

STANDARD DEVELOPMENT APPLICATION FORM

Borough of Fair Haven
748 River Road
Fair Haven, NJ 07704

The application, with supporting documentation, must be filed with the Office of the Borough 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 BOROUGH STAFF ONLY.

Date Filed _____	Application No. _____
Planning Board <input type="checkbox"/>	Application Fees _____
Zoning Board of Adjustment <input type="checkbox"/>	Escrow Deposit _____
Scheduled for:	
Review for Completeness _____	Hearing _____

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 _____

Applicant is a Corporation Partnership Individual

3. DISCLOSURE STATEMENT

Pursuant to NJS 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 application must be disclosed. IN accordance with NJS 40:50D-48.2, that disclosure requirement applies to any 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 criteria have been disclosed. (Attach pages as necessary to fully comply).

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

4. OWNER

Owner's Name _____ Address _____

Telephone _____

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
Telephone _____ Address _____
Fax _____

7. Applicant's Engineer
Telephone _____ Address _____
Fax _____

8. Applicant's Planning Consultant
Telephone _____ Address _____
Fax _____

11. Applicant's Traffic Engineer
Telephone _____ Address _____
Fax _____

11. List any other Expert who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary)
Name _____ Address _____
Field of Expertise _____
Telephone _____ Fax _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____ Minor Subdivision Approval.
_____ Subdivision Approval (Preliminary)
_____ Subdivision Approval (Final)
Number of Lots to be created _____ Number of proposed dwelling units
(including remainder lots) (if applicable)

SITE PLAN:

_____ Minor Site Plan Approval
_____ Preliminary Site Plan Approval [Phases (if applicable) _____]
_____ Final Site Plan Approval
_____ Amendment or Revisions 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
_____ Appeal decision of an Administrative Officer (NJS 40:55D-70a)
_____ Map or Ordinance Interpretation of Special Question (NJS-40:55D-70b)
_____ Variance Relief (hardship) (NJS 40:55D-70c(1))
_____ Variance Relief (substantial benefit) (NJS 40:55D-70c(2))
_____ Variance Relief (use) (NJS 40:55D-70d)
_____ Conditional Use of Approval (NJS 40:55D-67)

_____ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin (NJS 40:55D-34)

_____ Direct issuance of a permit for a lot lacking street frontage (NJS 40:55D-35)

12. Section(s) of ordinance from which a variance if requested: _____

13. Waivers Requested of Development Standards and/or Submission Requirements:
(attach additional pages as needed) _____

14. 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 possible.

The publication and the services 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.

15. 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) _____

16. Is public water supply available? _____

17. Is public sanitary sewer available? _____

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

19. Are any off-tract improvements required or proposed? _____

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

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

	Yes	No	Date Plans Submitted
Two Rivers Water Reclamation Authority	_____	_____	_____
New Jersey American Water Company	_____	_____	_____
Monmouth County Planning Board	_____	_____	_____
Freehold Soil Conservation District	_____	_____	_____
New Jersey Department of Environmental Protection	_____	_____	_____
Sewer Extension Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Waterfront Development Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Tidal Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other	_____	_____	_____
NJ Department of Transportation	_____	_____	_____

24. Attach certification from the Tax Collector that all taxes due on the subject property have been paid. Yes / No

25. List of Maps, Reports and other materials accompanying the application (attach 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 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

26. 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

CERTIFICATIONS

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

Sworn to and subscribed before me this

_____ day of _____, 20 _____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

28. 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 this 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.)

_____ day of _____, 20 _____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

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

Date

SIGNATURE OF OWNER

TO: Tax Assessor
Borough of Fair Haven
748 River Road
Fair Haven, NJ 07701

FROM: _____

RE: Property address _____, also
known as Block _____, Lot _____ on the Tax Map of the
Borough of Fair Haven.

Dear Sir or Madam:

Please make and certify a list from current tax duplicates of the names and addresses of owners to whom I am required to give notice pursuant to Article 3 of the Fair Haven Land Use Ordinance which, I understand, will be provided to me within seven days of the date of this request. I am enclosing my check for \$10.00 made payable to the "Borough of Fair Haven" as your fee.

____ I will arrange to pick up this list at your offices in seven days.

____ Please mail this list to me in the enclosed, stamped addressed envelope

Thank you,

Tel: _____

Dated: _____

**Borough of Fair Haven
Land Development Application Checklist**

Name of Application: _____ Date: _____

Block: _____ Lot(s): _____ Address: _____

Individual Completing Checklist: _____ Title: _____

An application shall not be considered complete until all the materials and information specified below has been submitted, unless upon receipt of a written waiver request from the applicant, a specified requirement is waived by the municipal agency. The waiver request shall be granted or denied within 45 days of receipt of said request. If an item is considered by the applicant to be "Not Applicable", a waiver request should be made.

Item Number	Minor		Major			Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Prelim		Final	40:55D-70							
			Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)	(c)					
1	•	•	•	•	•	•	•	•	Completed Application Form	Complies			
										Waiver			
2	•	•	•	•	•	•	•	•	Calculation of the application fee and review escrow	Complies			
										Waiver			
3	•	•	•	•	•	•	•	•	Individual checks made out to the Borough of Fair Haven in the amount calculated for the application fee and review escrow	Complies			
										Waiver			
4	•	•	•	•	•	•	•	•	A completed Checklist (latest revision) with written explanations for all requested completeness waivers.	Complies			
										Waiver			

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	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	40:55D-70					
5	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		
6	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		
7	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		
8	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		
9	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		
10	•	•	•	•	•	•	•	•	•	Complies		
										Waiver		

LAND USE AND DEVELOPMENT REGULATIONS

30-12

Item Number	Minor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments				
	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)						(c)	(d)		
															Prelim	Final
11	•	•	•	•	•	•	•	•	•	•		Completed Monmouth County Health Department application. Copy of a check made payable to "Monmouth County."	Complies			
													Waiver			
12	•	•	•	•	•	•						Public utility "will serve" letters.	Complies			
													Waiver			
13			•	•	•	•						Environmental Impact Assessment	Complies			
													Waiver			
14	•	•	•	•	•	•						Freshwater wetlands Letter of Interpretation.	Complies			
													Waiver			
15	•	•	•	•	•	•						List of all Federal, State, regional, and/or municipal approvals or permits required.	Complies			
													Waiver			
16	•	•	•	•	•	•	•	•	•	•		Copies of all easements, covenants and deed restrictions including metes and bounds descriptions, on or affecting the property in question.	Complies			
													Waiver			

Item Number	Minor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Prelim		Final		-0:55D-70					
			Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)					
17	•	•	•	•	•	•	•	•	•	Complies		
								Twenty (20) prints prepared by a New Jersey licensed Professional Engineer or Land Surveyor. Each sheet must be signed and sealed by the appropriate professional. (8 copies 24x36, 12 copies 11x17).		Waiver		
18	•	•	•	•	•	•	•	•	•	Complies		
								A digital copy of the plan in .dwg format (ACAD 2007 or later) and .pdf format (Adobe).		Waiver		
19	•		•	•						Complies		
								Certification from the Borough Tax Assessor approving the block and lot designations.		Waiver		
20			•							Complies		
								Certification from the Borough approving the road names and subdivision name.		Waiver		
21	•		•							Complies		
								An affirmative statement in writing indication how all applicable conditional use standards are met.		Waiver		
22				•	•					Complies		
								An engineer's estimate of all the improvements identified on the approved preliminary plan, which remain to be completed at the time of final plat.		Waiver		

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30-12

Item Number	Minor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Prelim	Final	40:55D-70							
			Subdivision	Site Plan	Subdivision	Site Plan	(u) & (b)					
23					•	•		An engineer's estimate of all the improvements identified on the approved preliminary plan, whether completed or remaining to be completed.	Complies			
									Waiver			
24					•	•		Deed descriptions including metes and bounds for all easements and right-of-way dedications, as identified on the approved preliminary plan.	Complies			
									Waiver			
25	•	•	•	•				Six (6) copies of the Stormwater Management Plans and Reports in accordance with N.J.A.C. 7:8, including pre- and post-development calculations and drainage area maps.	Complies			
									Waiver			
26		•				•		As-built drawing/survey depicting all proposed site improvements approved during the preliminary site plan application and any deviations noted in the actual constructed improvements. Include in .dwg format (ACAD 2007 or later) and .pdf format (Adobe).	Complies			
									Waiver			

Item Number	Minor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Subdivision	Site Plan	Prelim	Final	40:55D-70					
27	•	•	•	•	•	•	•	•		Complies		
								Photograph(s) of the subject property.		Waiver		
28	•	•	•	•	•	•	•	•		Complies		
								List of variances required or requested.		Waiver		
29	•	•	•	•	•	•	•	•		Complies		
								List of requested design waivers or exceptions.		Waiver		
Plans shall show or include the following:												
30	•	•	•	•	•	•	•	•		Complies		
								Map scale not less than 1" = 100', showing the entire tract on one sheet not exceeding 24"x36."		Waiver		
31	•	•	•	•	•	•	•	•		Complies		
								Key map at specified scale showing location to surrounding properties, streets, watercourses, municipal boundaries, etc., within 500' of property.		Waiver		
32	•	•	•	•	•	•	•	•		Complies		
								Site or Subdivision name.		Waiver		
33	•	•	•	•	•	•	•	•		Complies		
								Name, signature, license number, seal, address, phone number, web address, and email address of professional responsible for preparing the plans.		Waiver		

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Item Number	Minor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments					
	Subdivision	Site Plan	Subdivision	Site Plan	Prelim	Final	40:55D-70										
							(a) & (b)						(c)	(d)			
34	•	•	•	•	•	•						Title block denoting type of application, tax map sheet, County, name of municipality, block and lot, and street location	Complies				
													Waiver				
35	•	•	•	•	•	•							Name, address, and phone number of property owner and applicant.	Complies			
													Waiver				
36	•	•	•	•	•	•							North arrow and scale	Complies			
													Waiver				
37	•	•	•	•	•	•	•	•					Schedule of required zone district requirements. Include basis for building and lot coverage, building height, FAR, and habitable floor area.	Complies			
													Waiver				
38	•	•	•	•	•	•							Approval signature block for Board Chairman, Secretary, and Borough Engineer.	Complies			
													Waiver				
39	•		•		•								Certification blocks required by map filing law.	Complies			
													Waiver				
40	•		•		•								Monumentation as specified by map filing law.	Complies			
													Waiver				
41	•	•	•	•	•	•	•	•					Date of current property survey.	Complies			
													Waiver				

Item Number	Minor		Major		Variances			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Subdivision	Site Plan	Prelim	Final	40:55D-70					
42	•		•		•			Metes and bounds description showing dimensions, bearings of original and proposed lots.		Complies		
										Waiver		
43	•		•		•	•		Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords, and central angles for all centerlines and rights-of-way and centerline curves on streets.		Complies		
										Waiver		
44	•	•	•	•	•	•		Acreage of tract to the nearest tenth of an acre.		Complies		
										Waiver		
45	•	•	•	•	•	•	•	Date of original preparation and of each subsequent revision.		Complies		
										Waiver		
46	•	•	•	•	•	•	•	Size and location of any existing and proposed structures with all setbacks dimensioned		Complies		
										Waiver		
47	•	•	•	•	•	•		Size and location of all existing structures within 200' of the site boundaries.		Complies		
										Waiver		
48	•		•		•			Tax lot and block numbers of existing and proposed lots.		Complies		
										Waiver		

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Item Number	Minor						Major			Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision		Site Plan		Subdivision		Site Plan		40:55D-70								
	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)	(c)	(d)								
49	•		•		•								Area of proposed lots in square feet.		Complies Waiver		
50	•	•	•	•	•	•							Any existing or proposed easement or land reserved for or dedicated to public use.		Complies Waiver		
51	•	•	•	•	•	•							Property owners within 200 feet of subject property.		Complies Waiver		
52	•	•	•	•	•	•							Location of streams, floodplains, wetlands or other environmentally sensitive areas on or within 200' of the project site (Note: variance applications need only show these features on site)		Complies Waiver		
53	•	•	•	•	•	•							Preliminary architectural plans and elevations.		Complies Waiver		
54			•	•	•	•							Site identification signs, traffic control signs, and identification signs.		Complies Waiver		
55	•		•		•								Existing and proposed sight triangles.		Complies Waiver		
56			•										Proposed street names when new road is proposed.		Complies Waiver		
57		•		•									Parking plan.		Complies Waiver		

Item Number	Mfnor		Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	40:55D-70					
58			•	•	•	•		Phasing plan as applicable.	Complies			
									Waiver			
59					•	•		Solid waste management and recycling plan showing holding location and provisions for waste and recyclables.	Complies			
									Waiver			
60	•	•	•	•	•	•		Site layout showing all roadways, circulation patterns, curb, sidewalk, buffers, structures, open space, recreation, etc., as applicable.	Complies			
									Waiver			
61	•	•	•	•	•	•		Grading and utility plan.	Complies			
									Waiver			
62	•	•	•	•	•	•		Profiles of existing and proposed roadways and including all utilities and stormwater facilities. Roadway cross section at 50' intervals.	Complies			
									Waiver			
63	•	•	•	•	•	•		Landscaping plan.	Complies			
									Waiver			
64	•	•	•	•	•	•		Soil erosion and sediment control plan prepared in accordance with the standards for soil erosion and sediment control standards in New Jersey.	Complies			
									Waiver			

LAND USE AND DEVELOPMENT REGULATIONS

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Item Number	Minor					Major		Variance			Item Description	Applicant Mark	Status	Borough Mark	Comments
	Prelim					Final		40:55D-70							
	Subdivision	Site Plan	Subdivision	Site Plan	Subdivision	Site Plan	(a) & (b)	(c)	(d)						
65	•	•	•	•	•	•				Lighting plan.		Complies			
												Waiver			
66	•	•	•	•	•	•				Construction details for any on-site and off-site improvement.		Complies			
												Waiver			

(2002 Code § 16.48.020; Ord. No. 2014-18)