Borough of Flemington
38 Park Avenue
Flemington, New Jersey 08822
Phone [908] 782-8840
Fax [908] 782-0142
www.historicflemington.com

PLANNING BOARD

APPLICATION AND PROCEDURE

ALL APPLICATIONS ARE TO BE SUBMITTED TO THE BOARD SECRETARY THREE WEEKS PRIOR TO THE MEETING DATE.

MEETINGS ARE NORMALLY HELD THE 1ST MONDAY AND THE 4TH TUESDAY OF THE MONTH AT 7:00 PM (CHECK WITH PLANNING BOARD SECRETARY OR WWW.HISTORICFLEMINGTON.COM FOR SPECIFIC DATES)

PLEASE SUBMIT ALL PLANS FOLDED TO 9x12
(SEE SUBMISSION CHECKLIST FOR REQUIRED NUMBER OF SETS)
APPLICATION WILL NOT BE ACCEPTED IF NOT FOLDED

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PLEASE FIND THE FOLLOWING SUPPLEMENTAL FORMS ON THE WEBSITE AT: www.historicflemington.com

SUBMISSION CHECKLIST
W-9

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT FORM

BOROUGH OF FLEMINGTON
38 PARK AVENUE
FLEMINGTON, NEW JERSEY 08822

****
*** The application, with supporting documentation ***
*** must be filed with the Board Secretary and must***
*** be delivered to the professional for review at ***
*** least (21) business days prior to the meeting ***
*** which the application is to be considered. ***
****

To be completed by Board Secretary

Date Filed_____Application No._____

Planning Board_____

Zoning Board of Adjustment_____Application Fees$_____
Escrow Fee $_____
Schedule for: Review for Completeness_____
Hearing_____
****

FOLLOWING MUST BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY:

Location:_____Block _____Lot
Dimensions Frontage_____ Depth ____Total Area _____ Zoning
District _____

2. APPLICANT:

Name_____
Address_____
Telephone Number _____

Applicant is a Corporation____Partnership____Individual____

3. DISCLOSURE STATEMENT:

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure

requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.
(Attach pages as necessary to fully comply)

Name_____
Address_____Interest_____

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:_____
_____
_____
_____

All applicants must attach to this application a schedule showing the following information (if applicable): Type of construction (frame, stone, brick, cement, etc.)

Present use of existing building(s)_____
premises._____

Describe any deed restrictions affecting this property. _____
_____

Total proposed dwelling units (square footage of each)_____

_____

Total proposed professional offices(number and square footage of each)_____

Total proposed floor area. _____

Total proposed parking spaces. _____

A photograph or photographs of land and buildings involved in the application._____

Names and addresses of all expert witnesses proposed to be used.

_____

_____

_____

_____

_____

Proof of payment of all taxes due and owing on the premises. (See attached sheet)

A legible plot plan or survey to scale (not less than 1" equals 50 feet) indicating the relation of the existing and/or proposed structure with adjoining property and structures accompanies this application. Scale drawings (of not less than .25" - 1') of the proposed building(s), of the existing structure indicating the changes, alterations or additions contemplated that will be presented at the hearing, if relevant.

6.APPLICANT'S ATTORNEY _____

Address_____

Telephone Number_____Fax Number _____

7. APPLICANT'S ENGINEER_____

Address_____

Telephone Number _____Fax Number _____

8. APPLICANT'S PLANNING CONSULTANT_____

Address_____

Telephone Number _____Fax Number _____

9. APPLICANT'S TRAFFIC ENGINEER_____
Address_____
Telephone Number _____Fax Number _____

10. List any other Expert who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary)
Name_____
Field of Expertise_____
Address_____
Telephone Number _____Fax Number _____

11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:

SUBDIVISION:

_____Minor Subdivision Approval
_____Subdivision Approval (Preliminary)
_____Subdivision Approval (Final)
Number of lots to 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
_____Appeal decision of an Administrative Officer [N.J.S.40:55-D70a]
_____Variance Relief (hardship) [N.J.S.40:55D-70c(1)]
_____Variance Relief (substantial benefit) [N.J.S40:55D-70c(2)]
_____Variance Relief (use) [N.J.S.40:55D-70d]
_____Conditional Use Approval [N.J.S.40:55D-67]
___Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.40:55D-34]
___Direct issuance of a permit for a lot lacking street frontage[N.J.S. 40:55D-35]

12. Section(s)

Section(s) of Ordinance from which a variance is 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 200 feet in all directions of the property which is subject of this application The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.

An affidavit of service on all property owners and a proof of publication must be file 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. Attach a completed Form A (Feasibility And Allocation Of Public Sewer And Water)

17. Have any proposed new lots been reviewed by the Tax Assessor to determine appropriate block and lot numbers?

_____

18. Are any off-tract improvement required or proposed?_____

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

20. What form of security does the applicant propose to provide as performance and maintenance guarantees?

_____

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

	YES	NO	DATE PLANS SUBMITTED
Raritan Township Municipal Utilities Authority	___	___	_____
Hunterdon Co. Health Department	____	____	_____
Hunterdon Co. Planning Board	____	____	_____
Hunterdon Co. Soil Conservation District	____	____	_____
N.J. Dept of Environmental Protection	____	____	_____
Sewer Extension Permit	____	____	_____
Sanitary Sewer Connection Permit	____	____	_____
Stream Encroachment Permit	____	____	_____
Wetlands Permit	____	____	_____
Potable Water Construction Permit	____	____	_____
Other _____	____	____	_____
N.J. Dept of Transportation	____	____	_____
Public Service Electric & Gas Company	____	____	_____

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

23. 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 of which the application is submitted) for their review. The documentation must be received by the professional staff at least twenty-one (21) 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.

24. 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	

25. I certify that the foregoing statements and the materials submitted are true. I further certify I am the individual application or that I am an Officer of the Corporate applicant an that I am authorized to sign the Application for the Corporation or that I am a general partner of the partnership applicant.

If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this
_____day of _____,20____

_____ _____
Signature of Applicant NOTARY PUBLIC

26. 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 is 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.)

Sworn to and subscribed before me this

____day of _____,20___

_____ _____
NOTARY PUBLIC Signature of Owner

27. I understand that the sum of $_____ has been deposited in an escrow account. In accordance with the

Ordinances of the Borough of Flemington, 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 shall add that sum of the escrow account within fifteen (15) days.

_____

Signature of Applicant

FLEMINGTON BOROUGH PROFESSIONAL STAFF

SECRETARY: Eileen Parks
eparks@historicflemington.com
38 Park Ave. 908 782-8840
Flemington, NJ 08822 908 782-0142 (fax)

ENGINEER: Van Cleef Engineering/Robert Clerico
rclerico@vcea.org
1128 Route 31 908 735-9500
Lebanon NJ 08833 908 735-6364 (fax)

ATTORNEY: William Gianos
bill@gianosphillipslaw.com
54 Old Highway 22
Unity Concourse II-Suite 204 908 735-4126
Clinton NJ 08809 908 735-2017 (fax)

PLANNER: Elizabeth McManus
bmcmanus@cchnj.com
100 Barrack Street 609 883-8383
Trenton NJ 08628 609-883-4044 (fax)

TRAFFIC: Judd Rocciola
juddr@optonline.net
8 Elizabeth Ave 973 831-4337
Pompton Plains NJ 07444 973-831-4337 (fax)

FLEMINGTON WATER DEPARTMENT

REQUEST FOR TEMPORARY WATER RESERVATION

FOR WATER DEPARTMENT USE ONLY

Date Filed: _____ ***Application Fee:*** ____*Small Project ($100)*

Received By: _____ ____*Large Project ($250)*

EXPIRATION DATE: _____

Extension No. 1 Requested: _____ *Received By:* _____

1st Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

_____*Large Project* ($125)

Extension No. 2 Requested: _____ *Received By:* _____

2nd Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

_____*Large Project* ($125)

Final Extension Requested: _____ *Received By:* _____

Final Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

COMMITTEE APPROVAL ☐ *YES* ☐ *NO*

Resolution No., if applicable _____ *Date:* _____ *Signature:* _____

TO BE COMPLETED BY APPLICANT

PROPERTY LOCATION

Street Address:_____

Municipality:_____ Block(s):_____ Lot(s):_____

Description of Existing Use: _____

Description of Proposed Use: _____

Is the property within the Borough of Flemington Service Area? *Yes* ☐ *No* ☐

APPLICANT

Name:_____

Address:_____

_____ Telephone Number:_____

Email:_____ Fax Number:_____

PROPERTY OWNER

Name:_____

Address:_____

_____ Telephone Number: _____

Email:_____ Fax Number:_____

PROJECT/USE TO BE SERVED

☐ ***SMALL PROJECT*** *(DEMAND <1,000 GPD)*

☐ ***LARGE PROJECT*** *(DEMAND>1,000 GPD); NJDEP BWSE PERMITS REQUIRED)*

☐ *Single Family Dwelling* *Number of Bedrooms*_____ *Estimated Daily Usage*_____

☐ *Two Family Dwelling* *Unit#1 - Number of Bedrooms* _____ *Estimated Daily Usage*_____
Unit#2 - Number of Bedrooms _____

☐ *Non-Residential Use (< 1,000 GPD)* *Estimated Daily Usage*_____
Description of Proposed Use: _____ Gross Floor Area:_____SF

☐ ***OTHER****
*Description of Proposed Use:*_____ *Estimated Daily Usage*_____
Gross Floor Area:_____SF

Applicant: _____ _____
(Printed Name) (Signature of Applicant)

FLEMINGTON SEWER DEPARTMENT

REQUEST FOR TEMPORARY SEWER RESERVATION

FOR SEWER DEPARTMENT USE ONLY

Date Filed: _____ ***Application Fee:*** ____*Small Project ($100)*

Received By: _____ ___*Large Project ($250)*

EXPIRATION DATE: _____

Extension No. 1 Requested: _____ *Received By:* _____

1st Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

_____*Large Project* ($125)

Extension No. 2 Requested: _____ *Received By:* _____

2nd Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

_____*Large Project* ($125)

Final Extension Requested: _____ *Received By:* _____

Final Extension Fee: _____*Small Project ($50)* *EXPIRATION DATE:*_____

COMMITTEE APPROVAL ☐ *YES* ☐ *NO*

Resolution No., if applicable _____ *Date:* _____ *Signature:* _____

TO BE COMPLETED BY APPLICANT

PROPERTY LOCATION

Street Address:_____

Municipality:_____ Block(s):_____ Lot(s):_____

Description of Existing Use: _____

Description of Proposed Use: _____

Is the property within the Borough of Flemington Sewer Department Service Area?*Yes* ☐ *No* ☐

APPLICANT

Name:_____

Address:_____

Telephone Number:_____Email:_____

Fax Number:_____

PROPERTY OWNER

Name:_____

Address:_____

Telephone Number: _____

Email:_____ Fax Number:_____

PROJECT/USE TO BE SERVED

☐ ***SMALL PROJECT*** *(DEMAND <1,000 GPD)* ☐ ***LARGE PROJECT*** *(DEMAND >1,000 GPD)*

☐ *Single Family Dwelling* *Number of Bedrooms*_____ *Estimated Daily Usage*_____

☐ *Two Family Dwelling* *Unit#1 - Number of Bedrooms* _____ *Estimated Daily Usage*_____
Unit#2 - Number of Bedrooms _____

☐ *Non-Residential Use (< 1,000 GPD)* *Estimated Daily Usage*_____
Description of Proposed Use: _____ Gross Floor Area:_____SF

☐ ***OTHER****
*Description of Proposed Use:*_____ *Estimated Daily Usage*_____
Gross Floor Area:_____SF

Applicant: _____ _____
(Printed Name) (Signature of Applicant)

ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20 , between_____ hereinafter referred to as "Applicant", and the PLANNING OR ZONING BOARD of the Borough of Flemington, hereinafter referred to as "Board", and the Borough Council of the Borough of Flemington, hereinafter referred to as "Borough".

WHEREAS, the Board desires to establish an escrow whereby work required to be performed by professionals employed by the Board will be reimbursed by the Applicant as required under the provisions of Ordinance 5-82, and

WHEREAS, both parties feel that it is appropriate to reduce this understanding to written form.

WITNESSETH: IT IS Mutually agreed between the two parties that:

Section 1. PURPOSES:

The Board authorizes its professional staff to review, inspect, report and study all plans, documents, statements, improvements and provisions made by the Applicant in conforming to the requirements of the Ordinance cited and referred to above. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and finding derived from the review, study, investigation and like or similar duties performed as elsewhere authorized. The applicant agrees to pay all reasonable professional fees incurred by the Board for performance of the duties outlined above.

Section 2. ESCROW ESTABLISHED

Applicant, Board and Borough, in accordance with the provisions of this agreement hereby create an escrow to be established with the Financial Officer of the Borough of Flemington.

Section 3. ESCROW FUNDED

Applicant by execution of this agreement shall pay to the Borough to be deposited in the depository referred to in Section 2, such sums as are required by Ordinance 5-1982. Execution of this agreement by the Borough acknowledges receipt of the sums referred to under this paragraph.

Section 4. INCREASE IN ESCROW FUND

If during the existence of the escrow agreement the funds held by the escrow holder shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Board, Applicant shall within fourteen (14) days from date of receipt of written notice deposit additional sums with the escrow holder to cover the amount of the deficit referred to above. The written notice referred to his paragraph shall be sent to: _____
Said notice shall be in the form set forth in Schedule 2 of this agreement. Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. This notice required under this paragraph shall be given to the Board.

Section 5. TIME OF PAYMENT

The professionals referred to in this agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Board for vouchers of amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement.

Section 6. BOARD OF REVIEW

The Board shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this agreement. Upon making a determination that services have been performed properly, the Board shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the escrow holder from the escrow established pursuant to this agreement.

Section 7. APPLICANT'S OBJECTION

The applicant shall have the right to make periodic inspections of the records maintained by the escrow holder to determine the status of the escrow at any point in time. Where the applicant objects to the payment of any voucher from the escrow fund, he shall have the right to appeal, upon three (3) days notice to all professionals, to the Board to determine whether then payment or payments objected to are proper. The standards of review to be utilized by the Board in determining whether said payments are proper, and whether the fees incurred are reasonable and whether the work has been performed properly.

Section 8. INTEREST ALLOCATIONS

Any and all interest would be added if the balance is $5,000.00 or over, will be added monthly to their escrow account.

IN WITNESS WHEREOF the parties hereto have set their hands and seals on this day _____.

_____ _____

Notary Public Applicant

_____

Borough of Flemington

Borough of Flemington

38 Park Avenue
Flemington, New Jersey 08822
Phone [908] 782-8840
Fax [908] 782-0142

This to certify that the Borough of Flemington Property Taxes for

Block , Lot , in the name of _____

Is paid through

Is not paid with an amount of $_____due thru _____

Date: _____ _____
Tax Collector

This to certify that the Borough of Flemington Utility Bills for

Block , Lot , in the name of _____

Is paid through

Is not paid with an amount of $_____due thru _____

Date: _____ _____
Utilities Clerk

Borough of Flemington

38 Park Avenue
Flemington, New Jersey 08822
Phone [908] 782-8840
Fax [908] 782-0142

REQUEST FOR CERTIFIED LISTS

DATE: _____

I, _____, am requesting a Certified List of

Property Owners within 200 feet of Block _____ Lot _____

PLEASE CHECK THE FOLLOWING:

Applicant Applying Before: BOARD OF ADJUSTMENT _____

PLANNING BOARD _____

Applicant requesting List to be: Mailed _____
Or
Picked Up _____

Address: _____
_____

Phone No.: _____

A fee of $10.00 is required – Checks payable to the BOROUGH OF FLEMINGTON

Please mail your request and fee to:

Borough of Flemington
38 Park Avenue
Flemington, NJ 08822
Attn: Tax Assessor

If you have any questions please call:
Assessor: Ed Kerwin on his cell phone: 908-246-4150

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER
(ALSO SEND NOTICE TO PROPERTY OWNER LIST)

BOROUGH OF FLEMINGTON
PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the _____day of _____, 20___, at 7:00 p.m. a hearing will be held before the Borough (Planning Board) or (Board of Adjustment) at the Municipal Building, 38 Park Avenue, Flemington, New Jersey 08822 on the appeal or application of the undersigned for a variance or other relief so as to permit:

_____

_____

_____

on the premises located at _____

_____

and designated as Block _____Lot _____on the Flemington Borough Tax Map

The following described maps and papers are on file in the office of the Municipal Clerk and are available for inspection.

(Here insert description of documents)

Any interested party may appear at said hearing and participate therein in accordance with the rules of the (Planning Board) or (Zoning Board of Adjustment)

_____

(Name of Applicant)

Publication Date: _____

(ALSO SEND NOTICE TO PROPERTY OWNERS)

AFFIDAVIT OF SERVICE

State of New Jersey:

County of _____

I, _____, of full age, being duly sworn according to law, on his oath deposes and says that he did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number _____located at _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

( ) The Clerk of the Borough of Flemington

( ) County Planning Board

( ) Utilities as required.

( ) The Director of the Division of State and Regional Planning

( ) The Department of Transportation

( ) The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A"
Notice was also published in the official newspaper of the municipality as required by law.
Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C"
There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D"

_____

Notary Public: (Signature of Applicant)

Sworn and subscribed to before

me this _____day of

_____, 20____