

Middlesex Borough
1200 Mountain Ave, Middlesex, NJ 08846
732-356-7400 ext. 247

Department of Code Enforcement, Zoning and Construction
Joint Land Use Board (JLUB)

Procedures for Site Plan or Subdivision Applications – with variances

**ALL REQUIRED INFORMATION MUST BE COMPLETE OR
APPLICATION WILL NOT BE ACCEPTED & PROCESSED**

1. Submit ten (10) copies of the Site Plan/Subdivision and Checklist Application forms and the Variance Application forms along with ten (10) copies of the plan plus the application fee of \$ _____ and escrow fee of \$ _____.
2. Complete and submit form #7 for proof of tax payment.
3. Complete and submit form #2 to request a Property Owners list from the Tax Assessor. The cost of this list is \$10.00
4. Once your applications and plans are reviewed, you will receive a letter from the Zoning Officer indicating the sections of the ordinance from which all variances are required.

At that time, you will be notified of the next available meeting date.

5. Complete form #3 and send by certified mail or hand delivered to all property owners and utility companies as listed on the Property Owners list prepared by the Tax Assessor. If Notice is hand delivered, form #4 must be submitted.
 - If your property is adjacent to a County Road, Notice must be sent to the Middlesex County Planning Board
 - If your property is adjacent to an adjoining Municipality, Notice must be sent to that Municipal Clerk
 - If your property is adjacent to a State highway, Notice must be sent to the New Jersey State Commissioner of Transportation

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

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days from meeting date.
7. Complete form #6 for Affidavit of Service
8. Submit all forms plus 14 additional copies of the applications and plans to the Secretary no less than 10 days from the scheduled meeting date.
9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.

Middlesex Borough

Site Plan / Subdivision Application

Application # _____ Submissions Date _____ Application Completion Date : _____

Application is hereby made to the **JLUB** or **Board of Adjustment** for the following:

Minor Site Plan	Minor Subdivision w/ _____ lots proposed
Major Preliminary Site Plan	
Major Final Site Plan	
Minor Subdivision	Major Subdivision w/ _____ lots proposed

Property(s) Address(es) _____

Blocks & Lots _____ Zone: _____ Size of Property: _____

Applicant Name: _____ Phone: _____ Email: _____

Applicant Address: _____ City, State, Zip: _____

Pursuant to N.J.S.A 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. Please attach pages if necessary, of name, address and interest percentage of each member of said Corporation or Partnership.

Attorney Name: _____ Phone: _____ Email: _____

Attorney Address: _____ City, State, Zip: _____

Engineer Name: _____ Phone: _____ Email: _____

Engineer Address: _____ City, State, Zip: _____

Planner Name: _____ Phone: _____ Email: _____

Planner Address: _____ City, State, Zip: _____

Other Professional Name: _____ Title: _____

Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Give a description of the current use or uses on the property(s):

Give a description of the requested use(s) for the property(s):

Are there any restrictions, covenants, easements, association by-laws, etc. currently associated with this property?

Yes No (If yes, please provide copies)

Are the premises serviced by Municipal Water? Yes No

Are the premises serviced by Sewers? Yes No

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

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

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

Have Plans been submitted to other agencies for Review/Comments/Approvals?

	Yes	No	N/A	Date Plan Submitted	Results
Municipal Utilities Authority				_____	_____
County Health Department				_____	_____
Middlesex County Planning Board				_____	_____
Middlesex County Soil Conservation				_____	_____
NJ DEP				_____	_____
NJ DOT				_____	_____
Borough Fire Prevention				_____	_____
Borough Police				_____	_____
Borough Fire Department				_____	_____
Borough Shade Tree Commission				_____	_____

If you selected No or N/A for any item above, please list reasons for N/A and plans to submit for Review/Comment/Approvals -

Certifications

1) I hereby grant permission to representatives of the Borough of Middlesex to enter and inspect my property(s) in connection with an application being processed by the Board.

Signature of Applicant

Date

2) I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public

Signature of Applicant

3) I certify that I am the owner of the property(s) which is/are the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public

Signature of Applicant

Application Check List

The following Checklist list is designed to assist applicants in preparing the required plans for the Board's review. Please check off **EACH** item as to if the required information is provided or if a waiver is being requested. **EVERY ITEM MUST BE ANSWERED.** A Waiver Request form **MUST** be completed and submitted for **EACH**, and every waiver requested. **Waiver request froms found at end of this application.**

Submitted Waiver Requested

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

16. Floor plan and elevations of all buildings, existing and proposed.
17. Plan of driveway for ingress, egress and traffic flow.
18. Plan of driveway for ingress, egress for emergency equipment.
19. Plan for off-street parking and loading areas showing the size, locations, aisles and barricades in accordance with provisions of the Land Development Ordinances.
20. Location of existing and proposed water lines, valves, and alternate means of water supply.
21. Location of existing and proposed sewer lines and connections.
22. Location of existing and proposed utilities.
23. Detailed plan of existing and proposed lighting including location, type, shielding, direction and hours.
24. Detailed plan of existing and proposed signage.
25. Detailed plan of existing and proposed refuse areas.
26. Detailed plan of existing trees (including location, type, and size). Indicate which trees will remain and which trees be removed. Identify location, type and size of replacement trees. Plan must be reviewed and approved by Shade Tree Commission.

Middlesex Borough
Waiver Request Application Form

Applicant Name: _____ Application Number: _____

Waiver Request number: _____ Requesting Waiver from Checklist item number: _____

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

A waiver is requested from the Code provision:

Where required is:

And proposed is:

Reason for Request ;

Print Name of person signing on behalf of applicant below.

Signature of Person signing on behalf of applicant or application.

Middlesex Borough
General Application Form

Application Number: _____ Date: _____

Application is hereby made to the JLUB or Board of Adjustment for the following:

- Form A Appeal alleging administrative error in enforcement of the Zoning Ordinance (N.J.S. 40:55D-70a).

- Form B Interpretation or Decisions on Special Questions relating to the Zoning map or an Ordinance (N.J.S. 40:55D-70b).

- Form C Applications or Appeals alleging peculiar and exceptional practical difficulties or exceptional or undue hardship (N.J.S. 40:55D-70c).

- Form D-1 Applications to grant variances to allow a structure or use in a district restricted against such structure or use (N.J.S. 40:55D-70d).

- Form D-2 Applications for a certificate of non-conformity (N.J.S. 40:55D-68).

Section 1 – Applicant / Owner Information

Blocks & Lots _____ Zone: _____ Size of Property: _____

Property(s) Address(es) _____ Applicant Name: _____

Applicant Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Is Applicant Owner? Yes, Date of Purchase _____ No Purchaser under contract Other
If other, explain -

If not property owner, complete the following:

Principal Landowner Name: _____ Phone: _____ Email: _____

Landowner Address: _____ City, State, Zip: _____

Date of Ownership: _____

List names and contact information of all other owners:

Section 2 – Witness / Experts Contact Information

Names and contact information of all experts, engineers, planners, or witnesses utilized by the applicant in support of this application, if applicable:

1) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

2) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

3) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

4) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

5) Name: _____ Phone: _____ Email: _____

Address: _____ City, State, Zip: _____

Title: _____

Section 3 – Application Information

- 1) Brief Description or request:

- 2) Are the premises serviced by Municipal Water? Yes No By Sewers? Yes No
If not, indicate location of well and septic on plot plan

- 3) Has there been any previous appeal, request, or application to this or any other Borough Board or Official involving this/these premises? No Yes – If Yes, state the nature, date and disposition of the matter-

- 4) What peculiar or exceptional practical difficulties will you encounter or what undue hardship will you experience if this variance is NOT granted.

- 5) State why the subject premise is particularly suited for the relief sought, as opposed to the way for which it is zoned.

- 6) Set forth any exceptional conditions with respect to the subject premises which prevent the applicant from complying with the requirements of the Zoning Ordinance.

- 7) Briefly describe how the proposed use/change would advance the aims of the Zoning Ordinance and promote the general good.

- 8) State what efforts you have made to avoid making this applications (e.g.) purchase of additional adjoining property, relocate planned constructions, etc.

- 9) Form D-2 ONLY – State reasons use qualifies as a non-conforming use. Describe how use has not been expanded.

- 10) State any other reasons you have which you believe supports your request.

Form #1 - Certifications

- 1) I hereby grant permission to representatives of the Borough of Middlesex to enter and inspect my property(s) in connection with an application being processed by the Board.

Signature of Applicant

Date

- 2) I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public

Signature of Applicant

- 3) I certify that I am the owner of the property(s) which is/are the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public of New Jersey

Signature of Applicant

Middlesex Borough

Form #2 – Request for Certified List of Property Owners

Send this request along with a check for \$10.00 payable to Middlesex Borough

To: Borough of Middlesex Tax Assessor

Date: _____

I am requesting a certified list of property owners within 200 of the property(s) located at:

Block(s) & Lot(s) :

Please forward list to:

If you have any questions, please contact (name and daytime cell number):

-----For **Office** use ONLY-----

Date Paid:

Cash or Check #:

Application #

Middlesex Borough
Form #3 – Property Owners Notice

TAKE NOTICE THAT on _____ at 7:00pm a hearing will be held before the
Borough of Middlesex Joint Land Use Board (JLUB) at the _____,
Middlesex, NJ on the application of _____ for a variance
or other relief from section(s) or the Borough Code:

and any other variances the Board deems necessary to permit (describe proposed property changes:

On the premises(es) located in Middlesex, NJ at:

Designated as Block(s) and Lot(s):

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

Very Truly Yours

Applicant Signature

Date

Middlesex Borough
Form #4 – Signature Sheet

To be used ONLY if Notice is hand delivered

To all property Owners;
By signing This, you certify that the notice for a variance application at
Middlesex, NJ was hand delivered to you

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Name: _____ Address _____ Signature _____

Middlesex Borough

Form #5– Newspaper Notice

To be published in: Courier News – Legal Dept.

92 E. Main Street – Suite 202

Somerville, NJ 08876

Cnlegals@gannett.com

Office: 888-516-9220

Fax: 888-526-9480

TAKE NOTICE THAT on _____ at 7:00pm a hearing will be held before the
Borough of Middlesex Joint Land Use Board (JLUB) at the _____,
Middlesex, NJ on the application of _____ for a variance
or other relief from section(s) or the Borough Code:

and any other variances the Board deems necessary to permit (describe proposed property changes:

On the premises(es) located in Middlesex, NJ at:

Designated as Block(s) and Lot(s):

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

Very Truly Yours

Applicant Signature

Date

Middlesex Borough
Form #6– Affidavit of Proof of Service

STATE OF NEW JERSEY, COUNTY OF MIDDLESEX

Of full age, being duly sworn according to law upon his/her oath deposes and says:

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

Sworn to and subscribed before me this

_____ day of _____ 20_____

Notary Public of New Jersey

Signature of Affiant

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

Middlesex Borough
Form #7- Tax Certification

To: Borough of Middlesex Tax Collector

Date: _____

To whom it may concern:

I hereby certify that the real estate taxes, water & Sewer and if applicable, assessments for local improvement, are paid currently on Block(s) and Lot(s):

Also known as (physical address(es):

Representative from Tax Office

Date