

**TOWNSHIP OF CLARK PLANNING BOARD**

Municipal Building  
430 Westfield Avenue  
Clark, New Jersey 07066

The application, with supporting documentation, must be filed with the Office of the Township Clerk and must be delivered to the professionals for review at least fifteen (15) business days prior to the meeting at which the application is to be considered.

**To be completed by Township staff only:**

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_  
 Application Fees \_\_\_\_\_ Escrow Deposit \_\_\_\_\_  
 Scheduled for: Review for Completeness \_\_\_\_\_  
 Hearing \_\_\_\_\_

DEVELOPMENT REVIEW COMMITTEE

	APPROVE	DISAPPROVE	REPORT ATTACHED
Township Engineer			
Code Enforcement Engineer			
Business Administrator			

If Applicable,

Board of Health			
Fire Department			
Shade Tree Department			
Traffic Department			
Environmental Commission			
Traffic Consultant			
Planning Consultant			
County Planning Board			
Historical			

**1. SUBJECT PROPERTY**

Location: \_\_\_\_\_  
 Tax Map Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Page \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_  
 Zoning District \_\_\_\_\_

**2. APPLICANT**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Applicant is a \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual  
 Tax Identification No./Social Security No. \_\_\_\_\_

**3. DISCLOSURE STATEMENT**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 19% ownership criterion have been disclosed. (attach pages as necessary to fully comply)

Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____
Name _____	Address _____	Interest _____

**4. If owner is other than the applicant, provide the following information on the Owner(s):**

Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

**5. PROPERTY INFORMATION**

Easements, Leases or other agreements, existing or proposed on the property:

Yes (attach copies) \_\_\_\_\_ No \_\_\_\_\_ Proposed \_\_\_\_\_

Existing Zoning District of Site: \_\_\_\_\_

In applicant's opinion with Board of Adjustment action be required for a variance? \_\_\_\_\_  
(Specify) \_\_\_\_\_

Total and Individual Area of Lot(s) \_\_\_\_\_  
Square foot and acres

Is a structure(s) present on existing lot? \_\_\_\_\_

How Many? \_\_\_\_\_, If so, specify \_\_\_\_\_

\_\_\_\_\_

a. Building Floor Area (total and each floor).

b. Building Ground Area.

c. Building Height (feet and stories).

d. Floor Area Ratio (FAR).

e. Lot Lines (feet)

Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

f. Set Backs (existing)

Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

g. Open space (square foot and %) \_\_\_\_\_

h. Lot Coverage (%) \_\_\_\_\_

i. Parking (on site) Show calculations below if not on accompanying site plan.

Present use(s) of site (each structure) \_\_\_\_\_

\_\_\_\_\_

Proposed use(s) for site \_\_\_\_\_

Specify:

- a. Building Floor Area (total and each floor).
- b. Building Ground Area New Total.
- c. Building Height (feet and stories).
- d. Floor Area Ratio (FAR).
- e. Lot Lines (feet).

Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_

- f. Set Backs

6. Applicant's Attorney \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

7. Applicant's Engineer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

8. Applicant's Planning Consultant \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

9. Applicant's Traffic Engineer \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

10. List any other Expert who will submit a report or who will testify for the Applicant (attached additional sheets as may be necessary)

Name \_\_\_\_\_

Field of Expertise \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval (Preliminary)

\_\_\_\_\_ Subdivision Approval (Final)

Number of lots to be created \_\_\_\_\_ (including remainder lot)

Number of proposed dwelling units \_\_\_\_\_ (if applicable)

SITE PLAN:

- \_\_\_\_\_ Minor Site Plan Approval
- \_\_\_\_\_ Preliminary Site Plan Approval
- \_\_\_\_\_ Final Site Plan Approval
- \_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

12. \_\_\_\_\_ Request for Waiver from Site Plan Review and Approval

Reason for request: \_\_\_\_\_  
\_\_\_\_\_

13. List all variances in detail (if applicable) by Ordinance Section: (attached additional pages if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Waivers Requested of Development Standards and/or Submission Requirements: (attach additional pages as needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. ZONING DATA

State current zone in which lot(s) is located: \_\_\_\_\_

	<u>Required/Permitted</u>	<u>Provided</u>
A. Maximum Height	_____	_____
B. Lot Width	_____	_____
C. Side Yard	_____	_____
D. Total of Side Yards	_____	_____
E. Rear Yard	_____	_____
F. Lot Area	_____	_____
G. Lot Coverage % of Building	_____	_____
H. Lot Coverage Impervious Surface	_____	_____
I. Lot Coverage Impervious Surface %	_____	_____
J. Planted Area	_____	_____
K. Planted Area %	_____	_____
L. Floor Area	_____	_____
M. Parking Stalls	_____	_____
N. Front Yard	_____	_____

16. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.

An affidavit of service on all property owners and a proof of publication must be filed before the application will be complete and the hearing can proceed.

17. Explain in detail the exact nature of the application and the changes to be made at the premise, including the proposed use of the premises: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

18. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? \_\_\_\_\_

19. Are any off track improvements required or proposed? Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

20. Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

21. What form of security does the applicant propose to provide as performance and maintenance guarantees? \_\_\_\_\_

22. Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
<b>County/Municipal Utilities Authority</b>	_____	_____	_____
_____ County Health Department	_____	_____	_____
_____ County Planning Board	_____	_____	_____
_____ County Soil Conservation District	_____	_____	_____
<b>NJ Dept. of Environmental Protection</b>	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
<b>NJ Dept. of Transportation</b>	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____
Officials Report	_____	_____	_____

23. Certification from the Tax Collector that all taxes due on the subject property have been paid.

24. List of Maps, Report and other materials accompanying the application (attached additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff (Engineer, Planning Consultant, Attorney for the Board to which the application is being submitted) for their review. The documentation must be received by the professional staff at least fifteen (15) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____

25. State the distance of the nearest part of the lot(s) to the nearest residential zone: \_\_\_\_\_

26. Is the proposed use of the property a conditional use under the Township zoning ordinance?

Yes \_\_\_\_\_ No \_\_\_\_\_

27. Is any portion of any lot within the site contiguous to or across the street, but within 100 feet from, any area zoned for residential use?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state number of square feet of buffer area provided. \_\_\_\_\_

If yes, state minimum width of the buffer area provided. \_\_\_\_\_

28. Are there any buildings or signs now on the site? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which, if any, is the applicant proposing to remove (attach additional sheets)

If yes, is the applicant proposing any structural or architectural changes to the building?

Yes \_\_\_\_\_ (attached additional sheets) No \_\_\_\_\_

29. Certification from Tax Collector that all taxes due on the subject property have been paid. (attach)

30. Applicant must complete attached check list(s), if applicable:

- a. Check list for site plan
- b. Environmental impact preliminary statement
- c. Certifications

## ENVIRONMENTAL IMPACT PRELIMINARY STATEMENT

(Single and Two-family homes not located in a proposed minor or major subdivision are excluded from the requirement of this section)

### PREAMBLE:

Any subsequent finding by the Approving Agency contrary to the statements made herein by the applicant shall constitute grounds for rejection of the application. The applicant has a legal responsibility to answer truthfully and completely all questions to the best of the applicant's knowledge and information and will be held accountable for the responses provided.

NOTE: If any of the following questions are answered yes or other, attach an additional piece of paper to explain.

1. Is the site to be developed located in an environmentally critical area as delineated in the Township's Natural Resource Inventory and any amendments thereto?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
2. Is the site to be developed located in a wetlands area as delineated on the Wetlands Inventory Maps? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
3. Is the site to be developed located in the 100 year flood plain as delineated on either FEMA maps or NJDEP flood maps? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
4. Does the site development require the removal of any trees of six (6) inches or greater in trunk diameter? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
5. Does the site development require the alteration, channelization or relocation of any watercourse? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
6. Will the site development introduce any change in the quality and/or quantity of present storm water runoff? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
7. Will the site development require the import or removal of soil from the area?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
8. Will the site development require directing surface drainage into a watercourse?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
9. Will the site development have any impact on Township services presently provided such as police, fire, public works, public schools, sewers and drainage facilities?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
10. Will any excavation required for the development penetrate the high water table in existence at the site? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
11. Will the site development require special foundation provisions such as piles and/or spread footing to support any structures? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
12. Will the operation of the site increase local vehicular traffic?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
13. Will the operation of the site increase the air pollution in the area?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
14. Will the operation of the site exceed the existing ambient noise levels?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
15. Will the site to be developed impact on any area designated in the Township of Clark's Master Plan for future conservation? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

16. Is the site to be developed served by existing public utilities? YES \_\_\_\_\_ NO \_\_\_\_\_  
OTHER \_\_\_\_\_
17. Is the site to be developed ever been used for storage or disposal of, or presently contain hazardous or toxic wastes? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
18. Has the site to be developed proposed for the use, storage or manufacture of hazardous material, toxic substances or dangerous chemicals? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
19. Will the site development increase the present intensity levels of light in the area?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
20. Will the site development require the installation of new or removal of existing septic systems or other liquid waste facilities? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
21. Will the site development require the installation of new or removal of existing septic systems or other liquid waste facilities? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
22. Will the site development affect the water table in the area?  
YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_
23. Will the site development produce odors? YES \_\_\_\_\_ NO \_\_\_\_\_ OTHER \_\_\_\_\_

**CERIFICATIONS**

1. I certify that the foregoing statements and the 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 an subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF APPLICANT

2. 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 application, the representations made and the decision in the same manner as if I were the 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 an subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
SIGNATURE OF OWNER

3. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account in accordance with the Ordinance of the Township of Clark. I further understand that the escrow is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials. 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 of notification.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

## CLARK TOWNSHIP PROFESSIONAL STAFF

### **Engineer & Planning Consultant**

Richard O'Connor  
430 Westfield Avenue  
Clark, NJ 07066

732-388-3600 Ext. 3026

### **Planning Board Attorney**

Michael Cresitello  
15 Mountain Blvd.  
Warren, N. J. 07059

### **Code Enforcement**

Mike Khoda  
Township of Clark  
430 Westfield Avenue  
Clark, NJ 07066

732-388-3600

CHECK SHEET

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

STREET ADDRESS OF PROPERTY \_\_\_\_\_

OWNER \_\_\_\_\_ APPLICANT \_\_\_\_\_

ATTORNEY NAME & PHONE NO. \_\_\_\_\_

- APPLICATION FOR ( ) MINOR SUBDIVISION
  - ( ) MAJOR SUBDIVISION (Preliminary)
  - ( ) MAJOR SUBDIVISION (Final)
  - ( ) SITE PLAN (Preliminary)
  - ( ) SITE PLAN (Final)
  - ( ) VARIANCE

DATE APPLICATION FILED \_\_\_\_\_

DEEMED COMPLETE \_\_\_\_\_ DATE ACTION REQUIRED BY \_\_\_\_\_

HEARING SCHDEULED FOR \_\_\_\_\_ PUBLICATION BY \_\_\_\_\_

AFFIDAVIT OF SERVICE FILED \_\_\_\_\_

SERVICE MADE ON : ( ) County Planning Board; ( ) Clerks of Adjoining Municipalities;  
 ( ) Commissioner of Transportation; ( ) Department of Community Affairs

REVIEWED BY:

REVIEW COMMITTEE \_\_\_\_\_

ENGINEER \_\_\_\_\_

PLANNING CONSULTANT \_\_\_\_\_

ATTORNEY \_\_\_\_\_

ENVIRONMENTAL COMMISSION \_\_\_\_\_

DEPARTMENT OF PUBLIC WORKS \_\_\_\_\_

BOARD OF HEALTH \_\_\_\_\_

COUNTY PLANNING BOARD \_\_\_\_\_

SOIL CONSERVATION DISTRICT \_\_\_\_\_

DEPARTMENT OF ENVIRONMENTAL PROTECTION \_\_\_\_\_

**BOARD ACTION TAKEN**

- ( ) Hearing continued with Consent of Applicant to: \_\_\_\_\_  
Reason \_\_\_\_\_
- ( ) Application Dismissed For \_\_\_\_\_
- ( ) Minor Subdivision Denied \_\_\_\_\_
- ( ) Minor Subdivision Approval Granted \_\_\_\_\_
- ( ) Preliminary Approval Denied \_\_\_\_\_
- ( ) Preliminary Approval Granted \_\_\_\_\_
- ( ) Final Approval Granted \_\_\_\_\_
- ( ) Variance Denied \_\_\_\_\_
- ( ) Variance Granted \_\_\_\_\_

**CONDITIONS ATTACHED TO APPROVAL**

- ( ) Subject to approval of County Planning Board
- ( ) Subject to approval of Soil Erosion Plan

Subject to Site Plan Review

Subject to variance for \_\_\_\_\_

Subject to conditions specified in resolution of approval \_\_\_\_\_

NEWSPAPER NOTICE OF ACTION PUBLISHED \_\_\_\_\_

TO: THE ZONING OFFICER, CONSTRUCTION OFFICIAL

Application For:

Minor Subdivision

Major Subdivision (Preliminary)

Major Subdivision (Final)

Site Plan (Preliminary)

Site Plan (Final)

Variance for \_\_\_\_\_

has been  granted  denied

You  are  are not authorized to issue construction and use permits  unconditionally

subject to the condition to the conditions set forth above.

Dated: \_\_\_\_\_

Chairperson, Planning Board \_\_\_\_\_

### CHECK LIST FOR SITE PLAN

This is only a brief outline for guidance. Reference should be made to the appropriate article(s) and section(s) of the Zoning Ordinance (Chapter XXXIV and any amendments thereto of the Township of Clark for specific details and requirements. A copy of this Ordinance can be obtained at the office of the Municipal Clerk.

- ( ) 20 Copies of drawings of site plan.
- ( ) 3 X 5 photographs of existing site, showing all portions thereof.
- ( ) Required Fee.
- ( ) Completed application forms.
- ( ) Scale
- ( ) Entire site with accurate dimensions to allow calculation of total area
- ( ) Existing and proposed structure location with accurate dimensions
- ( ) Construction materials
- ( ) Area of each existing and proposed structure
- ( ) Lighting provisions
- ( ) Signs and location and size thereof
- ( ) Landscaping layout
- ( ) Screening, fencing, retaining walls, etc.
- ( ) Drainage provisions (existing & proposed) and supporting data (e.g. calculations)
- ( ) Parking area and spaces(including loading area), and calculation of required number of spaces
- ( ) Tax map sheet, block and lot numbers
- ( ) Streets or roads and extent of any improvement for proposed site
- ( ) Natural characteristics surrounding the site
- ( ) Fire Department regulations
- ( ) Soil erosion
- ( ) Streams or other waterways on proposed site and extent of any improvement
- ( ) Other existing and proposed improvements (sidewalks, curbs, pavement, etc)
- ( ) Easements, existing and proposed (public and private)
- ( ) Cross section details of roadways and all other proposed construction
- ( ) Sufficient elevations and contours to permit determination of general slop and drainage and high and low points
- ( ) Numbers of employees if commercial (full and part time)
- ( ) Architectural elevations of each structure
- ( ) Complete floor plans for each structure
- ( ) Location of proposed outside storage and loading.