

BOROUGH OF HIGHTSTOWN
156 BANK STREET
HIGHTSTOWN, NJ 08520
609-490-5100

PLANNING BOARD APPLICATION

Section 26-9

SUBDIVISION, SITE PLAN, VARIANCE AND SIGN VARIANCE CHECKLISTS FOR DEVELOPMENT APPLICATIONS FILED PURSUANT TO HIGHTSTOWN DEVELOPMENT REGULATIONS

Subsections:

- 26-9-00 Filing and Completeness of All Applications.**
- 26-9-1 Checklist for Subdivisions.**
- 26-9-2 Checklist for Site Plans.**
- 26-9-3 Checklist for Variances.**
- 26-9-4 Checklist for Sign Variances.**

Subsection 26-9-00 Filing and Completeness of All Applications.

Applicants seeking subdivision, site plan and/or variance approvals shall file with the Planning Board Secretary twenty-one (21) completed copies of a completed application and the applicable Checklist with all plans, information and documents required therein. Applicants must organize and collate all information presented into twenty-one (21) individual packages and all plans shall be folded with the Title Block showing. No application will be accepted and/or deemed complete and placed on a Planning Board Agenda until the appropriate checklist is completed in full, all fees and escrow (if applicable) are paid, a completed W-9 provided, and plans and documents presented in collated form. Notices of hearings shall not be published or served until the application is deemed to be complete and a date scheduled for Public Hearing. All N.J. corporations and business entities, except sole proprietorships, must be represented by a N.J. Licensed Attorney in appearances before the Planning Board involving the practice of law, as defined by the N.J. Supreme Court, where witnesses are examined, legal authority is cited and laws and ordinances are interpreted.

All complete applications must be submitted no less than thirty-one (31) calendar days prior to the next available Planning Board Meeting date or will not be considered until the following Meeting date. However, the scheduling of a complete application on a Planning Board Agenda shall depend on the Board's business and shall be at the discretion of the Board Chair.

N.J.S.A. 40:55D-48.1 and 48.2 require that corporations or partnerships applying to the Planning Board for permission to subdivide land into six (6) or more lots, a variance to construct a multiple dwelling of twenty-five (25) or more units, or to use a site for commercial purposes, must

disclose the names and address of all stockholders or individual partners owning at least ten percent (10%) stock or a ten percent (10%) or greater interest in the partnership.

Subsection 26-9-3 Checklist for Variances.

a. Applicants seeking variance relief shall file twenty-one (21) completed copies of the following checklist along with the information and documents required therein:

- ✓ 1. Twenty-one (21) copies of a complete application.
- ✓ 2. Twenty-one (21) copies of survey showing location of existing and proposed structures on subject.
- ✓ 3. Twenty-one (21) copies of plans of the proposed structure which describe its appearance and prove its compliance with building codes.
- ✓ 4. Proof that no taxes, assessments, or sewer and water charges are due or delinquent on the subject property.
- ✓ 5. Completion of W-9 form to accompany payment of applicable fees and escrow accounts.
- N/A 6. Contribution Disclosure Statement, pursuant to Subsection 26-9-5 of the Revised General Ordinances of the Borough of Hightstown.
- N/A 7. A draft public notice.
- N/A 8. Owner's Certification or Affidavit of Title prepared by an N.J. Attorney at Law or N.J. Title Company with Commitment to insure and Consent to file the application.
- N/A 9. Disclosure of ownership, if required, pursuant to N.J.S.A. 40:55D-48.1 and 48.2.
- ✓ 10. List of all variances requested.

b. Additional Instructions and Notes for All Applicants (Variance).

- 1. Plans may be reviewed by the Borough Engineer, Zoning Officer, Planning Consultants and other interested parties.
- 2. In addition, as required, the Mercer County Planning Board must receive a copy of the application and plan(s), and may review the plan and make comments.
- 3. The applicant shall give public notice by publication in the official newspaper of the Borough at least ten (10) days prior to the date of the hearing.
- 4.
 - (a) Affidavit of Service of Notice of Hearing on all owners of property

within two Hundred (200) feet of subject property as shown on the current Borough Tax duplicate. A certified list of property owners obtained from the Borough Tax Assessor and Affidavit, along with USPS certified mail receipts arranged in the same order as the certified list of property owners (mounted on 8½ x 11” bond paper, six (6) receipts to a page), shall be submitted to the Planning Board Secretary at least forty-eight (48) hours prior to the hearing.

(b) Affidavit of Publication of Notice of Hearing in the official newspaper of the Borough at least ten (10) days prior to hearing (obtain this affidavit from the newspaper and submit to the Planning Board Secretary at least forty-eight (48) hours prior to the scheduled hearing).

5. Notice shall be sent to the following:

- (a) Adjoining municipality (Clerk) if the property is located within two hundred (200') feet.
- (b) The County Planning Board if the property is adjacent to a County road or affects a County drainage facility.
- (c) The Commissioner of Transportation, if the property is adjacent to a State Highway.
- (d) All public utilities in the Municipality registered pursuant to N.J.S.A. 40:55D-12.1.

6. The Board reserves the right to require additional information before granting approval when unique circumstances affect the tract and/or when the application for development poses special problems for the tract and/or the surrounding area. This includes, but is not limited to, buildings and structures with State or Federal historical designation or of local significance, or which are located within the Borough's Stockton Street Historic District. No application shall be deemed incomplete for lack of such information.