



BOROUGH OF
NEW PROVIDENCE
SETTLED IN 1720

PLANNING BOARD
BOARD OF ADJUSTMENT
TEL 908.665.1400
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INSTRUCTIONS AND CHECKLIST FOR COMPLETING SITE PLAN APPLICATION

I. IMPORTANT NOTICE

The application procedures described below are intended to make the application process as simple as possible while simultaneously providing the Board with sufficient information to enable it to reach an informed decision as quickly as possible. It is therefore important that the applicant carefully and fully comply with these instructions. Failure to do so will delay action on the application until all requirements listed below are met. **The Board cannot act on incomplete applications.**

II. SITE PLAN DEFINITION AND APPROVAL

A Site Plan is defined as a development plan of one or more lots on which is shown information describing the lot as it exists at the time of the application and after the proposed development.

A Site Plan must be approved by the Planning Board unless a D variance is required, in which case the Site Plan must be approved by the Board of Adjustment.

If you require approval of a Conditional Use as defined in the Zoning Ordinance in addition to the Site Plan approval, a Conditional Use Application must be made coincident with the Site Plan Application. Instructions for filling out the Conditional Use Application along with the application forms are available from the Planning Board Secretary.

III. INFORMATION TO BE SUBMITTED

An application for Site Plan approval shall not be considered complete until all the material and information specified on the Site Plan Application Checklist has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the Board to which the application is submitted. The request for a waiver shall accompany the application and shall be granted or denied within forty-five days of receipt of said request.

In addition to the information specified on the checklist, the reviewing Board may require other information and data for specific Site Plans. This data may include but is not limited

to, geologic information, water yields, flood data, environmental information, traffic counts, road capacities, market information, economic data of proposed business or activity, hours of operation and similar information.

The following information relates to the numbered items on the checklist:

6. List of persons notified of Site Plan Application and Certification.

Upon application to the Borough Assessor and the payment of a \$10.00 fee, the Assessor will provide and certify a list of the adjoining property owners. The applicant may develop his own list of adjoining property owners in which case the applicant must submit a notarized affidavit that the list includes all property owners within two hundred feet of the subject property. The list must include property owners in other municipalities if within two hundred feet.

Notice must be given to the adjoining municipality if the property is within two hundred feet of the Borough boundary.

Notice must be given to the Union County Planning Board if the property is adjacent to an existing or proposed County road, adjoins County land or is situated within two hundred feet of the Borough Boundary with County land.

7. Copy of notice of Site Plan Application and notarized Proof of Service.

Notice shall be given to adjoining property owners, adjoining municipalities and the Union County Planning Board by personal service or by certified mail, and shall be addressed to the Municipal Clerk of adjoining municipalities, when required.

A notice of the public hearing on the application must be advertised in the legal newspaper of the Borough.

Notice must be given at least ten days before the public hearing on the application. A copy of the notice given to adjoining property owners and the newspaper advertisement and a notarized Proof of Service Affidavit must be submitted with the application.

8. Tax payment certification

A certification by the Borough Tax Collector that taxes are fully paid to date must be submitted.

SITE PLAN APPLICATION CHECKLIST

Name _____

Block No.(s) _____ Lot No(s). _____

In order for your application to be considered and a public hearing held, the following items must be submitted. Indicate by a check that the item is provided, by "NA" that the item does not apply and by a "W" that a waiver request is being submitted.

- ☐ 1. Site Plan Application Form - 20 copies
- ☐ 2. Site Plan Application Checklist - 20 copies
- ☐ 3. Conditional Use Application - 20 copies
- ☐ 4. Location Map - 20 copies
 - ☐ a. Drawn at a scale of not more than one inch equals one hundred feet showing the location of the property, all streets, driveways and property lines within 200 feet of the affected property, and all buildings or structures within 200 feet of the building or structure proposed by the applicant.
 - ☐ b. Shows the location of the property with respect to surrounding property and streets.
 - ☐ c. Identifies all properties within 200 feet of the properties in question by block and parcel number, name of owner and address of owner.
 - ☐ d. Indicates the zoning district in which the property is located, and zoning of all property within two hundred foot radius of the property in question.
- ☐ 5. Site Plan Map(s) - 20 copies
 - ☐ a. Drawn at a scale of one inch equals thirty feet. (The Borough Engineer may permit another scale upon request.)
 - ☐ b. Shows all lot line dimensions.
 - ☐ c. Shows the location of all existing buildings, culverts, storm sewers, sanitary sewers, water lines, fire protection facilities, electric and telephone lines (both above and below ground) and poles, gas and underground heating systems, pipe lines, and other man-made features.

- [] d. Shows the location of all existing streets and highways on or adjacent to the property affected, including names, right-of-way width, pavement width, curbs or sidewalks.
- [] e. Shows the location of all existing easements and rights-of-way, and the purpose for which they have been established.
- [] f. Shows the location of existing rock outcrops, high points, water courses depressions, ponds, marshes, wooded areas, single trees not in wooded areas with a diameter of six inches or more as measured three feet above the base of the trunk, and other significant existing features as determined by survey.
- [] g. Shows the topography of the site including existing elevations or contours at vertical intervals of two feet.
- [] h. Provides datum to which contour elevations refer, preferably United States Coast, and Geodetic Survey.
- [] i. Shows any designated streets, public drainage ways, flood control basins, or public areas within the proposed site designated for public reservation in the Borough Master Plan or Official Map.
- [] j. Shows the topography of the site after development at two foot contour intervals.
- [] k. Shows all proposed streets with profiles indicating grading; and cross-sections showing width of roadway, curbing, location and width of sidewalk and specifications of the Borough.
- [] l. Shows the location of all affordable housing units.
- [] m. Shows the location of proposed buildings and structures, all accessory structures and fences, if any, including setback sidelines and rear yard distances, with dimensions showing present and future grade elevations at all corners and entrances or said structures, and floor plans thereof.
- [] n. Provides a design view of the front, side and rear elevations.
- [] o. Shows the locations, type and details of proposed signs and outdoor lighting, including dimensions, radius of light and intensity of illumination.
- [] p. Shows the location, type and size of proposed culverts, storm sewers, sanitary sewers, fire protection, electric and telephone lines and poles, gas and underground heating systems, pipe lines and all other utilities both

above and below ground including the connection of such proposed facilities according to the standards and specifications of the Borough.

- [] q. Shows all means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts including the possible organization of traffic channels, acceleration and deceleration lanes, additional width and any other improvements necessary to prevent a difficult traffic situation. All pedestrian walkways should also be shown.
 - [] r. Shows the location and design of any off-street parking areas or loading areas showing size and locations of bays, aisles and barriers, and proposed direction of movement.
 - [] s. Shows all proposed screening and landscaping, including a planting plan, in conformance with the applicable Borough ordinance and proposed shade trees. If provided, all recreation areas shall be indicated.
 - [] t. Indicates methods and placement of solid waste disposal and storage facilities.
 - [] u. Includes, if applicable, a detailed proposal, including covenants, agreements, or other specific documents showing the ownership and method of assuring perpetual maintenance to be applied to those areas which are to be used for recreational or other common purposes.
 - [] v. Indicates the proposed sequence of development with projected time schedule for completion of each of the several elements. Such projection shall include, where applicable, the removal of structures, trees, and brush, temporary drainage consideration, utilities, road and sidewalk improvements and provisions for the protection of topsoil.
 - [] w. Shows the storm drainage plan indicating locations of inlet pipes, swales, berms, detention areas and any other storm drainage facilities as well as complete calculations for existing and proposed runoff conditions.
- [] 6. List of persons notified of Site Plan Application and certification.
 - [] 7. Copy of notice of Site Plan Application and notarized Proof of Service.
 - [] 8. Tax payment certification.
 - [] 9. Submission of a Site Plan or Subdivision Application shall include 20 copies of the plans as follows:

- ☐ 6 copies at the scale required in #4 above
- ☐ 14 copies half-size or 11" x 17" (not to scale)
- ☐ 1 PDF copy of the complete plan set on CD.
- ☐ Final approved plans must be submitted on CD in PDF and Auto-CAD 2004 or newer format.

Signature of Applicant

Typed or printed name of Applicant

SITE PLAN APPLICATION
Board of Adjustment/Planning Board
Borough of New Providence

FOR OFFICIAL USE ONLY

Date Filed: _____	Application No. _____
Amount Fee Paid: _____	Date Paid: _____
Date Application Complete _____	Notice Sent _____
Time Period Expires: _____	
Block No. (s) _____	Lot No. (s) _____

SECTION 1. INFORMATION REGARDING THE APPLICANT

- a. Full Legal Name _____
- b. Mailing Address _____

- c. Telephone Number(s) _____
- d. The applicant is: INDIVIDUAL(S) ☐ CORPORATION ☐ PARTNERSHIP ☐
OTHER (specify) _____

If the Applicant is a corporation or a partnership, information specified in Article 8D of the Land Use Procedures Ordinance must be included as a rider to this application. An attorney must represent all corporate applicants.

- e. The relationship of the applicant to the property in question is:
OWNER ☐ TENANT or LESSEE ☐ PURCHASER UNDER CONTRACT ☐
OTHER _____

If the Applicant is not the owner of the property in question, the Applicant must submit a copy of this application signed by the owner in the space provided in Section 6.

Section 2. INFORMATION REGARDING THE PROPERTY

- a. The Street Address is _____
- b. The property is approximately _____ feet from the intersection of _____
_____ and _____
- c. The property is Block No.(s) _____ Lot No. (s) _____ on the Tax
Map and is located in the _____ Zone(s).

SECTION 3. INFORMATION ABOUT PROPOSAL

- a. Proposal: With respect to said property, Applicant proposes (include all physical improvements such as structures, additions, landscaping, etc.):

- b. Planned Development: _____ (Yes/No). Type _____

- c. Coincident Applications:

Subdivision	_____	(Yes/No)
Variance	_____	(Yes/No)
Conditional Use	_____	(Yes/No)

- d. Previous Applications (with regards to this property):

Site Plan	_____	(Yes/No)
Subdivision	_____	(Yes/No)
Variance	_____	(Yes/No)
Conditional Use	_____	(Yes/No)

If yes, attach a copy of the Board decision.

- e. Deed Restrictions or Covenants: existing or proposed _____ (Yes/No)

If yes, attach a copy.

SECTION 4. PROPERTY DETAILS

The property is more particularly described as follows:

- a. Area of Plot: _____ square feet. Area covered by existing structures which will remain: _____ square feet. Area of proposed structures: _____ square feet. Total area of plot to be occupied by structures: _____ square feet. Structures plus other impervious areas: _____ square feet. Percentage of plot to be occupied by structures: _____. Percentage of plot to be occupied by structures plus other impervious areas _____.
- b. Total floor area _____ square feet.
Floor area ratio (total floor area divided by floor area of plot) _____.
- c. Setbacks: Required Existing Proposed
 Front _____
 One side _____
 Other side _____
 Both sides _____
 Rear _____
 (If corner lot, circle setbacks from side street.)
- d. Height of existing structure to top of roof: _____ feet. Height of proposed structure: _____ feet. Height of _____ (specify cupola, chimney, etc.): _____ feet. Number of stories: _____.
- e. For Non-Residential Use:
 Number of parking spaces _____ Number of Employees _____

SECTION 5. OTHER INFORMATION

- a. Attorney: _____ Phone No.: _____
 Address: _____
- b. Engineer: _____ Phone No.: _____
 Address _____
- c. Architect: _____ Phone No.: _____
 Address: _____
- d. Planner: _____ Phone No.: _____
 Address: _____

- e. Adjoining Property: Block and lot number(s) of any adjoining property currently owned or under contract to purchase by either applicant or current owner _____

SECTION 6. VERIFICATION AND AUTHORIZATION

- a. Applicant: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

- b. Owner: (If owner is not the Applicant): I, _____ hereby certify that I reside at _____ in the County of _____ and the State of _____; and that I am the owner of that lot, piece or parcel of land known as Block(s) _____ Lot(s) _____ on the Tax Map of the Borough of New Providence, which property is the subject of the above application, and that said application is hereby authorized by me.

Owner's Signature

Date

FOR OFFICIAL USE ONLY

This application was approved on _____. A resolution setting forth the specifics of the approval and conditions, if any, was mailed on _____.

This application was denied on _____. A resolution of denial was mailed on _____.

Secretary of the Board