

Borough of Middlesex

PROCEDURES FOR SITE PLAN OR SUBDIVISION APPLICATIONS (without variances)

1. Submit six (6) copies of the Site Plan/Subdivision and Checklist Application forms along with six (6) copies of the plan plus the application and escrow fees.
2. Complete and submit form #7 for proof of tax payment.
3. Complete and submit form #2 to request a Property Owners list from the Tax Assessor. The cost of this list is \$10.00
4. Once your applications and plans are reviewed, you will receive a letter from the Zoning Officer indicating the sections of the ordinance from which all variances are required.
At that time, you will be notified of the next available meeting date.
DO NOT MAIL, HAND DELIVER OR PUBLISH THE PROPERTY OWNERS NOTICE UNTIL YOU
HAVE RECEIVED THE LETTER FROM THE ZONING OFFICER
ASSIGNING THE MEETING DATE

5. Complete form #3 and send by certified mail or hand delivered to all property owners and utility companies as listed on the Property Owners list prepared by the Tax Assessor. If Notice is hand delivered, form #4 must be submitted.

- If your property is adjacent to a County road, Notice must be sent to the Middlesex County Planning Board
- If your property is adjacent to an adjoining Municipality, Notice must be sent to that Municipal Clerk
- If your property is adjacent to a State highway, Notice must be sent to the New Jersey State Commissioner of Transportation

All Notices must be stamped or hand delivered no less than 10 days from the meeting date.

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days from meeting date.
7. Complete form #6 for Affidavit of Service
8. Submit all forms plus 10 additional copies of the applications and plans to the Secretary no less than 10 days from the scheduled meeting date.
9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.

Borough of Middlesex

SITE PLAN/SUBDIVISION APPLICATION

APPLICATION # _____

SUBMISSION DATE _____

Application is hereby made to the [] PLANNING BOARD or [] BOARD OF ADJUSTMENT for the following:

- | | |
|--|--|
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Minor Subdivision w/_____ lots proposed |
| <input type="checkbox"/> Major Preliminary Site Plan | |
| <input type="checkbox"/> Major Final Site Plan | |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision w/_____ lots proposed |

Property Address _____

Block _____ Lot _____

Zone of Property _____ Size of property _____

Name of Applicant

Address of Applicant

Tel # _____

Name of Property Owner

Address of Property Owner

Pursuant to N.J.S.A 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. Please attach pages if necessary of name, address and interest percentage of each member of said Corporation or Partnership.

Attorney's Name, Address & Telephone #

Engineer's Name, Address & Telephone #

Other Professional's Name, Address & Telephone #

Brief description of current use(s) on the property _____

Brief description of request _____

Are there any restrictions, covenants, easements, association by-laws, etc currently associated with this property? Yes [] No [] (If yes, please provide copies)

Are the premises serviced by Municipal Water? Yes [] No []

Are the premises serviced by Sewers? Yes [] No []

If not, indicate location of well and septic on plot plan.

Has there been any previous appeal, request, or application to this or any other Township Board or Official involving these premises?

Yes [] No [] (If yes, state the nature, date and disposition of the matter).

Are approvals from other Agencies required? Yes No Date plans submitted

Municipal Utilities Authority _____

County Health Department _____

Middlesex County Planning Board _____

Middlesex County Soil Conservation _____

NJ DEP _____

NJ DOT _____

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APPLICATION CHECK LIST

The following check list is designed to assist applicants in preparing the required plans for the Board's review. Please check off each item as to if the required information is provided or if a waiver is being requested. **Every item must be answered.** A Waiver Request form must be completed and submitted for each and every waiver requested.

	Submitted	Waiver Requested
1. Map drawn at a minimum of 1" = 30'	[]	[]
2. All distances in feet and decimals of a foot and all bearings to the nearest ten seconds	[]	[]
3. Lot and block number and names of all owners of record for adjacent properties and properties directly across any official street	[]	[]
4. Key map showing general location of site and property owners	[]	[]
5. Zoning district boundaries and schedule requirements indicating bulk regulations and requested variances	[]	[]
6. Setbacks, street and lot lines, easements and areas dedicated to public use	[]	[]
7. Copy of any covenants, deed restrictions or by-laws	[]	[]
8. Locations of existing buildings, other physical structures walls, fences, culverts, bridges, roadways, etc.	[]	[]
9. Existing and proposed spot elevations and contours of all features	[]	[]
10. Storm drainage plan showing all existing and proposed structures, curbing and impervious coverage	[]	[]
11. Location of existing outcrops, high points, water courses, depressions, ponds, marshes, trees, wooded areas and other significant features	[]	[]
12. Flood hazard boundaries as defined by Ordinance 583	[]	[]
13. Survey which has been performed within the last 6 months	[]	[]
14. Title, address, license number and seal of professional engineer, architect and/or land surveyor for plans	[]	[]
15. Dimensions, profiles, heights, coverage, and setbacks of all buildings, existing and proposed	[]	[]
16. Floor plan and elevations of all buildings, existing and proposed	[]	[]

Submitted Waiver Requested

- | | | |
|---|--------------------------|--------------------------|
| 17. Plan of driveway for ingress, egress and traffic flow | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Plan for off-street parking and loading areas showing the size, locations, aisles and barricades in accordance with provisions of the Land Development Ordinances | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Location of existing and proposed water lines, valves, and alternate means of water supply | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Location of existing and proposed sewer lines and connections | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Location of existing and proposed utilities | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Detailed plan of existing and proposed lighting including location, type, shielding, direction and hours | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Detailed plan of existing and proposed signage | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Detailed plan of existing and proposed refuse areas | <input type="checkbox"/> | <input type="checkbox"/> |

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APPLICATION FORM FOR WAIVER REQUEST

APPLICANT NAME: _____

APPLICANT NO: _____

This form must be filled out if the applicant is requesting waivers from the design criteria expressly spelled out in the provision of the Site Plan and Subdivision Codes. The application **WILL NOT** be ruled complete until the Board acts upon the requested waivers.

A waiver is requested from the Code provision :

What's required is:

And what's proposed is:

REASON FOR REQUEST:

SIGNATURE OF PERSON SIGNING ON BEHALF OF APPLICANT OR APPLICATION

PRINT NAME OF PERSON WHO'S SIGNATURE APPEARS ABOVE

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS – Form #2
\$10.00 Fee

TO: Thomas Reilly/Tax Assessor

DATE:

I am requesting a certified list of property owners within 200 feet of the property located at:

(insert address)

BLOCK: _____

LOT: _____

Please forward list to *(please clearly print name and address)*

FAX Number: _____

-----For office use only-----

date paid: _____

cash or check # _____

application # _____

List prepared by: _____

Date: _____

Borough of Middlesex

PROPERTY OWNERS NOTICE – Form #3

TAKE NOTICE THAT on _____ at 7:30pm, a hearing will
(insert meeting date)

be held before the Borough of Middlesex Planning Board at the

Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

_____ for a variance or other relief from
(insert name)

section(s) _____
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

(describe proposed property changes)

on the premises located at _____
(insert property address)

Middlesex, NJ 08846 designated as Block _____ Lot _____.

All documents related to this application are on file with the Board Secretary and may be reviewed during normal business hours of the Municipal Building. Any interested party may appear at said hearing and participate when the meeting is opened to the public therein in accordance with the rules of the Planning Board.

Very Truly Yours,

(applicant signature)

Borough of Middlesex

SIGNATURE SHEET – Form #4 *(to be used only if Notice was hand delivered)*

TO ALL PROPERTY OWNERS:

BY SIGNING THIS, YOU CERTIFY THAT THE NOTICE FOR A VARIANCE APPLICATION
AT _____, MIDDLESEX, NJ WAS HAND DELIVERED TO YOU
(insert property address)

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

Signature _____

Signature _____

Borough of Middlesex

NEWSPAPER NOTICE – Form #5
to be published in
Courier News – Legal Dept
92 E. Main Street – Suite 202
Somerville, NJ 08876
cnlegals@gannett.com
888-516-9220 office
888-516-9480 fax

TAKE NOTICE THAT on _____ at 7:30pm, a hearing will
(insert meeting date)

be held before the Borough of Middlesex Planning Board at the

Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

_____ for a variance or other relief from
(insert name)

section(s) _____
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

(describe proposed property changes)

on the premises located at _____
(insert property address)

Middlesex, NJ 08846 designated as Block _____ Lot _____.

All documents related to this application are on file with the Board Secretary and may be reviewed during normal business hours of the Municipal Building. Any interested party may appear at said hearing and participate when the meeting is opened to the public therein in accordance with the rules of the Planning Board.

Very Truly Yours,

(applicant signature)

Borough of Middlesex

AFFIDAVIT OF PROOF OF SERVICE – Form #6

STATE OF NEW JERSEY,
COUNTY OF MORRIS

_____ of full age, being duly sworn according to law upon his oath deposes and says:

1. I reside at _____.
2. That on the _____ day of _____ 20____. I served as hereinafter set forth, notices of a hearing, in the matter of the application for development, to be held by the Planning Board/Board of Adjustment on the _____ day of _____, 20____, a copy of the same being attached hereto.
3. The service of said notice was not less than 10 days prior to the date of the hearing.
4. The said notice was given by certified mail or personal service to all persons required to be given notice by the Municipal Land Use Law.

Affiant

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

Notary Public of New Jersey

5. PUBLIC NOTICE - (Publication) Applicant is required to give public notice of the hearing on any application for development and include any variances or possible variances. This notice must appear in print in the legal notices of the Borough's officially designated newspaper at least (10) ten days prior to the date of the hearing. At the time of the hearing, the applicant is required to produce a copy of this notice with date of publication certified by the newspaper.
6. WITHIN SEVEN (7) WORKING DAYS OF THE HEARING, THE AFFIDAVIT, LIST OF PROPERTY OWNERS AND POST OFFICE RECEIPTS SHALL BE SUBMITTED TO THE PLANNING DEPARTMENT IN THE ORDER THEY APPEAR ON YOUR LIST OF PROPERTY OWNERS. The applicant shall furnish a list of property owners within 200 feet of the parcel in question, who have been notified of the hearing, in accordance with the Municipal Land Use Law.

Borough of Middlesex

TAX CERTIFICATION – Form #7

TO: Tax Collector

DATE:

To Whom It May Concern:

I hereby certify that the real estate taxes, water & sewer and, if applicable, assessments for local improvement, are paid currently on

BLOCK _____ LOT _____

also know as _____, Middlesex, NJ

representative from Tax Office

date