Variance: appeal of decision of Zoning Officer
- ☐ "B" Variance: interpretation of Zoning Map and/or Ordinance
- ☐ "C" Variance: relief from ordinances due to hardship related to setbacks, size, and similar appeals from regulations in Article X
- ☐ "C" Variance: appeal for issuance of permit for an area on the Official Map (Sec. 54-34)
- ☐ "C" Variance: appeal for a permit for lot that does not abut a street (Sec. 54-35)
- ☐ "D" Variance: use variance relief

Section II.

1. Name of Applicant: _____ Phone: _____

2. Address of Applicant: _____

   _____

3. Name of Owner: _____

   Address of Owner: _____

   _____

4. Property Address of Subject Application: _____

   _____

   Block Number: _____ Lot Number: _____

5. Size of Lot: _____ square feet, or _____ acres

6. Zone of Property in Question: _____

7. What is currently located on the premises?: _____

   _____

8. What is the proposed use of the premises?: _____

   _____

9. Does the owner or applicant own or have any interest in any adjoining property?

   No ☐ Yes ☐ If yes, please specify Block and Lot: _____

10. Has any prior application been made to the Planning Board No: ☐ Yes: ☐

    or to the Board of Adjustment? No: ☐ Yes: ☐

    or other Township agency regarding the premises? No: ☐ Yes: ☐

    If such application was made, please attach a copy of the resolution enacted by the board and describe the ultimate disposition of the application:

    _____

11. Have any "Stop Work Notices" been issued by a Township agency or department on the premises? No: ☐ Yes: ☐

    If yes, please describe: _____

    _____

12. The premises are located along a: County Road ☐ State Highway ☐ Municipal Road ☐ Municipal Road ☐ Private Road/Drive ☐

13. Is new construction proposed? No: ☐ Yes: ☐

14. If yes, what is the total floor area of all new buildings proposed: _____

    How many parking spaces are proposed: _____ How many are required: _____

15. If this application is for Final Site Plan or Subdivision, does the proposed Final Site Plan follow exactly the approved Preliminary Plan in area covered and all detail? No: ☐ Yes: ☐

16. If this application is for Variance relief, has a written opinion, notice, or order been issued by the Zoning Officer? No: ☐ Yes: ☐

    If yes, please attach a copy of notice and/or provide date: _____

If this application includes a request for Variance Relief, please also complete the appropriate sections.

17. Application Fees: _____

18. Application Escrow: _____

If a calculation was required for the Application Fees or Escrow, please include the a copy of such for our review.

A W-9 form must be submitted if the application Escrow is greater than $5,000.

Section III. Certifications:

19. I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

    Sworn to and subscribed before me this

    [ ] day of [ ] , 20 [ ]

    _____ Notary Public

    _____ Signature of Applicant

20. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application, and that I agree to be bound by the applications, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.

    [ ] day of [ ] , 20 [ ]

    _____ Notary Public

    _____ Signature of Applicant

21. I understand that the sum of $ _____ has been deposited in an escrow account. In accordance with the Ordinances of the Township of Rockaway, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

    [ ] day of [ ] , 20 [ ]

    _____ Notary Public

    _____ Signature of Applicant

TOWNSHIP OF ROCKAWAY

Application for Development

Section A. Application for Hardship ("C") Variance Relief

1. The section(s) of the zoning regulations of the Township Ordinance from which variance relief is requested.

   _____

2. The nature of the zoning variance relief requested: _____

   _____

   _____

   _____

3. In what manner does the strict application of the foregoing zoning regulations result in practical difficulties or undue hardship upon the reasonable use of the presmises:

   _____

   _____

   _____

4. In what manner does there exist exceptional circumstances are conditions applicable to the premises which are subject to this application, which do not apply generally to other premises located in the same zone district or neighborhood.

   _____

   _____

   _____

5. In what manner will the granting of the zoning variance relief requested not be substantially detrimental to the public welfare or injurious to the area in which the premises are located:

   _____

   _____

   _____

Section B. Application for Hardship ("D") Variance Relief

1. The section(s) of the zoning regulations of the Township Ordinance from which variance relief is requested.

   _____

2. The nature of the zoning variance relief requested: _____

   _____

   _____

   _____

3. The nature of the "special reasons" which exist in this particular case and that justify the prohibited structure or use:

   _____

   _____

   _____

   _____

   _____

4. In what manner will the granting of use variance relief requested not be substantially detrimental to the public welfare or injurious to the area in which the premises are located:

   _____

   _____

   _____

   _____

   _____

TOWNSHIP OF ROCKAWAY

Permission to Enter Premises

I, _____ , hereby give permission to the members of the Board of Adjustment of the Township of Rockaway and its authorized representatives and experts, to enter onto the premises at

_____

for the purposes of evaluation of the application for variances and development presently pending before the Board.

_____
Owner or Legal Agent

Sworn and subscribed to before me this

[ ] day of [ ] , 20 [ ]

_____
A Notary Public of New Jersey

TOWNSHIP OF ROCKAWAY

Waiver Request

Any request for a waiver (including all checked waiver boxes) must be accompanied by a written submission supporting such request.

Each item should be listed and addressed separately.

If you are seeking a waiver of the Environmental Impact Statement, your request should address each element of the EIS individually. A copy of the Environmental Impact Ordinance is attached to assist you.

The Board will hear your request for waivers before you receive a public hearing date. This is required because your application must be deemed complete in order to be scheduled for a public hearing.

Please contact the Office of Planning and Development should you need any additional information about the filing process.

TOWNSHIP OF ROCKAWAY

Application Checklist
General Requirements for All Development Applications

Applicant's Name: _____

Application #: [ ] Date Received: [ ]

Items Required (check one) **:**

Yes	Waiver	N/A	
☐	☐		1. Application forms: Twenty-five (25) copies if submitting to a Planning Board, or; Twenty (20) copies if submitting to Zoning Board of Adjustment.
☐	☐		2. Fees and Escrow.
☐	☐		3. Certification of Taxes Paid.
☐	☐		4. Plot Plan, Site Plan or Subdivision: Twenty-five (25) copies if submitting to a Planning Board, or; Twenty (20) copies if submitting to Zoning Board of Adjustment.
☐	☐		5. Affidavit of Ownership. If applicant is not the owner, applicant's interest in land must be indicated (e.g., tenant, contract/purchaser, lien holder, etc.) and permission of property owner to file the application must be submitted.
☐	☐	☐	6. If applicant is a corporation or partnership applying to the Board or the Council for permission to subdivision a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25), or for approval of a site to be used for commercial purposes, list the names of partners owning at least 10% of its stock of any class as required by NJS 40:55D-48.1 and 48.2.
☐	☐		7. A statement from the property owner granting permission for the Board and any of its experts to enter the subject premises for purposes of inspection in relation to a development application.
☐	☐		8. Statements as to any requirements for which waiver or variance is sought, together with a statement of reasons why same should be granted.

☐ ☐ ☐ 9. For minor site plans, minor subdivisions, preliminary major site plans and preliminary major subdivisions: a statement of any and all approvals which are required from other governments or quasi-governmental entities.

☐ ☐ ☐ 10. If approval from the Morris County Planning Board is required pursuant to PL 1968, c. 235, a copy of the application submitted to the Morris County Planning Board must be submitted.

11. For minor subdivision, preliminary major site plans and preliminary major subdivisions, provide one (1) of the following:

☐ ☐ ☐ a) A letter of interpretation from the NJDEP

☐ ☐ ☐ b) A letter of exemption from the NJDEP.

☐ ☐ ☐ c) A copy of any application made to the NJDEP for any permit concerning a proposed regulation activity in or around freshwater wetlands; or

☐ ☐ ☐ d) Documentation from a qualified professional demonstrating that no wetlands exist on the subject property, and demonstrating that no wetlands exist on adjacent property that would affect or limit development on the property which is the subject of the development application.

☐ ☐ 12. For minor site plans, minor subdivisions, preliminary major site plans, preliminary major subdivisions and variance applications: a copy of any protective covenants or deed restrictions, if any, affecting the property in question. Provided that if none exist, an affadavit that no such covenants or restrictions exist shall be submitted.

13. Complete checklist provided for one of the following development proposals. Check one or more as Required.

☐ Form 1: Informal (Concept) Subdivision
☐ Form 2: Informal (Concept) Site Plan and/or "D" Variance Request
☐ Form 3: General Development Plan
☐ Form 4: Minor Site Plan
☐ Form 5: Minor Subdivision
☐ Form 6: Preliminary Major Site Plan
☐ Form 7: Preliminary Major Subdivision
☐ Form 8: Final Major Site Plan or Final Major Subdivision
☐ Form 9: Appeals and/or Interpretation of Ordinance Details and Requirements
☐ Form 10: "D" Variance Application
☐ Form 11: "C" Variance Application

TOWNSHIP OF ROCKAWAY

Form 5
Minor Subdivision
Plat Details and Requirements

Applicant's Name: _____

Application #: [ ] Date Received: [ ]

Plan accuracy and legibility sufficient for review: No ☐ Yes ☐

Prepared by PE or LS: No ☐ Yes ☐

Items Required (check one) **:**

Yes	Waiver	N/A	
☐	☐		1. A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, theneighborhood and the Township as a whole, including but not limited to effects upon the natural environment, land use patterns, traffic and circulation, visual factors, utilities and drainage.
☐	☐		2. A key map showing the location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
☐	☐		3. A statement indicating what, if any, subdivisions have affected the subject property during the past five (5) years.
☐	☐		4. Title block containing: name of applicant and owner; preparer; lot and block numbers; date prepared; and date of last amendment.
☐	☐		5. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
☐	☐		6. Space for signatures of Chairman, Township Engineer and Secretary of the Board.
☐	☐		7. North Arrow.
☐	☐		8. Zoning district in which the parcel is located, and the zone district of adjacent property, with a table indicating: all setbacks; lot areas; lot widths; love coverage; floor area ratios, and density - both as to required and proposed for the subject property.

☐ ☐ 9. The location and width of any abutting streets, both right-of-way and pavement.

☐ ☐ 10. The boundaries of the tract in question, with dimensions of same.

☐ ☐ 11. Existing and proposed property lines for the lots in question, with bearings and distances of same.

☐ ☐ 12. Location of existing easements and rights-of-ways, including power lines.

☐ ☐ 13. Contours to determine the natural drainage of the land.
Intervals shall be:
Up to 10% slope: 2 feet
Over 10% slope: 5 feet

☐ ☐ 14. Location of natural features, including woodlands, streams and other water bodies, wetlands, flood hazard areas and rock outcrops, as well as locations of mining activity.

☐ ☐ 15. Location of existing and proposed buildings and other improvements.

☐ ☐ 16. Location of existing wells and septic systems and/or location of connections to public water and sanitary sewer systems.

☐ ☐ 17. Soil erosion and sedimentation control plan, if required pursuant to PL 1975, c. 251.

☐ ☐ 18. Location of any required dedication or reservation for streets or any area shown on the Official Map.

TOWNSHIP OF ROCKAWAY

Form 10
"D" Variance Applications
Plat Details and Requirements

Applicant's Name: _____

Application #: [ ] Date Received: [ ]

In addition to the requirements indicated in Section 54-28.2, the following information shall be submitted for all applications for a "D" Variance to the Zoning Board of Adjustment, including those cases where the variance application has been bifurcated from any other applications which may be required.

Plan accuracy and legibility sufficient for review: No ☐ Yes ☐

Items Required (check one) **:**

Yes	Waiver		
☐	☐	1.	A general description of the proposed development and a brief assessment of its effect on the site, adjacent properties, the neighborhood and the Township as a whole, including but necessarily limited to: effects upon the natural environment; land use patterns; traffic and circulation; visual factors; utilities; and drainage.
☐	☐	2.	A key map showing the location of tract to be considered in relation to the surrounding area, within at least 200 feet of the subject site.
☐	☐	3.	Title block containing: name of applicant and owner; preparer; lot and block numbers; date prepared; and date of last amendment.
☐	☐	4.	Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
☐	☐	5.	North Arrow.
☐	☐	6.	Zoning district in which the parcel is located, and the zone district of adjacent property, with a table indicating: all setbacks; lot areas; lot widths; love coverage; floor area ratios, and density - both as to required and proposed for the subject property.
☐	☐	7.	The location and width of any abutting streets, both right-of-way and pavement.
☐	☐	8.	The boundaries of the tract in question, with dimensions of same.
☐	☐	9.	Location of existing easements or rights-of-way, including power lines.

☐ ☐ 10. Contours to determine the natural drainage of the land.
Intervals shall be:
Up to 10% slope: 2 feet
Over 10% slope: 5 feet

☐ ☐ 11. Location of natural features, including: woodlands; streams and other water bodies; wetlands; flood hazard areas; and rock outcrops, as well as locations of mining activity.

☐ ☐ 12. Location of existing buildings and their setbacks from property lines.

☐ ☐ 13. Preliminary floor plans and building facade elevations for existing and proposed buildings.

☐ ☐ 14. Location of existing and proposed parking, loading, access and circulation improvements.

☐ ☐ 15. Location and description of existing and proposed landscaping.

☐ ☐ 16. A copy of the certified list of property owners within 200 feet of the subject property prepared by the Tax Assessor. Said certified list shall be no more than 90 days old.

TOWNSHIP OF ROCKAWAY

Form 11
"C" Variance Applications
Plat Details and Requirements

Applicant's Name: _____

Application #: [ ] Date Received: [ ]

In addition to the requirements indicated in Section 54-28.2, the following information shall be submitted for all applications for a "C" Variance to the Zoning Board of Adjustment, and for all such applications before either the Planning Board or the Zoning Board of Adjustment when the variance application has been bifurcated from any other applications which may be required.

Plan accuracy and legibility sufficient for review: No ☐ Yes ☐

Items Required (check one) **:**

Yes	Waiver	N/A	
☐	☐		1. Title block containing name of applicant and owner, preparer, lot and block numbers, date prepared and date of last amendment.
☐	☐		2. Space for signatures of Chairman and Secretary of the Board and the Township Engineer.
☐	☐		3. Scale of map, both written and graphic. The scale shall contain no more than 50 feet to the inch.
☐	☐		4. North arrow.
☐	☐		5. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating: all setbacks; lot areas; lot widths; lot coverage; floor area ratios; density; number of parking spaces; and slope disturbances - both as to required and proposed for the subject property.
☐	☐		6. A copy of the certified list of property owners within two hundred (200) feet of the subject property prepared by the Tax Assessor must also be submitted. Said certified list shall be no more than 90 days old.
☐	☐		7. A key map showing location of the tract to be considered in relation to the surrounding area, with at least 200 feet of the subject property.
☐	☐		8. The boundaries of the site in question, with dimensions of same. Where it is physically impossible to show the entire property on the required sheet, a key map is permitted.
☐	☐		9. Location of existing easements or rights-of-way, including power lines.

☐ ☐ 10. Location of natural features, including: woodlands; streams and other water bodies; wetlands; flood hazard areas; and rock outcrops, as well as locations of mining activities. If such features are located on adjacent property, but have the potential to affect the site development, they shall be shown.

☐ ☐ 11. Existing and proposed topographic contours of the site and adjacent areas affecting the site. Contour intervals shall be no greater than five (5) feet.

☐ ☐ 12. Location of existing and proposed buildings - including accessory buildings - and their setbacks from property lines. Lines indicating the minimum required front, side, and rear setbacks for principal buildings shall be shown. The approximate location of existing buildings and paved areas on adjacent properties shall also be shown.

☐ ☐ ☐ 13. If new buildings, expansion of existing or interior renovations are proposed, floor plans for existing and proposed buildings shall be submitted showing the use and layout of internal space, and front, rear, and side building facade elevations - both at a scale not exceeding eight (8) feet per inch.

☐ ☐ 14. Location and design of existing and proposed parking, loading, access and circulation improvements, showing dimensions of same.

☐ ☐ ☐ 15. Existing and proposed signs, including: the size; materials; nature of construction; location; and illumination of same. If no signs are proposed, a statement indicating same shall be submitted.

☐ ☐ 16. The location and design of fences, walls, sidewalks, and similar improvements to be constructed.

☐ ☐ 17. Existing and proposed utility service, including: septic systems with test hole locations and soil log information (if new system is proposed); connections to sanitary sewers; wells; and connections to water mains.

TOWNSHIP OF ROCKAWAY

Public Notice

Some applicants require legal/public notice to be sent to all property owners within 200' of the subject premises and for notice to be published in the official newspaper. Where legal notice is required, it shall be pursuant to Section 40:55-D12 of the Municipal Land Use Law. A copy of this law is attached for your reference. Some applications may require notice to be given to the Morris County Planning Board, the Department of Transportation, State Planning Commission, and/or the Clerk of an adjoining municipality. It is the **applicant's** responsibility to serve proper notice to **all** required parties at least ten (10) days prior to the public hearing. Failure to do so will result in the cancellation of your hearing.

The enclosed sample of a legal notice is meant to be an example of the format you might use in the newspaper and send to adjoining property owners on your certified list. It does not contain information specific and necessary for your application. You must obtain a certified list of property owners within 200' of your property from the Tax Assessor's Office dated with the current year and no more than **90 days** prior to your hearing date.

Your notice may be published in the *Citizen of Morris County* (weekly) or the *Daily Record* (daily). It is your responsibility to meet publication deadlines to be certain that your notice is published property at least **ten (10) days** prior to your hearing.

Please submit your mailing receipts and proof of publication to the Planning Department48 hours prior to your public hearing so that proper notification can be confirmed.

If you are unable for some reason to meet notice requirements or cannot appear on your scheduled hearing date, please call the Planning Department (973-983-2818) to advice us of a schedule change as soon as possible. We ask for your cooperation so that applicants can be scheduled as promptly as possible and with a minimum of unnecessary delays.

TOWNSHIP OF ROCKAWAY

Legal Notice

Notice is hereby given that the undersigned has applied to the Rockaway Township Planning Board for:

_____

The premises are located on Block [ ] Lot [ ]

The street address is: _____

The following variances are requested as part of this application and any other variances that may be found necessary during the hearing.

_____

_____

_____

The application is now on the agenda of the Planning Board and a public hearing has been ordered for _____ at 8:00 PM at the Rockaway Township Municipal Building, 65 Mount Hope Road, Rockaway, at which time you may appear in person, or by agent or attorney, and present any objections which you may have to the granting of this application. All documents relating to this application may be inspected by the public between the hours of 8:30 AM to 4:30 PM, Monday through Friday at the Planning Department, Rockaway Township Municipal Building, 65 Mount Hope Road, Rockaway.

_____
Signature of Applicant

_____
Applicant's Address

Request for a Certified List of Property Owners

I, _____, am making a request of the Tax Assessor of Rockaway Township, to provide a certified list of property owners within 200 feet of:

Block_____ Lot_____

Property Loc: _____

When list is completed I would like the list to be: (circle one)

Mailed Picked up

Name: _____

Address: _____

_____

Phone number: _____

c. *Request for **Certified List** of Property Owners Within Two Hundred (200) Feet.* Upon written request of an applicant, the Administrative Officer shall, within seven (7) days, make and certify a list from the current tax duplicates of the names and addresses of owners to whom the applicant is required to give notice. In addition, the Administrative Officer shall include on the list the names, addresses and positions of those persons who, not less than seven (7) days prior to the date on which the applicant requested the list, have registered to receive notice as a public utility, cable television company or local utility. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner or to any public utility, cable television company or local utility not on the list shall not invalidate any hearing or proceeding.