



Borough of Hamburg

Land Development Application

All Applications

Please note: 16 sets of the completed application form and supporting documents must be submitted to the Board Secretary. *Also note: Unfolded plans will not be accepted.*

Date Received: _____

For Municipal Office Use ONLY	
Application Number:	
Application: Approved on : _____ Denied on : _____ Withdrawn on: _____	Resolution Preliminary: _____ Final: _____
ESCROW FEE (s) _____	CHECK # (s) _____
APPLICATION FEE (s) _____	CHECK # (s) _____
Application is for:	

Site Plan	Subdivision	Variance
Concept Site Plan Preliminary	Minor Subdivision	Appeal
Site Plan Amended Final Site Plan Rezoning Request	Amended Preliminary Subdivision	Interpretation
Amended Preliminary Site Plan	Amended Final Subdivision	"C" Variance
Final Site Plan	Rezoning	"D" Use
Multi-Family Site Plan	Preliminary Major Subdivision	
Special Meeting	Final Major Subdivision	
Extension of Time	Concept	
	Special Meeting	
	Extension of Time	

Part 1

1. Applicants Contact Information

First Name _____ Last Name _____

Name of Project _____

Address 1 _____

City _____ State _____ Zip Code _____

Phone Number Fax Number

Email Address

2. Is the above listed applicant an:

an individual a partnership a corporation or other

3. If a partnership or corporation, state the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class, or at least 10% of the interest in the partnership, as the case may be (if necessary, use a separate sheet of paper):

NOTE: All corporations must be represented by an Attorney licensed to practice law in New Jersey.

4. Attorney representing the applicant:

First Name Last Name

Firm

Firm Address 1

Firm Address 2

Firm City Firm State Firm Zip

Attorney Phone Number Attorney Fax Number

Attorney Email Address

5. Owner Property

Name of Owner

Owner Address 1

Owner Address 2

Owner City Owner State Owner Zip Code

Owner Phone Number Owner Fax Number

Owner Email Address

NOTE: If the application is being made by anyone other than the owner of the property, attach written authorization from the property owner to the applicant permitting this application to be submitted.

6. To whom should municipal correspondence and notices be sent?

Applicant Attorney Owner

7. Applicants Landscape Designer

First Name Last Name

Organization

Address 1

Address 2

City State Zip code

Phone Number Fax Number

Email Address

8. Applicants Architect

First Name Last Name

Organization

Address 1

Address 2

City	State	Zip code
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Phone Number	Fax Number
--------------	------------

Email Address

9. Applicants Land Surveyor

License Number

First Name	Last Name
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Organization

Address 1

Address 2

City	State	Zip code
------	-------	----------

Phone Number	Fax Number
--------------	------------

Email Address

10. Applicants Professional Engineer

License Number

First Name	Last Name
------------	-----------

Organization

Address 1

Address 2

City	State	Zip code
------	-------	----------

Phone Number _____ Fax Number _____

Email Address _____

11. Hamburg Tax Assessment Map description of land proposed to be developed:

Block: _____ Lot: _____

P.O. Street Address: _____

Nearest Cross Streets: _____

Zone District: _____

12. If applicant is not the record owner of the land described in number 11 above, state the applicant's legal interest:

Contract purchaser

Contract tenant

Attorney for record owner

Other *describe below*:

13. Purpose of application: (give a detailed description of the use of the property, present and proposed. Include the number of new building lots to be created if applicable)

14: Have there been any previous proceedings before the Hamburg Land Use Board regarding the lands described above?

Yes, answer below

No

Give the dates, details and disposition of the previous proceedings

Applicant Name: _____

Applicant Number: _____

Applicant Date: _____

Applicant Action: _____

15. Have property taxes been paid up to date?

Yes, attach receipts

No, explain below

16. Have there been any past and/or present business relationships with any member of the Board?

Yes, explain below

No

Part 2

1. Subdivision

Location of Subdivision _____

Block _____ Lot _____

Area of entire tract _____ Portion being subdivided _____

Number of New Lots (Including Remainder) _____ Sizes _____

If clustered, indicate gross density and net density as well as size of open space:

2. Site Plan

New Construction

Addition

Parking Area

Other

Title and/or Location of property

Size of Lot

Zone District

Tax Map Block

Tax Map Lot

Description of proposed building(s) and/or use(s) including type of operation to be constructed, number of employees, normal hours of work, production manufactured, etc.

3. Planned Development

Residential

Commercial

Industrial

Total number of unit _____ Unit Types: _____

Accessory Uses: _____

Open Space

Total Acreage: _____

Active Recreation: _____

Passive: _____

Conservation: _____

Other: _____

4. Proposed Improvements:

Onsite

Offsite

On Tract

Off Tract

Roads

Drainage

Other, list below

5. Variance:

Please give a detailed description below of each variance being requested.

Part 3**1. The land in question is**

_____ feet by _____ feet, containing _____ (sq. ft.) and _____ % of areas is now covered with buildings or structures.

2. The building or structure to be constructed is

_____ Feet by _____ feet and is _____ feet high and _____ stories, Containing _____ square feet, _____ square feet and _____ square feet on each story.

3. The building structure has

A front line set back of _____ feet, side line set back of _____ feet, and rear line set Back of _____ feet.

4. The average front set back of

Adjoining structures is _____ feet; the largest setback is _____ feet and the smallest Is _____ feet.

6. Was the application made to the Zoning Officer?

Yes

No

List details of decision below including date:

7. What are the EXCEPTIONAL conditions of property preventing applicant from complying with the zoning ordinance?

8. How can the Land Use Board permit request without being detrimental to neighborhood and zoning plans?

Part 4**Certification of Applicant**

I, (We,) the undersigned applicant(s), being sworn, upon my (our) oath(s) depose and say that the statements contained herein are true to the best of my (our) knowledge, information and belief.

Signature of Applicant

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____

Notary Public

Part 5**Affidavit of consent of Record Owner**

State of New Jersey

SS:

County of: _____

_____, of full age, having duly sworn, according to law on his/her
oath, deposes and says that he/she resides at _____, in the

County of _____ in the State of _____, that he/she is the owner if fee of all that certain lot, piece or
parcel of land situated, lying and being in the Borough of Hamburg aforesaid, and known and designated as

Block(s) _____, Lot(s) _____, and that he hereby consents and
authorizes the applicant make the within application.

Signature of Record Owner

Subscribed and sworn to before this _____ day of _____.

Notary Public

Part 6

Site Inspection Authorization Form

I hereby give permission for the Borough of Hamburg Municipal Agencies and their agents to come upon and inspect these premises with respect to this application on Block _____ Lot _____.

Owner Signature Date

Applicant Signature Date

Part 7

Certification of Payment of Taxes

I, _____ Tax Collector of the Borough of Hamburg, hereby certify that the property taxes on the property known as Block(s) _____, Lot(s) _____, as shown on the Township's Tax Assessment Maps, have been paid through the _____ quarter and that the taxes on the aforementioned property are not past due nor are there any penalties, assessments, or interest due or outstanding as of this date.

Signature of Tax Collector Date

Part 8

Escrow Agreement Form & Applicant's Certification

As the Applicant, I understand that monies associated with this application have been deposited in an escrow account (Builder's Trust Account). In accordance with the Borough of Hamburg Ordinances, 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 the submitted materials, and any communications with the Borough or Board Professionals is chargeable time. Sums not expended in the review process will be refunded upon request. If additional sums are necessary I understand that I will be notified of any additional amount and shall replenish the escrow account within 20 days of notification. I also understand that should I fail to replenish the account as requested, the Board will halt any review process and/or will refuse to execute any closure documents until such time account is fully replenished and made current. Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant herein referenced and am authorized to sign this agreement.

Applicant's Signature Date

Who would you like your escrow bank summaries to be sent to?

() Applicant () Owner () Attorney

Part 9

Compliance with Checklist requirements & Agenda Scheduling

It is the applicants responsibility to send a complete copy of this application and all submission documents with applicable fully completed checklist direct to the appropriate Board's professionals. Make sure you submit a written request for any 'waivers' being sought from compliance with a checklist item as well as a narrative as to why the Board should grant your waiver request. **Failure to forward these documents direct to the Board's professionals may delay future agenda scheduling of your filing.**

Part 10

Agenda Scheduling

If your filing is administratively complete, the board professionals will review the filing and checklist within 45 days of receipt and render a report to the Board secretary indicating if the application can be filed. You will receive written notification from the Board secretary with their reports immediately upon receipt. Additional information and forms of notice, if applicable will be sent at that time.

Part 11

Affidavit of Service

NOTICE: all blanks in the Affidavit and Form of Notice must be completed and this form must be notarized. Attach the list of property owners within 200 feet of the extreme limits of the property described in the application.

State of New Jersey

SS:

County of:

_____ of full age, being duly sworn according to law, deposes and says that he/she
Name of applicant

Resides at _____ in the Borough of Hamburg of Sussex County and State of
Street Address of Applicant

New Jersey that _____ Is an appellant in a proceeding before the Land Use
Name of applicant
Board of the Borough of Hamburg, being an appeal under the Zoning Ordinance, and which has

the calendar Number and relates to premise _____;
Street Address of application site

That on _____, 20____, he/she gave written notice of the hearing on this appeal to all property owners within 200 feet affected by said appeal, in the form hereinafter set forth, and according to the attached lists, and in the manner indicated thereon.

Applicants Signature

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

Notary Public of the State of New Jersey

Part 12

Affidavit of consent of Corporate Owner

State of New Jersey

SS:

County of: _____

I/We, the undersigned, hereby indicate that we are the corporate owners of

_____ Located at _____
(Name of Corporation) (Address of Corporation)

Listed below are the names and addresses of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership. *Attach a separate piece of paper if necessary.*

Name:	Address:	% of Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the noncorporate stockholders/individual partners exceeding the 10% ownership criteria have been listed.

Signature of Office/Partner

Name of Applicant Corporation/Partnership

Date

Part 13

NOTE: The areas in blue will help you in preparing a form of notice. If you have an attorney, this notice is generally prepared by that professional.

Suggested Form of Notice Borough of Hamburg Land Use Board

To: Owner of Premises use the certified listing issued by the Borough Tax Assessor to notice all parties within 200 feet. This list cannot be older than six months from the date of issuance. Make sure you send to each name listed. **DO NOT ALTER OR CHANGE A NAME OR ADDRESS FROM THE LIST GIVEN.** Notices must also be made in the New Jersey Herald or the New Jersey Sunday Herald. Applicant should build in extra time for this notice as the newspapers have their own requirements to place a notice in the Legal Ad section of the newspaper. Notice 'cannot' be less than ten full days prior to scheduled meeting date. **DO NOT COUNT THE DAY OF THE MEETING AS ONE OF THE TEN DAYS.**

PLEASE TAKE NOTICE:

The undersigned has made application to the Land Use Board of the Borough of Hamburg for a (variance from the terms of Section _____ of the Zoning Ordinance), (Minor/Preliminary/Amended/Preliminary/Final Subdivision), (conditional Use approval) delete other categories not being applied for so as to permit:

This area is used to describe your application to the Board. List what the applicant is requesting clearly; especially important is to make sure you clearly indicate the variances and exceptions required. You may draft notice to the Land Use Office for assistance. Continue with the following sentence below.

...and any and all other variances, exceptions and/or waivers that may be required by the Board.

On premises known and designated as Lot: _____ Block: _____ on the Tax Maps of the Borough of Hamburg and also known as

This area is used to insert your street number—make sure this is in the notice

This application is on the calendar of the Land Use Board and a public hearing has been ordered for: The date of your hearing is listed on your completeness letter and is placed in this are at 7:00 pm at the Borough of Hamburg Municipal Building, 16 Wallkill Avenue, Hamburg, NJ. The maps, plats, and plans for which approval is being sought are available for public inspection ten (10) full days previous to the scheduled hearing date during normal business hours at the Borough of Hamburg Municipal Building.

At the time of the hearing, you may appear either in person, or by Attorney and present testimony, which you may have with respect to the subject matter of this hearing.

This Notice is being sent to you by the Applicant by order of the Land Use Board.

Respectfully,

Applicant

Please make sure you add your name/application name here

NOTE: the final two (2) paragraphs should not be included in the newspaper notice. The New Jersey Herald and the New Jersey Sunday Herald are the only newspapers authorized by the Land Use Board as official newspaper for publication purposes.

Part 14

General Information:

- 1) Meetings of the Land Use Board are held on the second Monday of each month at 7:00 pm. Meeting dates are subject to change or cancellation.
- 2) Newspaper notice regarding the hearing must be published in the New Jersey Herald ten (10) days before the date of the meeting, not counting the date of the meeting. It is the applicant's responsibility to check with the paper regarding legal notice deadlines. Please include Block, Lot, and address of premises in the notice. For the New Jersey Herald legal advertising fees, deadlines, and requirements, contact:

New Jersey Herald Legal Advertising
Gannett/USA Today Network
Phone: 833-790-0905
E-Mail: legals@njherald.com

- 3) A certified list of residents within 200 feet of the property can be obtained from the Tax Assessor (973-827-9230), at the Borough of Hamburg office on Thursdays between 1 p.m. and 3 p.m. for a fee of \$10.00. Each resident on this list must be notified, either by hand delivery or by certified mail, return receipt requested at least ten (10) days before the date of the meeting, not counting the date of the meeting. If hand delivered, a signature of the party in receipt must be obtained. If notification is by certified mail the white and green card/slips must be included with your application.
- 4) All utilities within 200 feet of the premises must be noticed (see number 4 for how to notice)

OPTIMUM
320 Sparta Ave
Sparta, NJ 07871

JCP&L / GPU Energy
ATT: Customer Service
300 Madison Avenue
P.O. Box 1909
Morristown, NJ 07962

Elizabethtown Gas
ATT: Marketing
520 Green Lane
Union, NJ 07083

Borough of Hamburg
ATT: Board of Public Works
16 Wallkill Avenue
Hamburg, NJ 07419

PSEG
Manager Corporate Properties
80 Park Plaza T6B
Newark, NJ 07102

NJDOT Region One Permit Office
200 Stierli Court
Mount Arlington, NJ 07856

The NY & Susquehanna & Western Railway
1 Railroad Avenue
Cooperstown, NY 13326

- 5) Certification of payment of taxes can be obtained from the Tax Collector (973-827-9230) at the Borough of Hamburg office Monday through Friday 8:00 a.m.—3:00 p.m. for a fee of \$1.00 (this is a reference for **Part 7**)
- 6) All applications and a copy of the plans must be sent (certified mail, return receipt requested) to the following

NJ Dept of Transportation
Region 1 Permit Office
200 Stierli Court
Mt. Arlington NJ 07857

Sussex County Planning Board
Sussex County Administration Center
1 Spring Street
Newton NJ 07860

- 7) If sewer and water connection is required you must obtain the proper applications from the Sewer and Water Secretary (973-827-9230 x11) and request that your application be put on the agenda for that Board. You must also supply that Board with maps showing the location of all water lines and valves in the project.
- 8) It is recommended that you seek the advice of a legal professional for the application process.
- 9) Please be advised, the Municipal Land Use Law requires application documents to be filed with the Land Use Board Secretary no less than ten (10) full days prior to a scheduled hearing. In order to allow sufficient time for a thorough review the Land Use Board suggests submitting the application and documents 21 days prior to the meeting. A copy of the application and all of its documents should be sent to the board professionals (**Part 9**)

Attorney

Glenn Kienz, Esq.
Weiner Law Group, LLP
629 Parsippany Road
P.O. Box 438
Parsippany, NJ 07054

Planner

Ken Nelson, P.P./AICP
The Nelson Consulting Group
2 Volcanic Hill Road
Wantage, NJ 07461

Engineer

John Ruschke, P.E.
Mott MacDonald
412 Mount Kemble Avenue
Suite G22
Morristown, NJ 07960

Part 15

Land Use Fee Schedule—To get your total fee match the filing fee number with the escrow fee number. Make each check (one for filing fee and one for escrow fee) out to Borough of Hamburg .

For example: A Preliminary Site Plan for a residential unit with 10 dwelling units is:

Filing fee 1. A) = \$500.00

Escrow Fee 1. A) = \$10.00 X 10 Dwelling Units = \$100.00 + \$500 minimum **Totaling** = \$600.00

<u>Type of Application:</u>		<u>Escrow Deposit:</u>
Preliminary Site Plan	\$ 500.00	
Residential		\$10.00/dwelling unit Minimum \$1,250.00
Commercial/Industrial		\$10.00/5,000 sq. ft. of lot area plus \$1.00/100 sq. ft. of proposed building area Minimum \$1,250.00
Final Site Plan	\$ 500.00	
Residential		\$10.00/dwelling unit Minimum \$1,250.00
Commercial/Industrial		\$10.00/5,000 sq. ft. of lot area plus \$1.00/100 sq. ft. of proposed building area Minimum \$1,250.00
Minor Subdivision	\$ 500.00	\$25.00/lot; Minimum \$1,250.00
Preliminary Major Subdivision (< 10 lots)	\$1,000.00	\$30.00/lot; Minimum \$1,250.00
Preliminary Major Subdivision (> 10 lots)	\$1,000.00	\$100.00/lot; Minimum \$1,250.00
Final Major Subdivision (< 10 lots)	\$1,000.00	\$20.00/lot; Minimum \$1,250.00
Final Major Subdivision (> 10 lots)	\$1,000.00	\$100.00/lot; Minimum \$1,250.00
<u>Variances (Residential):</u>		
“A” – Appeal	\$ 200.00	Minimum \$1,250.00
“B” – Interpretation	\$ 200.00	Minimum \$1,250.00
“C” – Bulk	\$ 200.00	Minimum \$1,250.00
“C” – Sheds	\$ 150.00	Minimum \$1,250.00
“C” – Decks	\$ 150.00	Minimum \$1,250.00
“D” – Use	\$ 200.00	Minimum \$1,250.00
<u>Variances (Commercial):</u>		
“A” – Appeal	\$ 500.00	Minimum \$1,250.00
“B” – Interpretation	\$ 500.00	Minimum \$1,250.00
“C” – Bulk	\$ 500.00	Minimum \$1,250.00
“D” – Use	\$ 600.00	Minimum \$1,250.00
<u>Variances (Industrial):</u>		
“A” – Appeal	\$ 500.00	Minimum \$1,250.00
“B” – Interpretation	\$ 500.00	Minimum \$1,250.00
“C” – Bulk	\$ 500.00	Minimum \$1,250.00
“D” – Use	\$1,000.00	Minimum \$1,250.00
Concept Hearing	\$ 500.00	
Special Meeting	\$1,000.00	
Extension of Time (Residential, Commercial, Industrial)	\$ 600.00	
Zone Change	\$ 400.00	Minimum \$2,000.00

Part 16**Hamburg Land Use Board
General Application Check List****C—Complete, I—Incomplete, NA—Not Applicable, WR—Waiver Requested**

- | | | | | |
|----------------------------|----------------------------|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | 16 signed copies of the application |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Proof of submission to the Sussex County Planning Board (part 14, 7) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Proof and Affidavit of publication (part 13) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | 16 copies of plot plan, site plan, subdivision plan or other appropriate sketches. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Affidavit of service of notice on adjacent property holders (part 11) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | List of property holders served |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Postal receipts and/or signatures for service of notice. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Proof of application to New Jersey Department of Transportation (part 14, 7) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Soil erosion control plan |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Road opening permit |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Environmental impact statement |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Number of witnesses and their expertise, if any. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | A copy of all proposed deed descriptions. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | A schedule on the plats listing all applicable zone requirements for the area to be subdivided. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Designation of all flood hazard zones on the property being subdivided. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | 16 copies of separate maps showing the utilities in accordance with B.O. 16-6.1 (f). |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | A copy of all deed restrictions or covenants in accordance with B. O. 14-6-1 (g). |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Copy of resolutions of Board of Public Works and Governing Body indicating availability of sewage capacity for the proposed development. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Consent of Record Owner (Part 5) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Certification of Payment of Taxes (Part 7) Application will be deemed incomplete if taxes are not paid up—to— date |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | A written request itemizing all variances for which the applicant request the Board to waive submission for. (Part 2, 5) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Receipt indicating that all fees are paid. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Affidavit disclosing all stockholders of corporate owner of property |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Check for Application and review fees (Part 15) |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Affidavit of ownership. If applicant is not owner, applicant's interest in land, e.g., tenant, contract/purchaser, lien holder, ect |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Affidavit disclosing all stockholders or corporate applicant. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Written statement from the Historic Preservation Commission stating whether the property has been designated an historic landmark or located in an Historic Preservation District. |

If any of the above items are **NOT** checked "C", state details: _____

Hamburg Land Use Board
Preliminary Site Plan Check List

C—Complete, I—Incomplete, NA—Not Applicable, WR—Waiver Requested

- | | | | | |
|----------------------------|----------------------------|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | The site plan shall include a title, key map, location of development and the names and address of record owner and applicant and person or firm preparing the site development plan. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Proposed use or uses of the land and buildings |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Scan no smaller than 1 inch = 100 feet nor larger than 1 inch = 20 feet; size of sheets should not exceed 36 inches X 24 inches |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | North Arrow and same direction on all sheets |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Survey data of the property shall be prepared, certified and sealed by a licensed land surveyor of New Jersey and shall include boundaries or properties, Proposed monuments, lines of all existing streets and roads, easements, rights—of—way and areas dedicated to public use within 200 feet of the Property. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Existing and proposed buildings with dimensions showing, with the first floor Elevation, present and finished grade elevations at all corners and entrances. Present buildings and structures to be removed are to be indicated. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Topographic maps to delineate existing and proposed contours at two-foot intervals, except where the slope exceeds 5%, in which case contour intervals may be 10 feet. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Designation of all wooded area in block form and all individual tress which are 6 inches or greater in diameter, floodplains, ponds, streams, drainage ditches and all areas where the seasonal water table is zero feet from surface. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of all existing and proposed structures, including but not limited to walls, fences, culvers, bridges and roadways. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Indicate existing zones of the development site and of any different zones within 200 feet of the property. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | The distance of the property line measured along the center line of existing streets abutting the property to the nearest intersection. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | The boundaries of the property, building and setback lines, lines of existing streets, lots, reservations, easements in areas dedicated to public use. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of all utility structures and lines, existing and proposed storm water drainage, telephone and power light, water, hydrant, sewer and gas lines, including manholes in lengths, pipe sizes, grades, inverts and directions of flood. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | All proposed easements |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | All means of vehicular access onto public streets showing the size and location of driveways, curb cuts and curbing, sight lines and radii. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location and design of off-street parking areas, showing the size and locations of traffic patters, individual parking spaces, aisles, driveways, curbing, barriers, and construction. |

If any of the above items are **NOT** checked "C", state details: _____

§ 186-5. Submission of minor subdivision plan.

A. Any owner of land wishing to subdivide or re-subdivide land within the borough wherein such subdivision meets, or appears to meet, the definition as contained in this chapter for "minor subdivisions" shall file an original and two copies of a minor subdivision application together with 16 copies of the proposed minor subdivision plat; and if the applicant does not intend to file a map in the Sussex County Clerk's office with respect to the proposed subdivision, the applicant shall also file a proposed deed of the subdivision containing, at least, the description of the lot or lots that the applicant proposes to create, together with a fee of \$25 per lot.

B. Minor subdivision plat. The minor subdivision plat shall be based on tax information at a scale not less than one inch equals 100 feet, prepared and certified to by a civil engineer or licensed surveyor and complying with all other requirements of the Map Filing Law, P.L. 1960, c. 141 (N.J.S.A. 40:23-9.9 et seq.), (if applicable), to enable the entire tract of which the subdivision is a part to be shown on one sheet, which shows or includes the following information:

- (1) A key map showing the location of the entire tract, the portion being subdivided clearly delineated by cross-hatching or some other appropriate means, adjoining properties and the tax map, lot and block designation of the subject premises and adjoining premises, the street on which the subdivision is located. The scale of the key map portion of the subdivision plat shall not be less than one inch equals 100 feet.
- (2) The entire tract from which a portion is to be subdivided and a North arrow and scale.
- (3) The portion sought to be subdivided.
- (4) Location of all existing structures and the distances of the structures from the existing property lines and from any new lines sought to be established.
- (5) The location and designation of any streams, ponds, brooks or other natural features.
- (6) Location and size of all drainage structures.
- (7) A metes and bounds description of the entire tract and the new lines sought to be established and any plot lines which are to be eliminated so indicated.
- (8) Area of the entire tract, area and width of the lot at the street line of the lot sought to be created, and the road frontage of the remainder portion.
- (9) Name of street and width of right-of-way on which the property fronts.
- (10) In legend form, there shall be indicated the names of all abutting owners and their tax lot and block designations according to the latest tax rolls of the borough, the name and address of the owner, subdivider, date of the latest revision, and the number of new lots sought to be created.

Part 18**Hamburg Land Use Board
Final Site Plan Check List****C—Complete, I—Incomplete, NA—Not Applicable, WR—Waiver Requested****General**

- | | | | | |
|----------------------------|----------------------------|-----------------------------|-----------------------------|--|
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Plat sheet Size either 15x21, 24x36 or 30x42 |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | 16 Plans shall be prepared by an architect, planner, engineer, or land surveyor, except in the case of single or two— family owner occupied residences, how ever provided that surveys are presented with the plans and are indicated graphically. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Plat prepared to scale not smaller than one inch equals one hundred feet based on deed description, tax map or similarly reasonable accurate data for the purpose of review and discussion by the Land Use Board. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Metes and Bounds description of parcel in question based upon current land survey information. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Property line shown in degree, minutes and seconds |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | key map showing location of tract to be considered in relationship to surrounding area |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Title block containing name of applicant, preparer, lot and block numbers, date of last amendment and zoning district |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Each block and lot numbered in conformity with the municipal tax map an determined by the municipal tax assessor. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Scale of map, both written and graphic |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | North arrow giving reference meridian on all sheets |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Space for signatures of Chairman, Secretary, and Engineer of the Land Use Board. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Zone requirements per Ordinance and per application |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Acreage of affected parcel to the nearest hundredth of an acre. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Provide a Polaroid or other similar photograph of the premises in question taken form the opposite side of the street. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Proposed site and drainage easements where required |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Landscaping plan including the types, quantity, size and location of all proposed vegetation. The common and scientific names shall be indicated. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Soil Erosion and Sediment Control Plan consistent with the requirements of the local soil conservation district. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run off requirements. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | The purposes of any proposed easements of land reserved or dedicated to public or common use shall be designated and the proposed use of sites other than residential shall be noticed. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Names of all property owners within 200 feet of subject property |

Man Made Structures On Site and Within 200 Feet Thereof

- | | | | | |
|----------------------------|----------------------------|-----------------------------|-----------------------------|---|
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of existing structures on site and their setbacks from existing and proposed lines. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location and type of existing easements or Right of Way including power lines |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of existing railroads, bridges, culverts, drain pipes, water and sewer mains and other man-made installments affecting the tract. |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | Location of existing wells and septic systems |
| <input type="checkbox"/> C | <input type="checkbox"/> I | <input type="checkbox"/> NA | <input type="checkbox"/> WR | When applicant intends to use a conventional septic disposal system, location of test holes, test results, and approximate location of the intended disposal field. |

- () C () I () NA () WR Location and description of monuments whether set or to be set.

() C () I () NA () WR Plans, profiles and cross sections of all proposed new streets and/or access to proposed streets.

- If any of the above items are **NOT** checked “C”, state details: _____

If any of the above items are **NOT** checked “C”, state details: _____

[illegible]

submitted.