

**TOWNSHIP OF EAST HANOVER
LAND USE PLANNING BOARD**

411 Ridgedale Avenue
East Hanover, NJ 07936
(973) 428-3021
Fax (973) 428-3026

VARIANCE APPLICATION

HOMEOWNERS

Filing Fees: \$ _____ Application Fee (Non-refundable)
\$ _____ Escrow Fee (Remainder refundable)
\$10.00 - Property Owners List (Non-refundable)
(Payment in 3 checks - payable to the Township of East Hanover)

Submit: - Original and 10 copies of completed Application Form with signatures on page 5
- 10 copies of dimensioned drawings of what is proposed (covered porch, sun room, addition, deck, etc.) Photos are helpful
- Original of Completed Application Checklist
- Original of Request of List of Property Owners along with \$10.00 fee
- Original of Tax Identification Number sheet
- 10 complete packets

Completed application form, supporting documents and fees must be submitted at least **15 business days** prior to a Land Use Planning Board Meeting for completeness review meeting.

If you are a corporation, you need to be represented by an Attorney.

The completeness review meeting is held on a Tuesday at 3:00 p.m. in the Main Meeting Room at the Municipal Building. You are required to attend.

After the completeness review meeting you will be scheduled for a Public Hearing before the Land Use Planning Board. You will need to send certified notices to adjoining residents before the public hearing - this step will be explained to you at a later date. 21 copies of corrected Application Form and all required documents

After receiving a Resolution of approval from the Land Use Board you can then apply for a building permit.

Lisa Kiss
Land Use Planning Board Secretary

08/14

INSTRUCTIONS TO LAND USE PLANNING BOARD APPLICANTS

1. Applications for development shall be filed with the Land use planning board, pursuant to these instructions. Application shall be made upon the forms supplied by the Land use planning board, which can be obtained for the Land use planning board Secretary. All information required by the official checklist, a copy of which will be given to the Applicant, shall be supplied.
2. The Applicant shall file with the Land use planning board an original and **10 copies** of the application form together with a like number of all supporting documents submitted with the application. **All drawings must be folded as close to 8 ½ x 11 as possible.**
3. When the application and all checklist items have been completed and filed with the Land use planning board Secretary, together with the appropriate fees and all taxes or assessments are paid to date, the application will be scheduled for completeness determination by the Development Review Committee.
 - A. If complete, the Applicant will submit **19 completed copies** of the application form together with a like number of all supporting documents correlated. The Applicant will be notified of the date of his hearing. At that time, the applicant will be supplied with the necessary forms and affidavits for the required notice of the property owners and others required to receive notice, pursuant to State Statute.
 - B. If incomplete, the Applicant will receive a list of the items required to make the application complete. When revised plans are submitted, the application will again be reviewed by the Development Review Committee. If then determined complete, the Applicant will be notified as in 3A above.
4. The Applicant shall give notice, at least ten(10) days prior to the date of the Public Hearing, and all completed paperwork submitted (20) days prior to the date of the Public Hearing as follows:
 - A. Public notice shall be made by publication, in the Daily Record and/or Hanover Eagle, of a legal advertisement, and proof of such publication, in the form of an affidavit to be obtained by the Land use planning board Secretary, shall be submitted to the Land use planning board as hereinafter set forth.
 - B. Notice shall be given to the owners of all real property, as shown in the current tax duplicate or duplicates, located in the State and within 200' in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located. This requirement is deemed to have been satisfied when condominiums are with 200' of Applicant's property by making service in the following manner:

- (1) If the Applicant's property abuts a condominium and the owner of any unit is within 200' of the Applicant's property and said unit has a unit above or below it, by giving notice to the individual unit owner. Names and addresses of such property owners located within East Hanover may be procured by making written request to the Tax Assessor and payment of a fee not to exceed \$.25 per name or \$10.00, whichever is greater. If there are other property owners who have land within 200', but not within East Hanover, their names and addresses must be procured from the administrative officer of the municipality within which their property is located. Such notice shall be given by:
 - (1) Serving a copy thereof on the owner, as shown on the said current tax duplicate, or his agent in charge of the property, or
 - (2) Mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice-president, secretary or other person authorized, by appointment or by law, to accept service on behalf of the corporation.

Where a condominium association, or homeowners' association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200' of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

- C. Notice of all hearings on applications for development involving property located within 200' of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.
- D. Notice shall be given by personal service or certified mail to the County Land use planning board of a hearing on an application for development of property 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 situate within 200' of a municipal boundary.
- E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state Highway.
- F. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to N.J.S.A. 40:55D-10(b).

- G. The Applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.
- H. Any notice made by certified mail as herein above required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.
5. The Applicant shall file a list of property owners served, and indicate the lot and block number of such owner served and designate the method of service on the form provided. The form shall be filled in completely, and the Affidavit of Service shall be signed, notarized, and filed with the Land use planning board Secretary at least 4 days prior to the date of the scheduled hearing. To the Affidavit of Service shall be appended a completed form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality in which the property is located, should also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.
6. If the Applicant does not own the property described in the application, the Affidavit of Ownership must be completed on the form provided and filed either with the application or with the Proof of Service.
7. The Applicant shall file with the application 9 folded copies. when deemed complete then 19 copies of a plot plan or survey to scale, not less than one inch equals 50 feet, that shall show all properties within 200' of the subject properties and shall include:
- A. North Point
 - B. Lot lines, with dimensions
 - C. Lot area in total square feet or acreage to the nearest hundredth (e.g. 13.57)
 - D. Tax Map Block and Lot numbers
 - E. Zoning district(s)
 - F. Name of the road or roads on which the lot fronts
 - G. Easements of right-of-ways, if any
 - H. Locations of streams, if any
 - I. Location of all existing buildings, if any

- J. Location of the proposed structure or change, showing the front, rear and side yard dimensions
 - K. Building area allowed - (draw lines showing required front, rear and side yard set backs)
 - L. Location, arrangement and dimensions of parking area, driveway or service areas, if any
 - M. Names of adjoining property owners
 - N. Location of all buildings on all adjoining properties (including set backs)
8. All corporate Applicants must be represented by an attorney admitted to practice law in the State of New Jersey and, where applicable, must provide the following information:
- A. A corporation or partnership applying to the Land use planning board seeking permission to subdivide a parcel of land into 6 or more lots or for approval of a site plan to be used for commercial purposes, shall file a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. Such list shall be filed with the Land use planning board, along with the original application.
 - B. If a corporation or partnership owns 10% or greater interest in a partnership, which is subject to the disclosure requirements of paragraph A above, that corporation or partnership shall file a list of the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the base may be, and this requirement shall be followed by every corporate stockholder or partner in the partnership until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criteria established by this requirement, have been listed.
 - C. Should a corporate Applicant fail to comply with paragraphs A and B above, the Land use planning board shall not approve the application.
 - D. Other Applicants may proceed either with or without an attorney. However, persons without an attorney must be physically present at the meeting.
9. The case of the Applicant will be ready for hearing when the Applicant has completed all of the following steps pursuant to these instructions:
- A. Original and 20 copies of the application form.
 - B. Original and 20 copies of all forwarding letters and supporting documents
 - C. 19 folded copies of the plot plan or survey. (Note requirements of N.J .S.A. 40:55D-10(b) requiring maps and documents for public inspection at least ten (10) days before the date of the public hearing in the office of the administrative official).

- D. Affidavit of Ownership.(if applicable).
 - E: Affidavit of Service, Form of Notice, List of Property-Owners served, together with Post Office receipts where service is made by certified or registered mail and Proof of Publication of the legal advertisement placed in the DAILY RECORD and/or HANOVER EAGLE.
10. In the event that the full authorized membership of the Land use planning board is not present at the hearing, the Applicant may request an adjournment of his appeal to the next regular meeting of the Land use planning board. An Applicant may request that the Land use planning board consider his application at other than a regular meeting. Such a request can be made either in writing or by an appearance before the Land use planning board. Such a request should set forth the reasons that a special meeting is required. If a special meeting is held at the Applicant's request, the Applicant shall be responsible for such additional fees of the Land use planning board.
 11. Hearings and other procedures shall be considered in conformance to the "Rules of the Land use planning board of the Township of East Hanover." A copy of said rules may be obtained from the Land use planning board Secretary upon payment of a fee of \$20.00. A copy of said Rules is also on file in the office of the Land use planning board Secretary and is available for inspection in the Land use planning board Office. Applicants will be heard in the order in which the applications are filed with the Land use planning board Secretary.

§ 79-7. Fees under Chapter 95, Land Use and Zoning. [Added 9-19-1979 by Ord. No. 20-1979]

- A. The fee for obtaining from the Secretary of the Board of Assessors the names of owners of real property in the State of New Jersey within 200 feet in all directions of the property which is the subject of an application for development pursuant to § 95-6B(1)(c) of Chapter 95 shall be in the amount of \$0.25 per name or \$10 whichever is greater.
- B. Fees in connection with various applications for development and other matters which are the subjects of Chapter 95 shall be paid according to the following listing of fees by the appropriate parties:

- (1) Copy of decision of governing body to interested party in connection with an appeal pursuant to § 95-7: \$10.
- (2) Publication in newspaper of decision of governing body on an appeal pursuant to § 95-7: cost of publication.
- (3) Development applications. [Amended 8-27-1981 by Ord. No. 21-1981; 12-26-1991 by Ord. No. 26-1991]
 - (a) Sketch plat, simple lot line change: \$100.
 - (b) Minor subdivision, three lots or less (and not requiring off-site improvements): \$300.
 - (c) Minor site plan: \$300. Minor site plan review shall include a professional office in a residential zone and a site plan for a new building or structure or addition thereto which does not involve off-street parking, traffic circulation or drainage facilities.
 - (d) Preliminary major subdivision plat: \$500, plus \$50 per lot.
 - (e) Final major subdivision plat: \$25 per lot or \$300, whichever is the greater fee.
 - (f) Preliminary site plan: \$300, plus \$3 per 1,000 square feet of the lot area* or part thereof, in case of a companion application for subdivision, plus \$2 per 100 square feet of proposed building floor area or part thereof.
 - (g) Final site plan: \$150, plus \$1.50 per 1,000 square feet of buildable lot area* or part thereof, in case of a companion application for subdivision, plus \$1 per 100 square feet of proposed building floor area or part thereof.
 - (h) Application of waiver of site plan review and/or change of user: \$100.

*NOTE: The lot area shall be construed to be an area (where the property is also being subdivided) necessary to conform to all required setback and yard requirements.

- (4) Conditional use applications: \$300, plus \$3 per 1,000 square feet of buildable lot area* or part thereof, in case of a companion application for subdivision, plus \$2 per 100 square feet of proposed building floor area or part thereof. [Amended 12-26-1991 by Ord. No. 26-1991] -

*NOTE: The lot area shall be construed to be an area (where the property is also being subdivided) necessary to conform to all required setback and yard requirements.

- (5) Variances and appeals. [Amended 12-26-1991 by Ord. No. 26-1991; 8-6-2008 by Ord. No. 12-2008]

- (a) Appeals from decision of the Zoning/Enforcement Official where the appellant alleges error in any order, requirement, decision or refusal made by the Zoning/Enforcement Official based on or made in the enforcement of the zoning regulations: \$250.
- (b) Interpretation of Zoning Map or zoning regulations or for decision on other special questions upon which the Board of Adjustment is authorized to decide: \$250.
- (c) Variances pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-70c) from lot area, lot dimensional, setback and yard requirements: \$350 per lot.
- (d) Variances from use regulations pursuant to P.L. 1975, c. 291 CN.J.S.A. 40:55D-70d): \$650.
- (e) Direction pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-1 et seq.) for issuance of a permit for a building or structure in the bed of a mapped street or public drainage way, flood control basis or public area reserved on an Official Map: \$300.
- (f) Direction pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-1 et seq.) for issuance of a Permit for a building or structure not related to a street: \$300.
- (6) Inspection fees. [Amended 8-27-1981 by Ord. No. 21-1981; 12-26-1991 by Ord. No. 26-1991]
- (a) Percolation tests: \$10 each hole, with a minimum of \$25 for each case.
- (b) Subdivision improvements: an inspection fee of 4% of the total cost of all improvements as calculated by the Township Engineer, but not less than \$250.
- (c) All others at \$25 per hour of inspection time, with a minimum of \$35 per inspection.

- (7) The fee for a zoning permit shall be \$50; provided, however, that where the application for said permit is preliminary to applying for a construction permit to do roofing, siding or interior renovation work on an existing one-family dwelling, the fee shall be \$10, and further provided that where the application for said zoning permit is preliminary to the installation or construction of a deck, porch or patio, swimming pool, shed or similar structure accessory to an existing one-family dwelling, the fee shall be \$25. [Added 6-18-1998 by Ord. No. 18-1998; 7-10-2000 by Ord. No. 18-2000]
- C. The fee for a certificate of occupancy, which shall accompany the application, shall be \$10 for the original certificate. The fee for any subsequent copy shall be \$0.50.
- D. Soil application and soil moving fees.
- (1) The following fees are to be paid with soil applications and will not be refundable whether the permit is issued, denied or withdrawn:
 - (a) Minor soil application fee: \$10.
 - (b) Major soil application fee: \$200.
 - (2) A soil moving fee will be charged at \$0.08 per cubic yard of fill or excavation, whichever is greater, less the soil application fee. If the permit is voluntarily withdrawn, the soil moving fee, less the expenses incurred by the township, shall be refunded.
 - (3) All utility companies, federal, state and local authorities, including the Board of Education and charitable organizations, may be exempt from the soil application and soil moving fees upon application to and in the discretion of the Township Committee.
- E. Initial deposit to escrow account on applications for development: [Added 4-21-1983 by Ord. No. 9-1983; amended 4-19-1990 by Ord. No. 7-1990; 2-10-2004 by Ord. No. 1-2004; 4-7-2009 by Ord. No. 3-2009]
- (1) Concept for subdivision or site plan: \$2,000.
 - (2) Site plan (for nondevelopment): \$3,000. "Nondevelopment," as used herein, shall mean site changes, interior or exterior renovations with no increase to building size.
 - (3) Site plan (for development): \$5,000. "Development," as used herein, shall mean an increase in total square footage, whether deemed to be usable, rentable or leasable, or any new construction.
 - (4) Subdivision classification (three lots or fewer): \$3,000.
 - (5) Subdivision classification (three lots or fewer with variances): \$3,500.
 - (6) Subdivision classification (more than three lots): \$3,000.

- (7) Preliminary major subdivision: \$5,000.
- (8) Final major subdivision: \$2,000.
- (9) Amended site plan: \$2,000.
- (10) Change of user: \$1,000.
- (11) Lot line revision: \$2,000.
- (12) Major soil-moving permit. \$1,000.
- (13) Conditional uses: \$1,000.
- (14) (Reserved)¹
- (15) Interpretation of Zoning Map or zoning regulations or for a decision on special questions: \$1,000.
- (16) (Reserved)²
- (17) Variances pursuant to N.J.S.A. 40:55D-70d: \$2,500.
- (18) Where an application for development includes more than one approval request, the sum of the individual required fees shall be paid.

F. [Added 4-21-1983 by Ord. No. 9-1983; amended 4-19-1990 by Ord. No. 7-1990] The amount of the initial deposit to the escrow account for zone change request shall be \$10,000.

¹ Editor's Note: Former Subsection E(14), establishing the fee for variances and appeals from a decision of the Construction or Zoning Official, was repealed 2-10-2004 by Ord. No. 1-2004.

² Editor's Note: Former Subsection E(16), establishing the fee for variances pursuant to N.J.S.A. 40:55D-70c, was repealed 2-10-2004 by Ord. No. 1-2004.

RESOLUTION 7-2015

RESOLUTION ESTABLISHING MEETING DATES FOR THE EAST HANOVER
LAND USE PLANNING BOARD FOR THE YEAR 2015

BE IT RESOLVED by the Land Use Planning Board of the Township of East Hanover in the County of Morris, New Jersey, that the regular public meetings of the Board for the Year 2015 shall be held in the Municipal Building, 411 Ridgedale Avenue, N.J. at 7:00 p.m., unless otherwise noted, on the following dates, each falling on a Tuesday and Thursday unless otherwise noted:

January 7, 2015 Reorganization
January 27, 2015 (Tuesday)
February 5, 2015 (Thursday)
February 24, 2015 (Tuesday)
March 12, 2015 (Thursday)
March 24, 2015 (Tuesday)
April 2, 2015 (Thursday)
April 21, 2015 (Tuesday)
May 7, 2015 (Thursday)
May 19, 2015 (Tuesday)
June 4, 2015 (Thursday)
June 23, 2015 (Tuesday)
July 2, 2015 (Thursday)
July 20, 2015 (Monday)
August 6, 2015 (Thursday)
August 24, 2015 (Monday)
September 3, 2015 (Thursday)
September 22, 2015 (Tuesday)
October 8, 2015 (Thursday)
October 27, 2015 (Tuesday)
November 5, 2015 (Thursday)
November 17, 2015 (Tuesday)
December 3, 2015 (Thursday)
December 15, 2015 (Tuesday)

BE IT FURTHER RESOLVED that this Resolution shall be published in an official newspaper of the Township and shall be posted in the location at Town Hall where such announcements are regularly posted.

Board of Adjustment meeting will be held on Thursdays, Planning Board meeting will be held on Tuesdays

LAND USE PLANNING BOARD OF THE
TOWNSHIP OF EAST HANOVER

ATTEST:



LISA KISS, SECRETARY



WILLIAM SALEMME, CHAIRMAN

DATE: January 7, 2015

ADOPTED: January 7, 2015

**APPLICATION TO
EAST HANOVER LAND USE PLANNING BOARD**

PART I

A. APPLICANT INFORMATION:

1. Applicant's Name _____
Address _____

Phone _____ Fax # _____
Email _____

2. Property Owner's Name _____
Address _____

Phone _____ Fax # _____
Email _____

3. Relationship of Applicant to owner (i.e., tenant, agent, purchaser under contract, same person, other) _____

4. Applicant's Attorney _____
Address _____

Phone _____ Fax # _____
Email _____

5. Applicant's Engineer _____
Address _____

Phone _____ Fax # _____
Email _____

PART II

B. TYPE OF APPLICATION:

- () Subdivision Classification ____ Minor ____ Major
Subdivision Major ____ Preliminary ____ Final
- () Site Plan ____ Preliminary ____ Final ____ Minor
- () Amended Site Plan
- () Other (describe) _____

C. TYPE OF VARIANCE (NJSA 40:55D-) (CHECK HERE IF NO VARIANCES ()

- () 35. Permit to construct building or structure on lot not abutting street.
- () 70a. Appeal from alleged error made by an administrative officer in the enforcement of the zoning ordinance
- () 70b. Request for interpretation of Zoning Map or Zoning Ordinance or for decision on other special questions.
- () 70c. Request a "C" variance (indicate variance type):
 - () (c-1) Hardship in utilizing property as required by Zoning Ordinance due to exceptional narrowness, shallowness or shape, exceptional topographic conditions, or by reason of an extraordinary and exceptional situation.
 - () (c-2) The benefits to be derived from the zoning ordinance requirements substantially outweigh any detriment with regard to this property.
- () 70d. Request a "D" variance (indicate variance type):
 - () (d-1) Different use sought than is presently permitted in zone.
 - () (d-2) Expansion of a non-conforming use.
 - () (d-3) Deviation from a requirement pertaining solely to a conditional use.
 - () (d-4) An increase in the permitted floor area ratio
 - () (d-5) An increase in the permitted density
 - () (d-6) Height of principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

GENERAL INFORMATION:

Location of Premises _____
(Number and Street)

(Block) (Lot) (Zone)

1. The premises are situated on the (east, west, north, south) side of _____
_____ and are approximately _____ feet from _____

(landmark or intersection of another street)
2. Purpose of application _____

3. When was the property acquired by the present owner _____
4. Present use of property _____
5. Describe all existing structures on the property _____

6. List any recorded easements affecting this property _____

Note: Attach copies of any deed restrictions or easements
7. List any prior appeals, variances and developmental approvals involving this property

8. Does the property front on a County or State road _____
(Name)
9. Is an Environmental Impact Statement being submitted ____ Yes ____ No
If NO, explain _____

10. Will a request be made for a waiver of Environmental Impact Statement? __ Yes __ No
If NO, explain _____

D. BULK INFORMATION:

	Required	Existing	Proposed
1. Minimum Lot Area (sq. ft.)	_____	_____	_____
2. Minimum frontage at street line	_____	_____	_____
3. Maximum percentage of lot to be occupied by:			
a. Principal building	_____	_____	_____
b. Principal and accessory building	_____	_____	_____
4. Minimum required setback for:			
a. Front yard	_____	_____	_____
b. One side yard	_____	_____	_____
c. Total two side yards	_____	_____	_____
d. Rear yard	_____	_____	_____
5. Minimum distance of accessory buildings to:			
a. Side of line	_____	_____	_____
b. Rear lot line	_____	_____	_____
6. Minimum usable floor area (sq. ft.)			
a. One story building	_____	_____	_____
b. More than one story building	_____	_____	_____
7. Minimum cubic content of principal building	_____	_____	_____
8. Maximum height of building			
a. In stories	_____	_____	_____
b. In feet	_____	_____	_____
9. Other dimensional variances requested	_____	_____	_____

(Describe)

E. CORPORATE INFORMATION:

If the applicant is a corporation or partnership, list names and addresses of all corporate shareholders and /or partnership interests of 10% or more.

PART VI

F. APPLICANT'S SIGNATURE:

Date

Signature of Applicant

PART VII

G. OWNER'S CONSENT:

The following consent or a letter signed by the owner, should be filled consenting to the application being made.

I, _____ certify that I am the owner of the property described
(Name of Owner)
in the within application and that _____ is hereby
(Name of Applicant)
authorized to make this application.

I further certify that I have reviewed the application and I consent the same.

The Owner hereby authorizes representatives of the Township to enter the premises in order to inspect same, prior to discussion or public hearing on the application.

(Date)

(Owner of Property)

(Address)

(Phone Number)

TOWNSHIP OF EAST HANOVER
ENGINEERING DEPARTMENT

411 Ridgedale Avenue
East Hanover, NJ 07936
973-428-3021
Fax 973-428-3026

TREE REMOVAL APPLICATION
PLANNING BOARD/BOARD OF ADJUSTMENT APPLICANTS

1. Applicant Name

Address _____

Phone _____ FAX _____

2. Property Owner _____

Address _____

Phone _____ FAX _____

3. Block _____ Lot _____ Street _____

4. List all trees to be removed with a DBH equal to or greater than six(6) inches, identified by size and species, including total number of each.

5. Location of existing tree canopy within the property boundaries (no more than sixty(60) percent of the existing tree canopy within the property boundaries shall be removed. The location of the remaining forty(40) percent of the tree canopy to be preserved shall be noted on the landscape plan.)

6. Location of individual trees with a DBH equal to or greater than six(6) inches, identified by size and species within the area of development/limit of disturbance.
7. Location of individual trees with a DBH equal to or greater than six(6) inches identified by size and species beyond the area of development/limit of disturbance.
8. Location of individual trees and their drip lines noted for preservation within the area of development/limit of disturbance identified by size and species. Where clusters of trees exist on the site or are contiguous with adjacent sites, fragmentation of the cluster shall be avoided where possible.
9. Location of all required replacement trees. (Replacement trees shall be required in any case where more than ten(10) percent of existing trees with a DBH equal to or greater than six (6) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with § 95-83.26)
10. Clear labeling of the area(s) intended for tree/vegetation removal.

§ 95-83.26. Tree replacement and reforestation

A. The replacement of trees shall occur as prescribed in the following table.

Caliper of Existing Tree Removed	Number of Replacement trees (3" caliper)
Between 6 & 12 inches	3
Between 12.1 & 18 inches	4
Between 18.1 & 24 inches	5
Between 24.1 & 30 inches	7
Between 30.1 & 36 inches	10
Greater than 36 inches	The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed trees.

1. Replacement tree(s) shall be of nursery grade quality, balled and burlapped and installed on site. Where replacement trees are required but not suitable for the particular site prescribed due to the size of the site, such trees shall be deposited into a community tree bank. Trees deposited into the community tree bank shall be utilized for planting on public lands.
2. The type of replacement tree(s) shall be as approved the Township or as recommended by the Rutgers University Cooperative Extension Service or other qualified entity.
3. In lieu of providing replacement trees which would otherwise be planted in the tree bank, applicant may deposit into a Township escrow fund a sum to be determined by the Township Engineer as the value of each such tree. If the Township does not utilize such funds within one year after posting, the funds will revert to the applicant. The Township may use the escrow funds for trees or other landscaping plants or vegetation on any Township public site.
4. Newly planted replacement shall be monitored for a period of one year to ensure the health of the trees. If the replacement trees die within the one-year period, the developer/applicant shall replace the dead tree.

TOWNSHIP OF EAST HANOVER
LAND USE PLANNING BOARD
411 RIDGEDALE AVENUE
EAST HANOVE, NJ 07936

(973) 428-3021
FAX: 428-3026

DEVELOPER:

RE: Tax Identification Number

Federal Income Tax law requires you to provide the Township of East Hanover with your correct tax identification number. If you are an individual, your tax identification number is your social security number. Failure to comply with this request may result in a penalty imposed by the Internal Revenue Service.

Please complete the statement below and return with your application package.

Thank you for your cooperation in this regard.

Individual and/or
Company Name _____

Social Security No. _____

or

Tax Identification No. _____

I Certify the above information to be true and correct:

Signature

Date

Title

*** Please return this form to the Land Use Planning Board Office along with a check for \$10.00 (payable to the Township of East Hanover)

REQUEST OF LIST OF PROPERTY OWNERS WITHIN 200 FEET

DATE:

TO: TAX ASSESSOR, TOWNSHIP OF EAST HANOVER

FROM: NAME _____

ADDRESS _____

TELEPHONE _____

BLOCK(s) _____ LOT(s) _____

PLEASE PROVIDE A LIST OF ALL PROPERTY OWNERS WITHIN 200 FEET OF THE ABOVE SUBJECT PROPERTY.

THANK YOU,

Signature of property owner or applicant

TOWNSHIP OF EAST HANOVER

LAND USE PLANNING BOARD

411 Ridgedale Avenue
 East Hanover, NJ 07936
 -973-428-3021
 Fax 973-428-3026

CHECKLIST FOR VARIANCE/SITE PLAN APPLICATIONS

Applicant:

LR.9.14.10

Project Street Address:

Block: Lot:

Date:

<u>Planning Board Engineer</u> <u>Completeness Review</u>	Provided	Waiver Requested
1. Ord 95-36 D. [Amended 5-15-80 by Ord. No. 3-1980; 8-27-81 by Ord. No. 21-1981; 12-14-82 by Ord. No. 31-1982] Preliminary site plan. The preliminary site plan shall be drawn at a scale of not more than fifty (50) feet to the inch and shall include such details as may be necessary to properly evaluate the application and determine compliance with this chapter. Any site plan involving any new building or addition thereto or any site improvements shall be drawn by a licensed New Jersey professional engineer or land surveyor or architect. Where complicated or serious sanitary sewage and/or stormwater runoff collection and disposal problems are involved, then such site work plan must be prepared by a licensed professional engineer having expertise in such matters. Where applicable to the proposed use or construction, the following information shall be clearly shown:		
1. Key map drawn at a scale of not more than one (1) inch equals one hundred (100) feet showing the location of the property. All streets and property lines within five hundred (500) feet of the affected property. All buildings or structures are within three hundred (300) feet of the building or structure proposed by the applicant.		
2. The name and address of the owner and site plan applicant. Together with the names of the owners of all contiguous land and of property directly across the street and within two hundred (200) feet of the property, as shown by the most recent tax records of the township.		
3. North point Scale The date on which the plan was prepared. The date of every revision.		
4. Tax Map lot and block numbers of the property affected.		
5. Zoning district in which the property is located.		
6. Area of the lot and all lot line dimensions.		
7. A table indicating zoning requirements and development proposals.		

Note: Attach addendum to explain any waiver requests.

<u>Planning Board Engineer</u> <u>Completeness Review (cont'd)</u> Applicant:	Provided	Waiver Requested
8. Location of all existing buildings, culverts, storm sewers, sanitary sewers, water, fire protection, electric and telephone lines (both above and below ground) and poles, gas and underground heating systems, pipelines and other manmade features. Including fences and walls.		
9. Location of all existing streets and highways on or adjacent to the property affected, including names. Right-of-way width Pavement width Curb or curb width		
10. Location of all existing easements and rights-of-way and the purpose for which they have been established.		
11. Location of existing high points, watercourses, depressions, ponds, marshes, wooded areas. Single trees not in wooded areas with a diameter of twelve (12) inches or more as measured three (3) feet above the base of the trunk. Other significant existing features, including previous flood elevations of watercourses, marsh and wetland areas as determined by survey and by the State of New Jersey.		
12. The existing and proposed contours on the site. And for one hundred (100) feet outside the property at two-foot intervals for areas less than five-percent grade and ten-foot intervals above five-percent grade. A reference bench mark should be clearly designated.		
13. Elevations at the corners of all proposed buildings. Paved areas. At property corners if new buildings or paved areas are proposed and at such locations designated by the Township Engineer.		
14. Tentative building floor plans. Front, rear and side building elevations, showing building materials. Said plans shall be at a scale of not less than one-eighth (1/8) inch equals one (1) foot. Said plans shall be drawn by a licensed architect when the building(s) or addition(s) thereto exceeds two thousand five hundred (2,500) square feet in ground floor area.		
15. The present status and contemplated use of all existing buildings on the property.		

Note: Attach addendum to explain any waiver requests.

<u>Planning Board Engineer</u> <u>Completeness Review (cont'd)</u> Applicant:	Provided	Waiver Requested
16. Location of proposed buildings and structures. All accessory structures, if any, including setback side lines and rear yard distances.		
17. All proposed streets with profiles indicating grading. Cross sections showing width of roadway, location and width of sidewalk.		
18. Specifications for and location of proposed surface paving and curbing.		
19. 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, pipelines and all other utilities both above and below ground. Including the connection of such proposed facilities with existing facilities according to the standard specifications of the township.		
20. Septic systems. Location of existing septic systems on any parcel of land within the confines of the application shall be specifically designated, and the location of existing septic systems on any adjoining lot within fifty (50) feet of the existing or proposed lot lines.		
21. The location of all off-street parking areas and off-street loading facilities, showing the number. Location and dimensions of parking spaces. Loading areas. Curb stops bumpers. Traffic aisles. Traffic patterns. Curb radii. Type of pavement.		
22. A landscaping and buffering plan showing what will remain and what will be planted. Indicating species of plants, trees and dimensions. Approximate time of planting and method of planting (bare-rooted, ball and burlap). Maintenance plans, seeding schedule, slope stabilization.		
23. All fences, walls, sidewalks or similar features to be provided.		
24. The design and details of any retaining walls, manholes, headwalls, retention basins, detention basins, etc.		

Note: Attach addendum to explain any waiver requests.

<u>Planning Board Engineer</u> <u>Completeness Review (cont'd)</u> Applicant:	Provided	Waiver Requested
25. Lighting details indicating the type and height of light standards, locations, radius of light, type of light. Intensity in foot candles.		
26. Proposed design and location of signs.		
27. Soil analysis as deemed necessary by the Township Engineer, including borings, test pits, groundwater information, samples and analysis of engineering properties.		
28. Aerial photographs and other photographs illustrating site details.		
29. A copy of any protective covenants or deed restrictions applying to the land, if applicable.		
30. An environmental impact statement in accordance with § 95-39.1 of this chapter.		
31. Legends and signature blocks as appropriate.		
32. The applicant shall submit to the approving authority a proposed sequence of development with a 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 considerations, utilities, road and sidewalk improvements and provisions for the protection of topsoil.		
33. Morris County Planning Board and other state and county approvals as may be appropriate.		
34. A soil erosion and sediment control plan, if required, in accordance with N.J.S.A. 4:24-39 et seq. Said plan shall be submitted to the Morris County Soil Conservation District in accordance with said statute and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by the district.		
35. A map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure. Along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.		
36. Official seals and signatures of a licensed professional engineer, land surveyor and architect.		

Note: Attach addendum to explain any waiver requests.

<u>Planning Board Engineer</u> <u>Completeness Review (cont'd)</u> Applicant:	Provided	Waiver Requested
37. Additional information. The approving authority 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 and similar exhibits. This information shall be deemed to be required unless specifically determined to be unnecessary by the approving authority <i>as</i> provided in Subsection D(38) below.		
38. If it can be demonstrated by the applicant that because of peculiar conditions relating to the property or proposed construction, any of the above details are not necessary or additional data is necessary to properly evaluate the site plan, the approving authority, by way of a specific written resolution, may modify or waive any of the specific site plan details or require such additional data, specifications and information.		
39. An application shall be deemed incomplete, and the review period shall not begin to run, until all the requirements of this section are satisfied.		
40. If a wetland survey/letter of interpretation reveals the existence of wetlands or wetland transition areas, then the applicant shall place that area into a conservation easement pursuant to the provisions of Chapter 161 of the Code of the Township of East Hanover. Said easement shall be indicated on all plans submitted in support of the application. Alternatively, the applicant may modify the area with permission of the New Jersey Department of Environmental Protection, for example by way of a transition averaging plan. Such a modification shall be indicated on the plan in support of the application, with supporting documentation to be submitted to the Board. [Added 9-8-2003 by Ord. No. 23-2003]		

Note: Attach addendum to explain any waiver requests.

Planning Board Engineer <u>Completeness Review (cont'd)</u> Applicant:	Provided	Waiver Requested
<p>41. Stream Corridor Protection Zone, In addition to the wetland survey requirement, all applications for major or minor subdivisions or major site plan approval shall have a qualified professional perform a survey on the property so as to determine if any part of that property is within Zone One or Zone Two of the Stream Corridor Protection Zone, as defined in Chapter 131 of the Code of the Township of East Hanover. If any portion of the property is within the Stream Corridor Protection Zone, it shall be designated on the plans submitted in support of the application. Further, the proposed development shall allow only permitted uses within the area designated the Stream Corridor Protection Zone. The application shall not entail any prohibited uses in the Township's Stream Corridor Protection Zone on the property unless the applicant submits and has approved a stream corridor management plan pursuant to Chapter 131 of the Code of the Township of East Hanover. [Added 9-8-2003 by Ord. No. 23-2003]</p>		

Note: Attach addendum to explain any waiver requests.