

**INSTRUCTIONS FOR SUBDIVISIONS, SITE PLANS, CONDITIONAL USE & BIFURCATED USE
VARIANCE APPLICATIONS**

Wayne Township Planning and Zoning Department

1. Filling out the Forms; Checklist

- A. Fill out the application form completely. Do not leave any spaces blank. If any portion of the application form is not applicable to the proposed development, write “N/A” in that portion of the form.
- B. Remit the appropriate fees with the application. A public hearing fee is required for any variance, preliminary major subdivision, preliminary major site plan or conditional use. The applications and fees submitted must reflect all approvals requested or required.
- C. Give the checklist to your professional engineer/surveyor/architect to have him/her follow during the preparation of your plans. This checklist is not a guideline. It is a listing of the required items to be shown on the plan you submit with your application. The Township staff uses the same checklist to review your application for completeness. Therefore, if you do not address checklist item(s) – by either providing the information or requesting a checklist waiver – the staff must declare the application incomplete. An incomplete application is returned to you for you to address the cited deficient checklist items.

Note: It is the responsibility of the licensed professional preparing the site plan or subdivision to ensure that the survey is attached to the site plan or subdivision plan and that said survey is properly referenced on the site plan or subdivision plan, all pursuant to N.J.A.C. 13:40-7.2.

- D. Your particular case may warrant requests for checklist waivers. Indicate in the proper column on the checklist that you are requesting the checklist waiver. The reviewing staff cannot assume that you need, or are asking for, a checklist waiver if you do not specifically indicate so in the space provided. Further, the staff does not have the authority to waive any checklist items – these requests are heard and decided by the Board.

[Note: The Board hears your requests for checklist waivers once all other items are found to be in order (see item 4 below).]

- E. File an application directly with the Passaic County Planning Board’s office. The County and municipal applications can be filed simultaneously. Provide to the Planning office proof of submission to the Passaic County Planning Board. Please obtain the form by contacting the County directly at 973-569-4040 or pcpb@passaiccountynj.org or <http://www.passaiccountynj.org/resource/9cd6df4a/show>.
- F. Applicants who are corporations, partnerships, LLCs, etc., must be represented by counsel. Applicants who are individuals must be represented either by themselves or by counsel.

2. Submission Package

- A. Initially submit to the Planning Department two (2) application packages for completeness review. The initial submission is to consist of collated packages of all required items.

- B. The items submitted under 2.A above, are the materials required for the Planning Department to conduct its completeness review. Once the application is found to be in order, you will be asked to submit the additional 23 collated packages so that the Department ultimately has 25 packages for distribution to the Board and staff reviewers.
- C. State law provides the Township with 45 days from the date of submission of the application and proper fees in which to review an application for completeness.

3. If your application can be declared complete

- A. You will be advised to submit the remaining 23 collated packages of plans and documentation. It is only upon the timely submission of these packages that you can move on to the next step.
- B. Upon our receipt of the 23 packages, you will receive a letter advising you of the date on which the application was declared complete. This letter will also advise you of the date for which the application is scheduled on the Board's agenda.
- C. The letter will contain further instructions regarding statutory notice requirements and procedures.
- D. You should be aware that the Board can have heavy agendas and it might not be able to reach your scheduled application. If this happens, the Board will announce the date to which the application is carried.

4. If your application can be considered complete (with the exception of the requested checklist waivers)

- A. You will be advised to submit the remaining 23 collated packages of plans and documentation. It is only upon the timely submission of these packages that you can move on to the next step.
- B. Upon our receipt of the 23 packages, you will receive a letter advising you of the date for which the checklist waivers and application are scheduled on the Board's agenda.
- C. The letter will contain further instructions regarding statutory notice requirements, if any, and procedures.
- D. At the hearing, the Board will first hear your request for checklist waivers. If the checklist waivers are granted, the application is declared complete as of that date and the Board continues with your application to hear the actual variance request. If 1 or more of the checklist waivers are denied, your case will be concluded for that evening. You then must provide the deficient items to the Planning Department before the Department can re-schedule your application on the Board's agenda.
- E. You should be aware that the Board tends to have heavy agendas and it might not be able to reach your scheduled application. If this happens, the Board will announce the date to which the application is carried.

5. If your application is declared incomplete

You will be notified, in writing, of the checklist items that are missing. Upon receipt of such a letter declaring your application incomplete, you would address the deficiencies and submit the 2 packages of the new and/or revised materials to the Planning Department for review. The same process as described in item 2 then commences. If items that were previously declared incomplete are still missing, you will receive another letter advising you that the application is incomplete.

Any questions regarding these instructions, forms or procedures should be addressed to:

The Wayne Township Planning and Zoning Department
475 Valley Road
Wayne, NJ 07470

www.waynetownship.com

(ph) 973-694-1800, x 3282 (fax) 973-872-0586

Monday – Friday, 8:30 a.m. to 4:30 p.m.

Tuesday, 8:30 a.m. to 7:00 p.m.

John P. Szabo, Jr., P.P., AICP
Township Planner

Linda Lutz, P.P., AICP
Assistant Township Planner

Brad Gibbons, Zoning Officer
Debbie Hunziker, Secretary

October 14, 2011

**WAYNE TOWNSHIP DEPARTMENT OF PLANNING
LAND DEVELOPMENT APPLICATION**

The undersigned, as Applicant/Owner of the subject property identified herein, hereby makes application to the Township of Wayne for (check all that apply):

<input type="checkbox"/> Amendment to prior approval**	<input type="checkbox"/> Major Subdivision – <i>Preliminary</i>	<input type="checkbox"/> Major Site Plan – <i>Preliminary</i>
<input type="checkbox"/> Concept Plan (PB only)	<input type="checkbox"/> Major Subdivision – <i>Final</i>	<input type="checkbox"/> Major Site Plan – <i>Final</i>
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> Conditional Use

** Amendment to prior approval for a project initiated but without a final Certificate of Occupancy having been issued.

Indicate Relief to be Requested in Conjunction with this Application

<input type="checkbox"/> Use Variance (N.J.S.A. 40:55D-70d)	<input type="checkbox"/> Bulk Variance(s) (N.J.S.A. 40:55D-70c)
<input type="checkbox"/> RSIS Exception (N.J.A.C. 5:21-3.1 & 3.2)	<input type="checkbox"/> Design Standard Exception(s) <input type="checkbox"/> Environmental Protection Waiver

1. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone (include e-mail if desired): _____ / _____
Daytime phone E-mail

Applicant is a: (check applicable status)

Corporation Partnership Individual (s) Other _____
(please specify)

Corporate/LLC/Partnership, etc: List all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Name	Address	% Interest
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Relationship of applicant to property (check applicable status):

Owner Contract Purchaser Lessee Other _____
(please specify)

Attorney's Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Preparation of subdivision or site plans by:

Name: _____

Address: _____

Tel: _____ Fax: _____

Preparation of architectural plans by:

Name: _____

Address: _____

Tel: _____ Fax: _____

2. SUBJECT PROPERTY INFORMATION

Subject Property Owner's name: _____

Wayne street address of the Subject Property: _____

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

Zone District(s): _____ Existing Use of Property: _____

Please list prior applications or municipal actions regarding this property:

3. NATURE OF APPLICATION (check where appropriate)

___ Subdivision (Minor or Major): Indicate total tract size: _____ acres (_____ sf)
Existing # of lots: _____
Proposed # of lots: _____
Will land be dedicated for new public r-of-w? ___ no ___ yes

___ Residential Development other than by subdivision (clearly detail proposed use of property, e.g., # units; # bedrooms/ unit; # parking spaces):

Non-Residential Development:

Clearly detail proposed use of property: _____

Clearly detail building square footage: Existing building square footage: _____
Building square footage to be demolished: _____
Proposed building square footage: _____
(that is the subject of this application)
Total post construction square footage: _____

4. OTHER DOCUMENTATION

Contemplated form of ownership (check all that apply) for the residential development:

 Fee simple Condominium Cooperative Rental

Are there any existing Deed Restrictions? No Yes (attach copy of restrictions)

Are there any proposed Deed Restrictions? No Yes (attach copy of proposed restrictions)

List other exhibits accompanying this application: (attach separate sheet if necessary)

5. OTHER RELIEF

Complete this section if this application requires variance(s), design standard exceptions and/or EP waiver. The Zoning Officer should be consulted to determine the appropriate sections. (You may attach additional sheets if needed.)

Bulk Relief Requested (use separate sheet if necessary)

<u>Ord Section</u>	<u>Item</u>	<u>Required</u>	<u>Proposed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Use Variance Relief Requested

Indicate if this is a bifurcated use variance application: No Yes (If yes, note that approval of this application, if granted by the Board of Adjustment, shall be conditioned upon submittal of a completed site plan application being submitted to the Board of Adjustment for approval).

Use variance relief is being requested pursuant to N.J.S.A. 40:55D-70d subsection:

- (1) use or principal structure is prohibited
- (2) expansion of nonconforming use
- (3) deviation from specifications of conditional use provisions
- (4) increase in permitted FAR
- (5) increase in permitted density
- (6) height of prin structure exceeds by 10' or 10% the maximum permitted height

EP Relief Requested (§ 134-91)

Detail the Section(s) of the Environmental Protection Ordinance from which a waiver is being sought:

Reason(s) for Waiver Request(s):

Design Standard Exceptions from § 134-70 et seq. (use separate sheet if necessary)

<u>Ord Section</u>	<u>Requirement</u>	<u>Proposed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. SPECIFIC RELIEF REQUESTED

If relief is requested in connection with this development proposal for any category as indicated on the front page of this application, attach hereto a separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether such relief has been previously granted.

7. VERIFICATION AND AUTHORIZATION

Owner's Statement: I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I hereby authorize members of the Land Use Board and its staff to conduct a site visit of the premises that are the subject of this application.

Property Owner's Name (PRINTED) Property Owner's Signature Date

Applicant's Statement: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.

Applicant's Name (PRINTED) Applicant's Signature Date

Sworn and Subscribed before me

_____ day of _____
Month Year

(Notary)

CHECKLIST FOR BIFURCATED USE VARIANCE

Administrative Items

	<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
1. Payment of required fees.	_____	_____
2. 15 collated packages of: <i>(Submit 2 collated packages initially for completeness review; you will be notified to submit the other 13 at a later date.)</i>	_____	_____
a. Completed Land Development Application form (one original plus 14 copies)	_____	_____
b. 15 sealed comprehensive variance plans stapled, folded and collated.	_____	_____
c. Official Search for Municipal Liens	_____	_____
3. Letter of Interpretation (LOI) or Presence/Absence letter from the NJ DEP	_____	_____
4. Affidavit of disclosure for corporations or partnerships, as required by R.S. 40:55D-48.1	_____	_____
5. Submission of 2 copies of the plans and exhibits in digital media pursuant to the criteria established by § 134-101	_____	_____
6. Proposed building elevations (architectural renderings) of all sides of the proposed building. If the building exists, then architectural renderings of the proposed changes are to be submitted. If no changes to the building's facade are proposed, then there shall be a note to that affect on the plan.	_____	_____
7. Proposed floor plans of the proposed building. If the building exists, then floor plans of the proposed changes are to be submitted. If no changes to the building's interior are proposed, then there shall be a note to that affect on the plan.	_____	_____

<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
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VARIANCE PLAN ITEMS

- | | | | |
|-----|---|-------|-------|
| 8. | The plans shall be signed and sealed by the proper New Jersey licensed professional in accordance with N.J.A.C. | _____ | _____ |
| 9. | Plans shall be submitted on sheets that are no larger than 36 inches by 24 inches | _____ | _____ |
| 10. | The title "Use Variance" in the title block
(The title "Site Plan" should not be in the title block because you are not applying for site plan approval at this time.) | _____ | _____ |
| 11. | Plan shall be drawn at a scale of not less than 1"=30'. | _____ | _____ |
| 12. | Page numbering shall have the nomenclature "sheet x of y." | _____ | _____ |
| 13. | Date of original plan preparation and any revisions | _____ | _____ |
| 14. | The plan shall be clearly and legibly drawn. If drafting techniques that do not foster clarity are used and the plan is illegible, then the application will be declared incomplete. | _____ | _____ |
| 15. | If revised plans are submitted, there shall be a revision date added to the cover sheet. The individual sheets that were revised shall include revision dates, as well. This item shall be marked incomplete if revised plans with no revision dates, as specifically enumerated in this checklist item, are submitted. | _____ | _____ |
| 16. | If the plan is too large to fit on one page and the preparer of the plans uses match sheets, then there shall be a general overall plan showing the entire project on one sheet at a smaller scale, with the same north orientation as the match sheets. | _____ | _____ |
| 17. | Provide a separate current, sealed survey (incorporated into the collated set of plans) of the property in question | _____ | _____ |
| 18. | Written scale | _____ | _____ |
| 19. | Graphic scale | _____ | _____ |

		<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
21.	Each subject block and lot, numbered in conformity with the municipal tax map	_____	_____
22.	<i>County of Passaic and Township of Wayne</i> in title block	_____	_____
23.	Name and address of developer/applicant	_____	_____
24.	Name, address of the owner(s) of record of subject property(s)	_____	_____
25.	Names and addresses of all property owners within 200 feet of the extreme limits of the property in question as disclosed by the most recent Township tax rolls	_____	_____
26.	Locations of all properties, with current tax block and lot designations indicated, within 200 feet of the extreme limits of property in question	_____	_____
27.	North arrow on each plan and survey sheet	_____	_____
28.	Key map, with north arrow, at not more than 1 inch=1,200 feet	_____	_____
29.	Parking analysis	_____	_____
30.	Indicate total existing building square footage	_____	_____
31.	Indicate total proposed building square footage	_____	_____
32.	Indicate whether any and all existing buildings/structures that are shown on the property survey are to remain or are to be removed	_____	_____
33.	Offsets to property lines of all proposed structures	_____	_____
34.	Elevations of the finished grade at each corner of all proposed buildings and structures	_____	_____
35.	Signage plan	_____	_____
36.	Dimensions of proposed structures	_____	_____

		<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
37.	Environmental Protection ordinance:		
	a. location map of environmental factors	_____	_____
	b. calculation of number of building lots/residential density	_____	_____
	c. limit of disturbance lines showing areas to be disturbed by grading/construction	_____	_____
	d. MAD/TADA calculations	_____	_____
	e. Tree removal plan showing:		
	1) all trees over 18 inches in caliper	_____	_____
	2) trees to be removed indicated by an x	_____	_____
	3) replacement trees	_____	_____
	4) entire wooded areas, if such exists	_____	_____
38.	The location of all existing and proposed of the following for on-site and on-tract:		
	a. storm drainage ponds	_____	_____
	b. streams	_____	_____
	c. above-ground utility lines and appurtenances, including transformer boxes	_____	_____
	d. below-ground utility lines and appurtenances	_____	_____
	e. structures and buildings	_____	_____
39.	For all rights-of-way abutting the property in question:		
	a. show existing edge of pavement for entire frontage	_____	_____
	b. indicate the ownership	_____	_____

- 40. Loading areas _____
- 40. Circulation, vehicular and pedestrian, information:
 - a. means of ingress and egress _____
 - d. walkways: location, material and width _____
 - e. acceleration and deceleration lanes, if any _____
- 41. Parking areas:
 - a. location of spaces _____
 - b. spaces and aisles, with dimensions _____
 - c. number of spaces per grouping _____
- 42. Outdoor lighting plan:
 - a. location of light stanchions and wall lights _____
 - b. details of the extent of illumination _____
- 43. The location of all existing buildings and structures off-tract for a distance of 200 feet from the extreme limits of the property in question _____
- 44. The use of all existing buildings and structures off-tract for a distance of 200 feet from the extreme limits of the property in question _____
- 45. Wetlands and wetlands transition areas in accordance with the LOI _____
- 46. The limitation of the flood plain or a note stating that no flood plain exists _____

township of wayne

Office of the Tax Collector
475 Valley Road
Wayne, New Jersey 07470
www.WayneTownship.com
Phone: 973-694-1800
Fax: 973-694-9385
Jelena Jones, Deputy Tax Collector
Extension 3330

TAX SEARCH RULES AND REGULATIONS

YOU MUST COMPLETE A REQUEST FOR AN OFFICIAL TAX SEARCH FOR MUNICIPAL LIENS PROVIDED BY THE TAX COLLECTOR'S OFFICE.

THE FEES OF \$10.00 MUST BE PAID UPON SUBMITTING THE REQUEST FOR THE SEARCH PER TOWNSHIP OF WAYNE'S ORDINANCE NO. 31-2005 SECTION 134-49.

THE TAX SEARCH WILL BE COMPLETED WITHIN 15 DAYS AFTER RECEIPT OF THE REQUEST PER STATE STATUTE N.J.S.A. 54:5-12 AND N.J.S.A. 54:5-13.

ONCE THE SEARCH IS COMPLETED, YOU WILL BE NOTIFIED VIA TELEPHONE OF SUCH COMPLETION AND WILL BE ABLE TO OBTAIN THE CERTIFICATE IN OUR OFFICE.

As always, if you have any questions or need any additional information, please do not hesitate to contact our office.

THANK YOU.

OFFICE OF THE TAX COLLECTOR
TOWNSHIP OF WAYNE

township of wayne

REQUEST FOR AN OFFICIAL TAX SEARCH FOR MUNICIPAL LIENS

DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S PHONE NUMBER: _____

PROPERTY LOCATION: _____

BLOCK: _____ LOT: _____ QUAL.: _____

PURPOSE FOR THE OFFICIAL TAX SEARCH FOR MUNICIPAL LIENS:

APPLICANT'S SIGNATURE

FOR TAX COLLECTOR'S OFFICE USE ONLY

Received by: _____

Date received in Tax Office: _____

Tax Search Fee of \$10.00 Received in form of: CASH CHECK # _____

APPLICATION FEE FORM

(To be Completed and returned with application package)

PUBLIC HEARING FEE

___ A public hearing fee of \$150 is required for the following application types (one public hearing fee even if multiple types apply):

- ___ Any application involving a variance of any kind
- ___ Conditional use
- ___ Preliminary site plan
- ___ Preliminary subdivision
- ___ Applications made pursuant to N.J.S.A. 40:55D-35/36
- ___ Applications made for a residential cluster
- ___ Applications made for a planned unit development
- ___ Applications for change of zone
- ___ Applications for soil removal (see Chapter 134, § 95)

\$ _____

VARIANCE APPLICATIONS

- ___ A. Hear and decide appeals (N.J.S.A. 40:55D-70a) (\$100) \$ _____
- ___ B. Interpretation of zoning regulation or map (N.J.S.A. 40:55D-70b) (\$100) \$ _____
- ___ C. Bulk variance (N.J.S.A. 40:55D-70c) – single-family residential (\$650) \$ _____
- ___ D. Bulk variance (N.J.S.A. 40:55D-70c) – s-f residential, non-building¹ (\$500) \$ _____
- ___ E. Bulk Variance (N.J.S.A. 40:55D-70c) – non-residential (\$650) \$ _____
- ___ F. Use variance (N.J.S.A. 40:55D-70d) for single-family FAR (\$650) \$ _____
- ___ G. Use variance (N.J.S.A. 40:55D-70d) (\$1,000) \$ _____
- ___ H. Issuance of building permit for lot or lots not related to a street (N.J.S.A. 40:55D-35/36) (\$250) \$ _____
- ___ I. Flood plain variance (\$500) \$ _____

Variance Subtotal \$ _____

SUBDIVISION APPLICATIONS

- ___ A. Minor subdivision (\$100 + \$50 per lot)
(# of lots _____ X \$50) + \$100 = \$ _____
- ___ B. Amended minor subdivision (\$500) \$ _____
- ___ C. Major subdivision

¹ such as fences, sheds, impervious coverage, excess paving

___		preliminary (\$2,000)	\$ _____
___		final (\$2,000)	\$ _____
___	D.	combined prelim & fin submitted simultaneously (\$2,000)	\$ _____
___	E.	Amended major subdivision (\$500)	\$ _____
___	F.	Concept (\$250)	\$ _____
Subdivision Subtotal			\$ _____

SITE PLAN APPLICATIONS

___	A.	Minor Site Plan (\$1,000)	\$ _____
___	B.	Modification of any approved minor site plan (\$250)	\$ _____
___	C.	Major Site Plan	
___		(except that no fee shall be charged in the case of a site plan for a firehouse or first aid building)	
___		Preliminary (\$.05/sq. ft. of GFA new const + \$250)	
		<input type="checkbox"/> _____ X .05 = _____) + \$250 =	\$ _____
___		Final	
___		(1/2 Preliminary fee)	\$ _____
		_____ Engineering fee (\$150/10,000 sq. ft or part thereof of new const – round up to nearest 10,000 sf) =	\$ _____
___		No building (\$1,000)	\$ _____
___	D.	Modification of any approved major site plan (\$500)	\$ _____
___	E.	Wireless communications facilities (\$1,500)	\$ _____
___	F.	Concept (\$250)	\$ _____
___	G.	Multi-family with 3 or more units (preliminary) (\$100/du)	\$ _____
___	H.	Multi-family with 3 or more units (final) (\$50/du + \$46/du for Engineering fee)	\$ _____
Site Plan Subtotal			\$ _____

ENVIRONMENTAL PROTECTION (EP) WAIVER APPLICATIONS

___	A.	Residential (\$500)	\$ _____
___	B.	Non-residential (\$1,000)	\$ _____

CONDITIONAL USE APPLICATIONS

___		Compliant Conditional Use (\$500)	\$ _____
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