



Township of Cranford

Development Assistance Package

Office of Planning and Zoning

8 Springfield Avenue
Cranford, New Jersey 07016

Kathleen Nemeth, Zoning Officer

K-Nemeth@CranfordNJ.org
908.709.7216

Index - Development Assistance Package

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 • Fax: (908) 276-7664

E-mail: Zoning@CranfordNJ.org



Form 00/Updated 4-09

<u>FORM NO.</u>	<u>APPLICATION</u>	<u>Provided</u>
00	Application Instructions (5 Pages)	_____
01	Application for Board Action (9 Pages)	_____
02	Appeal of Zoning Officer's Decision (1 Page)	_____
03	Interpretation Request (1 Page)	_____
04	Appeal for Relief of Zoning Requirements (3 Pages)	_____
05	Application for Appeal of Use Variance (2 Pages)	_____
06	Application for Conditional Use Authorization (2 Pages)	_____
07	Application for Approval of Subdivision (2 Pages)	_____
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11	Notice of Public Hearing (1 Page)	_____
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13	Request for Extension of Time to File Plat (1 Page)	_____
14	Consent to Extension of Time for Decision (1 Page)	_____
15	Hold Harmless and Indemnification Agreement (1 Page)	_____
16	Township of Cranford Fees (9 Pages)	_____
17	Request For 200' Property Owner List (1 Page)	_____
18	Checklist of Required Items (12 pages)	_____

Form 00/Application Instructions

TOWNSHIP OF CRANFORD - PLANNING AND ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664
E-Mail: Zoning@CranfordNJ.org



Form Updated 10-11

This package contains all of the forms necessary to begin the process of submitting an application to either the Cranford Planning Board or the Cranford Zoning Board of Adjustment. Applicants are only required to complete the forms related to their specific application along with proving all necessary items required by the township Checklist of Required Items. Questions may be directed to the Planning and Zoning Department by calling 908-709-7216, or via email at Zoning@CranfordNJ.org.

PRE-HEARING REQUIREMENTS

Application

All applications to either the Township's Planning Board or Zoning Board of Adjustment must provide certain documents as they relate to the application. As per § 136-13A(4) of the Township's Land Development Ordinance, all applications shall provide all items listed in the Township's checklist of required items or request waivers there from. Please see Form 18 of this packet for the checklists of required items. It should be noted that some items are required for all applications while some items are application specific. If the application will consist of several types of applications (i.e. a use variance application that will be submitted together with an application amending a minor site plan) the applicant will need to provide all of the documentation required for each type of application that is being submitted. If the same information is requested twice on the checklist, the applicant only needs to supply the information once as part of their application to satisfy both required items.

Once the application is received by the Planning and Zoning Office, by law (NJSA 40:55D-10.3) the Zoning Officer has 45 days to deem the application complete or incomplete. In order for an application to be deemed complete, all checklist items will need to be provided and/or a waiver request needs to be submitted for each waiver requested. Incomplete applications will be returned to the applicant with a letter listing all outstanding items. The applicant will also need to make sure that Form 18 is initialed by the applicant noting whether the item is provided as part of their application or a waiver is requested. If a waiver is requested, the applicant will need to provide a reason for the waiver request in writing on a separate sheet of paper. It should be noted that the Board that has jurisdiction over the application may approve or deny each waiver request. A determination of completeness does not mean that the application is approved. It simply means that the applicant has provided all required checklist items and/or waiver requests. The Board has the right, at the time of the hearing, to request additional information that was not provided as part to the application.

**PLEASE MAKE SURE ALL CHECKLIST ITEMS ARE PROVIDED!
INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR A DRC
MEETING AND WILL NOT BE SCHEDULED FOR A BOARD HEARING.**

Licensed Professional Representation

Individual applicants have the right to retain licensed professionals (attorneys, architects, engineers, etc.); the hiring of any professional is strictly the decision of each applicant. In general, corporate applicants must be represented by an attorney admitted to practice in New Jersey. ALL plans submitted to a Board for review that are prepared by a licensed professional must be signed and sealed by the professional in accordance with the rules of the State Boards of Professional Engineers and Land Surveyors, Registered Architects and Certified Landscape Architects, and Professional Planners.

Development Review Committee

Once an application has been deemed complete, the application will be scheduled for review by the Development Review Committee (the “DRC”). The DRC is comprised of all appropriate Township professionals who will review the application and make recommendations. DRC meetings are held typically on the first and third Wednesdays of the month at 9 a.m. in the Municipal Building. Although the applicant is not required to be present at the DRC meeting, attendance is strongly encouraged.

Should document revisions be required, the applicant should re-submit to the Planning and Zoning Office eighteen (18) signed and sealed updated plans, along with eighteen (18) collated and stapled copies of any additional requested application forms (if different from original submission), and any outstanding fees.

**Take adequate time to familiarize yourself
with the following instructions and prepare accordingly.
Failure to meet timelines and requirements will result
in the Board being legally unable to hear the application.**

Preparation for Hearing Date

Upon receipt of any revised application information or if no changes are required, the Zoning Officer will forward the application to the Board Scribe. The Board Scribe will notify the applicant in writing of the Board hearing date and will gather recommendations from all relevant Township professionals which may include, but is not limited to, the Township Engineer, Police Department, Fire Department, Development Review Committee, Health Officer, Environmental Commission, and the Historic Preservation Committee. The Board Scribe will provide the applicant with copies of all recommendations.

200-Foot List

Prior to being deemed “complete”, the applicant is required to submit Form No. 17 of this application package, entitled “200 Foot List Request Form,” along with related fees to the Planning and Zoning Department, to receive a “200-foot List.” This is a list of all property owners, utilities and others to whom the applicant is required to send notification of the hearing date. By law, the list will be prepared in accordance with the Township’s current tax records within seven (7) business days of the date of receipt of a completed Form No. 17.

If, during preparation of this list, it is determined that certain properties within the 200-foot boundary are located in other municipalities, the applicant is responsible for contacting the other municipalities and obtaining the certified list of those property owners in that municipality.

“Notice” All Parties of Hearing Date

The applicant must utilize the 200-foot List and the list of utilities and other organizations to “notice” all parties of the pending hearing date, either by certified mail or personal service, using Form 11 provided in this packet. Applicants who choose to “notice” by personal service will need to provide the Planning and Zoning Office with a notarized list containing the signatures of the owners listed on the tax records along with the date signed.

The applicant must also submit notification of the hearing for publication to one of the newspaper contacts included on the list of utilities that was provided to the applicant with the 200-foot list. This notice of the hearing date, time and place must be published, and all personal or certified notices must be completed, a minimum of ten (10) days prior to the hearing date. Adequate time must be taken into account for the preparation, mailing, and publication requirements of the particular newspaper.

Affidavit of Proof of Service - Form No. 12

When notifications are complete, the applicant must submit the following to the Cranford Planning and Zoning Department no less than four days prior to the hearing date:

1) The notarized Affidavit of Proof of Service (Form No. 12) with the following attached:

A copy of the Notice of Public Hearing

A copy of the 200-foot list of all property owners served and others to whom notification of the application has been made

The original (white) Certified Mail tickets stamped by the Post Office, along with

2) The original proof of publication provided to the applicant by the newspaper.

If the applicant chooses to obtain signatures personally rather than use Certified Mail, the applicant must be sure to have the original signatures of the property owners for each property and the date served included on the 200-foot list attached to the Affidavit of Proof of Service.

**If proper notice is not provided either to the required parties
or in the newspapers, your hearing date will be postponed.**

HEARING DATE OVERVIEW

Zoning Board of Adjustment hearings typically begin at 8:15 p.m. in Room 107 at the Cranford Township Municipal Building, 8 Springfield Avenue, Cranford. The workshop portion of the Zoning Board of Adjustment meeting typically begins at 7:45 p.m. in Room 108.

Planning Board hearings typically begin at 8:00 p.m. in Room 107 at the Cranford Township Municipal Building, 8 Springfield Avenue, Cranford. The workshop portion of the Planning Board meeting typically begins at 7:30 p.m. in Room 108.

There may be more than one application scheduled for a meeting date. The applicant must come prepared to the hearing with all expert witnesses, documents, testimony, and exhibits as deemed necessary to adequately present the application to the Board. Such presentation is solely the decision of the applicants and their advisors.

The Board will typically render its decision the same evening that the application is heard. In some cases, however, the hearing may take several additional meetings. If that is the case, typically, the Board will announce at the end of the meeting the date the hearing will continue.

Once all testimony has been taken, the Board will vote on the application. The Board will then instruct the Board Attorney to draft a resolution of memorialization. This document serves as the legal instrument stating the reason that Board approved or denied an application and any conditions upon any approval. In most cases, the resolution of memorialization is adopted at the workshop portion of the next meeting, following the vote. Once approved, a copy is mailed to the applicant within ten (10) days.

If applicable, the applicant can then request final site plan/subdivision approval utilizing Form No. 7 or No. 9. These forms along with all other checklist items are to be submitted to the Planning and Zoning Office. Once all items are received or waivers requests are submitted, the application will then be distributed to the Township Professionals as appropriate for their review. Their findings will then be returned to the Planning and Zoning within two (2) weeks of the date of submission. If deficiencies are found, the applicant will be notified in writing by the Zoning Officer and advised of the specific items omitted.

This process will be repeated until all required documents and conforming plans are received. Upon final acceptance, the Board Scribe will schedule the matter for hearing and notify the applicant in writing of the hearing date for final site plan approval. A copy of the Board's resolution of memorialization of final site plan approval is mailed to the applicant within ten (10) days after the hearing at which the Board approves the wording of the Resolution and it is adopted. If applicable the Board Chairman and Secretary will then sign the plans and distribute them as required. Two (2) sets will be returned to the applicant. One (1) set is for the applicant's official records and one (1) set is to be retained on the job site at all times. (The other sets are distributed to the Township Engineer and the Cranford Construction Official.). The applicant can then submit all necessary applications and plans to the Cranford Construction Official for applicable construction permits. Township officials will conduct post-construction compliance inspections to ensure that all conditions and site plan requirements have been satisfactorily completed before the issuance of any certificate of occupancy.

GENERAL INFORMATION

All checks are to be made payable to the Township of Cranford.

Any lessee or contract purchaser applying for development must submit a letter from the owner authorizing such persons to apply to the Board for development. (See Form No. 01)

Should an attorney sign the application for the applicant, an instrument granting Power of Attorney must be presented to the Board.

Corporations must be represented at a public hearing by a New Jersey licensed attorney and must submit a disclosure affidavit. (See Form No. 01)

All items submitted to the Board are public record and are available for review upon request via a "Request for Access to Government Records," at the fee set by the OPRA Act.

NOTES:

- "1" The applicant may obtain the tax map sheets by completing Form No. 17 and submitting same to the Planning and Zoning Department, Municipal Building, 8 Springfield Avenue, Cranford, New Jersey. A fee is charged for this service in accordance with the OPRA Act.
- "2" The applicant may obtain a tax certification by writing to the Township Treasurer or visiting the Tax Collector's Office, 8 Springfield Avenue, Cranford, New Jersey. A fee may be charged for this service.
- "3" To certify the property location relative to an "A" flood hazard area, the applicant should write to the Township Engineer's Office, 8 Springfield Avenue, Cranford, New Jersey. A fee may be charged for this service. If the property lies within the "A" flood hazard area, the applicant must notify the Land Use Regulation Program, New Jersey Department of Environmental Protection, P.O. Box 439, Trenton, New Jersey 08625-0439 and obtain the necessary permit or waiver. (Stream Encroachment)
- "4" For development involving the disruption of 5,000 square feet or more of soil, the applicant must notify the Somerset-Union Soil Conservation District, Somerset County 4-H Center, 308 Milltown Road, Bridgewater, New Jersey 08807, Phone 908-526-2701, and obtain the necessary permits or exemptions.
- "5" For all properties located on a State highway, the applicant must notify the New Jersey Department of Transportation, P.O. Box 600, Trenton, New Jersey 08625 and obtain the necessary permit or waiver.
- "6" For all properties located adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other County Land or situated within 200 feet of a municipal boundary, the applicant must notify the Union County Planning Board, ATTN.: Union County Department of Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, New Jersey 07207.

Form 01/Board Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664
Email: Zoning@CranfordNJ.org



Form Updated 10-12

The application, with supporting documentation, must be filed with the Planning and Zoning Department of the Township, and will be reviewed by Township professionals prior to scheduling the meeting at which the application is to be considered.

To Be Completed by Township Staff Only

Dated Received: _____

Application No.: _____

To Be Completed by Applicant

1. Subject Property

Location/Address: _____

Tax Map: Block: _____, Lot(s): _____

Block: _____, Lot(s): _____

Dimensions: Frontage: _____ Depth: _____ Total Area: _____

Zoning District: _____

2. Applicant Information

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant is a: Corporation _____ Partnership _____ Individual _____

Limited Liability Company _____ Other (Specify) _____

3. Disclosure Statement

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. In accordance with N.J.S.A. 40:55d-48.2 that disclosure requirement applies to any corporation, limited liability company 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(s)

Address(es)

**4. If Owner is other than the Applicant -
Please provide the following information on the Owner(s):**

Owner's Name: _____

Address: _____

Telephone Number: _____

5. Property Information:

Present use of the premises: _____

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes [attach copies]: _____ No: _____

Proposed use of the premises: _____

**NOTE: All deed restrictions covenants, easements, and association by-laws,
existing and proposed, must be submitted for review
and must be written in easily understandable English.**

6. Licensed professionals representing the Applicant before the Board (if any):

A. Attorney's Name: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

E-mail: _____

B. Planner's Name: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

E-mail: _____

C. Engineer's Name: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

E-mail: _____

D. List any other Expert who will submit a report or will testify for the Applicant:
[Attach Additional sheets as may be necessary.]

Name: _____
Area of Expertise: _____
Address: _____
City/State/ZIP: _____
Phone Number: _____
E-mail: _____

7. Application Type

A. SUBDIVISION

- _____ Minor Subdivision Approval
- _____ Subdivision Approval [Preliminary]
- _____ Subdivision Approval [Final]

B. 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
- _____ Request for waiver from Site Plan review and approval

Reason requesting waiver of site plan approval (use additional pages if necessary):

C. INFORMAL REVIEW: _____ Subdivision _____ Site Plan

D. CONDITIONAL USE APPROVAL per N.J.S.A. 40:55D-67

E. DIRECT ISSUANCE OF A PERMIT:

- _____ N.J.S.A. 40:55D-34 (permit building or structure in the bed of a mapped Street or public drainage way, flood control basin or public area reserved pursuant to N.J.S.A. 40:55D-32)
- _____ N.J.S.A. 40:55D-36 (permit building or structure not related to an official suitably improved street pursuant to N.J.S.A. 40:55D-35).

F. VARIANCES PURSUANT TO N.J.S.A. 40:55D-70.C

- _____ (C1) "Hardship" Variance
- _____ (C2) "Flexible" Variance (benefits v. detriments)

G. VARIANCES PURSUANT TO N.J.S.A. 40:55D-70.D

- _____ (D1) A use or principal structure in a district restricted against such use or principal structure
- _____ (D2) An expansion of a nonconforming use
- _____ (D3) Deviation from a specification or standard pursuant to Section 54 of P.L. 1975, c.291 (C.40:55D-67) pertaining solely to a conditional use
- _____ (D4) An increase in the permitted floor area ratio as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4)
- _____ (D5) An increase in the permitted density as defined in Section 3.1 of P.L. 1975, c.291 (C.40:55D-4) except as applied to the required lot area for a lot or lots for detached one or two dwelling unit buildings which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.
- _____ (D6) A height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

H. APPEAL/INTERPRETATION PURSUANT TO N.J.S.A. 40:55D-70, (a) & (b):

- _____ (a) Appeal to Board of Adjustment of Order, Requirement, Decision or Refusal by an administrative officer based on or made in the enforcement of the zoning ordinance.
- _____ (b) Request for Interpretation of the zoning map or ordinance or for Decisions upon other special questions upon which the Board of Adjustment is authorized to pass by any zoning or offered map or ordinance.

8. 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 additional pages if needed]

9. Is a public water line available? _____
10. Is public sanitary sewer available? _____
11. Does the application propose a well and septic system? _____
12. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block numbers? _____
13. Are any off-tract improvements required or proposed? _____
14. Is the subdivision to be filed by Deed or Plat? _____
15. What form of security does the applicant propose to provide as performance and maintenance guarantees? _____

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

Yes _____ No _____ Date Plans Submitted _____

- _____ Any Utilities Authority
- _____ County Health Department
- _____ County Planning Board
- _____ County Soil Conservation District
- _____ NJ Dept. of Environmental Protection
- _____ Sewer Extension Permit
- _____ Sanitary Sewer Connection Permit
- _____ Stream Encroachment Permit
- _____ Waterfront Development Permit
- _____ Wetlands Permit
- _____ NJ Department of Transportation
- _____ Public Service Electric & Gas Company
- _____ Other _____

17. List of maps, reports and other materials accompanying the application (attach additional pages as required for complete listing.)

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____

18. 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.

Reports Requested:

Send reports to:

_____	Name/Address _____

_____	Name/Address _____

_____	Name/Address _____

Certifications

Complete #19 *or* #20 a and b as indicated:

19. Applicant is Property Owner: I certify that I am the Owner of the property which is the subject of this application, for which I am also the Applicant, and that the foregoing statements and the materials submitted are true. As such, I further certify that I am authorized to sign this application, and that I agree to be bound by the application and the decision. [If the Owner who is also the Applicant is a corporation this must be signed by an authorized corporate officer. If the Owner who is also the Applicant is a partnership, this must be signed by a general partner.]

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

NOTARY PUBLIC

SIGNATURE OF APPLICANT and OWNER

20. a) Applicant Who is Not the Property Owner: I certify that the foregoing statements and materials 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. [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____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

b) Owner Who is Not the Applicant: 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 in 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

Checklist Certification

21. To be completed by the applicant: I certify that all of the required checklist items and any waiver requests (which includes a listing of each waiver requested and a statement of arguments in support of granting each waiver requested) have been provided as part of this application. I understand that a determination of completeness is not a determination of approval and that the Board of jurisdiction has the right to request additional information. [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____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

Escrow Certification

21. Escrow Certification I (*please print name*) _____ understand that I have provided the non-refundable sum of \$ _____ to be deposited in a Township of Cranford escrow account. In accordance with the Ordinances of the Township of Cranford, I further understand that the escrow account is established to cover the cost of professional services including but not limited to 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 upon my written request to the Zoning Department for same. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

SIGNATURE OF APPLICANT

DATE

TAX STATEMENT

22. Applicant is to complete and sign form, and bring it to the Cranford Township Tax Collector for signature. If you would like the signed form returned to you by mail, please provide a self-addressed, stamped envelope for same. One copy of the signed Tax Statement should be included in *each* of the *eighteen completed sets* of Form 01.

I, _____ of _____
Name Address

am submitting an application to the

PLANNING BOARD ZONING BOARD OF ADJUSTMENT

for the development of Block _____ Lot _____ in Zone _____

located at _____
Address

The owner of record is _____ of _____
Name Address

I acquired interest in this property on _____ and request the Tax
Date

Collector to determine whether or not there are any delinquent taxes or other assessments due.

Applicant's Signature

Date

TO BE COMPLETED BY TAX COLLECTOR

- All taxes due have been paid.
- All assessments due have been paid.
- The following are delinquent and past due:



Tax Collector's Signature

Date

Form 02/Appeal of Zoning Officer's Decision

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date appeal filed: _____

Appeal is hereby made, pursuant to Section 40:55D-70.a. of the New Jersey Municipal Land Use Law, of an Administrative Action based on or made in the enforcement of the Zoning Article of the Municipal Land Use Ordinance of the Township of Cranford.

1. Applicant information

Name: _____

Address: _____

Phone: _____ Email: _____

2. Appeal information

a) Administrative Officer being appealed: _____

b) Officer's decision being appealed: _____

c) Listing of all papers and plans constituting record: _____

d) The following arguments are urged in support of this appeal (*please continue on reverse side of page and/or use additional pages as necessary*): _____

NO NOTIFICATION OF HEARING IS REQUIRED FOR THIS APPEAL.

Form 03/Interpretation Request Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Appeal is hereby made for the interpretation of the Zoning Article, Zoning Map or Official Map Article of the Municipal Land Use Ordinance of the Township of Cranford pursuant to Section 40:55D-70.b. of the New Jersey Municipal Land Use Law.

1. Applicant information

Name: _____

Address: _____

Phone: _____ Email: _____

2. Interpretation information

a) Specific provisions for interpretation: _____

b) Description of circumstances involved and drawings or plans submitted: _____

c) Listing of all papers and plans constituting record: _____

(If necessary, please continue on reverse side or on an additional sheet of paper.)

Form 04/Appeal for Relief from Zoning Requirements

NOTE: For "C" Variances and Design Waivers Only

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Appeal is hereby made by the applicant pursuant to N.J.S.A. 40:55D-70(c) of the New Jersey Municipal Land Use Law, for permission to vary from the requirements set forth in the Land Development Code of the Township of Cranford as follows:

1. Applicant information

Name: _____

Address: _____

Phone: _____ Email: _____

2. Appeal information

Section(s) of Land Development Code	Requirement(s) set forth in the Land Development Code	Relief Requested

3. Please list all pre-existing non conforming conditions

Section(s) of Land Development Code	Requirement(s) set forth in the Land Development Code	Existing Conditions

4. Arguments submitted in support of the requested relief.

On a separate sheet of paper, for each variance requested, explain fully how the physical characteristics of the property in question prevents compliance with the strict application of the code requirements creating an undue hardship for the applicant.

5. Public Hearing Notification Information

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning and Zoning Department at least four (4) business days prior to the date of the hearing.

Please circle responses:

1. Is the subject property located within two hundred feet (200') of any municipal boundary?

YES NO If yes, Municipal Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)

2. Is the subject property adjacent to an existing or proposed county road or adjoining other County Land?

YES NO If yes, County Planning Board shall be notified of hearing by applicant. (Note 1).

3. Is the subject property adjacent to a State highway?

YES NO If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2).

4. Is the subject property greater than one hundred fifty (150) acres or involve more than 500 dwelling units?

YES NO If yes, applicant shall notify the Director of New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3).

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS AS REQUIRED.

6. Disclosure Information

Is applicant and/or owner a corporation, Limited Liability Company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes?

YES NO If yes, submit disclosure of all stockholders holding ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et.seq. (see Form 01)

NOTES:

“1” Union County Planning Board
Attn: Union County Department of Engineering and Planning
Union County Administration Building, Elizabethtown Plaza
Elizabeth, New Jersey 07207

“2” New Jersey Department of Transportation
P.O. Box 600
Trenton, NJ 08625

“3” New Jersey Business Action Center
Office for Planning Advocacy
State Planning Commission
Department of State
P.O. Box 820
Trenton, New Jersey 08625-0820

Form 05/Use Variance Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Request is hereby made pursuant to Section 40:55D-70(d) of the New Jersey Municipal Land Use Law to the Board for permission to permit as a use in _____ Zone which is specifically prohibited by the Municipal Land Use Ordinance of the Township of Cranford.

1. Arguments must be submitted in support of the requested "Use Variance."

On a separate sheet, describe reasons why the requested use variance should be granted by the Board.

2. Public Hearing Notification Information

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

Please circle responses:

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) **YES NO**
- b) Is the subject property adjacent to an existing or proposed county road or adjoining other County Land? **YES NO** If yes, County Planning Board shall be notified of hearing by applicant. (Note 1)
- c) Is the subject property adjacent to a State Highway? **YES NO** If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2, Form No. 13)
- d) Is the subject property greater than one hundred fifty (150) acres or involve more than 500 dwelling units? **YES NO** If yes, applicant shall notify the Director of New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3)

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS AS REQUIRED.

3. Disclosure Information

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes? **YES NO**
If yes, submit disclosure of all stockholders holding ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et.seq.

NOTES:

- “1” Union County Planning Board
Attn: Union County Department of Engineering and Planning
Union County Administration Building, Elizabethtown Plaza
Elizabeth, New Jersey 07207

- “2” New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625

- “3” New Jersey State Planning Commission
150 West State Street
P.O. Box 204
Trenton, New Jersey 08625

Form 06/Conditional Use Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Request is hereby made pursuant to Section 40:55D-67 of the New Jersey Municipal Land Use Law to the Board for authorization of _____ as a use in Zone _____ which is conditionally permitted by the Municipal Land Use Ordinance of the Township of Cranford.

1. The following is a description of the proposed use:

2. Does the proposed use meet all required conditions of the Municipal Land Use Ordinance of the Township of Cranford? (Circle response) YES NO

3. Public Hearing Notification Information

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

Please circle responses:

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) YES NO
- b) Is the subject property adjacent to an existing or proposed county road or adjoining other County Land? YES NO If yes, County Planning Board shall be notified of hearing by applicant. (Note 1)
- c) Is the subject property adjacent to a State Highway? YES NO If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2, Form No. 13)

d) Is the subject property greater than one hundred fifty (150) acres or involve more than 500 dwelling units? **YES NO** If yes, applicant shall notify the Director of New Jersey State Planning Commission of the hearing. Notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk. (Note 3)

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS AS REQUIRED.

3. Disclosure Information

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes? **YES NO** If yes, submit disclosure of all stockholders holding ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et.seq.

NOTES:

“1” Union County Planning Board
Attn: Union County Department of Engineering and Planning
Union County Administration Building, Elizabethtown Plaza
Elizabeth, New Jersey 07207

“2” New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625

“3” New Jersey State Planning Commission
150 West State Street
P.O. Box 204
Trenton, New Jersey 08625

Form 07/Preliminary Approval of Minor/Major Subdivision Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Application is hereby made for approval of the proposed Subdivision Plat for the land herein described:

1. PLAN DESCRIPTION:

a) **PREPARED BY:** _____

b) **LATEST REVISION:** _____

2. **CLASSIFICATION OF SUBDIVISION:** Major _____ Minor _____

a) Does the subdivision involve the creation of any new streets? **YES** **NO**

b) Does the subdivision involve the extension of any off-tract improvements?
YES **NO**

c) Does the subdivision involve a planned development? **YES** **NO**

3. UNION COUNTY PLANNING BOARD REVIEW:

A Union County Development Review application form must be filed with the Union County Planning Board by the applicant on ALL subdivisions. (Note 1) The application form may be obtained at their website:

<http://www.ucnj.org/p&cr/landstd/applform.pdf> (Note 1)

4. NOTIFICATION INFORMATION:

Notification of the hearing shall be given to the Union County Planning Board by the applicant. (Note 1)

5. PUBLIC HEARING NOTIFICATION INFORMATION:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

Please circle responses:

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) **YES** **NO**
- b) Is the subject property adjacent to a State highway? **YES** **NO** If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2)

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS AS REQUIRED.

6. DISCLOSURE INFORMATION:

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes? **YES** **NO**
If yes, submit disclosure of all stockholders holding ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et.seq.

NOTES:

“1” Union County Planning Board
Attn: Union County Department of Engineering and Planning
Union County Administration Building, Elizabethtown Plaza
Elizabeth, New Jersey 07207

“2” New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625

“3” New Jersey State Planning Commission
150 West State Street
P.O. Box 204
Trenton, New Jersey 08625

Form 08/Final Approval of Minor/Major Subdivision Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Application is hereby made for approval of the proposed subdivision as shown and described on the accompanying maps and documents.

1. DATE OF PRELIMINARY APPROVAL: _____

DATE OF ANY EXTENSIONS GRANTED (attach documentation): _____

Pursuant to N.J.S.A. 40:55D-49, preliminary approvals of major subdivisions expire three (3) years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

2. FINAL PLAT: Does the Final Plat follow exactly the plat granted preliminary approval in regards to development plans, area covered, and other details? (Circle response)
YES NO If not, indicate any changes (attach copy if necessary).

3. NUMBER OF LOTS PROPOSED FOR FINAL APPROVAL: _____

4. HAVE ALL CONDITIONS BEEN MET? YES NO

Attach evidence of compliance, if not included in plat. If conditions have not been met, specify reasons.

5. ARE THERE ANY DEED RESTRICTIONS THAT APPLY OR ARE CONTEMPLATED? YES NO If yes, attach copy.

6. PERSON TO WHOM SIGNED DOCUMENT IS TO BE ISSUED:

Name: _____

Address: _____

Phone: _____ Email: _____

7. DOCUMENT IS TO BE: (Check one) _____ Mailed _____ Picked up by Applicant

Form 09/Preliminary Approval of Site Plan Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Application is hereby made for approval of the proposed Site Plan for the land herein described:

1. PLAN DESCRIPTION:

a) **PREPARED BY:** _____

b) **LATEST REVISION:** _____

2. **CLASSIFICATION OF SITE PLAN:** Major _____ Minor _____

a) Does the site plan involve the creation of any new streets? **YES NO**

b) Does the site plan involve the extension of any off-tract improvements?
YES NO

c) Does the site plan involve a planned development? **YES NO**

3. UNION COUNTY PLANNING BOARD REVIEW:

A Union County Development Review application form must be filed with the Union County Planning Board by the applicant on ALL site plans. (Note 1) The application form may be obtained at their website:

<http://www.ucnj.org/p&cr/landstd/applform.pdf> (Note 1)

4. NOTIFICATION INFORMATION:

Notification of the hearing shall be given to the Union County Planning Board by the applicant. (Note 1)

5. PUBLIC HEARING NOTIFICATION INFORMATION:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning/Zoning Department at least four (4) business days prior to the date of the hearing.

Please circle responses:

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? **YES NO** If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1)
- b) Is the subject property adjacent to a State highway? **YES NO** If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2)
- c) Is the property in question greater than one hundred fifty (150) acres or involves more than five hundred (500) dwelling units? **YES NO** If yes, applicant shall notify the Director of the New Jersey State Planning Commission of the hearing. Notice shall include a copy of maps and documents required to be on file with the Municipal Clerk. (Note 3)

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF THE PROPERTY IN QUESTION AND OTHERS AS REQUIRED.

6. DISCLOSURE INFORMATION:

Is applicant and/or owner a corporation, limited liability company or partnership and does the application involve variances to construct a multiple dwelling of twenty-five (25) or more family units or approval of a site to be used for commercial purposes? **YES NO** If yes, submit disclosure of all stockholders holding ten percent (10%) or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et.seq.

NOTES:

“1” Union County Planning Board
Attn: Union County Department of Engineering and Planning
Union County Administration Building, Elizabethtown Plaza
Elizabeth, New Jersey 07207

“2” New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 600
Trenton, NJ 08625

“3” New Jersey State Planning Commission
150 West State Street
P.O. Box 204
Trenton, New Jersey 08625

Form 10/Final Approval of Site Plan Application

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 8-12

To be completed by Township Staff Only

Application No.: _____ Date received: _____

Application is hereby made for approval of the proposed site plan for the land hereinafter more particularly described.

1. a) **DATE OF PRELIMINARY APPROVAL:** _____

b) **DATE OF ANY EXTENSIONS GRANTED** (attach documentation):

Pursuant to N.J.S.A. 40:55D-49, preliminary site plan approvals expire three (3) years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

c) **DATE OF LATEST REVISION:** _____

d) **CONTACT PERSON:** _____

Phone: _____ **Email:** _____

2. Does the Application include (check all that apply):

- a) **Drainage Plan** _____
- b) **Paving Plan** _____
- c) **Utility Plan** _____
- d) **Landscaping Plan** _____
- e) **Sign Plan** _____
- f) **Lighting Plan** _____
- g) **Elevation Drawing** _____

3. **Does the final plan follow exactly the plan granted preliminary approval in regard to development plans, area covered, other details?** YES NO If not, indicate any changes (attach copy if necessary).

4. **Have all conditions of preliminary approval been met?** YES NO Attach evidence of compliance, if not included on plans. If conditions have not been met, specify reasons.

DO NOT WRITE BELOW THIS LINE

<p>REVIEW BY ENGINEER: Jacqueline Dirmann, Colliers Engineering</p>	<p>REVIEW BY ZONING OFFICER: Kathleen Nemeth</p>
<p>COMMENTS:</p>	<p>COMMENTS:</p>
<p>_____ SIGNATURE OF APPROVAL</p> <p>_____ DATE</p>	<p>_____ SIGNATURE OF APPROVAL</p> <p>_____ DATE</p>

Notice of Public Hearing

Form 11/Updated 8-12

In accordance with the ordinances of the Township of Cranford, and the statutes of the State of New Jersey, Notice is hereby served upon you that an application for development, **Application No.** _____ to be located in **Zone** _____, on the premises known as the **Address** _____, **Block No.** _____, **Lot No.** _____, has been submitted by **Applicant** _____ of **Address** _____.

The development is located within 200 feet of property owned by you and involves and requires the granting of relief from the following requirements of the ordinance so as to permit:

and any additional relief that may be required by the Board.

The (check one) _____ **Planning Board** _____ **Zoning Board** will conduct a public hearing on this matter on the following **(date)** _____ at _____ **p.m.** in Room 107 of the Cranford Township Municipal Building, 8 Springfield Avenue, Cranford, New Jersey. Any person or persons affected by this application will have an opportunity to present any objections to the proposed development. The Board does, however, have the right to exclude repetitious testimony.

All documents relating to this application may be inspected by the public Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. in the Planning/Zoning Department, Cranford Township Municipal Building, 8 Springfield Avenue, Cranford, New Jersey.

SIGNATURE OF APPLICANT

DATE

NOTE: Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing. Notice shall be by personal service or certified mail. An affidavit of Proof of Service demonstrating compliance with this requirement shall be filed with the Board Administrator in the Planning/Zoning Department a minimum of four (4) business days prior to the date of the hearing.

Affidavit of Proof of Service

Form 12/Updated 4-09

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE BOARD ADMINISTRATOR IN THE PLANNING/ZONING DEPARTMENT AT LEAST FOUR (4) BUSINESS DAYS PRIOR TO MEETING OR THE CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY:
COUNTY OF UNION:

(Name) _____, of full age, being duly sworn according to law, deposes and says, that he/she resides at (Address) _____ in the municipality of _____, County of _____ and State of _____ that he/she is the applicant in a proceeding before the _____ Planning Board _____ Zoning Board of the Township of Cranford, New Jersey, being an _____ Appeal _____ Application under the Municipal Land Use Ordinance, and which has the Application No. _____ and relates to premises (Address) _____ that on (Date) _____, 20 _____, he/she gave written notice of the hearing on this application to each and all of the persons upon whom service must be made, in the required form and according to the attached lists, and in the following manner:

Certified Mail _____ Personal service by hand delivery _____

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

Name
NOTARY PUBLIC
MY COMMISSION EXPIRES ON _____

Signature of Applicant

(NOTE TO APPLICANT: Attached to the Affidavit of Proof of Service **must** be a copy of the notice of public hearing, a copy of the certified list(s) of all property owners served and others to whom notification of the application is to be made, the original white certified mail tickets stamped by the Post Office or if by personal service a copy of the certified list(s) containing the original signatures of person served together with date of service should be submitted as documentation.)

For Township Use Only
Received by: _____ Date filed: _____

Hold Harmless And Indemnification Agreement

FORM 15/Updated 4/09

This agreement made this _____ day of _____, 20____, witnesses:

WHEREAS, _____, Applicant, has submitted an application to the _____ (Board) of the Township of Cranford with said application designated as Application No. _____; and

WHEREAS, it may be necessary for the members of the _____ (Board) to inspect and walk the subject property known as _____ Block _____, Lot _____; and

WHEREAS, the _____ (Board) deems it advisable and fiscally prudent to obtain permission from the individual applicants for the members inspection of said property and to preclude claims for alleged damage in connection with the inspection;

NOW, THEREFORE, BE IT RESOLVED, in consideration of the mutual promises and covenants made by and between the parties, and is hereby agreed as follows:

I, _____, Applicant, shall indemnify and hold harmless the _____ (Board) with regard to claims for damages associated with the inspection and shall preclude claims for alleged damage in connection with the inspection and give my permission for members of said Board to walk the property listed above.

Signature of Applicant

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

Notary Public of the State of New Jersey
My Commission Expires on _____

Form 17/200 Foot List Request Form

TOWNSHIP OF CRANFORD - ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016

Phone: (908) 709-7216 • Fax: (908) 276-7664



Form Updated 11-18

Date Request Received: _____ Date of Response: _____
To be completed by Departmental Staff

*Applicant's Name: _____

Address: _____

Phone (Day): _____

Information on a Specific Property Address _____

Block _____ Lot _____

If more than one address please put additional block(s) and lot(s) below – each list is \$10.00

As provided in N.J.S.A.40:55D-12, the fee is the greater of \$.25 per name or \$10.00 per list

Fee: _____ Date Processed: _____ Cash [] Check [] Check No. _____

**If 200ft list is not being sent to Applicant*

PROFESSIONAL TO RECEIVE 200 FT LIST:

Name: _____

Address: _____

Phone (Day): _____

Checklist of Required Items

TOWNSHIP OF CRANFORD – PLANNING AND ZONING DEPARTMENT

8 Springfield Avenue - Cranford, NJ 07016
Phone: (908) 709-7216 • Fax: (908) 276-7664
E-mail: Zoning@CranfordNJ.org



Form 18/Updated 9/12

The following is the checklist of required items that must be submitted to the Planning and Zoning Office as part of any application made to the Township's Planning Board or Zoning Board of Adjustment. Applications will not be deemed complete by the zoning Officer and sent to the Board Scribe for scheduling until all checklist items are provided or waiver request is received. All applicants must note whether an item is provided (Provided or "P") or a waiver is requested (waiver or "W"). If a request for a waiver is made, on a separate form the applicant should state the reason for the waiver request. All waiver requests will be approved or denied by the respective board. The type and number of required items will vary depending upon the application. For example, if an applicant is seeking "D" variance relief along with preliminary and final site plan approval, then the applicant would need to provide all the required items in Checklist 1, "D" variance relief, and preliminary and final site plan approval. If you have any questions regarding this matter please contact the Planning and Zoning Department.

- Checklist 1. Required items for all applications submitted to the Planning and Zoning Board of Adjustment.***
- Checklist 2. Required items for applications appealing the Zoning Officer's determination.***
- Checklist 3. Required items for requesting an interpretation of the Land Development Ordinance.***
- Checklist 4. Required items for "C" variance relief and design waiver applications pursuant to NJSA 40:55D-70c.***
- Checklist 5. Required items for "D" (a.k.a "use") variance applications pursuant to NJSA 40:55D-70d.***
- Checklist 6. Required items for applications for approval of all conditional uses as stated in § 136-35 of the Township's Land Development Ordinance.***
- Checklist 7. Required items for preliminary major and minor subdivision applications as defined in § 136-1B(2) of the Township's Land Development Ordinance.***
- Checklist 8. Required items for major and minor final subdivision applications as defined in § 136-1B(2) of the Township's Land Development Ordinance.***
- Checklist 9. Required items for all major and minor preliminary site plan applications.***
- Checklist 10. Required items for applications for major and minor final site plan approval.***

Address of Property: _____

Checklist 1. Required items for all applications submitted to the Planning and Zoning Board of Adjustment.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the completed Standard Board Application Form (see Form 01).				
2.	One original and 17 copies of the Hold Harmless Indemnification Agreement (see Form 15).				
3.	One original and 17 copies of the property survey of the subject property prepared by a New Jersey licensed surveyor and that details the following items: <ul style="list-style-type: none"> - All existing site conditions. - All proposed site conditions. - The location of all easements and encumbrances upon the subject property. - Graphic scale, north arrow, and reference meridian. - A scale of not more than 1:40. - The existing and proposed lot coverage totals. - Title block containing the survey preparer's name and the date the survey was prepared and any revision dates. 				
4.	18 copies of any protective covenants and deed restrictions related to the subject property.				
5.	One original and 17 copies of the certification from the Tax Collector that all taxes are paid in full (see Form 1).				
6.	Proof that all fees are paid in full and all escrow accounts (if required) are current.				
7.	One original and 17 copies of the checklist documenting all items provided and all checklist items waivers requested and statement of arguments in support of waiver requests (see Form 18).				
8.	One original application for the list of owners within 200 ft. of the subject property.				
9.	One original and 17 copies of any approved site plans for the subject site. The original must be sealed by licensed professional.				

Address of Property: _____

Checklist 2. Required items for applications appealing the Zoning Officer's determination.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the Request for Appeal of the Zoning Officer's Decision (Form 02).				
2.	One original and 17 copies of all plans and documents submitted in support of the applicant's appeal including (where applicable): <ul style="list-style-type: none"> - The entire zoning permit application. - The Zoning Officer's denial letter. - All relevant sections of the Township's Land Development Code. - Statement of arguments in support of the appeal. 				

Address of Property: _____

Checklist 3. Required items for requesting an interpretation of the Land Development Ordinance

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the Interpretation Request (Form 03).				
2.	One original and 17 copies of all documentation related to the applicant's interpretation request including (where applicable). <ul style="list-style-type: none"> - All relevant sections of the Township's Land Development Code. - A statement of all arguments in support of the applicant's position. 				

Address of Property: _____

Checklist 4. Required items for “C” variance relief and design waiver applications pursuant to NJSA 40:55D-70c.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided (“P”) or Waiver Requested (“W”)</i>	<i>Applicant’s Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer’s initials</i>
1.	One original and 17 copies of the Request for Relief from the Zoning Requirements application form (Form 04).				
2.	One original and 17 copies of plans detailing all existing and proposed conditions.				
3.	If the proposed use is not a single or two family use, all plans must be prepared by a New Jersey licensed design professional.				

Address of Property: _____

Checklist 5. Required items for “D” (a.k.a “use”) variance applications pursuant to NJSA 40:55D-70d.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided (“P”) or Waiver Requested (“W”)</i>	<i>Applicant Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer initials</i>
1.	One original and 17 copies of the Use Variance Request application form (Form 05).				
2.	One original and 17 copies of the plans detailing all existing and proposed conditions.				
3.	One original and 17 copies of any approved site plans for the subject property.				
4.	If the proposed use is not a single or two family use, all plans must be prepared by a New Jersey licensed design professional.				

Address of Property: _____

Checklist 6. Required items for applications for approval of all conditional uses as stated in § 136-35 of the Township’s Land Development Ordinance.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the Conditional Use application form (Form 06).				
2.	If "C" variance relief is sought, one original and 17 copies of all the required items for a "C" variance relief.				
3.	If "D" variance relief is sought, one original and 17 copies of all the required items for a "D".				

Address of Property: _____

Checklist 7. Required items for preliminary major and minor subdivision applications as defined in § 136-1B(2) of the Township’s Land Development Ordinance

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the subdivision application form (Form 07).				
2.	One original and 17 copies of the subdivision plan prepared by a New Jersey Licensed professional engineer showing: <ul style="list-style-type: none"> - All existing and proposed lot lines. - The current and proposed block and lot numbers. - The location of all existing principal and accessory structures. - The setbacks for all existing structures. - The total lot coverage for the existing and proposed lots. - The proposed footprint of all proposed structures. - Location of all existing and proposed street right-of-ways. - The location of all structures on adjacent tracks within one hundred feet and along the same street as the subject property. - The existing and proposed location of all sidewalks and curb openings. 				
3.	One original and 17 copies of a topographical survey showing all contours at two foot intervals within the tract and within thirty feet of the subject property prepared by a New Jersey licensed surveyor.				

Address of Property: _____

Checklist 8. List of all required items for major and minor final subdivision applications as defined in § 136-1B(2) of the Township’s Land Development Ordinance.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the final subdivision application form (Form 08).				
2.	One original and 17 copies of all documentation required for preliminary major subdivision approval.				
3.	One original and 17 copies of a topographical survey showing all contours at two foot intervals within the tract and within thirty feet of the subject property.				
4.	One original and 17 copies of all documentation showing the location and description of all monuments.				
5.	One original and 17 copies of all documentation Certification of the Township Engineer pursuant to § 136-10 of the Land Development Ordinance.				
6.	One original and 17 copies of the plat that shall conform with the map filing law (NJSA 46:23-9.9) or deed description in conformance with an approved preliminary plat.				
7.	One original and 17 copies of the certification from the Tax Collector that all taxes are paid in full (see Form 1).				
8.	One original and 17 copies, if applicable, of the stream encroachment permit or waiver for the proposed development.				
9.	One original and 17 copies, if applicable, of the permit or exemption issued under the "Soil Erosion and Sedimentation Act" (NJSA 4:24-39 et. seq.).				
10.	One original and 17 copies all documentation detailing the location of all land to be reserved or dedicated for public use.				

Address of Property: _____

Checklist 9. List of all required items for all major and minor preliminary site plan applications.

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the Preliminary Site Plan Approval Form (Form 09).				
2.	One original and 17 copies of the exterior facades and elevations.				
3.	<p>One original and 17 copies of a proposed site plan. The plan must provide the following details:</p> <ul style="list-style-type: none"> • All existing and proposed principal and accessory structures. • A title block containing all required certifications, plan title, date and all revision dates. • Location, type, and height of fences, walls, and screening. • Location, type, and volume of refuse storage and recycling facilities. • A written description of the proposed use(s) and operation(s) of the building(s), including the number of employees or members of non-residential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck traffic; anticipated hours of operation and anticipated expansion plans incorporated in the building design. • Zoning information block shall be indicating the required, existing, and proposed bulk requirements. • List of all owners within 200 feet of subject site. 				
4.	<p>One original and 17 copies of the interior layout for each floor of all existing and proposed structures. Each set of plans must contain the following details:</p> <ul style="list-style-type: none"> • The building construction type/class. (UCC ADOPTED CODE) and appropriate construction details. • Finished floor elevation referenced to 				

	geodetic data				
5.	<p>One original and 17 copies of a parking and circulation plan. The plan must contain the following items</p> <ul style="list-style-type: none"> • Parking aisle and stall dimensions and pavement surface type. • Location and dimension of pedestrian paths, walkways, and sidewalks and all barrier free design • Curbing and apron type. • Location of all loading docks. 				
6.	<p>One original and 17 copies of a grading and storm water management plan. The plan must providing the following:</p> <ul style="list-style-type: none"> • A computation of required storm water detention volume and specification of minimum volume to be detained subsurface as part of a complete site drainage and grading plan. • Existing and proposed contour lines at one-foot intervals inside the tract and within thirty (30) feet of the tract's boundaries with spot elevations at all changes in grade due to construction. • Location and height of terraced and bermed areas. • Finished floor elevation referenced to geodetic data 				
7.	<p>One original and 17 copies of a lighting plan. The plan must providing the following:</p> <ul style="list-style-type: none"> • Location and height of lighting. • Demonstrate compliance with all lighting standards. 				
8.	<p>One original and 17 copies of a proposed landscaping plan. The plan must providing the following:</p> <ul style="list-style-type: none"> • The location of all existing trees, shrubs, and seeded or groundcover areas. • Location and planting schedule of all trees, shrubs, and seeded or groundcover areas. • Demonstrate compliance with the Township's Tree Replacement Ordinance. 				
9.	<p>A sign plan for all existing and proposed signs including:</p> <ul style="list-style-type: none"> • Location, position and dimensions. • All information to be contained on sign. • Source of illumination, if applicable. 				

Address of Property: _____

Checklist 10. Required items for applications for major and minor final site plan approval:

Item Number	Required Item	To be completed by applicant.		To be completed by the Planning and Zoning Office.	
		<i>Provided ("P") or Waiver Requested ("W")</i>	<i>Applicant's Initials</i>	<i>Date item received by Planning and Zoning Office</i>	<i>Zoning Officer's initials</i>
1.	One original and 17 copies of the Final Site Plan approval form (Form 10) .				
2.	One original and 17 copies of the certification from the Tax Collector that all taxes are paid in full (see Form 1).				
3.	If applicable, one original and 17 copies of the stream encroachment permit or waiver for the proposed development.				
4.	If applicable, one original and 17 copies of the permit or exemption issued under the "Soil Erosion and Sedimentation Control Act" (NJSA 4:24-39 et. seq.).				
5.	One original and 17 copies of the building elevation drawings with specification of facade materials.				
6.	One original and 17 copies of the profiles and specifications for proposed curbing and driveway aprons.				
7.	If applicable, one original and 17 copies of the permit or waiver from the New Jersey Department of Transportation.				
8.	One original and 17 copies of the proposed final site plan. The plan should include the following details: <ul style="list-style-type: none"> • Compliance with all of the requirements of preliminary site plan approval. • Compliance with all recommendations of the Board. • An affidavit that is signed and sworn to by the applicant that the final site plan is exactly the same as the preliminary site plan approved by the Board. If there are any changes, the changes shall be noted and reason stated for the changes. 				

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number																																								
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Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.