

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 Official			
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 _____ Telephone No. _____
Address _____

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: _____

	Required/Permitted	Provided
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

County/Municipal Utilities Authority

_____ County Health Department _____

_____ County Planning Board _____

_____ County Soil Conservation District _____

NJ Dept. of Environmental Protection

_____ Sewer Extension Permit _____

_____ Sanitary Sewer Connection Permit _____

_____ Stream Encroachment Permit _____

_____ Waterfront Development Permit _____

_____ Wetlands Permit _____

_____ Tidal Wetlands Permit _____

_____ Potable Water Construction Permit _____

_____ Other _____

NJ Dept. of Transportation

_____ 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 _____

CERTIFICATIONS

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

Kelly Carey
15 Mountain Blvd.
Warren, NJ 07059

908-757-7800

Code Enforcement

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

732-388-3600

Fire Official

Frank J. Cerasa
Township of Clark
252 Broadway
Clark, NJ 07066

732-381-1158

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 SCHEDULED 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, Zoning 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 Official Code Enforcement 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 stop 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.