PATRICIA CRAVEN
Planning Board Secretary

BOROUGH OF WHARTON
ADMINISTRATIVE OFFICES

10 ROBERT STREET, WHARTON, NJ 07885-1997

973-361-8444 EXTENSION 2710/ Fax: 973-361-5281

Dear Applicant:

Please read these instructions carefully. It is imperative that all pertinent data be filled in, otherwise your application may be unnecessarily delayed.

This application package contains all forms necessary for the Planning Board to evaluate your request for subdivisions, either major or minor; and site plan approval and to render a decision. You are encouraged to submit whatever information or material you feel will better explain or support you proposal.

After hearing your application at the scheduled meeting, the Board will render a decision. A resolution granting or denying your request will be prepared by the Board's attorney and presented at the next regularly scheduled meeting. Only after the approval of that resolution can construction begin.

NO RESOLUTIONS WILL BE DRAWN UP THE EVENING YOUR APPLICATION IS GRANTED/DENIED.

If you are subdividing and/or intend to build a new dwelling(s) or change to a multiple dwelling you will need additional sewerage allotment. **It is your responsibility to contact the sewer department (973)-361-8444 ext.2712 to request this additional allotment. You must provide written documentation to the Planning Board Secretary of you request and the decision of the Public Works Board.**

All fees must be paid prior to the date of the meeting. Also all taxes and/or other fees due to the Borough in connection with the subject property must be paid before an application can be heard by the Planning Board.

The certified list of property owners within 200 feet, must be obtained form the Borough's Tax Assessor at a fee of $10.00 per sheet. The Tax Assessor will list the known utility companies that operate within the boundaries of the Borough on this certified list. However, it is your responsibility to determine whether or not there are any additional utility companies that may possess an easement or right-of-way to the subject property and similarly notify them. **If it is determined that no other utility company possess an easement or right-of-way, it must be so stated in writing to the secretary prior to the meeting.**

If the subject property is located on a County Road or right-of-way, you must make application to the Morris County Planning Board (form attached). **It is your responsibility to file the necessary forms with the County and give a copy of your application to the Planning Board Secretary.**

If you have any questions you may contact the Secretary of the Planning Board at (973) 361-8444 ext. 2710, Monday through Friday 8:30 am – 4:30 pm.

BOROUGH OF WHARTON
10 ROBERT ST.
WHARTON, N.J. 07885
BUSINESS HOURS: MONDAY TO FRIDAY 8:30 AM TO 4:30 PM
TELEPHONE NUMBER (973) 361-8444

INSTRUCTION SHEET

NOT LATER THAN 45 DAYS PRIOR TO YOUR TARGET DATE:

Complete all portions of the attached application, along with three (3) copies of a site plan or a subdivision plat, as they apply to you and file with the Planning Board Secretary along with your application and escrow fees.

You will then be scheduled to meet with the Tenancy Review & Site Plan Committee (which meets prior to the Planning Board Meetings)

Your initial application form will be reviewed and returned to you with notations and/or suggestions for you to prepare the final application.

You will be notified by the Secretary of your date to come before the Planning Board. **WITHIN FIFTEEN (15) DAYS OF THE SCHEDULED MEETING WITH THE PLANNING BOARD YOU MUST SUBMIT THE FOLLOWING MATERIAL TO THE PLANNING BOARD SECRETARY.**

1. Submit original and 15 copies of the completed application. (total 16 copies)
2. Submit a total of 16 copies of any deed restriction, easement of record or protective covenant.
3. Submit a total of 16 copies of a plot or survey map prepared by or at the direction of applicant showing the following.
   a. Area of subject property.
   b. Lot line dimensions of subject property.
   c. Location of all building, structures or improvements presently on subject property (including pools/sheds).
   d. Location of proposed additions or changes indicating dimensions.
   e. Front, side and rear setbacks.
   f. Driveways and parking areas (supply dimensions for other than single – family resident use).
   g. Easements and right-of-ways
4. Submit a total of 16 topographic maps where grade exceeds 5%.
5. Submit a total of 16 copies of architectural plans or equivalent, prepared by or at the direction of the applicant.

APPLICATION FOR FINAL APPROVAL OF FINAL SUBDIVISION PLAT

To the Borough of Wharton Planning Board:

Application is hereby made for final approval of a Final Plat of a proposed subdivision all as shown and described on the accompanying maps & documents.

1. **Applicant's Name**: _____

   Address: _____

   _____

   Phone: Day_____ **Night**_____

2. **Name and address of present owner** (if other than above).

   Name: _____

   Address: _____

   _____

3. **Number of lots proposed for Final Approval** _____

4. **Amount of performance guarantee** $_____

5. **List maps and other material accompanying application & number of each**

ITEM	NUMBER

Signature of applicant _____

(Do not write below this line)

Received by Administrative Officer _____

(**Date**)

_____

(**Signature)**

Date of Application _____ Filing Fee_____
Lot#_____ Block #_____ Escrow Fee _____

Borough of Wharton
Application for Approval of Minor Subdivision

To Be Filled in By Applicant:
Application is hereby made for approval of the subdivision of land as herein described and shown on accompanying plat in accordance with the Land Subdivision Ordinance of the Borough of Wharton, NJ

Owner _____
Address _____
Phone # _____

If Applicant is other that Owner: I hereby authorize _____ to act as my agent in processing this application.

Location of Land to be Subdivided:
Block No._____ Lot No._____ Street_____

Description of Land to Be Subdivided: _____

_____

_____

Deed to Title Reads: _____to _____ and is dated_____, 20_____, and was recorded in the Morris County Clerk's office in Deed Book _____ at page _____. **ATTACH COPY OF DEED**

To Be Filled in by Subdivision Committee:
This is to certify that the Subdivision Committee of the Planning Board of the Borough of Wharton has by unanimous decision classified the subdivision as shown on the attached plat as a minor subdivision and hereby waives hearings, review by the Planning Board and any other requirement not provided in the Land Use Subdivision Ordinance or by resolution of the Mayor and Council.

_____ _____
Chairman, Subdivision Committee **Date of Decision**

To Be Filled in By Secretary:
Date application was received _____, 20_____
Date Final Approval was granted*_____, 20_____
Notice of approval published _____, 20_____
(*) If approval subject to conditions, such are:_____
_____
Date Maps were filed with –
Building Inspector/Assessor _____, 20____
Housing Inspector _____, 20____
Borough Engineer _____, 20____

Date of Application:_____ Application Fee_____
Lot#_____ Block#_____ Escrow Fee_____

PRELIMINARY STATEMENT OF APPLICATION FOR MAJOR SUBDIVISION APPROVAL

(The Borough Clerk and /or the Planning Board Secretary are not permitted under administrative rules to assist in preparing this statement)

1. **Name and Address** of the owner or owners of all land effected by the application:
   Name: _____
   Address: _____
2. **Deed to Title Read**: _____to _____and is dated _____, 20 _____ and was recorded in the Morris County Clerk's off in Deed Book #_____ at Page #_____. **ATTACH COPY OF DEED**
3. If a **corporation** is applicant, give name of corporation, location of principal office, and name and address of President, Secretary and Treasurer:
   Pres. _____ Address:_____
   Sec'y _____ Address:_____
   Treas._____ Address:_____
4. **Location of principal office** is _____ in the _____of _____ County of _____, New Jersey. (If this is a foreign corporation authorized to do business in this State, so state, but give location of principal office in this State.)
5. If **partnership**, give location of office, and name and address of EVERY partner:
   _____
   _____
   _____
6. If **applicant is NOT OWNER**, attach a copy of agreement for sale or proof of proprietary interest. See Authorization Form attached.
7. Has the person signing been authorized by the owner and subdivider to make and sign this application? Yes _____ No _____

Sworn and subscribed to before)
me at _____NJ)
this _____day of _____)
20_____.)

_____
Applicant

_____
Notary Public of N.J.

_____
Address

****

Received in the office of the Planning Board Secretary on: _____, 20_____

_____
Secretary

Date of Application:_____ Application Fee_____
Lot#_____ Block#_____ Escrow Fee_____

Application for Approval of Preliminary/Final Site Plan
Approving Authority

Application is hereby made for approval by the Borough of Wharton Planning Board of the Following Site Plan:

1. _____
Name of Site Plan (or business or trade name)
2. _____
Location (if no address, indicate nearest intersecting streets)
3. _____
What is being proposed and the proposed use (use separate sheet of paper if needed)
4. _____ 5. _____
Plot Area (acres) **Total area of buildings** (sq. ft.)
6. _____
Number of parking spaces
7. _____ 8. _____
Number of Employees **Days open – hours open**
9. _____
Name of Applicant
10. _____
Address
11. _____
Phone Number
12. _____
Names and address of all stockholders or individual partners owning at least 10% of stock or at least 10% of the interest in the partnership (P.L. 1977, Chapter 336) – a separate sheet may be attached if necessary.
13. _____
Name of property owner if other than #9 above
_____
Address
14. ** **If applicant is not owner**, attach a copy of agreement for sale or proof of proprietary interest **
15. _____
Name of person preparing Site Plan
_____
Address

_____
Signature of Applicant

****

Date Received_____ **Received By** _____
Secretary, Planning Board

Action Taken _____

Borough of Wharton Planning Board
Variance Application

Name: _____

Address & Location _____

Block: _____ **Lot:** _____ **Zone:** _____

Variance Required by Reason of:_____
_____

Present/Proposed Dimensions of Building on Lot and Lot Dimensions:
Front Yard Set Back:_____Side Yard:_____

Rear Yard:_____Lot Area:_____

Lot Frontage:_____Other:_____

Use Not Allowed in Zone:_____

Name of Engineer/Surveyor Preparing Plats:_____
Address:_____
Phone Number:_____

Comments:_____
_____

____ **Attach Proof of Ownership** (deed or other legal documents by which sufficient legal interest in property is claimed to justify application.

____ **Attach Proof of Notification to Adjacent Property Owners** (Copy of Notice served, list of property owners from Tax Assessor's Office, Certification of Service and Receipts or signed letters from property owners.

____**Letter of Denial:** If this is an appeal from a denial or other refusal by any local authorities to issue a permit or certificate of occupancy, attach copy of the written denial.

I, (We), the undersigned, being duly sworn, upon my (our) oath(s) depose and say that the statements herein are true to the best of my (our) knowledge, information and belief:
_____Subscribed and sworn to before me
Signature of Applicant
this_____day of _____, 20_____.

_____ _____
Address of Applicant **Notary Public**

APPLICATION CHECK LIST
GENERAL REQUIREMENTS FOR ALL DEVELOPMENT APPLICATIONS

Name _____
Address_____
Phone _____

Items Required:

	Yes	No
1. Application Form	( )	( )
2. Fees and Escrow	( )	( )
3. Certification of Taxes Paid	( )	( )
4. Seventeen (16) copies of Proposed Plan	( )	( )
5. Affidavit of Ownership	( )	( )
6. Application to Morris County Planning Board	( )	( )
6. Complete check list provided for one of the following development proposals (Applicant check one or more as required)		
Sketch and Minor Subdivision	( )	( )
Sketch and Major Subdivision	( )	( )
Preliminary Plat	( )	( )
Site Plan	( )	( )
8. Does Applicant Qualify for Developer Fee Ordinance (#0-13-98 Attached)	( )	( )
9. NJDEP Technical Review Form	( )	( )
10. Proof of Ownership (Deed)	( )	( )

Your application has been certified (_____) complete or (_____) incomplete on _____.

Your application has been scheduled for the Planning Board Meeting at 7:30 p.m. in the Borough of Wharton Municipal Building, 10 Robert St., Wharton, New Jersey on _____.
Comments:

Notice of action taken sent to Applicant on _____.

SAMPLE OF LETTER TO BE SENT TO PROPERTY OWNERS WITHIN 200 FEET

To: _____

Owner of Premises:_____

PLEASE TAKE NOTICE:

That the undersigned has applied to the Planning Board of the Borough of Wharton, N.J. for a:

_____

_____

_____

on the premises located at _____

_____

which is within 200 feet of property owned by you. This application is now on the Planning Board's calendar and a public hearing has been ordered for _____
(**Date**)

at _____p.m. in the _____
(**Time**) (**Place**)

_____

at which time you may appear either in person or by agent, or Attorney and present any objection which you may have to the granting of this application.

This notice is sent to you by the applicant, by order of the Planning Board, Borough of Wharton.

Respectfully,

_____

Applicant

CERTIFICATION OF TAX COLLECTOR

I, _____, Tax Collector for the Borough of Wharton do herein state that all property taxes on Block _____Lot _____, commonly known as

_____

are current and that there are no liens being held by the Borough of Wharton on the property described above.

_____
Tax Collector

_____
Date

AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY)
) ss.
COUNTY OF MORRIS)

_____of full age, being duly sworn
Print Applicant's Name

according to law, on oath deposes and says that all of the above statements contained in the paper submitted herewith are true.

_____
Applicant's Signature

_____
Print Applicant's Name

Sworn and subscribed to
before me this _____day
of _____, 20_____.

_____
Notary Public of New Jersey

A U T H O R I Z A T I O N

If anyone other than the owner of the property is making this application, the following authorization **MUST BE** executed:

To the Borough of Wharton Planning Board:

_____ is hereby authorized to make the within application.
Print Applicant's Name

APPROVED:

_____ _____ /_____ /_____
Property Owner's Signature **Month Day Year**

_____
Print Property Owner's Name

_____
Property Owner's Address

A F F I D A V I T

State of New Jersey)
) ss
County of Morris)

_____ of full age, being duly sworn according to law, on his/her

oath deposes and says that he/she resides at _____

in the _____ of _____

County of _____ and State of _____

and that he/she did on _____, at least ten days prior to the

hearing date, give personal notice to all property owners within 200 feet of the property located at

_____and affected by the

application of _____ before the Planning Board of the

Borough of Wharton.

Said notice was given by sending written notices thereof by registered or certified mail, return receipt, and copies of these receipts are attached or by handing a copy thereof to said property owners or by leaving a copy at the property owners usual place of abode, with a person over 14 years of age. A signed receipt of personal service is attached, for hand delivered notices.

Attached to this affidavit is a list of owners of property within 200 feet of affected property showing the lot and block numbers of each property as same appears on the Municipal Tax Map.

_____
Signature of Owner or Agent

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

_____
Notary Public of New Jersey

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY)
) ss.
COUNTY OF MORRIS)

_____full age, being duly sworn according to law, on oath
(**Print Applicant's Name**)

deposes and says that the deponent resides at _____
(**Applicant's Legal Address**)

in the (City) (Town) (Borough) of _____ County of
(**Name of City, Town, Borough**)

_____ and the State of _____
(**Name of County**) (**Name of State**)

that _____ is the owner in fee of all that certain lot, piece or
(**Name of Owner**)

parcel of land situated, lying and being in the municipality aforesaid, and known and designated as

Lot_____ Block _____.

_____
Owner's Signature

_____
Print Owner's Name

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

SAMPLE OF ADVERTISEMENT

To All Applicants:

The following is a sample of the advertisement that must be in the **Daily Record** Newspaper no later than ten (10) days prior to your scheduled hearing date:

You may mail or fax this notice to them. Their Fax number is (973) 884-1020 and their address is **Daily Record** 629 Parsippany Road, Parsippany, NJ 07054 Attn: **Legal Notices**. You will be billed for this advertisement and you will be sent a **proof of publication which you must submit to the Planning Board Secretary .** This can be given to her on the night of your hearing.

NOTICE OF HEARING

NOTICE IS HEREBY GIVEN that an application for

_____

(**subdivision, site plan, variance**)

has been made to the Planning Board of the Borough of Wharton by

_____

(**Applicant's name**)

who proposes to:_____

_____.

Said property is located on _____

(**Street Address**)

Wharton, New Jersey and shown on the tax map as Block _____ Lot _____

in the _____ Zone.

A hearing on this _____

(**Subdivision, Site Plan**, **Variance**)

has been set by the Planning Board for _____

(**Date**)

at the Municipal Building, 10 Robert Street, Wharton, N.J. at 7:00 p.m. Copies of documents submitted with the application are on file at the above named municipal building for public inspection, 10 days prior to the meeting, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

Applicant:_____

Address:_____

APPENDIX "A"
FORM 1

CONCEPT PLAN, SKETCH PLAT AND MINOR SUBDIVISION
PLAT DETAILS AND REQUIREMENTS

Applicant's Name_____

Date Received _____

PLAN ACCURACY & LEGIBILITY
SUFFICIENT FOR REVIEW: Yes ( ) No ( )

PLAT SIZE: Satisfactory ( ) Unsatisfactory ( )
SCALE: Satisfactory ( ) Unsatisfactory ( )

YES	NO		
( )	( )	1.	Location of tract to be subdivided in relation to entire tract.
( )	( )	2.	Key map at 1" = 200' scale.
( )	( )	3.	Tax map sheet, block/lot number.
( )	( )	4.	Name of owner and adjoining owners by most recent tax records.
( )	( )	5.	Dimensions and bearings of all lot lines, square footage of each lot.
( )	( )	6.	All existing structures on tract to be subdivided and within 200' of entire tract.
( )	( )	7.	All streets, existing/proposed easements and restrictions of each easement, text of restrictions, streams, water courses in or contiguous to property and within 500 feet of the subdivision.
( )	( )	8.	Zoning districts and locations of zoning boundaries within subdivision.
( )	( )	9.	Front, rear, side yard setback lines.
( )	( )	10.	Name, address and license number of person preparing map (N.J.L.S.).
( )	( )	11.	Date of original preparation/date of revision, tract, name, north arrow, reference meridian, graphic scale.
( )	( )	12.	Road profiles and traffic sight distances (where required by Board).
( )	( )	13.	Appropriate place for the signature of the Chairman and Secretary of the Planning Board, and the Borough Engineer.
( )	( )	14.	Existence and location of any utility lines and utility easements which effect the land being subdivided.
( )	( )	15.	Residential cluster details.

APPENDIX "A"
FORM 2

PRELIMINARY PLAT DETAILS AND REQUIREMENTS
MAJOR SUBDIVISION

Applicant's Name _____

Date Received_____

PREPARED BY- P.E. or L.S.

YES	NO		
( )	( )	1.	Plat drawn to scale, with all revisions noted and dated.
( )	( )	2.	Key map showing the location of the tract with references to the surrounding properties, existing streets and streams within five hundred (500) feet of the subdivision.
( )	( )	3.	Tract name, tax map sheet, block/lot number, date reference, meridian, graphic scale a) Name/address of record owner or owners. b) Name/address of subdivider. c) Name/address of person who prepared map.
( )	( )	4.	The names, as shown on current tax records, of all owners of property within two hundred (200) feet of the subdivision, together with the block and lot numbers of the said property.
( )	( )	5.	Total acreage of tract to nearest tenth of an acre.
( )	( )	6.	Contours at 5-foot intervals for slopes averaging 10 percent or more: 2-foot intervals for land of lesser slope: high/low points for new streets. Sea level datum only. Existing contours are to be identified by dashed lines and proposed contours are to be indicated by solid lines.
( )	( )	7.	Typical cross sections, centerline profiles, tentative grades of proposed streets and traffic sight distances at intersections.
( )	( )	8.	Location of existing/proposed property lines showing dimensions/bearings.
( )	( )	9.	Existing structures on tract to be subdivided and within 200 feet.
( )	( )	10.	Location of existing/proposed streets, easements, water courses, railroads, bridges, culverts, drain pipes/natural features, wetlands, wooded areas/rock formation in/within 200 feet of the entire tract owned by the subdivider and all street names with copies of existing easements of record.
( )	( )	11.	Proposed utility layouts, plans, and profiles.
( )	( )	12.	Detailed plans of off-site/off-tract improvements.
( )	( )	13.	The zoning district in which parcel is located, together with the zone boundaries within two hundred (200) feet of the extreme limits of the property in question.
( )	( )	14.	All setback lines.

( )	( )	15.	Reference to any existing or proposed covenants, deed restrictions, exceptions or easements covering any part of the parcel.
( )	( )	16.	Location of open spaces to be dedicated for public parks, playgrounds, detention or retention basins or other public uses.
( )	( )	17.	Individual lot areas to the nearest one hundredth of an acre and in square feet.
( )	( )	18.	Preliminary grading and drainage system, soil erosion and sedimentation requirements.
( )	( )	19.	Landscape Plan including: existing wooded areas; existing and proposed topography; location, species and sizes of all proposed shade trees, ornamental trees, evergreen trees and areas for lawns or any other ground cover; a plant schedule indicting botanical name, common name, size at time of planting, quantity and any special remarks for all plant material proposed; planting and construction details and specifications.
( )	( )	20.	Storm Water Management Plan.
( )	( )	21.	Traffic Study (where required by Board).
( )	( )	22.	Environmental Impact Study (where required by Board).
( )	( )	23.	Accurate metes and bounds description of each new lot to be created.
( )	( )	24.	Plans, profiles and cross sections of all proposed sheets.
( )	( )	25.	Percolation tests or sewer hookup authorization.
( )	( )	26.	Geotechnical exploration (where required by the Board).
( )	( )	27.	Appropriate signature blocks.
( )	( )	28.	Residential cluster details.

APPENDIX "A"
FORM 3

SITE PLAN SUBMISSION DETAILS AND REQUIREMENTS

Applicant's Name_____

Date Received _____

All applications for site plan approval shall be prepared, signed and sealed by a professional engineer. They shall bear the signature and the seal of a licensed land surveyor as to topographic and boundary survey data. **A signed and sealed copy of the survey on which the site plan is based shall be submitted to the reviewing board with the site plan submission.**

SCALE: 1" = 10:20:30:40:50
PLAN LEGIBILITY: Satisfactory ( ) Unsatisfactory ( )

REQUIRED INFORMATION

All site plans shall comply with the requirements hereinafter set forth and shall contain the following information and data where applicable:

YES	NO		
( )	( )	1.	A title block shall be indicated in the lower right-hand corner of the plan and shall include the name and address of the record owner, including the block and lot number of the site; the title of the development; and the name, address, license number and seal of the person preparing the plan. If the owner is a corporation, the name and address of the president and secretary shall be submitted with the application.
( )	( )	2.	A date block of the site plan adjacent to the title block containing the date of preparation. All subsequent revisions shall be clearly noted and dated.
( )	( )	3.	A key map showing the location of the tract with reference to surrounding areas and existing street intersections within five hundred (500) feet of the boundaries of the subject premises.
( )	( )	4.	A place for the signatures of the Chairman of the Board, Secretary of the Board and the Borough Engineer.
( )	( )	5.	A scale of not less than fifty (50) feet to the inch shall be used and a graphic representation of the scale shall be displayed, and a North arrow. All distances and dimensions shall be in feet and decimals of a foot and all bearings shall be given to the nearest ten (10) seconds. In the case of an exceptionally large tract of land, a scale of not less than one hundred (100) feet to the inch may be employed.
( )	( )	6.	The names of all owners of adjacent property within two hundred (200) feet of the subject premises, together with the block and lot numbers of the said property, as shown on the current municipal tax records.
( )	( )	7.	Zone boundaries shall be shown on the site plan as they affect the parcel. Adjacent zone districts within two hundred (200) feet shall also be indicated. Such features may be shown on a separate map or as a key on the detail map itself.

( ) ( ) 8. Survey data showing boundaries of the property, required building or setback lines from existing and proposed streets, lots and areas dedicated to public use, including grants, restrictions and rights-of-way, lot area.

( ) ( ) 9. Reference to any existing covenants, deed restrictions, easements or exceptions that are in effect or are intended to cover all or any of the tract. A copy of such covenant, deed restriction, easement or exception shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to that effect shall be indicated on the site plan map.

( ) ( ) 10. Location of existing buildings on the site which shall remain, including all existing setback dimensions, and all other structures such as walls, fences, culverts, bridges, roadways, etc. with spot elevations of such structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.

( ) ( ) 11. All distances as measured along the right-of-way lines of existing streets abutting the property to the nearest intersection with any other street.

( ) ( ) 12. Location plans and elevations of all proposed buildings and other structures, including required yard and setback areas, building height in feet and stories, lot coverage and improved lot coverage calculations.

( ) ( ) 13. Location, height, dimensions and details of all signs, either freestanding or affixed to a building. Where signs are not to be provided, a notation to that effect shall be indicated on the site plan.

( ) ( ) 14. Location of all storm drainage structures, soil erosion and sediment control devices and utility lines, whether publicly or privately owned, with pipe sizes, grades and direction of flow. The estimated location of the said existing underground utility lines shall be shown.

( ) ( ) 15. Existing and proposed contours, referred to United States Coast and Geodetic Survey datum, with a contour interval of one (1) foot for slopes of three percent (3%) or less, an interval of two (2) feet for slopes of more than three percent (3%) but less than fifteen (15) percent and an interval of five (5) feet for slopes of fifteen (15) percent or more. Existing contours are to be identified by dashed lines and proposed contours are to be identified by solid lines.

( ) ( ) 16. Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wetlands, wooded areas and other significant existing features, including previous flood elevations of watercourses, where available, and ponds and marsh areas, as may be determined by survey. Unusual major conditions affecting the subject property or surrounding areas shall be indicated.

( ) ( ) 17. All proposed streets with profiles indicating grading, and cross sections showing width of roadway, location and width of sidewalks, where required, and location and size of utility lines, according to community standards and specifications.

( ) ( ) 18. The proposed use or uses of land and buildings and proposed location of buildings, including proposed grades. Floor plans and area of all buildings and estimated number of employees, housing units and other capacity measurements, where required, shall also be indicated. If the precise use of the building is unknown at the time of application, an amendment plan showing the proposed use shall be required prior to a certificate of occupancy.

( ) ( ) 19. All means of vehicular ingress and egress to and from the site onto public or private 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 other traffic controls which may be required. Improvements such as roads, curbs, sidewalks and other design details shall be indicated, including dimensions of parking stalls, access aisles, curb radii, direction of traffic flow and other conditions as may be required in the Zoning Ordinance or this Code.

( ) ( ) 20. The location and design of any off-street parking areas or loading areas showing size and location of bays, aisles and barriers.

( ) ( ) 21. The location of all proposed water lines, valves and hydrants and all sewer lines or alternative means of water supply or sewage disposal and treatment in conformance with the municipal standards and appropriate utility companies, where applicable.

( ) ( ) 22. The proposed location, direction of illumination, power and time of proposed outdoor lighting, including type of standards to be employed, radius of light and intensity in footcandles.

( ) ( ) 23. The proposed screening, landscaping and planting plan indicating natural vegetation to remain and areas to be planted. A plant schedule indicating botanical name, common name, size at time of planting, quantity and any special remarks for all plant material proposed. Planting and construction details and specifications.

( ) ( ) 24. The proposed refuse and recycling collection facility including location, dimensions and screening elements.

( ) ( ) 25. The proposed rooftop appurtenances including total area, height and screening elements.

( ) ( ) 26. The proposed stormwater drainage system as to conform with designs based on a fifty-year storm, using a one-hour intensity of two and zero-tenths (2.0) inches. All site plans shall be accompanied by a plan sketch showing all existing drainage within five hundred (500) feet of any boundary, and all areas, wooded areas and any other surface area contributing to the calculations and methods used in the determination.

( ) ( ) 27. Complete building elevation drawings of proposed structure(s).

( ) ( ) 28. Location, size, and nature of contiguous property owned by the applicant or in which the applicant has direct or indirect interest.

( ) ( ) 29. Soil Erosion and Sediment Control Plan.

( ) ( ) 30. Traffic Study (where required by the Board).

( )	( )	31.	Environment Impact Study (where required by the Board).
( )	( )	32.	Any other information deemed necessary by the Board.

LAND DEVELOPMENT REVIEW APPLICATION

Mail To:
MORRIS COUNTY PLANNING BOARD
P.O. Box 900
Morristown, NJ 07963-0900

Office Location:
30 Schuyler Place
4th Floor
Morristown, New Jersey

ALL FILINGS TO THE PLANNING BOARD SHOULD BE IN DUPLICATE WITH APPROPRIATE FILING FEE

Section I. Submission Requirements (TWO COPIES OF ALL DOCUMENTS SHOULD BE SUBMITTED)

Submission: ☐ New ☐ Revised ☐ Planning Board ☐ Board of Adjustment ☐ Review fee enclosed ☐ No review fee

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Section II. Project Information

Project Name: _____ Block(s) _____ Lot(s) _____
Municipality: _____ Road Frontage Name: _____
Applicant's Name: _____ Telephone: _____ Fax: _____
Mailing Address: _____

Section III. Site Data

What is being proposed? _____
Zone District(s) in which property is located: _____
Present Use(s) _____ Proposed Use(s) _____
Proposed Water Source: _____ Sewage Disposal _____

☐ Subdivision:
Gross Area of Subdivision Tract _____ acres ▪ Net Lot Area _____ acres ▪ Number of Lots _____

☐ Site Plan: Lot Area _____ Acres

If Residential:
# of Dwelling Units _____

If Non-Residential
New Floor Area _____ Total Floor Area _____
New Parking Spaces _____ Total Parking Spaces _____
New Impervious Surface _____ Total Impervious Surface _____

Section IV: Review Fees (not required for revised submissions)

Applicant hereby applies for: (check one)

Municipal Classification	**Rate**	**Fees**
☐ Subdivision: Sketch	no charge	
☐ Subdivision: Minor	$100.00	$_____
☐ Subdivision: Preliminary	$500.00 + $25.00 per lot	$_____
☐ Subdivision: Final	$100.00	
☐ Site Plan: Multi-Family	$500.00 + $25.00 per dwelling unit	$_____
☐ Site Plan: Non-Residential	$500.00 + $5.00 per new parking space	$_____

Total enclosed (payable to "**Treasurer of Morris County**"). . . . . $_____

Application completed by: _____ ☐ applicant/☐ owner/ ☐ attorney/ ☐ engineer
(please print)

Signature: _____ Dated: _____

MORRIS COUNTY PLANNING BOARD
LAND DEVELOPMENT REVIEW
APPLICATION PROCEDURES

SUBMISSION REQUIREMENTS:

Subdivision – All subdivisions must be submitted to the County Planning Board for review.
Major Subdivisions – will be reviewed for County approval
Minor Subdivisions – will be reviewed to determine:

1. If the project fronts along a County road; and/or
2. If the project will affect any County drainage facilities.

For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval.
If a minor subdivision does not meet either criteria, an exemption letter will be sent.

Site Plans – Site Plans will be reviewed to determine:

1. If the project fronts along a County road; and/or
2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)

For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval.
If the site plan does not meet either criteria, an exemption letter is sent.

PROCEDURES:

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat required prior to filing of final plat at the Morris County Clerk's Office.

REVISIONS:

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

REPORTS:

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

SUBMISSION PACKAGE:

A complete application consists of the following:

□ 1. Two (2) completed copies of the County application form (on the reverse side).
□ 2. Two (2) copies of the subdivision or site plan drawings.
□ 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
□ 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
□ 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to: Morris County Planning Board
P.O. Box 900
Morristown, NJ 07963-0900

Or via personal delivery or overnight to: 30 Schuyler Place, 4th Floor
Morristown, New Jersey

Questions, please call: (973) 829-8120

(Revised 8/08)

Article XVII
Development Fee Ordinance

§ 14-115 Development Fee Ordinance.

A. Purpose:

In Holmdel Building's Association V. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985, N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the Council on Affordable Housing's (COAH's) adoption of rules. This ordinance establishes standards for the collection, maintenance, and expenditure of development fees pursuant to COAH's rules. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low-and moderate-income housing. This ordinance shall be interpreted within the framework of COAH's rules on development fees.

B. Basic Requirements.

The Borough of Wharton shall not spend development fees until COAH has approved a plan for spending such fees and the Borough has received third round substantive certification from COAH or a judgment of compliance.

C. Definitions

The following terms, as used in this ordinance, shall have the following meanings:

1. "Affordable housing development" means a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable development.

2. "COAH" means the New Jersey Council on Affordable Housing.

3. "Development fee" means funds paid by an individual, person, partnership, association, company or corporation for the improvement of property as permitted in COAH's rules.

4. "Equalized assessed value" means the value of a property determined by the municipal tax assessor through a process designed to ensure that all property in the municipality is assessed at the same assessment ratio or ratios, required by law. Estimates at the time of issuance of a building permit may be obtained utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the municipal tax assessor.

D. Development Fees:

1. Collection of Fees

Fifty percent of the development fee will be collected at the time of issuance of the building permit. The remaining portion will be collected at the issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at the issuance of the building permit and that determined at issuance of certificate of occupancy.

2. Residential Development Fees:

a) Within the R-40, R-15, R-10, R-75, RM-75, A, ALR, and OAL zoning districts, residential developers shall pay a fee of one percent of the equalized assessed value for residential development, provided no increased density is permitted.

b) When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d" variance) has been permitted, developers may be required to pay a development fee of six percent of the equalized assessed value for each additional unit that may be realized.

3. Non-residential Development Fees

a) Within the MB, B-1, B-2, I-1, I-2 and I-3 zoning districts, non-residential developers shall pay a fee of two percent of the equalized assessed value for non-residential development

b) If an increase in floor area ratio is approved pursuant to N.J.S.A. 40:55D-70d(4), then the additional floor area realized (above what is permitted by right under the existing zoning) will incur a bonus development fee of six percent of the equalized assessed value for non-resident development.

E. Eligible exactions, ineligible exactions and exemptions

1. Affordable housing developments shall be exempt from development fees. All other forms of new construction shall be subject to development fees unless exempted below.

2. Development fees shall be imposed and collected when an existing structure is expanded or undergoes a change to a more intense use. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.

3. Within the CBD, SH, AH-1 and AH-2 zoning districts, developers shall be exempt from paying a development fee.

F. Affordable Housing Trust Fun

1. There is hereby created a separate, interest-bearing housing trust fund for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls. All development fees paid by developers pursuant to this ordinance shall be deposited into this fund.

2. Within seven days from the opening of the trust account, the Borough of Wharton shall provide COAH with written authorization, in the form of a three-party escrow agreement between the municipality, the bank and COAH to permit COAH to direct the disbursement of the funds as provided for in N.J.A.C. 5:94-6.16(b).

3. No funds shall be expended from the affordable housing trust fund unless the expenditure conforms to a spending plan approved by COAH. All interest accrued in the housing trust fund shall only be used on eligible affordable housing activities approved by COAH.

G. Use of Funds:

1. Funds deposited in the housing trust fund may be used for any activity approved by COAH to address the municipal fair share. Such activities include, but are not limited to: rehabilitation, new construction, RCAs subject to the provisions of N.J.A.C. 5:94-4.4(d), ECHO housing, purchase of land for affordable housing, improvement of land to be used for affordable housing, purchase of housing, extensions or improvements of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability, or administration necessary for implementation of the Housing Element and Fair Share Plan. The expenditure of all funds shall conform to a spending plan approved by COAH.

2. Funds shall not be expended to reimburse Wharton for past housing activities.

3. After subtracting development fees collected to finance an RCA, a rehabilitation program or a new construction project that are necessary to address the Borough of Wharton's affordable housing obligation, at least 30 percent of the balance remaining shall be used to provide affordability assistance to low- and moderate-income households in affordable units included in the municipal Fair Share Plan. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning 30 percent or less of median income by region.

i. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, and rental assistance.

ii. Affordability assistance to households earning 30 percent or less of median income may include buying down the cost of low or moderate income units in the third round municipal Fair Share Plan to make them affordable to households earning 30 percent or less of median income. The use of development fees in this manner shall entitle the Borough of Wharton to bonus credits pursuant to N.J.A.C. 5:94-4.22.

iii. Payments in lieu of constructing affordable units on site and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.

4. The Borough of Wharton may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including the requirement for affordability assistance, in accordance with N.J.A.C. 5:94-7.

5. No more than 20 percent of the revenues collected from development fees each year, exclusive of the fees used to fund an RCA, shall be expended on administration, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a new construction program, a Housing Element and Fair Share Plan, and/or an affirmative marketing program. In the case of a rehabilitation program, no more than 20 percent of the revenues collected from development fees shall be expended for such administrative expenses. Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units and compliance with COAH's monitoring requirements. Development fee administrative costs are calculated and may be expended at the end of each year or upon receipt of the fees.

H. Contested Fees

Imposed and collected development fees that are challenged shall be placed in an interest bearing escrow account by the Borough of Wharton. If all or a portion of the contested fees are returned to the developer, the accrued interest on the returned amount shall also be returned.

I. Monitoring and Ongoing Collection of Fees

1. The Borough of Wharton shall complete and return to COAH all monitoring forms included in the annual monitoring report related to the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on site, and funds from the sale of units with extinguished controls, and the expenditure of revenues and implementation of the plan certified by COAH. All monitoring reports shall be completed on forms designed by COAH.

2. The ability for the Borough of Wharton to impose, collect and expend development fees shall expire with its substantive certification unless the Borough has filed an adopted Housing Element and Fair Share Plan with COAH, has petitioned for substantive certification, and has received COAH's approval of its development fee ordinance. If Wharton fails to renew its ability to impose and collect development fees prior to the expiration of certification, it may resume the imposition and collection of development fees only by complying with the requirements of N.J.A.C. 5:94-6. Wharton shall not impose a development fee on a development that receives preliminary or final approval after the expiration of its substantive certification, nor will Wharton retroactively impose a development fee on such a development. The Borough of Wharton will not expend development fees after the expiration of its substantive certification.

WHARTON BOROUGH

ESCROW FEES

	PLANNER	ENGINEER	ATTORNEY
VARIANCE APPLICATION	$500.00	$500.00	$ 500.00
MINOR SUBDIVISION	$ 1000.00	$1000.00	$1000.00
MAJOR SUBDIVISION	$1000.00	Less than 10 lots $1500.00 More than 10 lots $3000.00	$2000.00
SITE PLAN	$1500.00	Less than 1 acre $1000.00 More than 1 acre $2500.00	$2000.00

APPLICATION FEES

Schedule of application fees to be paid at the time of the filing of the application.

SUBMISSION	APPLICATION FEE
Sketch Plat for Classification/Concept Plan	**$50.00**
Minor Subdivision Plat	**$100.00**
Major Subdivision/Preliminary	**$100.00 + $25.00 per lot**
Major Subdivision/Final	**$50.00 + $25.00 per proposed lots**
Site Plan: **1. For each 20,000 square feet of lot area up to 3 acres** **2. For each acre over 3 acres** **3. For each 1,000 square feet of floor area up to 10,000 square feet** **4. For each 1,000 square feet of floor area over 10,000 square feet**	 **$200.00** **$300.00** **$150.00** **$100.00**
Variances: **1. Appeals in accordance with N.J.S.A. 40:55D-70a** **2. Interpretations in accordance with N.J.S.A. 40:55D-70b** **3. Hardship applications in accordance with N.J.S.A. 40:55D-70c** **4. Conditional Use** **5. Use in accordance with N.J.S.A. 40:55D-70d**	 **$200.00** **$200.00** **$200.00** **$200.00** **$250.00**
Amendments: **1. No expansion of building or outside facility** **2. If expansion is proposed fees established for site plans apply**	 **$200.00** **See site plan fees**
Appeals pursuant to N.J.S.A. 40:55D-34 and 55D-36	**$100.00**

Project No. W-____-____-

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF SAFE DRINKING WATER
TECHNICAL REVIEW FORM

CHECKLIST FOR THE DETERMININATION OF PERMIT REQUIREMENTS
FOR WATER MAIN CONSTRUCTION
(N.J.A.C. 7:10-11.10)

_____	_____	_____
Water Purveyor	**PWSID#**	**Municipality**

The following checklist should be used to determine if approval from the Bureau of Safe Drinking Water is required for a given water main project, and if so, what type of permit application must be filed. Please note that the following criteria are a clarification of the Bureau of Safe Drinking Water's regulations and have been adopted as a formal policy.

SECTION I - Is approval from the Bureau of Safe Drinking Water required?

	YES	NO	N/A
1. Does the project propose new residential service to more than 15 realty improvements **or** fewer than 15 realty improvements but requires water mains equal to 1,500 feet or more in length ?	____	____	____
2. Will the project generate a new non-residential average demand greater than 6,000 gallons per day determined pursuant to Table 1at N.J.A.C. 7:10-12.6 (b)?	____	_____	____
3. Does the project consist of 1,500 or more feet of water main; extension, replacement, transmission main, reinforcing water main, looping deadends, etc. without new connections/demand?	____	____	____
4. Does the project consist of 1,500 or more feet of water main not located within the site being developed?	____	____	____
5. Does the project include an interconnection with another public community water system?	____	_____	____

If you answered YES to any of the questions in Section I, approval from the Bureau of Safe Drinking Water is required; continue to Section II to determine the type of permit application required. If you answered NO to all of the questions in Section I, formal approval (a permit) from the Bureau of Safe Drinking Water is not required.

_____ _____
OWNER OR AGENT'S SIGNATURE DATE

Project No. W-____-____-

SECTION II – What type of permit application is required?

	YES	NO	N/A
1. Does the project consist of less than 50 new service connections?	_____	_____	_____
2. Did you answer **NO** to Question Nos. 3, 4, and 5 above?	_____	_____	_____

If you answered **YES** to both of the questions in **Section II**, you may apply for approval using the Simplified Water Main Certification process described at N.J.A.C. 7:10-11.10 paragraph (b) 1. This requires submission of a completed; Standard Application Form, BSDW; Technical Review Form for Simplified Water Main Certification PA-10B; one (1) set of signed & sealed plans; a $250.00 application.

If you answered **NO** to either question in **Section II**, you must submit a complete Standard Permit Application with all supporting documentation as described at N.J.A.C. 7:10-11.10 paragraph (b) 2. This requires submission of a completed; Standard Application Form, BSDW; Technical Review Form for Distribution Systems PA-10; one (1) signed & sealed set of plans, specifications and engineers report; a fee calculated pursuant to N.J.A.C. 7:10-15.3(d) 3. or 4.

I hereby certify that answers provided herein are accurate and reflective of the project being considered for approval.

_____ _____ _____

Signature of Engineer — Date — N.J.P.E. #
Professional Engineer's Embossed Seal

_____

Type or Print Name of Engineering Firm