

TOWNSHIP OF CEDAR GROVE
SITE PLAN/SUBDIVISION/USE VARIANCE APPLICATION

Planning Board meetings are held on the first and third Tuesday at 7:00 P.M. and the Zoning Board of Adjustment meetings are the second Tuesday at 7:30 P.M. Both meetings are held in the Council Chambers of the Municipal Building. *NO* application will be given a hearing date until it is deemed complete by the Board's Consulting Planner.

ITEMS TO BE SUBMITTED FOR COMPLETENESS FOR PLANNING BOARD AND/OR USE OR CONDITIONAL USE VARIANCES:

The following list is to be submitted and collated in sets of 20:

† Brief letter of request

Site Plan/Subdivision/Use Variance Application

Applicable enclosed Check Lists

Site Plans

Survey (showing proposed changes on site with dimensions and setbacks)

Storm Water Management Report

Soil Movement Report

Environmental Questionnaire

Requirements for Landscape Plans

Schedule of Fees

Copy of Municipal Leins Certification

Application and Escrow Fees

ALL OF THE ABOVE ITEMS MUST BE COLLATED INTO 20 SETS. ANY SUBMISSIONS THAT ARE NOT *WILL* BE REJECTED. ALL OF THE ABOVE MUST BE SUBMITTED FOR ADMINISTRATIVE COMPLETENESS.

PROPERTY THAT FRONTS A COUNTY ROAD MUST SUBMIT AN APPLICATION TO THE COUNTY OF ESSEX PLANNING BOARD. APPLICATIONS CAN BE OBTAINED BY CONTACTING THE COUNTY AT 973-226-8500.

Legal Notices are to be emailed to: publicnotices@northjersey.com

If you have any questions concerning this application, please contact the Planning/Zoning Coordinator at 973-298-8817.

TOWNSHIP OF CEDAR GROVE
CHECKLIST AND INSTRUCTION FOR APPLICATION
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT

Please review the following instructions *carefully* before you file your application. A failure to follow the checklist or to provide required documentation will delay your application and hearing.

Please remember to submit your original signed application with the requested copies, and be sure that all owners and all applicants sign where requested.

The proper number of site plans should accompany your application or required renderings, **signed, sealed and folded**.

Your filing fees shall be submitted on a separate check from your escrow review fees. Any unused escrow funds will be refunded to you after your application is completed; you may be asked to deposit additional funds to your account should it become depleted during the application process. County filing fees should be mailed directly to the County.

You may obtain tax certification from the Tax Collector's office. All taxes and assessments on the subject property must be paid up-to-date.

The Planning Department will review your application after submission. Within forty-five (45) days you will receive a written notification advising you of your application status. If your application is deemed incomplete, the notice will advise you in what manner it is deficient. When all missing items are submitted or necessary corrections are made, the application will be scheduled with the Board.

You will find attached to this instruction sheet the specific checklist for your application, a County application form, information about legal notices and a sample format. We hope that this information is helpful but recognize that you may have many questions. Please do not hesitate to contact the Planning Office at (973) 239-1410 ext. 242 for any further information or clarification, and I will be happy to assist you in any way possible.

Jackie Maddaloni
Planning/Zoning Coordinator

EXPLANATION OF FORMS

1. **CERTIFIED LIST OF PROPERTY OWNERS WITHIN 200 FEET:** This list is obtained from the Tax Assessor's office. It generally takes 7 working days to be prepared.
2. **NOTICE TO PROPERTY OWNERS AFFECTED:** This form is mailed certified mail and postmarked *no later than ten (10)* days prior to the hearing. This form may also be hand delivered. If hand delivered, it must be handed to someone 18 years of age or older, and they must sign next to their name on the Certified List of Property Owners. (This form goes to all residents and utilities listed on the 200' list)
3. **NEWSPAPER PUBLICATION:** This form is to be filled out and published in the Verona/Cedar Grove Times, the official newspaper, or the Star Ledger, the alternative official newspaper. This is to be done ten (10) days prior to the hearing. All publications are to be submitted to the newspaper one week before the date of publication. The public notice must clearly state the nature of the application and the specific variances being applied for. Failure to do so will result in a postponement of the application.
4. **PROOF OF SERVICE:** After you complete the notification procedure, this form is to be signed and notarized and returned to the Planning and Zoning Office 48 hours before the meeting.
5. **AFFIDAVIT OF OWNERSHIP/AUTHORIZATION:** **The owner of the property fills out the top portion of this form.** The bottom portion is to be filled out *only* if someone other than the owner of the property is making the application. After the necessary section(s) are filled out, the form should be notarized and returned to the Planning and Zoning office.
6. **REQUIREMENTS FOR SUBMISSION OF LANDSCAPE PLANS:** This form is to be read through and any questions that may pertain to your application are to be answered. If none of the questions pertain to your application, please mark the form N/A (not applicable) and return it to the Planning and Zoning office.
7. **ENVIRONMENTAL QUESTIONNAIRE:** This form is to be read through and any questions that may pertain to your application are to be answered. If none of the questions pertain to your application, please mark the form N/A (not applicable) and return it to the Planning and Zoning office.

SITE PLAN/SUBDIVISION/USE VARIANCE APPLICATION
Township of Cedar Grove, Essex County, New Jersey 07009

Date Filed: _____

Check one: New Application _____ Revision of Prior Approval _____

1. APPLICANT

Name _____

Address _____

Telephone Number _____

Applicant is a: Corporation Partnership Individual

2. DISCLOSURE STATEMENT

Pursuant to N.J.S. 40:55D-48.1, the name and address of all persons owning 10% of stock in a corporate applicant or 10% interest in any partnership *must* be disclosed. In accordance with N.J.S.A. 40:55D-48.2 that disclose 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 10% ownership criterion have been disclosed. [Attach pages as necessary to fully comply]

Name _____ Interest _____

Address _____

Name _____ Interest _____

Address _____

Name _____ Interest _____

Address _____

3. If applicant is not the owner, provide the following information on the Owner(s):

Owner's Name(s) _____

Address _____

Telephone Number _____

4. PROPERTY INFORMATION

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 reviewed.

5. Property Location: _____
Block(s): _____ Lot(s): _____
Zone Classification: _____ Present use of the premises: _____
6. Applicant's Attorney: _____
Telephone Number: _____ Fax Number: _____
7. Applicant's Engineer: _____
Address: _____
Telephone Number: _____ Fax Number: _____
8. Applicant's Planner: _____
Address: _____
Telephone Number: _____ Fax Number: _____
9. Applicant's Architect: _____
Address: _____
Telephone Number: _____ Fax Number: _____

10. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION

- _____ Minor Subdivision Approval
_____ Major Subdivision Approval
_____ Subdivision Approval (Preliminary)
_____ Subdivision Approval (Final)
_____ Conceptual
- Number of Lots to be created _____ Number of proposed dwelling units _____

SITE PLAN:

- _____ Preliminary Site Plan Approval
_____ Final Site Plan Approval
_____ Amendment or Revision to an Approved Site Plan
_____ Conceptual

VARIANCE:

- _____ N.J.S.A. 40:55D-70a: Appeal decision of an Administrative Officer
- _____ N.J.S.A. 40:55D-70b: Map or Ordinance Interpretation
- _____ N.J.S.A. 40:55D-70c(1): Variance Relief (hardship)
- _____ N.J.S.A. 40:55D-70c(2): Variance Relief (substantial benefit)
- _____ N.J.S.A. 40:55D-70d: Variance Relief (Use)
- _____ N.J.S.A. 40:55D-67: Conditional Use Approval
- _____ N.J.S.A. 40:55D-34: Direct issuance of a permit for a structure in bed of mapped street, public drainage, or flood control basin.
- _____ N.J.S.A. 40:55D-35: Direct issuance of a permit for a lot lacking public street frontage

11. Application is hereby made from the requirements of Chapter 268 of the zoning ordinance as to (description of application, and list all variances being requested):

12. Appeal is hereby made from the decision of _____
Deciding that _____

13. Nearest intersection of abutting street with other public street: _____

14. Map Dated: _____ Prepared by: _____

15. Proposed Use: _____

16. Lot Area: _____ Feet Front: _____ Feet Deep: _____

17. Existing set backs from front property lines(feet) _____

18. Proposed set backs from front property lines(feet) _____

19. Ground floor area of existing building(s): _____

20. Total floor area (all floors) of existing building(s): _____

21. Ground floor area of any proposed building addition(s): _____

22. Total floor area (all floors) of proposed building addition(s): _____

23. Have there been any previous appeals involving the premises? _____

24. Is there a contract purchaser that has been notified of the proposed project? _____

(Please provide copy of proposed contract for Board's review)

25. Area in acres of any additional adjoining land owned by owner of the applicant: _____

26. CERTIFICATION

I certify that the foregoing statements and the material 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.

Sworn to and subscribed before

me on this _____

day of _____,

Applicant's Signature

Notary Public

AFFIDAVIT OF OWNERSHIP

COUNTY OF ESSEX

STATE OF NEW JERSEY

I, of full age, being duly sworn according to law, is the owner/duly authorized officer of the owner (strike the inapplicable reference), and he/it (strike the portion which is inapplicable) is the owner of Block(s) _____ Lot(s) _____, which property is the subject of the within application.

Dated: _____

(Owner to sign here)

Sworn and subscribed to before me

This _____ day of _____, 20____

Notary Public

AUTHORIZATION

If anyone other than the above owner is making this application, the following authorization must be executed:

To the Board of Adjustment ()

Planning Board ()

_____ is hereby authorized to make the within application.

Dated: _____

(Owner to sign here)

Sworn and subscribed to before me

This _____ day of _____, 20____

Notary Public

TOWNSHIP OF CEDAR GROVE
ESSEX COUNTY NEW JERSEY

PROOF OF SERVICE

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____ of full age, being sworn according to law, on his oath
deposes and says, that he resides at _____
in the town of _____ and that he is the applicant in a
proceeding before the Planning Board/Zoning Board of Adjustment, in the Township of Cedar
Grove, being an application under the Building Zone Ordinance, and which has the number _____
and relates to premises known as _____; that he gave Notice is
of this proceeding to each and all of the owners of property affected by said application, in the manner
provided by Ordinance on _____, _____, a true copy of which is attached
to this affidavit.

Applicant Signature (or Authorized Legal Representative)

Sworn to me, this _____
day of _____, _____.

Notary Public

**VERONA-CEDAR GROVE TIMES
LEGAL NOTICE**

PLEASE TAKE NOTICE that an application has been made to the Cedar Grove Planning Board/Zoning Board by

Requesting _____
(description of application and type)

following with the variances: _____

The premises affected are _____

Block(s) _____ Lot(s) _____

in the _____ Zone.

This application has been put on the Secretary's Calendar as _____ and a Public hearing has been scheduled for _____, 20____ at _____ p.m. in the Council Chambers of the Municipal Building, 525 Pompton Avenue, Cedar Grove, New Jersey. At said hearing, or on any adjourned date of the same, you may appear either in person or by counsel and present any objection that you may have to the granting of this application.

The documents filed by the Applicants concerning such application are available for public inspection during normal business hours at the Office of the Planning and Zoning Coordinator located in the Municipal Building. The Applicant in accordance with the Requirements of the New Jersey Municipal Land Use Law serves this Notice.

Applicant

Date: _____

NOTICE TO PROPERTY OWNERS AFFECTED

PLEASE TAKE NOTICE that an application has been made to the Cedar Grove Planning Board/Zoning Board of
Adjustment by _____
(strike the inapplicable reference)

Requesting _____
(Description of application and type)

With the following variances: _____
(list all variances being sought for)

The premises affected are _____

Block(s) _____ Lot(s) _____

in the _____ Zone.

This application has been put on the Secretary's Calendar as _____ and a Public hearing has been scheduled for _____, 20____ at _____ p.m. in the Council Chambers of the Municipal Building, 525 Pompton Avenue, Cedar Grove, New Jersey. At said hearing, or on any adjourned date of the same, you may appear either in person or by counsel and present any objection that you may have to the granting of this application.

The documents filed by the Applicants concerning such application are available for public inspection during normal business hours at the Office of the Planning and Zoning Coordinator located in the Municipal Building. The Applicant in accordance with the Requirements of the New Jersey Municipal Land Use Law serves this Notice.

Applicant

Date: _____

**REQUIREMENTS FOR SUBMISSION OF
LANDSCAPE PLANS TO
THE TOWNSHIP OF CEDAR GROVE**

The following checklist is prepared for the benefit of Applicants submitting Site Plans to the Township of Cedar Grove. Applicants are advised that this checklist will be used by the Township's Landscape Consultant and/or the Planning and Zoning Boards of the Township in reviewing the landscape portion of the site.

ITEM	YES	NO
1. An experienced landscape designer and/or professional architect Prepares the landscape plan.		
2. The following base information, as a minimum is illustrated on the plan:		
(a) Name, address and telephone number or person preparing plan		
(b) Scale (same as site plan but <i>not</i> smaller than 1"=300', date and north arrow.		
(c) Proposed topography and/or spot elevations.		
(d) Existing vegetation to remain and to be removed.		
(e) Existing property line with all adjacent property appurtenances within 50' of the applicant's property.		
(f) All proposed improvement as illustrated on at the submitted site plan.		
(g) All proposed building overhangs in excess of 18".		
(h) All existing and proposed underground structures and/or utilities and utility easements.		
3. The following information, as minimum, is illustrated on the Landscape plan:		
(a) The location, type and size (at installation) of all proposed plant material.		
(b) The designation of all lawn areas as either sodded and/or seeded.		
(c) General notes regarding lawn areas addressing topsoil, preparation, fertilization, turf type(s), and application.		

**REQUIREMENTS FOR SUBMISSION OF
LANDSCAPE PLANS**

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(d) Locations, depth and type of mulch (es)		
(e) A plant lists addressing quantity, botanical name, common name, size and notes if appropriate.		
(f) A typical Planting Detail.		
(g) General notes addressing proper planting procedures, planting soil composition staking, mulches and protection.		
(h) Any proposed maintenance improvements.		
(i) General notes addressing how material shall be established & maintained in the future.		
4. The following landscape design criteria, as established in the Landscape Requirements have been properly addressed.		
(a) Existing trees exceeding 3" in caliper have been preserved to the maximum extent possible given proper site planning and design standards, ass well as, additional requirements required by other Township Agencies.		
(b) If applicable, adjacent residential used have been properly buffered with fencing and evergreen plant material (min. 6" high).		
(c) The building site road frontage has been provided with street trees 50' on Center minimum spacing, 2½"-3" caliper minimum, and 12' from the Street's curb line.		
(d) All trash receptacles and/or other utilitarian improvements have been screened.		
(e) If parking area is in excess if 40 spaces, it has been provided with Shade or Street Trees		
(f) If trees are planted in parking area medians, the medians are a minimum 8' wide.		
(g) All mulch specified is specified at least 4" deep (except for ground covers) and NO plastic lining is used.		
(h) Bare root material to be planted has been noted on the Landscape plan as only to be planted during the time periods of the 15 th of April through the 30 th of May and the 15 th of September through the 31 st of October.		

Additional comments by the Township's Planning Board, Zoning Board, and/or the Director of Community Development. Attach additional sheets if necessary comments

ENVIRONMENTAL QUESTIONNAIRE

1. Will the proposed use emit any fumes, smoke, or odor: if so describe fully:

2. Describe the activity or operation to be conducted at the premises and state whether said activity or operation will result in the emission of any noise or sound beyond the confines of the building. If so, set forth in decibels the amount of said sound projected:
 - a) At 50 feet from the building line
 - b) 100 feet from the building line
 - c) 200 feet from the building line

3. Describe the exterior lighting proposed at the site, setting forth the foot-candle power or wattage, and the extent of the total area which will be illuminated and from which said light is visible.

4. Set forth the daily number of passenger vehicles you anticipate will egress or ingress from or to the subject premises.

5. Set forth the amount and type of commercial vehicles you anticipate will egress or ingress from or to the subject premises.

6. State the anticipated amount of sewerage, the activity or operation proposed will discharge on a daily basis.

7. Are there any trees on the site at the present time? If so, attach a diagram indicating the location of such trees and those that are intended to be removed.

8. State whether the application, if granted, will alter the present flow of surface water. If so state in detail what the changes are and what effect they will have on surrounding properties.

ENVIRONMENTAL QUESTIONNAIRE

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9. Set forth any other matters that in your opinion will affect the environment of the community. State the benefits and detriments.

10. State whether or not the proposed use or the activity or operation to be conducted hereon will violate in any respect the rules and regulations, promulgated by the New Jersey Department of Environmental Protection, in connection with solid waste management, pesticide control, noise control, clean air, radiation protection or the quality of the environment generally.

Sworn to before me this _____ day of

_____, 20____

Witness

Applicant

FINAL MAJOR SUBDIVISION CHECKLIST

		<p>A. The map or plat of all or a portion of the subdivision which is presented to the Planning Board for final approval shall be clearly and legibly drawn or reproduced on tracing cloth at a scale of not less than one inch equals 100 feet. All levels shall be based on North American Datum. A bench mark for levels shall be noted on the plat. All plats shall be designed and drawn by a New Jersey licensed land surveyor; except that, where improvements to the land other than monuments are to be installed, such improvements shall be designed by a New Jersey licensed engineer.</p>
		<p>B. The plat described in Subsection A of this section shall be designed in compliance with the requirements and standards established by the provisions of Article VI and all applicable state statutes and shall show or be accompanied by the following information:</p>
		<p>(1) Date, name and location of the subdivision, name of owner, graphic scale and reference meridian</p>
		<p>(2) Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, all lot lines and other site lines, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves.</p>
		<p>(3) The purpose of any easement shall be designated, and the proposed use of sites other than residential shall be noted.</p>
		<p>(4) Each block shall be numbered, and the lots within each block shall be numbered consecutively and in accordance with the Tax Map.</p>
		<p>(5) House numbers as designated by the Township Engineer.</p>
		<p>(6) Minimum building setback line on all lots and other sites.</p>
		<p>(7) Location and description of all monuments.</p>
		<p>(8) Names of owners of adjoining land.</p>
		<p>(9) Certification by an engineer or surveyor as to the accuracy of the details of the plat.</p>
		<p>(10) Certification that the applicant is agent or owner of the land or that the owner has given consent under an option agreement.</p>

		(11) When approval of a plat is required by any officer or body of another governmental jurisdiction, such as the county or state, then such approval shall be certified on the plat.
		(12) Cross-sections and profiles of streets approved by the Township Engineer shall accompany the final map.
		(13) Plans and profiles of storm and sanitary sewers and water mains.
		(14) Certificate from the Township Tax Collector that all taxes are paid to date.
		(15) A key map showing the entire subdivision and its relation to surrounding areas. [Added 1-31-1977 by Ord. No. 77-35]
		(16) The tract name, zone, Tax Map sheet, block and lot number, date, reference meridian, graphic scale and the following names and addresses: [Added 1-31-1977 by Ord. No. 77-35] (a) Name and address of the record owner or owners. (b) Name and address of the subdivider. (c) Name and address of the person who prepared the map.
		(17) Acreage of the tract to be subdivided to the nearest tenth of an acre. [Added 1-31-1977 by Ord. No. 77-35]
		(18) Contours at five-foot intervals for slopes averaging 10% or greater and at two-foot intervals for land of lesser slope. [Added 1-31-1977 by Ord. No. 77-35]
		(19) The location of existing and proposed property lines, streets, buildings, watercourses, railroads, bridges, culverts, drainpipes and any natural features, such as wooded areas and rock formations. [Added 1-31-1977 by Ord. No. 77-35]

	<p>(20) Plan of proposed utility layouts (sewers, storm drains, water) showing feasible connections to existing or any proposed utility systems. Water mains shall be installed in a gridiron system to provide continuous circulation. No dead-end lines shall be permitted. The Township Engineer will be required to certify to the Planning Board that water main sizes and water pressures are adequate to handle the demand of the new subdivision area before permission will be given to connect to the municipal supply. He will also certify that the surrounding storm drains and sanitary sewers are adequate to handle peak-flow demands of the new area to be developed. The Township Engineer will further certify to the Planning Board that utility lines are large enough to adequately service the fully developed neighboring areas, which might arise in the future. When an individual water supply or sewage disposal system is proposed, the plan for such system must be approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results with the plat. On any plat of more than four residential lots, no lot of less than 15,000 square feet in area, or more if so specified by the Township Department of Health, shall be approved by the Planning Board if inaccessible to sewers, unless the subdivider enters into contract and bond with the Township to make the necessary sewer connections, extend the necessary sewers to existing sewers and, if necessary due to topographic conditions, install force mains. Any subdivision or part thereof which does not meet with the established requirements shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, county or state health agency. [Added 1-31-1977 by Ord. No. 77-35]</p>
	<p>(21) Type of proposed residential structure, including the area of livable floor space. [Added 1-31-1977 by Ord. No. 77-35]</p>
	<p>(22) A copy of any protective covenants or deed restrictions applying to the land being subdivided shall be submitted with the discussion plat. [Added 1-31-1977 by Ord. No. 77-35]</p>

**TOWNSHIP OF CEDAR GROVE
MINOR SITE PLAN CHECKLIST**

Required Documents and Information for Minor Site Plans (§Zoning, 268-043.1)

	Twenty (20) copies of the application form inclusive of a brief description of the project and the proposed use or uses of the land and buildings, the site plan checklist, the landscape plan checklist, the environmental questionnaire, and the required fees.
	Twenty (20) copies of the Site Plan of a size in conformity with the requirements of the New Jersey Map Filing Law, but not exceeding twenty-four by thirty-six inches (24" x 36"). Plans shall be folded with the title block revealed. All information appearing shall be legible and the scale of the drawing shall not be less than one inch equals fifty feet (1" = 50'). All boundary distances shall be in feet and decimals of a foot, and all bearings shall be given to the nearest ten (10) seconds. The error of closure shall not exceed one (1) to ten thousand (10,000).
	Project title, names and addresses of applicant(s) and owner(s) of record, north arrow, scale, Tax Map block and lot numbers, name, title, address and license number of professional(s) who prepared the plan, plan preparation date and the date(s) of any subsequent revisions, and signature block for the Chairman and Secretary of the Board and the Township Engineer.
	An area map, showing the zone in which the property in question is located, and the zone district of adjoining properties and all the properties within a two-hundred foot radius of the property in question, including Tax Map lot and block numbers and owners. Said area map may be drawn at a scale of one inch equals four hundred feet (1" = 400')
	The entire property in question, even though only a portion of said property may be involved in the Site Plan; provided, however, that where it is physically impossible to show the entire property on the required sheet, multiple equally-sized sheets may be submitted, together with a key map.
	The location of all existing watercourses, wooded areas, and major trees, easements, rights-of-way, streets, roads, highways, utilities, railroads, rivers, buildings, structures, or any other features having an effect on the use of the subject property whether directly on the tract or off-tract.
	The location of existing buildings whether purposed to remain or be removed, or partially removed. The outline of buildings to be removed shall be indicated by a dashed line and those that are to remain shall be shaded.
	Lot acreage to the nearest tenth and the location and ground area of each proposed building, sign, structure or any other land use.
	The location and design of off-street parking areas and loading areas, showing the size, number, and configuration of parking spaces, the traffic circulation plan, and the size and location of bays, aisles, and barriers, in accordance with standards set forth herein.
	All means of vehicular access and egress to and from the site onto public streets, showing size and location of driveways, curb cuts and sidewalks.
	The location and design of landscaping including planting plan, buffer areas, and screening devices.
	All lot lines, setbacks, and yard dimensions, and for applications including signs, details including the proposed materials, lighting if any, dimension, sizes, and setbacks applicable

**TOWNSHIP OF CEDAR GROVE
MINOR SITE PLAN CHECKLIST**

Required Documents and Information for Minor Site Plans (Zoning, §268-043.1)

		A zoning comparison chart listing the standards of the Schedule of Requirements table for the district in which the property is located and providing the figures for each standard, as they are proposed within the Site Plan application.
		Existing contours shall be indicated by dashed lines at intervals of two (2) feet where slopes are less than five percent (5%) and at intervals of five (5) feet where slopes are five percent (5%) or more and shall refer to United States Coast and Geodetic Survey datum where possible, or to assumed datum as provided and/or approved by the Township Engineer. Where any changes in contours are proposed, finished grades should be shown as solid lines.
		The finished floor elevations of existing structures and all proposed new structures to be erected on the property. Spot elevations at all building corners shall also be provided.
		Preliminary architectural plans for the proposed building addition or structure, indicating typical floor plans, elevations, height and general design and architectural styling.
		Copies of the application, when same is required, to the Essex County Planning Board for approval of the site plan.
		The applicant shall supply certification from the Township Tax Collector that all property taxes and assessments are paid and current.
		Such other information or data as may be required by the Planning Board in order to determine that the details of the Site Plan are in accordance with the standards of the ordinances of the Township and all other general laws.

**TOWNSHIP OF CEDAR GROVE
MAJOR SITE PLAN CHECKLIST**

Required Documents and Information for Major Site Plans (Zoning, §268-43.2)
In addition to those items required for Minor Site Plans, the following are to be provided:

	The names of all owners of record of all properties within two hundred (200) feet of the subject parcel(s) as they appear on the Tax List prepared by the Township Tax Assessor and the block and lot numbers of the properties.
	A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
	A written description of the proposed operations in sufficient detail to indicate the effects of the operation in producing traffic congestion, noise, glare, air pollution, fire hazards or safety hazards; in addition, a description of the proposed number of shifts, if shift-work operation is contemplated, together with a projection of the maximum number of employees per shift or, where shift-work is not contemplated, a projection of the proposed hours of operation for the commercial use.
	A survey prepared by a licensed land surveyor of the State of New Jersey shall accompany the Site Plan and shall show the boundaries of the parcel and the limits of all proposed streets, recreational areas and other property to be dedicated to public use. The Site Plan shall further be accompanied by such other exhibits of an architectural or planning nature as shall be submitted by the applicant or as shall be required by the Planning Board pursuant to any ordinance now in existence or any ordinance hereinafter enacted in the Township.
	Boundaries of the property, building or setback lines, and lines of existing streets, lots, reservations, easements, and areas dedicated to public use.
	The location of all driveways within two hundred (200) feet of the subject property.
	The proposed location of lighting, direction of illumination and amount of illumination, expressed in average horizontal foot-candles, in conformance with applicable standards of the Township.
	Proposed Stormwater drainage system, including off-site drainage, in conformance with the applicable standards of the Township.
	The location, size, and type of existing natural features, including trees having a caliper of four inches (4") or more. The location, size, and type of proposed landscaping improvements, including seeded or sodded areas, planting areas of trees and shrubs and natural features to be preserved.
	A determination of the presence/absence of wetlands on the subject property, certified by a professional qualified to provide such determination. In the event wetlands are present on the property, a delineation of same, if available, or the general location and size as determined at the time of the application, and proof of submission to the appropriate state regulatory agency, as applicable, of a request for letter of interpretation.
	In the event the application for development entails the moving of three hundred (300) cubic yards or more, of soil, the applicant shall provide all information required for submission of a Soil Moving Permit application, under Chapter 226, of the Township Code, and such information shall coincide with that required for a major or a minor soil moving permit, depending upon the volume of soil moving in question.

**TOWNSHIP OF CEDAR GROVE
MAJOR SITE PLAN CHECKLIST**

Required Documents and Information for Major Site Plans (Zoning, §268-43.2)

		In addition to the foregoing requirements, any applicant seeking approval of a Site Plan of ten (10) acres or more shall furnish the following information:
		Existing school, zoning and special district boundaries and the approximate location of all buildings and the pertinent topography within a two hundred (200) foot radius of the premises in question. Such features shall be shown on a separate map or as a key map on a special detailed map itself.
		The location of all existing structures, such as walls, fences, culverts, bridges, and roadways, with spot elevations of such structures. The outline of structures to be removed shall be indicated by a dashed line, and those that are to remain shall be shaded.
		Approximate location of all storm drainage structures and utility lines, with grades and direction of flow, and, if any existing utility lines are underground, the estimated location of said lines shall be shown. The approximate location of hydrant or fire stations within six hundred (600) feet of the premises shall be indicated in a written notation on the maps submitted.
		All proposed easements and public and community areas, all proposed streets, together with profiles including grade of said streets and cross sections showing width of roadways, location and width of sidewalks and location and size of utility lines. All proposed streets, sidewalks and utility lines and on- and off-site drainage facilities shall be constructed in accordance with the standards and specifications established by this Chapter and/or such other ordinances of the Township establishing such standards and specifications.
		The location of all proposed waterlines, valves and hydrants and of all sewer lines or alternative means of water supply or sewage disposal and treatment.
		Architectural details to accurately reflect the scale, proportion, elevations, style and character of proposed buildings and structures. Information shall include proposed building materials and façade finishes, roofing plans, fenestration, decorative or accent trim, awnings, overhangs, porches, and any wall-mounted light fixtures or signs.
		Such other information or data as may be required by the Planning Board in order to determine that the details of the Site Plan are in accordance with the standards of the ordinances of the Township and all other general laws.

**TOWNSHIP OF CEDAR GROVE
VARIANCE APPLICATION CHECKLIST**

Required Documents and Information for Minor Site Plans (Zoning, §268-51)

	Twenty copies of the application form inclusive of a brief description of the project and the proposed use or uses of the land and buildings, the landscape plan checklist, the environmental questionnaire, and the required fees.
	Twenty (20) copies of a plot plan providing lot dimensions, property metes and boundary lines, location of existing and proposed structures, required yard setback lines, existing and proposed setback distances for buildings and structures, location of driveway(s), sidewalks, and parking areas.
	A zoning comparison chart listing the standards of the Schedule of Requirements table for the district in which the property is located and providing the figures for each standard, as they are proposed within the application.
	Copies of the application, when same is required, to the Essex County Planning Board for approval of a subdivision or site plan.
	Written certification from the Township Tax Collector that all property taxes and assessments are paid and current.
	The names of all owners of record of all properties within two hundred (200) feet of the subject parcel(s) as they appear on the Certified Tax List prepared by the Township Tax Assessor and the block and lot numbers of the properties.
	Preliminary architectural plans for any proposed building, building addition, or structure, indicating typical floor plans, elevations, height and general design and architectural styling.
	A copy of any covenants or deed restrictions that are intended to cover all or any part of the tract.
	Such other information or data as may be required by the Board in order to render a decision in the matter.
	A list of any checklist items for which waivers are specifically requested and narrative paragraph explaining why the applicant is entitled to such waivers.

SCHEDULE OF FEES

APPLICANT: _____

DATE: _____	SUB/SITE PLAN #: _____	FEES: _____
-------------	------------------------	-------------

A. Preliminary Major Subdivision:

- | | | | |
|-----------------------------|------------------|-------------|----------|
| 1. Base Fee | | \$ 500.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots X | \$ 50.00 = | \$ _____ |

B. Final Major Subdivision:

- | | | | |
|-----------------------------|------------------|-------------|----------|
| 1. Base Fee | | \$ 250.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots X | \$ 50.00 = | \$ _____ |

C. Minor Subdivision:

- | | | | |
|-----------------------------|------------------|-------------|----------|
| 1. Base Fee | | \$ 200.00 = | \$ _____ |
| 2. Plus Each Additional Lot | Number of lots X | \$ 50.00 = | \$ _____ |

D. Site Plan:

1. Multi-Family Major

- | | | | |
|--|-------------------|-------------|----------|
| a. For the first acre | | \$ 500.00 = | \$ _____ |
| b. Plus each additional acre or fraction thereof | Number of acres X | \$ 75.00 = | \$ _____ |
| c. Plus each unit | Number of Units X | \$ 50.00 = | \$ _____ |

2. Multi-Family Minor

- | | | | |
|------------------------------|-------------------|-------------|----------|
| a. Base Application | | \$ 250.00 = | \$ _____ |
| b. Plus each additional unit | Number of units X | \$ 50.00 = | \$ _____ |
| c. Plus each unit | Number of units X | \$ 50.00 = | \$ _____ |

3. Other than Multi-Family new:

- | | | | |
|--|-------------------|-------------|----------|
| a. For the first acre | | \$ 500.00 = | \$ _____ |
| b. Plus each additional acre of fraction thereof | Number of acres X | \$ 75.00 = | \$ _____ |
| c. Plus total floor area per sq. ft. | _____ sq. ft. X | \$ 00.05 = | \$ _____ |

4. Other than Multi-Family, additions:					
a. Base Fee	One (1)	X	\$ 250.00 =	\$ _____	
b. Plus total floor area per sq. ft.	_____sq. ft	X	\$ 00.05 =	\$ _____	
E. Variance pursuant to R.S.40:55d-70C in connection with a single family detached dwelling:					
a. Base Fee	One (1)	X	\$ 100.00 =	\$ _____	
b. Each Additional Variance		X	\$ 15.00 =	\$ _____	
F. Variance pursuant to R.S.40:55d-70© in all other cases than "E" above					
a. Base Fee	One (1)	X	\$ 300.00 =	\$ _____	
b. Each Additional Variance		X	\$ 50.00 =	\$ _____	
G. Variances pursuant to R.S.40:55d-70(d)					
a. 1 & 2 Family Residential	One (1)	X	\$ 350.00 =	\$ _____	
b. All Other Structures	One (1)	X	\$ 1,000.00 =	\$ _____	
H. Conditional Use	One (1)	X	\$ 500.00	\$ _____	
I. Appeal pursuant to R.S.40:55d-70(a)	One (1)	X	\$ 75.00	\$ _____	
J. Request for interpretation pursuant to R.S.40:55d-70(b)	_____	X	\$ 75.00	\$ _____	
K. Appeal to the Township Council from a decision of a Municipal Agency	One (1)	X	\$ 75.00	\$ _____	
			Total:	\$ _____	

Note: In the event of an application involving a combination of two or more of the above application, the fee shall be computed by totaling the sum of fees required in connection with each type of application required.

The previously mentioned fees shall be paid at the time the application is made for review to the Planning/Zoning Coordinator of the Township of Cedar Grove. Checks shall be made payable to "Township of Cedar Grove."

Chapter 38. LAND USE PROCEDURES

Article III. Provisions Applicable to Both Planning Board and Zoning Board of Adjustment

§ 38-26.1. Initial and supplemental preapproval escrows.

[Added 3-4-1991 by Ord. No. 91-378]

- A. In connection with any application to the Planning Board or Zoning Board of Adjustment, in addition to the application fee, an applicant shall deposit a cash escrow with the Board at the time of filing of an application. The escrow shall be paid to the Township of Cedar Grove and used by the municipality to pay for expenses incurred in connection with any review of the application, including the following:
- (1) Professional services by outside consultants and/or the Township's professional staff retained to conduct a review or report and/or testify in connection with the application.
[Amended 6-4-2007 by Ord. No. 07-678]
 - (2) Attorney's fees incurred in connection with time spent in preparation of written reports and opinions and preparation of resolutions. The escrow shall not be used to pay for normal preparation for meetings or attendance at meetings which are compensated through the attorney's meeting stipend or retainer.
- B. Initial escrow.
- (1) The initial amount of escrow to be posted shall be as follows:
 - (a) Minor subdivision: \$1,000.
 - (b) Preliminary major subdivision: \$750 per lot; minimum \$3,000.
 - (c) Final major subdivision: \$500 per lot; minimum \$2,000.
 - (d) Preliminary site plan: \$250 for each 1,000 square feet or part thereof of floor area for commercial or industrial uses; \$350 per dwelling unit for residential uses. The minimum fee shall be \$3,000 for a major site plan, or \$1,000 for a minor site plan.
[Amended 4-2-2001 by Ord. No. 01-556]
 - (e) Final site plan: \$125 for each 1,000 square feet of floor area or part thereof for commercial or industrial uses; \$75 per dwelling unit for residential uses; minimum for any use \$2,000.
 - (f) Informal review pursuant to N.J.S.A. 40:55D-10.1: \$1,000.
 - (g) Conditional use: \$5,000.
 - (h) Appeal pursuant to N.J.S.A. 40:55D-70a: \$1,000.
 - (i) Interpretation or special question pursuant to N.J.S.A. 40:55D-70b: \$1,000.

- (j) C variance (each variance): \$1,000, except for detached one- or two-dwelling unit uses.
 - (k) D variance:
 - [Amended 4-2-2001 by Ord. No. 01-556]
 - [1] For one- and two-family dwellings: \$1,000.
 - [2] For all other structures: \$7,500.
 - (2) Where an application to a Board involves more than one of the above-listed matters, the escrow shall be computed by addition of all appropriate escrow amounts.
- C. Within 45 days after the filing of an application for development, the Planning Board or Zoning Board of Adjustment shall have the power, after receipt of a recommendation from the Director of Community Development, to determine whether the escrow amount set forth in Subsection B above is adequate based upon the anticipated complexity of issues to be presented or the number of professionals necessary to be retained. In the event that the Board determines that the initial escrow may be insufficient, then and in that event, the Board may adopt a resolution requiring payment of a specific supplemental amount of escrow. Such supplemental escrow shall be paid by the applicant prior to the first scheduled date for hearing on the application. Failure to pay the supplemental escrow shall result in a denial of the application.

TOWNSHIP OF CEDAR GROVE
CERTIFICATE OF THE STATUS OF
PROPERTY TAXES AND ASSESSMENTS

DATE: _____

NAME: _____

PROPERTY LOCATION: _____

BLOCK: _____

LOT: _____

TAXES

YEAR _____

PAID/ DELIQUENT/ DUE

1ST QTR _____

2ND QTR _____

3RD QTR _____

4TH QTR _____

YEAR _____

1ST QTR _____

2ND QTR _____

WATER/SEWER

CURRENT/DELIQUENT

ACCOUNT NUMBER _____

WATER BALANCE _____

SEWER BALANCE _____

CHRISTOPHER TUFARO
MUNICIPAL TAX COLLECTOR