

INSTRUCTIONS FOR DEVELOPMENT APPLICATION TOWNSHIP OF WHITE

Attached to these instructions is a Development Application for the Township of White. The purpose of this application is to provide the Board with information concerning your development proposal. It is, therefore, important that you read these instructions fully and completely and understand them prior to completing the application.

All sections of the application **MUST** be completed. The information requested in Sections 4 and 6 should be provided with sufficient detail to allow the Board to understand the nature of the application or variance that you are requesting. If you need additional sheets to complete the answer fully, please attach those sheets to the Development Application.

Every application that comes before the Planning Board and Zoning Board of Adjustment in White Township must be determined to be complete. Such a determination is based upon a checklist contained in the Land Development Ordinance of White Township. Applications for minor site plans, subdivisions, preliminary major site plans and subdivisions, final major site plans or subdivisions, or variances, are available to you at the Construction Office in the Municipal Building. In each of those applications, you must provide the Board Clerk with all of the information that is requested for the type of application you intend to file. **IF YOU ARE SEEKING A WAIVER OF ANY OF THE ITEMS CONTAINED IN THE CHECKLIST, OR YOU BELIEVE THAT THOSE ITEMS ARE NOT APPLICABLE, YOU MUST MAKE A WRITTEN REQUEST FOR A WAIVER PROVIDING THE REASONS FOR THAT WAIVER.**

All applications for development are subject to application fees and escrow deposits. The application fee is required to cover the cost of administration of your application by the Land Use Board Office and is non-refundable. The escrow deposits are to be used to cover the cost of the Township consultants required to review your application. Any portion of the escrow deposit that is not used for the above purpose at the conclusion of the application will be refunded to you upon written request. You may also request an accounting of the escrow deposits. That accounting must be requested in writing to the Board Clerk.

Upon completion of the application and the preparation of the materials required in the appropriate checklist, you may file the application materials, together with the appropriate application fees and escrow deposit, with the Board Clerk. The application and escrow fees are to be supplied in two separate checks and either a Tax Identification Number or Social Security number must be supplied. The filed materials will be referred to the Board for a determination as to whether or not the application is complete in accordance with the checklist requirements. The materials must be received at least twenty-eight days (28) days in advance of a Board meeting before it will be listed on the Board Agenda. If an application is deemed incomplete, you will be advised as to the

reasons by the application is incomplete. If the application is deemed complete, the Board will schedule the matter for a public hearing.

Once a public hearing is scheduled, you may be required to provide notice in accordance with the requirements of the Municipal Land Use Law of the State of New Jersey. You may wish to consult an attorney to determine whether or not you are required to provide such notice and the time within which such notice must be made. If you fail to provide notice where required, your application will not be heard and may cause a delay in your project.

If you have any questions regarding this application process, feel free to ask the staff at the Land Use Board Office. However, the office staff **is not** intended to provide you with legal, planning or engineering advice. Professionals in those fields must provide those opinions. You may wish to consult appropriate professionals to assist you.

Planning Board meetings are held the second Tuesday of each month, unless otherwise indicated, at 7:00 p.m.

Zoning Board of Adjustment meetings are held the third Thursday of each month, unless otherwise indicated, at 7:00 p.m.

For your convenience, we are attaching a copy of a notice that can be used should your application require notice. This package also includes a Service of Notice Certification that should be completed and submitted to the Board Clerk in the **week prior** to the hearing.

DEVELOPMENT APPLICATION
TOWNSHIP OF WHITE
555 County Route 519
Belvidere, NJ 07823

1. GENERAL INFORMATION

A. Applicant:

Name _____

Street Address _____

Municipality _____

Telephone _____

B. Applicant Status:

Individual(s) Partnership Corporation

Other Specify _____

C. If Applicant is a Partnership or Corporation, attach a list of the names of persons having a 10% interest or more in said Partnership or Corporation.

Check here if list is attached.

D. Applicant relationship to property:

Owner Lessee Under Contract

Other Specify _____

E. Property Owner (if other than Applicant):

Name _____

Street Address _____

Municipality _____

Telephone _____

F. Engineer/Land Surveyor:

Name _____

Street Address _____

Municipality _____

Telephone _____

G. Attorney:

Name _____

Street Address _____

Municipality _____

Telephone _____

2. TYPE OF APPLICATION - check where appropriate

___ Minor Site Plan

___ Minor Subdivision

___ Preliminary Major Site Plan

___ Preliminary Major Subdivision Plan

___ Final Major Site Plan

___ Final Major Subdivision Plan

Variances

___ Use

___ Bulk

___ Interpretation of zoning map

___ Appeal from Administrative Officer)

___ Conditional Use

(Reference to Section _____ of the Land Use Ordinance)

3. PROPERTY DATA

A. Street Address _____

B. Block Number _____ Lot Number _____

C. The location of the property is approximately _____ feet from the intersection of the intersection of _____ and _____

D. Existing Use _____

E. Proposed Use _____

F. Zone District _____

G. Acreage of Entire Tract to be Subdivision _____

H. Proposed Number of Lots _____

I. Is the property located on a Warren County roadway?
____ Yes ____ No

J. Is the property located within 200' of a municipal boundary?
____ Yes ____ No

K. Was the property subject to a prior development application?
____ Yes ____ No

L. Is the property subject to any existing or proposed deed restrictions, easements, rights of way, private roads, or other dedications?
____ Yes ____ No

If so, attach all relevant information.
Check here if such information is attached. _____

4. DEVELOPMENT PROPOSAL – Described the nature of the application being sought, including on-site improvements:

5. SUBMISSIONS - List all maps, plats, sketches and other exhibits accompanying this application:

<u>Description</u>	<u>Date Prepared</u>	<u>Prepared By</u>

6. VARIANCES

Describe any proposed variances requested, detail and/or location, proposed block and lot and the specific section(s) of the Zoning Ordinance of White Township from which relief is sought and the basis for said relief:

7. AUTHORIZATION FOR SITE VISITS AND HOLD HARMLESS

I, _____, the undersigned property owner (or authorized representative of the property owner), do hereby authorize White Township Planning Board / Board of Adjustment (circle one) members and professionals to enter upon and inspect the property owned by me at _____, in conjunction with my application to the White Township Planning Board / Board of Adjustment (circle one) pertaining to the following property:

Block(s): _____, Lot(s): _____

Address: _____

The undersigned shall indemnify and hold harmless the Board, its members and professionals, with regard to claims for damages associated with said inspection and site visit.

Name: _____

Position: _____

Company: _____

Date: _____

***Please note, Board members are not permitted to discuss or answer any questions relating to your application during such visits. It is not required for you to be present during site inspections.*

Applicant

Date

8. VERIFICATION AND AUTHORIZATION

I hereby certify that the statements and information contained herein and attached hereto are true and correct.

Applicant

Date

I hereby authorize the Applicant referenced herein to submit the subject application and to proceed for approval of same.

Property Owner(s)

Date

