

Application # _____

FRANKFORD LAND USE BOARD

UNIVERSAL APPLICATION FORM

NOTICE: Frankford Township has combined its Zoning and Planning Boards' into a combined Board known, as the Land Use Board. This is the only form to be used for all applications for development and other matters before the Land Use Board.

APPLICANT – SUPPLY WITH SUBMISSION

- () **17 NUMBER OF PLATS** (folded)
- () **PROPOSED FORM OF NOTICE** (if applicable)
- () **CERTIFICATION OF CURRENT TAX STATUS**
- () **AFFIDAVIT OF OWNERSHIP** (if applicable)
- () **CORPORATE DISCLOSURE STATEMENT** (if applicable)
- () **LIST OF PROPERTY OWNERS WITHIN 200 FEET**
- () **APPROPRIATE CHECKLIST**
- () **FOUR (4) PHOTOGRAPHS OF CURRENT CONDITIONS**

IF APPLICATION IS MADE FOR MULTIPLE RELIEF OR APPROVALS (i.e. "D" Variance and Site Plan) THEN APPLICANTS MUST SUPPLY ALL FORMS AND CHECKLISTS FOR ALL REQUESTED RELIEF OR APPROVAL.

DATE SUBMITTED: _____

TYPE OF APPLICATION: (check all that apply)

- () MINOR SUBDIVISION
 - () PRELIMINARY MAJOR SUBDIVISION
 - () MINOR SITE PLAN (See checklist for filing requirements)
 - () FINAL MAJOR SUBDIVISION
 - () PRELIMINARY MAJOR SITE PLAN
 - () FINAL MAJOR SITE PLAN
 - () "C" VARIANCE
 - () "D" VARIANCE
 - () APPEAL
 - () INTERPRETATION
 - () OTHER (INFORMAL, PLANNING VARIANCE, NONCONFORMANCE CERTIFICATE, EXTENSION OF APPROVAL, ETC.)
-

I. PROJECT NAME: _____

II. APPLICANT'S NAME, ADDRESS AND INTEREST: _____

TELEPHONE: _____ FAX: _____

III. PROPERTY'S STREET ADDRESS: _____

BLOCK(S): _____ LOT(S): _____

ZONE: _____ TAX MAP SHEET #: _____

SIZE OF PROPERTY (in acres): _____

PRESENT USE OF PREMISES: _____

PROPOSED USE OF PREMISES: _____

IV. PRIOR ACTIVITY

CHECK ONE: This property () has or () has not been the subject of prior applications.

Previous Application No.: _____ Previous Date: _____

Action Taken: _____

ATTACH COPIES OF PRIOR RESOLUTIONS: _____

V. NAME AND ADDRESS OF PROPERTY OWNER: _____

TELEPHONE: _____

VI. ALL CORPORATE OR PARTNERSHIP APPLICANTS: All corporations or partnerships applying to the Land Use Board for a variance to construct a multiple dwelling of 25 or more family, for approval to subdivide a parcel into 6 or more lots, or for approval for a site to be used for commercial purposes, shall supply the names and addresses of all stockholders or individual partners owning at least 10% of stock of any class or at least 10% of the interest of the partnership. Applicants shall use the form supplied by the Land Use Administrator. Failure to comply will delay the hearing of the application.

CORPORATE DISCLOSURE STATEMENT

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. seq., corporations or partnerships must list the names and addresses of all stockholders owning at least 10% of stock of any class or those owning at least 10% or more of the interest in the partnership.

NAME

ADDRESS

APPLICANT'S PROFESSIONALS

- **APPLICANT'S ATTORNEY OR REPRESENTATIVE:** _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

- **APPLICANT'S SURVEYOR:** _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

- **APPLICANT'S ENGINEER:** _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

- **APPLICANT'S ARCHITECT:** _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

- **APPLICANT'S PLANNER:** _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

- **OTHER PROFESSIONALS:** _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____

IF THE APPLICATION IS BEING MADE BY ANYONE OTHER THAN THE PROPERTY OWNER, THE PROPERTY OWNER MUST SIGN THE BELOW AUTHORIZATION FORM BEFORE A NOTARY.

AFFIDAVIT OF OWNERSHIP, AUTHORIZATION AND SITE INSPECTION

STATE OF _____

SS:

COUNTY OF _____

The undersigned, of full age, being duly sworn according to law deposes and says that I reside at _____, in the _____, County of _____ and State of _____, and that I am the owner in fee of the lands and premises which are the subject of this application to the Frankford Land Use Board and the property as described in that application as Block _____, Lot _____, on _____, Township of Frankford, County of Sussex and State of New Jersey. As owner, I have read this application and the applicant is authorized to proceed. I understand that a site inspection by Land Use Board members and Board or Township Professionals may be required and by signing this authorization I am consenting to any site inspection that may be necessary.

Date: _____

Sworn to and subscribed before me this:

_____ day of _____, 20____.

NOTARY PUBLIC

APPLICANT REQUESTS THE FOLLOWING

I. SUBDIVISION (Check One)

- Minor Subdivision
- Preliminary Major Subdivision
- Final Major Subdivision

Area of tract before subdivision: _____ acres

Number of Lots Created: _____

Number of proposed dwelling units: _____

Additional Comments: _____

(attach additional pages as needed)

II. SITE PLAN (Check all that apply)

- Minor Site Plan
- Preliminary Major Site Plan
- Final Major Site Plan
- Amendment or Revision to an Approved Site Plan

TYPE: New Construction Addition to existing structure
 Parking Other: _____

Area to be disturbed: _____ (square feet or acres).

Waivers Requested and Additional Comments: _____

(attach additional pages if needed)

III. VARIANCES (Check all that apply)

- () "A" Administrative Appeal
- () "B" Interpretation
- () "C" Variance
- () "D" Variance
- () Planning Variance
- () Other: _____

The proposed structure will have a side line measuring _____, with a front yard of _____ and a back yard of _____. The lot measures _____ feet by _____ feet. The prevailing front yard in the area is _____.

Individual Variance Applications

(Check all that apply)

- () **Height Variance** - The maximum allowable height in the zone is _____ feet. The proposed structure will stand _____ feet.
- () **Use Variance** – The structure will be designed for use as a _____, a non-permitted use in the zone.
- () **Planning Variance** (N.J.S.A. 40:55D-35 & 36)
- () **Conditional Use Variance**
- () **Expansion of a non-conforming use.**
- () **Other:** _____
- () **Substandard lot case.**

NOTIACE TO ALL APPLICATIONS REGARDING VACANT SUBSTANDARD LOTS – The Frankford Land Use Board strongly recommends the **buy/sell** (see Addendum "D") letter be followed in corresponding with abutting property owners. Applicants are not required to use the exact wording on the form (the wording may be modified for individual applicants if appropriate), the **substance** of the form must be followed. The **buy/sell** letter must be sent at least **twenty (20)** days in advance of your scheduled hearing date for completeness by **both** certified and regular mail. Failure to comply will delay a hearing on this matter. You must be prepared at the hearing date to offer into evidence the **buy/sell** letter and any response. Responses **must** be in writing. The **buy/sell** letter is in **ADDITION** to the **required statutory notice** you must give to all property owners within 200 feet as well as those other entities entitled to notice by law.

NOTICE TO ALL APPLICANTS – ATTACH AN EXPLANATORY STATEMENT CONTAINING OTHER PROPOSALS, LEGAL POSITIONS, WAIVERS REQUESTED OR OTHER INFORMATION THAT WOULD ASSIST THE BOARD IN MAKING A DETERMINATION AS TO THE MERITS OF YOUR APPLICATION.

IV. OTHER APPROVALS REQUIRED (For all applications)(Check all that apply)	<u>YES</u>	<u>NO</u>	<u>STATUS</u>
() SUSSEX COUNTY PLANNING BOARD	_____	_____	_____
() SUSSEX COUNTY SOIL CONSERVATION	_____	_____	_____
() SUSSEX COUNTY HEALTH DEPARTMENT	_____	_____	_____
() N.J. D.E.P.	_____	_____	_____
() N.J. D.O.T.	_____	_____	_____
() _____ (Other)	_____	_____	_____

ESCROW STATEMENT AND APPLICANT’S CERTIFICATION

As applicant, I understand that monies associated with this application have been deposited in an escrow account (Builder’s Trust Account). In accordance with the Township of Frankford Ordinances, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of the submitted materials, any communications with the Board’s or Township’s Professionals as chargeable time, and the publication of the decision by the Frankford Land Use Board. Sums not expended in the review process will be refunded. If additional sums are necessary, I understand that I will be notified of any required additional amount and shall replenish the escrow account within 20 days of notification.

Further, I certify that the foregoing statements and materials submitted are true. I further certify that I am the individual applicant or that I am an Officer/General Partner/Managing Member of the Corporation/General Partnership/L.L.C. making application and that I am authorized to sign the application for the Corporation/General Partnership.

DATE: _____

 SIGNATURE OF APPLICANT/ATTORNEY

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

 NOTARY PUBLIC

Addendum "A"

Tax Collector

TOWNSHIP OF FRANKFORD

Municipal Building

151 US Highway Route 206

Augusta, NJ 07822

Re: **Block**_____, **Lot**_____.

Dear Sir/Madam:

Please provide the undersigned with a certificate that taxes have been paid to date for the above referenced property. This certificate is required for an application before the Frankford Land Use Board.

Very truly yours,

Applicant

NOTE TO APPLICANTS: BE SURE TO INCLUDE YOUR RETURN ADDRESS ON A SELF-ADDRESSED STAMPED ENVELOPE.

ADDENDUM "B"

Tax Assessor
TOWNSHIP OF FRANKFORD
Municipal Building
151 US Highway Route 206
Augusta, NJ 07822

Re: **Block**_____, **Lot**_____

Dear Sir/Madam:

Please provide a certified list of property owns within 200 feet of the above referenced property within seven (7) days as provided by the Municipal Land Use Law.

A \$10 check and return envelope are enclosed.

Very truly yours,

Applicant

NOTE TO APPLIANTS: BE SURE TO INCLUDE A CHECK FOR \$10 PAYABLE TO "FRANKFORD TOWNSHIP" ALONG WITH YOUR RETURN ADDRESS ON A SELF-ADDRESSED STAMPED ENVELOPE.

ADDENDUM "C"

**SUGGESTED
NOTICE OF HEARING
Frankford Land Use Board
Township of Frankford
Sussex County, New Jersey**

PLEASE TAKE NOTICE that the undersigned has made application to the Township of Frankford Land Use Board for property known as Block _____, Lot _____, located at _____, in the _____ Zone, as follows:

In addition, Applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Land Use Board.

This application is now on the calendar for the Frankford Land Use Board and a public hearing has been set for _____, 20____ at the Frankford Municipal Building, 151 U.S. Highway Route 206, Augusta, New Jersey, at 7:00 p.m. When the case is called, you may appear either in person or by attorney to present any evidence which you may have regarding the application. The matter will be heard on that above date or any adjourned date designated by the Land Use Board at this public meeting without additional notice. The maps, plans, plats and application for which approval is being sought are on file with the Land Use Administrator and are available for inspection at the Municipal Building during normal business hours.

This notice is provided pursuant to the rules of procedure of the Frankford Land Use Board.

By:

ADDENDUM "D"

SUGGESTED "BUY/SELL" LETTER

Adjoining Property Owner
Street Address
Frankford, NJ

Re: **Block** _____, **Lot** _____.

Dear Adjoining Property Owner:

I own a lot adjacent to your lot and am applying to the Frankford Land Use Board for a variance to construct a single family residence. In this case, our lot is undersized under the current Frankford Ordinances.

The purpose of this letter, in addition to the variance notice which you will be served with, is to inquire whether you have any interest in either: (a) purchasing this lot at its fair market value as a building lot (which assumes the variance has been granted), or (b) selling additional land to us in order to make the lot conforming or more conforming.

You should be aware that in the event you purchase the lot as a building lot at its fair market value, it would have to be merged with your lot and not remain a separate buildable lot. It is important to emphasize that the price we would be entitled to request would be a building-lot price and not mere raw acreage.

Nevertheless, the purpose of this letter is to inquire of you as adjoining property owners of your interest in the matter and if you have no interest in buying or selling as described above to let the Land Use Board know your position. Would you please indicate on a copy of the letter enclosed your position with respect to this letter which I will provide to the Board.

Very truly yours,

Applicant

VIA VERIFIED MAIL, RRR# _____ & Regular Mail

cc: Frankford Land Use Administrator

_____ I have an interest

_____ I have no interest

ADDENDUM "E"

**SUGGESTED
Frankford Land Use Board
AFFIDAVIT OF SERVICE**

Re: _____

APPLICATION NO. _____

STATE OF NEW JERSEY:

SS:

COUNTY OF SUSSEX:

1 The undersigned, of full age, being duly sworn according to law, on his/her oath deposes and says that he/she is the Applicant or Agent and that he/she did on _____, at least **ten (10)** days prior to hearing date, give personal notice to all property owners within 200 feet of the property located at Block _____, Lot _____, with a street address of _____ in the _____ Zone, Township of Frankford, County of Sussex, State of New Jersey, and all public utility and cable television companies serving the municipality by Certified Mail – Return Receipt Requested. A **copy of the Notice** (Exhibit "A") and the **Registered Receipts** are attached.

2 Notices were also served upon: (Utilities, County Planning Dept., DOT, etc., if applicable)

3 Notice was also published in the New Jersey Herald, the official newspaper of Frankford Township as required by law, and **proof of publication** is attached as Exhibit "B".

If Proof of Publication has not been received from newspaper, applicants may use a photocopy of the notice.

4 Attached as Exhibit "C" is a **copy of the Certified List of Property Owners within 200 feet** of the affected property who were served, showing the lot and block numbers of each property as shown on the Frankford Township tax map.

Applicant or Agent

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

Notary Public

NOTICE – AFFIDAVIT OF SERVICE MUST BE FILED WITH LAND USE ADMINISTRATOR AT LEAST 3 DAYS PRIOR TO HEARING OR MATTER WILL NOT BE HEARD.