

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:

- | | |
|---|---|
| <u> </u> (1) use or principal structure is prohibited | <u> </u> (4) increase in permitted FAR |
| <u> </u> (2) expansion of nonconforming use | <u> </u> (5) increase in permitted density |
| <u> </u> (3) deviation from specifications of conditional use provisions | <u> </u> (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 MINOR SITE PLAN

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. 25 collated packages of: <i>(Submit 2 collated packages initially for completeness review; you will be notified to submit the other 23 at a later date.)</i>	_____	_____
a. Completed Land Development Application form (one original plus 24 copies)	_____	_____
b. 25 sealed minor site plans	_____	_____
3. Official Search for Municipal Liens	_____	_____
4. Evidence of submission of application to the Passaic County Planning Board (Obtain Passaic County's form by e-mailing that office: pcpb@passaiccountynj.org)	_____	_____
5. Affidavit of disclosure for corporations or partnerships, as required by R.S. 40:55D-48.1	_____	_____
6. Submission of 2 copies of the plans and exhibits in digital media pursuant to the criteria established by § 134-101	_____	_____
7. Proposed architectural drawings of the proposed structure or addition (include renderings of all sides of the proposed structure.	_____	_____

Minor Site 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	_____	_____

	<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
10. The title "Minor Site Plan" in the title block of the sheet depicting the minor site plan. If the request includes application for "Use Variance," then that title shall also be included in the title block.	_____	_____
11. Site Plan shall be drawn at a scale of not less than 1"=30'	_____	_____
12. Date of original plan preparation and any revisions	_____	_____
13. 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.	_____	_____
14. The site 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. Provide a separate current, sealed survey of the property in question	_____	_____
16. Written scale	_____	_____
17. Graphic scale	_____	_____
18. Each subject block and lot, numbered in conformity with the municipal tax map	_____	_____
19. <i>County of Passaic and Township of Wayne</i> in title block	_____	_____
20. Name and address of applicant	_____	_____
21. Name(s) and address(es) of the owner(s) of record of subject property(s)	_____	_____
22. North arrow on each site plan and survey sheet	_____	_____
23. Key map, with north arrow, at a scale of not more than 1 inch=1,200 feet	_____	_____
24. Parking analysis	_____	_____

		<u>Mark W if Waiver Requested</u>	<u>Provided Yes/No</u> <i>(This column Twp use only)</i>
25.	MAD/TADA calculations per Environmental Ordinance	_____	_____
26.	Landscaping plan	_____	_____
27.	Limit of disturbance lines showing areas to be disturbed by grading/construction	_____	_____
28.	Location of proposed structures with size, height offsets to property lines indicated and details	_____	_____
29.	Outdoor lighting plan (if new lighting is proposed):		
	a. location of light stanchions and wall lights	_____	_____
	b. direction of illumination	_____	_____
	c. heights of the lights/luminaires, whether on a stanchion or wall	_____	_____
	d. details of the lights/luminaires, whether on a stanchion or wall	_____	_____
	e. hours of operation of the lights	_____	_____
	f. details of the extent of illumination (isolux lines)	_____	_____
30.	All distances in feet, to the nearest tenth for all property lines	_____	_____
31.	All bearings of boundary lines given to the nearest 10 seconds	_____	_____
32.	The limitation of the flood plain or a note stating that no flood plain exists	_____	_____
33.	The location of all existing and proposed for the following for on-site and on-tract:		
	a. above-ground utility lines and appurtenances, including transformer boxes	_____	_____
	b. below-ground utility lines and appurtenances	_____	_____

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 # _____

On the following page is the Environmental Protection Calculations Worksheet [ref: Land Development Ordinance (LDO) § 134-91, et seq.] For help with this form, please contact the Engineering Division at 973-694-1800, ext. 3336.

ENVIRONMENTAL PROTECTION CALCULATIONS

SLOPE/SOIL DISTURBANCE FOR INDIVIDUAL LOT CALCULATION

TOWNSHIP OF WAYNE

ENGINEERING DIVISION

NAME OF PROJECT	
FOR BLOCK	LOT

A. MAXIMUM ALLOWABLE DISTURBANCE	
1.	USE: MULTI-FAMILY, TOWNHOUSE, CONDO OR NON-RESIDENTIAL SINGLE FAMILY
2.	GROSS AREA OF LOT: SF
3.	TABLE TWO: LOW RANGE HIGH RANGE LOT AREA RANGE SF TO SF
4.	TABLE TWO: BASE AREA 0
5.*	FACTOR X LOT AREA (SF) MINUS LOW RANGE AREA (SF) =
6.	MAXIMUM AREA OF DISTURBANCE (MAD): BASE AREA PLUS FACTORED AREA = MAD (SF)

B. TOTAL ADJUSTED DISTURBED AREA						
NO.	SLOPE RANGE	ADJUSTMENT FACTORS	AREA (SF) DISTURBED	ADJUSTED AREA (SF)		
1.	0 TO 7.9% (WITHIN PROPOSED L.O.D.)	1.00				
	0 TO 7.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	1.25				
2.	8 TO 14.9% (WITHIN PROPOSED L.O.D.)	1.00				
	8 TO 14.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	1.50				
3.	15 TO 19.9% (WITHIN PROPOSED L.O.D.)	1.50				
	15 TO 19.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	2.50				
4.	20 TO 23.9% (WITHIN PROPOSED L.O.D.)	2.50				
	20 TO 23.9% - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	3.50				
5.	24% AND GREATER (WITHIN PROPOSED L.O.D.)	3.50				
	24% AND UP - ADJACENT TO WATER (WITHIN PROPOSED L.O.D.)	4.50				
6.	EX IMPERVIOUS AREA PLUS AREA DISTURBED IN LAST 5 YEARS OUTSIDE PROP. LIMITS OF DIST.	REGARDLESS OF SLOPE 1.00	X	X		
7.	SUM OF ADJUSTED AREAS = TADA (SF)					

C. TADA IS LESS THAN MAD	YES		NO	
---------------------------------	-----	--	----	--

*Percentage Factor is applied to the area of the lot in excess of the LOWER limit of the range.

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) \$ _____

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

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

SITE PLAN APPLICATIONS

___	A. Minor Site Plan		\$ _____
___	B. Modification of any approved minor site plan		\$ _____
___	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 (\$0.05/sq. ft. of GFA new const + \$250)		
	<input type="checkbox"/> _____ X .05 = _____		\$ _____
___	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		\$ _____
___	D. Modification of any approved major site plan		\$ _____
___	E. Wireless communications facilities		\$ _____
___	F. Concept		\$ _____
___	G. Multi-family with 3 or more units (preliminary)		\$ _____
___	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		\$ _____
___	B. Non-residential		\$ _____

CONDITIONAL USE APPLICATIONS

___	Compliant Conditional Use		\$ _____
-----	----------------------------------	--	----------

