

COST: \$20.00

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# BOROUGH OF GARWOOD



## DEVELOPMENT

## ASSISTANCE

## PACKAGE

403 South Avenue  
Garwood, NJ 07027  
908.789.0710  
[www.garwood.org](http://www.garwood.org)

REVISED 03/09/2023 CDC

BOROUGH OF GARWOOD  
INDEX & CHECKLIST

FORM NO.    REQUIRED

Development Assistance Package Checklist

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FORM 00

BOROUGH OF GARWOOD  
DEVELOPMENT ASSISTANCE PACKAGE PLANNING BOARD

FEE: \$  
RECEIVED BY

**APPLICATION INSTRUCTIONS**

The following checklist is designed to assist applicants in preparing applications for development before the Garwood Planning Board. The Planning Board is a combined land use board. Applicants should check off each item to ensure that it is included in the application being submitted. **ITEMS OMITTED WILL DELAY CONSIDERATION BY THE BOARD.**

Zoning inquiries should be directed to Zoning Officer, Victor Vinegra, who may be contacted at [v-vinegra@garwood.org](mailto:v-vinegra@garwood.org). Completed applications are delivered to the Office of the Municipal Clerk, Borough of Garwood, 403 South Avenue, Garwood, NJ. The Zoning Officer advises applicants as to the application process and is responsible to deem an application complete. The Borough of Garwood has shared services with the Township of Cranford for Construction Code Enforcement, therefore all matters concerning building permits should be addressed to the Construction Code Official, 8 Springfield Avenue, Cranford, NJ, 908-709-7213.

All applications submitted to the Zoning Officer will first be reviewed in order to determine if the application requires approval from the Garwood Planning Board. If no Board approval is required, the application will be advanced through the Building Department plan review process. If a Board approval is required, or if particular zoning or planning concerns are raised, the applicant will be advised as to that need, and the process outlined herein is to be followed.

This Development Assistance Package- \$20.00, as well as the Garwood Zoning Ordinance-\$25.00, may be obtained at the Garwood Clerk's Office, Municipal Building, 403 South Avenue (fee payable to the Borough of Garwood). Or both are available at [www.garwood.org](http://www.garwood.org), construction and zoning section for no charge. General inquiries relating to zoning application forms or the application process may be asked to Victor Vinegra, Garwood Zoning Officer by emailing him at [v-vinegra@garwood.org](mailto:v-vinegra@garwood.org).

**APPLICATION PROCESS**

**PRE-HEARING DATE**

Upon being advised by the Zoning Officer that an application requires a Board hearing, an applicant is to complete the application checklists and application forms. (They are part of this package.) The applicant should then read the package of information in order to determine the need to hire professionals, the cost of the process, the time input required, and the amount of work required to have an application heard by a Board.

The applicant should then complete as much of the application form information as is possible. While plans are required to be prepared by professionals, there is no requirement that each applicant hire an attorney unless an applicant is a corporation or a limited liability company.

Applicants are advised, however, that legal issues and procedures are involved and retaining an attorney may be advisable. The hiring of any professional is strictly the decision of each applicant. The applicant is then to contact a qualified professional to prepare the necessary plans. ALL plans submitted to a Board for review must be prepared, signed, and sealed by a qualified professional in accordance with the rules of the State Boards of Professional Engineers and Land Surveyors, Registered Architects and Certified Landscape Architects, and

Professional Planners.

Upon plan completion, the applicant is to submit eighteen (18) sets of application documents, which include plan prints and completed, collated, and stapled together application forms; and appropriate fees (made payable to the Borough of Garwood) to the Secretary at the Municipal Building, 403 South Avenue, Garwood, Office of the Municipal Clerk. While separate sheets may be used for different aspects of the plan (grading and drainage, landscape and lighting, details, etc.), all plans are to be submitted by the applicant folded into a maximum size of 9" by 12". **All plans submitted must contain a bulk variance block (Form 00, Page 9) setting forth ALL bulk items, amount required by ordinance, existing property conditions and whether met or deficient.**

#### **Electronic Documents Submission Requirements**

- A. All documents submitted in connection with an application to the Board, including the completed application, the completed checklist, all drawings, traffic studies, stormwater reports, and similar items submitted in support of an application, shall be submitted both in physical paper hardcopy as well as electronically. Applicants shall submit the electronic version of these materials in Adobe Portable Document Format (PDF) in at least 300 dpi, unless the Board Secretary requests submission of any materials in a different format. All revisions and resubmissions shall likewise be submitted in both hard copy and electronic formats.
- B. Electronic and hard-copy applications must be submitted to the Board Secretary, with the electronic version being sent by either by e-mail, USB drive, or CD-ROM.
- C. The Zoning Officer shall not certify an application as complete until both paper and electronic submissions are received by the Board Secretary.

#### **INCOMPLETE APPLICATIONS WILL DELAY CONSIDERATION BY THE BOARD.**

The Zoning Officer then has forty five (45) days, by state law (N.J.S.A. 40:55D-10.3) to declare the application complete or incomplete. During this time, the application will be scheduled for review by the Development Review Committee (DRC) and all applicable Borough professionals will review the plans and forward comments to the Zoning Officer. The Zoning Officer will advise the applicant in writing if the application is incomplete and the need to submit additional, itemized information. This process will be repeated until all required documents and complete plans are received.

Should document revisions be required, the applicant should re-submit eighteen (18) signed and sealed plans, along with eighteen (18) collated and stapled together copies of completed application forms (if different from original submission), and remaining outstanding fees.

During this time of Borough review, the applicant should utilize Form No. 17 of this application package and request the list of all property owners and others to whom notification of the application is to be made. This is done by completing the form and forwarding it with a \$10.00 fee made payable to the Borough of Garwood, to the Municipal Clerk, 403 South Avenue, Garwood, NJ 07027. The list will then be prepared from the current tax duplicates and forwarded to the party indicated on the form within seven (7) business days of the date of receipt of the written request. If, during preparation of this list, it is determined that certain properties within the 200' boundary are located in other municipalities, the applicant is responsible for contacting the appropriate municipal official in that municipality and obtaining the certified list of those property owners. The application forms should be reviewed for all notification requirements for which the applicant is responsible.

### **NEWSPAPERS FOR ADVERTISING LEGAL NOTICES**

The Westfield Leader & The Scotch Plains-Fanwood TIMES  
PO Box 250, 251 North Ave. West, Westfield, NJ 07091  
Tel 908 232-4407; fax 908 232-0473 [legals@goleader.com](mailto:legals@goleader.com)

Upon receipt of the plans, the forms, and the appropriate fees and a finding of application completeness, the Zoning Officer will forward the application to the Garwood Planning Board Secretary. The Board Secretary will notify the applicant in writing of the Board hearing date together with copies all of the reports of the Borough Professionals (Engineer, Planner, Police Department, Fire Department, Development Review Committee, Health Officer, and Environmental Commission). Once hearing date notification is received, the applicant should utilize the notice form (Form No.11) to properly notify all those listed on the certified tax duplicate list(s) obtained previously.

At this time, the applicant submits notification of the hearing to the official newspaper which is the Westfield Leader for publication. This notice must be published, and all personal or certified notices must be completed, a minimum of ten (10) days prior to the hearing date. Failure to do so will result in the Board being legally unable to hear the application. Adequate time must therefore be taken into account for the preparation, mailing, and publication requirements of the particular newspaper. (Usually one week prior to the publication date.) This notice is to include the hearing date, time, and place of hearing, and all information relative to the application as stated on Form No.11.

The Affidavit of Proof of Service (Form No.12) is to be returned to the Secretary of the Garwood Planning Board, 403 South Avenue, Garwood, together with a copy of the notice that appeared in the newspaper, with the date that it appeared. Attach the following to the Affidavit of Service: a copy of the notice that was sent to the list of all property owners and others to whom notification of the application is to be made, the original white certified mail tickets stamped by the post office, and the certified list(s) of those required to be notified a minimum of four (4) business days prior to the hearing date. **Service is effective ONLY if hand delivered or sent by certified mail. If proper service is not affected, any action by the Boards is invalid.**

### **HEARING DATE**

All Planning Board hearings commence at 7:30 PM in Council Chambers at the Municipal Building, 403 South Avenue. All workshop portion of the Planning Board commences at 7:15 PM. There may be more than one application scheduled for a meeting date. The applicant is to come prepared to the hearing with all expert witnesses, documents, testimony, and exhibits as deemed necessary to adequately present the application to the Board. Such presentation is solely the decision of the applicant and his/her advisors.

A copy of the Board's Resolution of Memorialization is mailed to the applicant within ten (10) days after the hearing at which the Board approves the wording of the Resolution and it is adopted. If applicable, the applicant can then request final site plan/subdivision approval utilizing Form No. 7 or No. 9. These forms are to be completed and submitted, together with all required documents, fees, and eighteen (18) plans revised to conform to the Board's conditions (as stated in the adopted resolution), to the Zoning Officer.

They will then be distributed to the Borough Professionals as appropriate for their review. Their findings will then be returned to the Planner/Zoning Officer within two (2) weeks of the date of submission. If deficiencies are found, the applicant will be notified in writing by the Zoning Officer, and advised of the specific items omitted.

This process will be repeated until all required documents and conforming plans are received. Upon final acceptance, the Board Secretary will schedule the matter for hearing and notify the applicant in writing of the hearing date for final site plan approval. A copy of the Board's Resolution of Memorialization of final site plan approval is mailed to the applicant within ten (10) days after the hearing at which the Board approves the wording of the Resolution and it is adopted. If applicable the Board Chairman and Secretary will then sign the plans and distribute them as required. Two (2) sets will be returned to the applicant. One (1) set is for the applicant's official records and one (1) set is to be retained on the job site at all times. (The other sets are distributed to the Borough Engineer and the Cranford Construction Official.). The applicant can then submit all necessary applications and plans to the Cranford Construction Official, 8 Springfield Avenue, Cranford for applicable construction permits. Post construction compliance inspection will be conducted by Borough officials in order to insure that all conditions and site plan requirements have been satisfactorily completed before the issuance of any certificate of occupancy.

## GENERAL INFORMATION

All checks for **zoning application fees** are to be made payable to the Borough of Garwood. All checks for **building permit application fees** are to be made payable to the Township of Cranford.

Any lessee or contract purchaser applying for development must submit a letter from the owner authorizing such persons to apply to the Board for development. (See Form No.01)

Should an attorney sign the application for the applicant, an instrument granting power of attorney must be presented to the Board.

Corporations must be represented at a public hearing by a New Jersey licensed Attorney and submit a disclosure affidavit. (See Form No. 01)

All items submitted to the Board are public record and are available for review upon request. Copies of public documents will be made upon written request at the fee set by the OPRA Act.

## NOTES:

I All development applications require the following exhibits:

- a. Copy of any protective covenants and deed restriction related to the subject property.
- b. Tax map sheet showing all Block and Lot numbers and an outline showing property in question. This information may be provided on the site plan. (See Note 1)
- c. A map or drawing in one of four standard sizes, namely: 8 1/2" x 13", 30" x 42", 24" x 36", or 15" x 21", folded to a maximum size of 9" x 12" showing:
  - 1 Key map with reference to all streets within 600 feet including zone districts.
  - 2 Name and address of applicant and property owner.
  - 3 Name, address, and seal of architect/engineer/surveyor/ planner/landscape architect.
  - 4 Name and description of proposal.
  - 5 Date prepared and any and all revision dates.

- 6 Bulk Variance Block (Form 00, Page 9)
- 7 Graphic scale, north arrow and reference meridian.
- 8 Dimension and bearing of all existing and proposed property lines or easements,
- 9 Dimension of existing and proposed Street rights-of-way, including Street names.
- 10 Location and use of all existing and proposed structures, showing the height, roof overhang, building area, pedestrian and vehicular entrances, fire escapes, and window openings.
- 11 Location of all existing and proposed subsurface and above ground utilities.
- 12 Square footage and/or acreage to the nearest tenth of all parcels.
- 13 General slope and natural drainage, and watercourse locations and all natural features, including trees over 4" caliper.
- 14 Location and dimensions of existing and proposed parking, loading, curb cuts, driveways, driveway aprons, sidewalks and yards (front, side and rear).
- 15 A sign plan for all existing and proposed signs including:
  - a) Location, position and dimensions.
  - b) Source of illumination, if applicable.
- 16 Signature block for Borough Engineer, Board Chairman and Board Secretary.
- 17 Delineation of flood hazard areas.

d. Survey prepared by a licensed surveyor not more than ten (10) years old.

II Preliminary Subdivision Applications. The following information is required in addition to that specified in Section I above.

- a. Location of all proposed Street rights-of-way, including cross sections and center line profile.
- b. Plans and profile of any proposed utility layout, including easements.
- c. Location of all structures on adjacent tracts within one hundred feet (100') and along the same street line as the subject property.
- d. All contours at two foot (2') intervals within the tract and within thirty feet (30') of the subject property indicating all proposed high and low points.

III Applications for Final Subdivision Approval. The following information is required in addition to that specified in Sections I and II above.

- a. Certification of the Borough Engineer pursuant to Sections 136-10 of the Borough ordinances.
- b. A plat, in conformance with the "Official Map Filing Act", or deed description in conformance with an approved preliminary plat.
- c. Certification showing all current property taxes paid (See Note 2).
- d. If applicable, a stream encroachment permit or waiver for the proposed development. (See Note 3)
- e. If applicable, a permit or exemption issued under the "Soil Erosion and Sedimentation Control Act". (See Note 4).

- f. The location of all land to be reserved or dedicated to public use.
- g. The location and description of all monuments.

IV. Preliminary Site Plan Application. The following information is required in addition to that specified in Section I above.

- a. Depiction of exterior building facades and elevations.
- b. Building construction type/class. (BOCA CODE)
- c. Parking aisle and stall dimensions and pavement surface type.
- d. Finished floor elevation referenced to geodetic data.
- e. Curbing and apron type.
- f. Computation of required storm water detention volume and specification of minimum volume to be detained subsurface as part of a complete site drainage and grading plan.
- g. Location and height of lighting standards.
- h. Illumination design average and one foot-candle trace.
- i. Location, type, and height of fences, walls, and screening.
- j. Location and plant schedule of trees, shrubs, and seeded or ground cover areas.
- k. Location and height of terraced and bermed areas.
- l. Location, type, and volume of refuse storage and recycling facilities.
- m. Existing and proposed contour lines at one foot intervals inside the tract and within thirty (30) feet of the tract's boundaries with spot elevations at all changes in grade due to construction.
- n. Appropriate construction details.
- o. Location and dimension of pedestrian paths, walkways, and sidewalks and all barrier free design.
- p. There shall also be included a written description of the proposed use(s) and operation (s) of the building(s), including the number of employees or members of non-residential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck traffic; anticipated hours of operation and anticipated expansion plans incorporated in the building design.
- q. A sign plan for all existing and proposed signs including:



- 1) Location, position and dimensions
- 2) Source of illumination, if applicable

V. Application for Final Site Plan Approval. The following information is required in addition to that specified in Section I and Section IV above.

- a. A site plan conforming to the conditions of preliminary approval.
- b. Certification showing all current property taxes paid. (See Note 2)
- c. If applicable, a stream encroachment permit or waiver for the proposed development. (See Note 3).
- d. If applicable, a permit or exemption issued under the Soil Erosion and Sedimentation Control Act. (See Note 4).
- e. Building elevation drawings with specification of facade materials.
- f. Profiles and specifications for proposed curbing and driveway aprons.
- g. If applicable, a permit or waiver from the New Jersey Department of Transportation. (See Note 5).

NOTES:

- "1" The applicant may obtain the tax map sheets by completing Form No. 16 and submitting same to the Office of the Borough Clerk, Municipal Building, 403 South Avenue, Garwood, New Jersey, or visit [www.garwood.org](http://www.garwood.org).
- "2" The applicant may obtain a tax certification by writing to the Borough Treasurer or visiting the Tax Collector's Office, 403 South Avenue, Garwood, New Jersey. A \$\_\_\_\_\_ fee must be paid for this search.
- "3" To certify the property location relative to an "A" flood hazard area, the applicant should write to the Borough Engineer's office, 403 South Avenue, Garwood, New Jersey and enclose a \$ fee. If the property lies within the "A" flood hazard area, the applicant must notify the Land Use Regulation Program, New Jersey Department of Environmental Protection, P.O. Box 439, Trenton, New Jersey 08625-0439 and obtain the necessary permit or waiver. (Stream Encroachment)
- "4" For development involving the disruption of 5,000 square feet or more of soil, the applicant must notify the Somerset-Union Soil Conservation District, Somerset County 4-H Center, 308 Milltown Road, Bridgewater, New Jersey 08807, Phone# 526-2701, and obtain the necessary permits or exemptions.
- "5" For all properties located on a State highway, the applicant must notify the New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625 and obtain the necessary permit or waiver.
- "6" For all properties located adjacent to an existing county road or proposed road shown on the

Official County Map or on the County Master Plan, adjoining other County Land or situated within 200 feet of a municipal boundary, the applicant must notify the Union County Planning Board, ATTN: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.

Site Data

Address:

Block:

Lot:

Zone:

Description	Required	Existing	Proposed	Variance	Pre-existing/ Nonconforming
Min. Lot Area	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Lot Width	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Lot Depth	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Front	FT	FT	FT	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Side	FT	FT	FT	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Rear	FT	FT	FT	[ ] Yes [ ] No	[ ] Yes [ ] No
Max. Height	FT/ Story	FT/ Story	FT/ Story	[ ] Yes [ ] No	[ ] Yes [ ] No
Max. Impervious	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No
Min. Open Space	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No
Max. Floor Area	SF	SF	SF	[ ] Yes [ ] No	[ ] Yes [ ] No

Information for this Site Data was obtained from a survey (must be attached) by:

PLANNING BOARD & ZONING BOARD  
APPLICATION FORM

BOROUGH OF GARWOOD  
Municipal Building  
403 South Avenue  
Garwood, New Jersey 07027

The application, with supporting documentation, must be filed with the Zoning Officer of the Borough and will be reviewed by the professionals prior to scheduling the meeting at which the application is to be considered.

**To be completed by Borough staff only**

Dated Filed: \_\_\_\_\_  
Planning Board: \_\_\_\_\_  
Zoning Board of Adjustment: \_\_\_\_\_  
Application No.: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
Escrow Deposits: \_\_\_\_\_  
Scheduled for: Review for Completeness \_\_\_\_\_ Hearing \_\_\_\_\_

**To be completed by Applicant**

1. SUBJECT PROPERTY

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

2. APPLICANT

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Applicant is a: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_  
Limited Liability Company \_\_\_\_\_ Other \_\_\_\_\_ (Specify)

3. DISCLOSURE STATEMENT

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all person 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.A. 40:55d-48.2 that disclosure requirement applies to any corporation, limited liability company 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 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply]

Name (s) Address(es)

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

4. IF OWNER IS OTHER THAN THE APPLICANT, provide the following information on the Owner(s):  
Owner's Name:  
Address:  
Telephone Number:

5. PROPERTY INFORMATION:  
Restrictions, covenants, easements, association by-laws, existing or proposed on the property:  
Yes [attach copies]\_\_\_\_\_No\_\_\_\_\_Proposed \_\_\_\_\_

**Note: All deed restrictions covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.**

Present use of the premises:

6. Applicant's Attorney\_\_\_\_\_Address  
Telephone Number\_\_\_\_\_Fax Number

7. Applicant's Architect\_\_\_\_\_Address  
Telephone Number\_\_\_\_\_Fax Number

8. Applicant's Engineer\_\_\_\_\_Address  
Telephone Number\_\_\_\_\_Fax Number

9. Applicant's Planning Consultant\_\_\_\_\_Address  
Telephone Number\_\_\_\_\_Fax Number

10. Applicant's Traffic Engineer\_\_\_\_\_Address  
Telephone Number\_\_\_\_\_Fax Number

11. List any other Expert who will submit a report or will testify for the Applicant: [Attach Additional sheets as may be necessary]  
Name\_\_\_\_\_Field of  
Expertise  
Address  
Telephone Number\_\_\_\_\_Fax Number

FORM 01

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Name \_\_\_\_\_ Field of Expertise \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

12. 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 [Phases (if applicable)]
  - \_\_\_\_\_ Final Site Plan Approval [Phases (if applicable)]
  - \_\_\_\_\_ Amendment or Revision to an Approved Site Plan
  - \_\_\_\_\_ Area to be disturbed (square feet)
  - \_\_\_\_\_ Total number of proposed dwelling units
  - \_\_\_\_\_ Request for waiver from Site Plan review and approval
- Reason for request:

INFORMAL REVIEW:

- \_\_\_\_\_ Subdivision
- \_\_\_\_\_ Site Plan

FORM 01

CONDITIONAL USE APPROVAL:

\_\_\_\_\_ N.J.S.A. 40:55D-67

DIRECT ISSUANCE OF A PERMIT:

\_\_\_\_\_ N.J.S.A. 40:55D-34 (permit building or structure in the bed of a mapped Street or public drainage way, flood control basin or public area reserved pursuant to N.J.S.A. 40:55D-32)

\_\_\_\_\_ N.J.S.A. 40:55D-36 (permit building or structure not related to an official suitably improved street pursuant to N.J.S.A. 40:55D-35).

VARIANCES PURSUANT TO N.J.S.A. 40:55D-70:

\_\_\_\_\_ (C1) Non Use Variance (hardship) and Bulk Variances

\_\_\_\_\_ (C2) Non Use Variance (flexible); benefits v. detriment

\_\_\_\_\_ (D1) A use or principal structure in a district restricted against such use or principal structure

\_\_\_\_\_ (D2) An expansion of a nonconforming use

\_\_\_\_\_ (D3) Deviation from a specification or standard pursuant to Section 54 of P.L. 1975, c.291 (C.40:55D-67) pertaining solely to a conditional use

\_\_\_\_\_ (D4) An increase in the permitted floor area ratio as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4)

\_\_\_\_\_ (D5) An increase in the permitted density as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4) except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.

\_\_\_\_\_ (D6) A height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

APPEAL/INTERPRETATION PURSUANT TO N.J.S.A. 40:55D-70, (a) & (b):

\_\_\_\_\_ (a) Appeal to Board of Adjustment of Order, Requirement, Decision or Refusal by an administrative officer based on or made in the enforcement of the zoning ordinance.

\_\_\_\_\_ (b) Request for Interpretation of the zoning map or ordinance or for Decisions upon other special questions upon which the Board of Adjustment is authorized to pass by any zoning or offered map or ordinance.

13. List Ordinance Sections from which variance(s) is requested and state with specificity the requirements and deficiencies of each: (attach additional page as needed)

14. List Exceptions or Waivers from Development Standards and/or Submissions Requirements which are requested: [attach additional pages as needed]

15. Attach a copy of the Notice of Hearing to be published in the official newspaper of the municipality and to be served by hand delivery or certified mail to the owners of 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 and upon all others required by law to be served. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable, and identify the proposed use of the building(s), structure(s) and/or property at issue.

**The publication and service on the affected owners must be accomplished at least 10 days prior to the date scheduled for the hearing. Service is effective ONLY if hand delivered or sent by certified mail. If proper service is not affected, any action by the Boards is invalid.**

**An Affidavit of Proof of Service on all property owners within 200 feet and all others as required by law together with a proof of publication must be received by the Board Secretary in the Planning Board Office a minimum of four (4) business days prior to the hearing date in order for the hearing to proceed.**

16. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: [attach pages as needed]

- 17. Is a public water line available?
- 18. Is public sanitary sewer available?
- 19. Does the application propose a well and septic system?
- 20. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers?
- 21. Are any off-tract improvements required or proposed?
- 22. Is the subdivision to be filed by Deed or Plat?
- 23. What form of security does the applicant propose to provide as performance and maintenance guarantees?
- 24. Other approvals which may be required and date plans submitted:

	Yes	No	Date Plans Submitted
_____ Any Utilities Authority			
_____ County Health Department			
_____ County Planning Board			
_____ County Soil Conservation District			
_____ NJ Dept. of Environmental Protection			
_____ Sewer Extension Permit			

FORM 01

- \_\_\_\_\_ Sanitary Sewer Connection Permit
- \_\_\_\_\_ Stream Encroachment Permit
- \_\_\_\_\_ Waterfront Development Permit
- \_\_\_\_\_ Wetlands Permit
- \_\_\_\_\_ NJ Department of Transportation
- \_\_\_\_\_ Public Service Electric & Gas Company
- \_\_\_\_\_ Other \_\_\_\_\_

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

26. List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing.)

Quantity	Description of Item
_____	
_____	
_____	
_____	

27. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals:

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's Professional	Reports Requested
_____ Attorney	
_____ Engineer	
_____	
_____	



FORM 01

CERTIFICATIONS

28. 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 Corporation for the applicant and that I am authorized to sign the application for the Corporation, limited liability company 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. If the applicant is a limited liability company, it must be signed by a managing member]

Sworn to and subscribed before me this  
day of , 20

(Name)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES ON

(Name)  
SIGNATURE OF CORPORATE OFFICER  
OR GENERAL PARTNER

29. 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 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. If the applicant is a limited liability company, it must be signed by a managing member]

Sworn to and subscribed before me this  
day of , 20

(Name)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES ON

(Name)  
SIGNATURE OF APPLICANT OR  
PROPERTY OWNER

30. I understand that the non-refundable sum of \$\_\_\_\_\_ has been provided to be deposited in a Borough of Garwood escrow account. In accordance with the Ordinances of the Borough of Garwood, I further understand that the escrow account is established to cover the cost of professional services including but not limited to 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.

\_\_\_\_\_ Date

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

FORM 01

T A X    S T A T E M E N T

TO BE COMPLETED BY THE APPLICANT:

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

am making application to the 9 PLANNING BOARD/ 9 BOARD OF ADJUSTMENT for the development of  
Block \_\_\_\_\_, Lot \_\_\_\_\_ in the \_\_\_\_\_ zone, located at \_\_\_\_\_  
\_\_\_\_\_.

The owner of record is \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

I acquired interest in this property on \_\_\_\_\_ and request the Tax  
(Date)  
Collector to determine whether there are any delinquent taxes or other assessments due.

\_\_\_\_\_  
(Applicant's Signature)

TO BE COMPLETED BY TAX COLLECTOR

- Y All taxes due have been paid
- Y All assessments due have been paid
- Y The following are delinquent and past due

Date: \_\_\_\_\_  
(Signature of Tax Collector)

FORM 02

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPEAL OF ADMINISTRATIVE ACTION WITH RESPECT TO ZONING ARTICLE

Appeal is hereby made, pursuant to Section 40:55D-70.a. of the New Jersey Municipal Land Use Law, of an Administrative Action based on or made in the enforcement of the Zoning Article of the Municipal Land Use Ordinance of the Borough of Garwood.

1. Administrative Officer (being appealed)

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2. Officer's Decision (being appealed)

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3. Listing of all papers and plans constituting record:

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4 The following arguments are urged in support of this appeal:

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NO NOTIFICATION OF HEARING IS REQUIRED FOR THIS APPEAL

FORM 03

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPEAL FOR INTERPRETATION

Appeal for interpretation of the Zoning Article, Zoning Map or Official Map Article of the Municipal Land Use Ordinance of the Borough of Garwood pursuant to Section 40:55D-70.b. of the New Jersey Municipal Land Use Law.

1. Specific provisions for interpretation:

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2. Description of circumstances involved and drawings or plans submitted:

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3. Listing of papers, plans, and maps constituting record:

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4. The following arguments are urged in support of this appeal:

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NO NOTIFICATION OF HEARING IS REQUIRED FOR THIS APPEAL

FORM 04

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPEAL FOR RELIEF FROM ZONING REQUIREMENTS

Appeal is hereby made, pursuant to Section .40:55D-70(c) of the New Jersey Municipal Land Use Law, for permission to vary requirements of the Zoning Article (including pre-existing non-conformities) of the Municipal Land Use Ordinance of the Borough of Garwood as follows:

1.	<u>SECTION</u>	<u>REQUIREMENTS</u>	<u>RELIEF REQUESTED</u>

2. Arguments must be submitted in support of the requested relief. On a separate sheet, for each variance requested, explain fully how the physical characteristics of the property in question prevents compliance with the strict application of the code requirements creating an undue hardship for the applicant.

3. Public Hearing Notification Information:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Secretary in the Planning/Zoning Department, 403 South Avenue, Garwood at least four (4) business days prior to the date of the hearing.

YES NO

- a. Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)
- b. Is the subject property adjacent to an existing or proposed county road or adjoining other County Land? If yes, County Planning Board shall be notified of hearing by applicant. (Note 1)
- c. Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2, Form No. 13)

FORM 04

YES NO

- d. Is the subject property greater than one hundred fifty (150) acres or involve more than five hundred 500 dwelling units?  
If yes, applicant shall notify the Director of the New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3)

**THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS REQUIRED. X**

4. Disclosure Information:

Is applicant and/or owner a corporation, limited liability company \_\_\_\_\_ or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes?  
If yes, submit disclosure of all stock holders holding ten percent (10%) or more stock or partners with ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq.

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.
- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
- "3" New Jersey State Planning Commission, 150 West State Street, P.O. Box 204, Trenton, New Jersey 08625.

FORM 05

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPLICATION FOR APPEAL OF USE VARIANCE

Request is hereby made pursuant to Section 40:55D-70(d) of the New Jersey Municipal Land Use Law to the Board for permission to permit \_\_\_\_\_ as a use in Zone which is specifically prohibited by the Municipal Land Use Ordinance of the Borough of Garwood.

1. Arguments must be submitted in support of the requested "Use Variance". On a separate sheet, describe reasons why the requested use variance should be granted by the Board.

2. Public Hearing Notification Information:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Secretary at the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

YES NO

- a. Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)
- b. Is the subject property adjacent to an existing or proposed county road or adjoining other County Land? If yes, County Planning Board shall be notified of hearing by applicant. (Note 1)
- c. Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2, Form No. 13)
- d. Is the subject property greater than one hundred fifty (150) acres or involve more than five hundred 500 dwelling units? If yes, applicant shall notify the Director of the New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3)

FORM 05

	YES	NO
<b>THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS REQUIRED.</b>	X	

3. Disclosure Information:

Is applicant and/or owner a corporation, limited liability company \_\_\_\_\_  
or partnership and does the application involve variances to  
construct a multiple dwelling of twenty-five (25) or more family  
units or approval of a site to be used for commercial purposes?  
If yes, submit disclosure of all stock holders holding ten percent  
(10%) or more stock or partners with ten percent (10%) or greater  
interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq.

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.
- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
- "3" New Jersey State Planning Commission, 150 West State Street, P.O. Box 204, Trenton, New Jersey 08625.



FORM 06

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPLICATION FOR CONDITIONAL USE AUTHORIZATION

Request is hereby made pursuant to Section 40:55D-67 of the New Jersey Municipal Land Use Law to the Board for authorization of \_\_\_\_\_ as a use in \_\_\_\_\_ Zone which is conditionally permitted by the Municipal Land Use Ordinance of the Borough of Garwood.

1. The following is a description of the proposed use:

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2. Does the proposed use meet all required conditions of the Municipal Land Use Ordinance of the Borough of Garwood (Yes, or No) \_\_\_\_\_

3. Public Hearing Notification Information:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Garwood Board Secretary in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

YES NO

a. Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, Municipal Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)

b. Is the subject property adjacent to an existing or proposed county road or adjoining other County Land? If yes, County Planning Board shall be notified of hearing by applicant. (Note 1)

c. Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2, Form No. 13)

FORM 06

YES NO

- d. Is the subject property greater than one hundred fifty (150) acres or involve more than five hundred 500 dwelling units?  
If yes, applicant shall notify the Director of the New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3)

**THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS REQUIRED. X**

4. Disclosure Information:

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes?  
If yes, submit disclosure of all stock holders holding ten percent (10%) or more stock or partners with ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq.

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.
- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 101, Trenton, New Jersey 08625.
- "3" New Jersey State Planning Commission, 150 West State Street, CN204, Trenton, New Jersey 08625.

FORM 07

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPLICATION FOR PRELIMINARY APPROVAL OF SUBDIVISION

Application is hereby made for approval of the proposed Subdivision Plat for the land herein described.

1.	PLAN DESCRIPTION	PREPARED BY	DATE OF LATEST REV.	FOR OFFICIAL USE ONLY

2. Classification of Subdivision. Indicate major or minor

ANY YES RESPONSES INDICATES THAT IT IS A MAJOR SUBDIVISION.

YES NO

- a. Does the subdivision involve the creation of more than two lots?
- b. Does the subdivision involve the creation of any new streets?
- c. Does the subdivision involve the extension of any off-tract improvements'?

3. Notification Information:

Notification of the hearing shall be given to the Union County Planning Board by the applicant and a copy of the subdivision is to be submitted to the Union County Planning Board by the local Board (Note 1.)

4. Public Hearing Notification Information:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Garwood Board Secretary in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

YES NO

- a. Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)
- b. Is the subject property adjacent to a State highway? If yes, Applicant shall notify the Commissioner of Transportation of the hearing. (Note 2)

FORM 07

YES NO

**THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY  
LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL  
DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS REQUIRED.** X

5. Disclosure In-Formation:

Is applicant and/or owner a corporation, limited liability company or partnership and does the subdivision involve six (6) or more lots? If yes, submit disclosure of all stock holders holding ten percent (10%) or more stock or partners with ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq.

6. Disclosure In-Formation:

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes? If yes, submit disclosure of all stock holders holding ten percent (10%) or more stock or partners with ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq.

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.
- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
- "3" New Jersey State Planning Commission, 150 West State Street, P.O. Box 204, Trenton, New Jersey 08625.

FORM 08

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPLICATION FOR FINAL APPROVAL OF SUBDIVISION

Application is hereby made for final approval of a proposed subdivision as shown and described on the accompanying maps and documents.

1. Date of preliminary approval: \_\_\_\_\_ . Date of any extensions granted (attach documentation) : \_\_\_\_\_ . Pursuant to N.J.S.A. 40:55D-49, preliminary approvals of major subdivisions expire three (3) years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

2. Does the Final Plat follow exactly the plat granted preliminary approval in regards to development plans, area covered, and other details? If not, indicate any changes (attach copy if necessary).

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Number of lots proposed for final approval:

3. Have all conditions been met? (Yes or No) \_\_\_\_\_ .  
Attach evidence of compliance, if not included plat. If conditions have not been met, specify reasons.

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4. Are there any deed restrictions that apply or are contemplated? (Yes or No)  
If yes, attach copy.

5. Person to who signed document is to be issued:

Name:

Address:

Phone No:

Check One:

Applicant will pick up  Y

Document should be mailed  Y

FORM 09

Application No.  
 Date Filed:  
 Filing Fees:  
 Received By:

**APPLICATION FOR PRELIMINARY APPROVAL OF SITE PLAN**

Application is hereby made for approval of the proposed Site Plan for the land herein described.

1.	PLAN DESCRIPTION	PREPARED BY	DATE OF LATEST REV.	FOR OFFICIAL USE ONLY

2. Notification Information: YES NO  
 Does the proposed development provide or is it required to provide five (5) or more parking spaces and located adjacent to an existing or proposed county road. If yes, the County Planning Board shall be notified of hearing by the applicant and a copy of the site plan shall be submitted to the County Planning Board. (Note 1.)  
 Total number of parking spaces provided \_\_\_\_\_.

3. Public Hearing Notification Information:  
 Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal hand delivery or sent by certified mail. If proper service is not affected, any action by the Boards is invalid. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Garwood Board Secretary in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

a. Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) YES NO

b. Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2) YES NO

c. Is the property in question greater than one hundred fifty (150) acres or involves more than five hundred (500) dwelling units? If yes, applicant shall notify the Director of the New Jersey State Planning Commission of the hearing. Notice shall include a copy of maps and documents required to be on file with Municipal Clerk. (Note 3) YES NO

FORM 09

**THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY           X  
LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL  
DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS REQUIRED.**

4. Disclosure In-Formation:  
Is applicant and/or owner a corporation, limited liability company  
or partnership and does the subdivision involve six (6) or more  
lots? if yes, submit disclosure of all stockholders, which own ten (10%)  
percent or more stock or partners with greater interest in the partnership  
pursuant to N.J.S.A. 40:55D-48.1 et. seq.

NOTES:

- "1" Union County Planning Board, Attn: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.
- "2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 600, Trenton, New Jersey 08625.
- "3" New Jersey State Planning Commission, 150 West State Street, P.O. Box 204, Trenton, New Jersey 08625.

FORM 10

Application No.  
Date Filed:  
Filing Fees:  
Received By:

APPLICATION FOR FINAL APPROVAL OF SITE PLAN

Application is hereby made for final approval of the proposed site plan for the land hereinafter more particularly described.

\_\_\_\_\_ 1. Date of preliminary approval: \_\_\_\_\_. Date of any extensions granted (attach documentation) \_\_\_\_\_. Preliminary site plan approvals pursuant to N.J.S.A. 40-550-49, expire three years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year, but not to exceed a total extension of two (2) years.

	Date of Latest Revision	Contact Person	Phone
2. a) Drainage Plan			
b) Paving Plan			
c) Utility Plan			
d) Landscaping Plan			
e) Sign Plan			
f) Lighting Plan			
g) Elevation Drawing			

3. Does the final plan follow exactly the plan granted preliminary approval in regard to development plans, area covered, and other details? (Yes or No) \_\_\_\_\_. If not, indicate any changes (attach copy if necessary).

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

4. Have all conditions of preliminary approval been met? (Yes or No) \_\_\_\_\_. Attach evidence of compliance, if not included on plans. If conditions have not been met, specify reasons.

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



FORM 10

DO NOT WRITE BELOW THIS LINE

REVIEW BY BOROUGH ENGINEER  
COMMENTS

REVIEW BY BOARD PLANNER  
COMMENTS

SIGNATURE OF APPROVAL

SIGNATURE OF APPROVAL

\_\_\_\_\_  
BOROUGH ENGINEER

\_\_\_\_\_  
BOARD PLANNER

\_\_\_\_\_  
DATE OF APPROVAL

\_\_\_\_\_  
DATE OF APPROVAL

FORM 11

NOTICE OF PUBLIC HEARING

In accordance with the ordinances of the Borough of Garwood, and the statutes of the State of New Jersey, Notice is hereby served upon you that an application for development (NO. \_\_\_\_\_) to be located in a \_\_\_\_\_ zone on the premises known as BLOCK NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_, with an address of \_\_\_\_\_ has been submitted by \_\_\_\_\_, Applicant, \_\_\_\_\_ (Address)

The development is located within 200 feet of property owned by you and involves \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and requires the granting of relief from zone requirements that require \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANY SUCH OTHER VARIANCES AS MAY BE REQUIRED IN ORDER TO ALLOW

- USE VARIANCE
- PRELIMINARY SUBDIVISION APPROVAL
- PRELIMINARY SITE PLAN APPROVAL
- CONDITIONAL USE AUTHORIZATION

The \_\_\_\_\_ (Board) will conduct a public hearing on this matter on \_\_\_\_\_ at \_\_\_\_\_, in Council Chambers 403 South Avenue, Garwood, New Jersey. Any person or persons affected by this application will have an opportunity to present any objections you may have to the proposed development. The Board, does, however, have the right to exclude repetitious testimony.

All documents relating to this application may be inspected by the public Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m., in the Office of the Municipal Clerk, 403 South Avenue, Garwood, New Jersey.

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

(DATE)

NOTE: Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing. Notice shall be by personal service or certified mail. An affidavit of Proof of Service demonstrating compliance with this requirement shall be filed with the Garwood Board Secretary in the Planning/Zoning Department a minimum of four (4) business days prior to the date of the hearing.

FORM 12

Application No.  
Date Filed:  
Received By:

**AFFIDAVIT OF PROOF OF SERVICE**

**PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE BOARD SECRETARY IN THE PLANNING/ZONING DEPARTMENT AT LEAST FOUR (4) BUSINESS DAYS PRIOR TO MEETING OR THE CASE WILL NOT BE HEARD.**

STATE OF NEW JERSEY:

COUNTY OF UNION:

\_\_\_\_\_, of full age, being duly sworn according to law,  
deposes and says, that he/she resides at \_\_\_\_\_  
\_\_\_\_\_ in the municipality of \_\_\_\_\_,  
County of \_\_\_\_\_ and State of \_\_\_\_\_ that he/she is the applicant in a proceeding before the  
at \_\_\_\_\_  
of the Borough of Garwood, New Jersey, being an (appeal) (application) under the Municipal Land Use  
Ordinance, and which has the Application No. \_\_\_\_\_ and relates to premises  
that on \_\_\_\_\_, 20\_\_\_\_\_, he/she gave written notice of the hearing on this application to each and  
all of the persons upon whom service must be made, in the required form and according to the attached lists, and  
in the following manner:

- Certified Mail
- Personal service by hand delivery

\_\_\_\_\_  
Applicant's Signature

Sworn to and Subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20

(Name)  
NOTARY PUBLIC  
MY COMMISSION EXPIRES ON

**(NOTE TO APPLICANT:** Attached to the Affidavit of Proof of Service **must** be a copy of the notice of public hearing, a copy of the certified list(s) of all property owners served and others to whom notification of the application is to be made, the original white certified mail tickets stamped by the Post Office or if by personal service a copy of the certified list(s) containing the original signatures of person served together with date of service should be submitted as documentation.)

FORM 13

Application No.

Date Filed: \_\_\_\_\_ Received By:

REQUEST FOR EXTENSION OF TIME TO FILE PLAT OR DEED

Request is hereby made to the \_\_\_\_\_ for good cause to extend the period for recording of the plat for an additional period not to exceed 10 days from the date of signing of the plat.

1. Location \_\_\_\_\_

2. Applicant's Name \_\_\_\_\_

3. Address \_\_\_\_\_

Phone \_\_\_\_\_

4. Plat No. \_\_\_\_\_

5. Date of Signing of Plat \_\_\_\_\_

6. Requested Extension to: (Date) \_\_\_\_\_

7. Reason for Delay in Filing:

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

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

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

FORM 14

Application No.

Date Filed: \_\_\_\_\_ Received By:

CONSENT TO EXTENSION OF TIME FOR DECISION

It is appearing that, due to the nature of applicant's application No. \_\_\_\_\_ filed on \_\_\_\_\_, 20\_\_\_\_ in reference to the premises at \_\_\_\_\_

\_\_\_\_\_ which involves \_\_\_\_\_

and requires the granting of \_\_\_\_\_

the \_\_\_\_\_ will not be able to properly review the application by \_\_\_\_\_, 20\_\_\_\_, when the statutory times for approval expires.

It is on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ agreed by and between the applicant, and the \_\_\_\_\_ of the Borough of Garwood, New Jersey that the time for decision shall be extended to \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Attorney for Applicant

Secretary of the Board

FORM 15

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

This agreement made this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, witnesses:

**WHEREAS**, \_\_\_\_\_, Applicant, has submitted an application to the (Board) of the Borough of Garwood with said application designated as Application No. \_\_\_\_\_; and

**WHEREAS**, it may be necessary for the members of the \_\_\_\_\_ (Board) to inspect and walk the subject property known as \_\_\_\_\_ Block \_\_\_\_\_, Lot \_\_\_\_\_; and

**WHEREAS**, the \_\_\_\_\_ (Board) deems it advisable and fiscally prudent to obtain permission from the individual applicants for the members inspection of said property and to preclude claims for alleged damage in connection with the inspection;

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the mutual promises and covenants made by and between the parties, and is hereby agreed as follows:

I, \_\_\_\_\_, Applicant, shall indemnify and hold harmless the (Board) with regard to claims for damages associated with the inspection and shall preclude claims for alleged damage in connection with the inspection and give my permission for members of said Board to walk the property listed above.

Signature of Applicant

Sworn and subscribed to before  
me this \_\_\_ day of \_\_\_\_\_, 20

Notary Public of the State of New Jersey  
My Commission Expires on

DR FORM 17

**PLEASE REMIT THIS FORM TO:**

Borough of Garwood  
Catherine D. Cameron,R.M.C.  
Municipal Clerk  
403 South Avenue  
Garwood, Nj07027  
[CLERK@GARWOOD.ORG](mailto:CLERK@GARWOOD.ORG)

**FORM MUST INCLUDE \$10.00 CHECK PAYABLE TO THE BOROUGH OF GARWOOD AND  
FILED WITH THE MUNICIPAL CLERK’S OFFICE**

\_\_\_\_\_  
Date received

\_\_\_\_\_  
Fee paid

**REQUEST FOR LIST OF PROPERTY OWNERS WITH 200FT**

DO NOT WRITE ABOVE LINE

Request is hereby made for a list of property owners within two hundred feet (200’) in all directions of property hereinafter described.

Applicant’s Name: \_\_\_\_\_

OWNER’S Name: \_\_\_\_\_

Address of  
Property in Question: \_\_\_\_\_  
\_\_\_\_\_

Block No: \_\_\_\_\_ Lot No: \_\_\_\_\_

**PERSON TO WHOM LIST SHOULD BE SENT/NOTIFIED FOR PICKUP**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Signature of Applicant  
Date

**BOROUGH OF GARWOOD  
PLANNING BOARD  
ADJOURNMENT REQUEST**

I understand that my application for (circle one) subdivision/variance/site plan approval for the property located at (address) \_\_\_\_\_, Block\_\_\_\_, Lot\_\_\_\_\_has been deemed complete, and that the Garwood Planning Board is ready to hold a hearing on my application.

I hereby request that the hearing be adjourned. I am voluntarily electing not to proceed on the scheduled hearing date, and I understand that the Planning Board will schedule a new hearing date. In light of my adjournment request, I hereby agree to waive the running of any time or deadlines for the Garwood Planning Board to take action on my application.

\_\_\_\_\_  
Applicant (print name)

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Applicant (signature)



