

Application No. _____

Filed _____
(Date)

(Do Not Write Above This Line)

APPLICATION FOR APPROVAL OF MINOR SUBDIVISION

PLANNING BOARD

BOROUGH OF MADISON

Application is hereby made for Minor Subdivision approval hereinafter more particularly described.

1. Applicant's Name _____ Telephone No. _____

Address _____
(Present Owner or Duly Authorized Agent)

2. Attorney's Name _____ Telephone No. _____

Address _____

3. Engineer's Name _____ Telephone No. _____

Address _____

4. Present Owner of Land _____ Address _____

5. Status of Applicant: Individual Partnership Corporation

6. If Partnership, Names and Addresses:

7. If Corporation, name and address of registered agent in New Jersey:

8. Tax Map: Block _____ Lot Numbers _____

FORM P (Cont'd)

9. If applicant is other than owner, what interest has applicant in said land, and when same will be acquired _____

10. Number of Lots proposed _____

11. Preliminary sketch of house if available _____

12. Is applicant will and able, in the event of approval of a Final Map, to undertake and complete installation of improvements, in accordance with requirements and specifications of the Borough of Madison, and to furnish a bonding of surety bond to guarantee performance thereon for such improvements required? Yes No

(Applicant's Signature)

(Address)

Dated: _____

Check List

APPLICATION FOR CLASSIFICATION AND APPROVAL OF MINOR
SUBDIVISIONS

(Note: For details of all submissions, see Article IV.

Applicant shall check off all items as submitted, not applicable, or waiver requested.
If waiver is requested, reasons shall be indicated in separate submission.)

No.	Item	Submitted	Not Applicable	Waiver Requested	Board Action
1)	Flat or plan drawn & sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey.				
2)	Scale: 1" = 30' or as approved by Borough Engineer				
3)	Current survey upon which plat or plan is based.				
4)	Map size: 8-1/2" x 13" 15" x 21" 20" x 36" 30" x 42"				
5)	Key map				
6)	Title block and basic information:				
	a. Title				
	b. Date of original preparation and date(s) of revision				
	c. North arrow and reference meridian				
	d. Ratio scale and graphic scale				
	e. Tax map block, lot numbers & zone				
	f. Name, address and license number of person preparing plat or plan				

No.	Item	Submitted	Not Applicable	Waiver Requested	Board Action
	g. Name and address of owner of record and applicant, if different from the owner				
7)	Signature of the applicant, and, if the applicant is not the owner, the signed consent of the owner				
8)	A map of the entire tract or property showing the location of that portion to be divided therefrom, giving all distances and showing all roads abutting or transversing the property. Development boundaries shall be clearly delineated				
9)	The name of all adjoining property owners as disclosed by the most recent Borough tax records				
10)	Names of adjoining municipalities within 200 feet				
11)	The location of existing and proposed:				
	a. Property lines				
	b. Streets				
	c. Buildings (with an indication as to whether existing buildings will be retained or removed)				
	d. Parking spaces				
	e. Loading areas				
	f. Driveways				
	g. Water courses				
	h. Railroads				
	i. Bridges				
	j. Culverts				
	k. Drain pipes				
	l. Natural features and treed areas, both on the tract and within fifty (50) feet of its boundary				
12)	Area in square feet of all existing and proposed lots				
13)	Bearings and distances of all existing and proposed property lines				

No. Item	Submitted	Not Applicable	Waiver Requested	Board Action
14) Sufficient elevations or contours at 2-foot intervals				
15) The location and width of all existing and proposed utility, drainage & other easements, including but not limited to sight triangle easements				
16) Front, side, and rear setback lines				
17) Chart of the zoning requirements for the zone, what is proposed, and variances indicated				
18) Delineation of flood plain and wetlands areas				
19) A copy of any protective covenants or deed restrictions applying to the lands being subdivided				
<p>20) If the applicant intends to file by deed(s) record of the approved subdivision with the County Recording Officer, the following signatures block shall be provided on the deed(s):</p> <p>APPROVED BY THE MADISON BOROUGH PLANNING BOARD</p> <p>_____ Date Planning Board Chairman</p> <p>_____ Date Planning Board Secretary</p>				
21) If the applicant intends to file the approved subdivision with the County Recording Officer, the plat shall be prepared in compliance with the "Map Filing Act" P.L. 1960,C.141 (C. 46.2309.9 at seq.) and bear the signature block noted in item 23 above				

Check list prepared by: _____ Date _____

Check list reviewed by Borough: _____ Date _____

Application found complete on _____

Application found incomplete on _____

Applicant notified on _____

The following waivers were granted: _____

The following waivers were denied: _____

Additional information required for Application for Classification and Approval of Minor Subdivisions.

- All plans shall be folded.

Application No. _____ Filed: _____
(Clerk or Board Secretary)

**PLANNING BOARD
BOROUGH OF MADISON
MORRIS COUNTY, NEW JERSEY**

VARIANCE APPLICATION

This application must be filed fifteen (15) days before date of hearing.

1. Application is hereby made by:

(Name of Applicant)

(Address)

2. To (state relief requested, i.e. reverse action of Building Inspector; grant variance, exception, etc.)

3. For property at _____
(No.) (Street)

Known as Lot No. _____ Block No. _____ Zone _____

4. The applicant is the owner of the property involved. If applicant is other than the owner, state the basis on which the application is made, i.e., Purchaser under Contract with the owner, and owner must sign consent and authorization at the end of application.

5. The section(s) of the Zoning Ordinance governing the property in question is (are): _____

6. Reasons upon which Applicant will rely are:

(if more space is needed, attach numbered rider)

The particular sections of the Zoning Ordinance and Revised Statutes of New Jersey relied on for relief are:

Applicants furnish herewith a plot plan of the land which is the subject of this application, showing existing and proposed buildings or proposed additions thereto, and such detail with respect to adjacent and nearby properties as is required for a proper consideration of the application, certified by an Engineer or Surveyor licensed in the State of New Jersey, and such other drawings as will enable the Board to properly consider the application.

I Certify that all of the above statements and the statements contained in all exhibits submitted herewith, are true. Further, to the best of my knowledge, a variance has never been applied for previously to the Zoning Board of Adjustment for the subject property.

(Applicant's Signature)

(Address)

Dated: _____

(Telephone No.)

(If applicant is not owner of the premises, Owner(s) must sign this consent)

The undersigned, owner(s) of the premises described in Paragraph 3, consent(s) to the foregoing application and agree(s) to be bound by the action taken thereon.

(Owner's Name)

(Owner's Signature)

Dated: _____

(Owner's Address)

Borough of Madison

Checklist for Variance Application to the: Planning Board

- _____ 1. Name, address and telephone numbers of the applicant(s) and owner(s).
- _____ 2. Address of the subject property.
- _____ 3. Lot and block number of the premises in question.
- _____ 4. Zone in which property is located.
- _____ 5. Description of what the applicant seeks to do.
- _____ 6. Specific enumeration of the variances requested or action sought.
- _____ 7. Specification of section(s) of the Zoning Ordinance from which relief is sought.
- _____ 8. Specification of each particular zone requirements that proposal would violate.
- _____ 9. If the application is an appeal from a decision or order of the building inspector, the date of the decision or order of the building inspector.
- _____ 10. Applicant's reasons for the Board to grant relief.
- _____ 11. Summary of specific facts which demonstrate that the relief sought can be granted without substantial detriment to the public good and substantial impairment of the intent and purpose of the Zone Plan and Zoning Ordinance.
- _____ 12. If there has been a previous application to the Zoning Board of Adjustment or to the Planning Board involving the premises in question, the date of filing, the nature of the application and the disposition made.
- _____ 13. Description of the proposed structure, use or changes.
- _____ 14. Statement as to whether the premises in question are, or are not, serviced by municipal water and sewerage systems.
- _____ 15. Size of lot (in square feet).
- _____ 16. Dimensions of lot.
- _____ 17. Size of lot at street level.
- _____ 18. Percentage of lot occupied by buildings and impervious coverage.
- _____ 19. (a) Height of building, stories and feet.
(b) Front yard depth.
(c) Rear yard depth.
(d) Side yard width (both)
(e) Side yard width abutting a side street on corner lot.
- _____ 20. Prevailing front yard setbacks of adjoining lots.
- _____ 21. Where applicable, rear yard setbacks of adjoining lots.
- _____ 22. Date of acquisition of property, and from whom.
- _____ 23. State the number of dwelling units in existing building(s).
- _____ 24. State whether applicant or owner owns or has under contract to purchase any adjoining lands. Set forth lot(s) and block(s) number(s).
- _____ 25. State whether application is or is not to be accompanied by a separate application for subdivision, site plan, or conditional use approval. If it is, see Planning Board checklist.
- _____ 26. Submit the following documents with application:

- (a) Where applicable, copy of building permit application or order of building inspector.
- (b) Copy of area map showing all lots within two hundred (200) feet of the property.
- (c) List names, addresses, lot and block numbers as they appear on the official tax records of the Borough of Madison, of all owners of property within 200 feet of the property affected by the application and upon whom the notice must be served in the manner provided by law.
- (d) Copy of survey no older than ten (10) years prior to the date of filing of the application, clearly indicating the buildings and improvements thereon with all front, side and rear yard dimensions and setbacks from the property lines.
- (e) Copies of subdivision, site plan or conditional use application when applicable.
- (f) Certification that taxes are paid.

- _____ 27. If survey is more than three months old, attach certification of applicant or owner that survey accurately represents status of premises and all improvements at time of filing for variance.
- _____ 28. At least ten (10) days prior to the hearing, applicant shall serve prescribed notice on all owners of property within 200 feet. Note: This may require the inclusion of an adjoining municipality; the County Planning Board when county roads or lands are involved; the Commissioner of Transportation of the State of New Jersey when a State Highway is involved; and the Director of the Division of State and Regional Planning in the Department of Community Affairs. Notice shall also be given by the applicant at least 10 days prior to the date of the hearing by publication in the official newspaper of the Borough (Madison Eagle).
- _____ 29. Applicant must submit original and fifteen (15) copies of the application, properly completed and fifteen (15) copies of a plot plan, map, or survey, drawn to scale, affidavit of proof of service, with copy of notice and list furnished by the administrative officer of the municipality of all those persons or entities served (service shall be made by certified mail or personal service).
- _____ 30. All applications for consideration of the Board of Adjustment must be filed 15 days prior to the date of hearing. Proper notice given to those requiring service upon them, and publication made, at least ten (10) days prior to the date of hearing before the Board of Adjustment.
- _____ 31. Written consent of owner, if owner is different from applicant.
- _____ 32. Name, address and phone number of attorney, if any, representing applicant.

Checklist prepared by: _____ Date: _____

Checklist received by Borough: _____ Date: _____

Application reviewed for completeness by TCC: _____ Date: _____

Application found complete on: _____

Application found incomplete on: _____

The following waivers were granted: _____

The following waivers were denied: _____

ZONING REQUIREMENTS & IDENTIFICATION OF VARIANCES

INSTRUCTIONS: Complete all open spaces below by inserting data for the zoning district in which the property is situated. If additional space is required, attach additional copies of this table.

ZONING DISTRICT: _____ BLOCK/LOT: _____

OWNER/APPLICANT: _____

PROPERTY ADDRESS: _____

ZONING REQUIREMENT	REQUIRED or PERMITTED	EXISTING	PROPOSED	Check if VARIANCE Requested
LOT				
Minimum Lot Size (S.F./Acres)				
Minimum Lot Width (Ft.)				
Minimum Lot Depth (Ft.)				
PRINCIPAL BUILDING				
Minimum Front Yard Setback (Ft.)				
Minimum Right Side Yard Setback (Ft.)				
Minimum Left Side Yard Setback (Ft.)				
Minimum Rear Yard Setback (Ft.)				
Maximum Building Height (Ft.)				
Maximum Principal Building Coverage (S.F.)				
Maximum Principal Building Coverage (%)				
ACCESSORY STRUCTURE				
Minimum Side Yard Setback (Ft.)				
Minimum Rear Yard Setback (Ft.)				
Maximum Floor Area (S.F.)				
Maximum Building Height (Ft.)				
IMPERVIOUS LOT COVERAGE				
(List All Additional Impervious Surfaces, Including Any Areas Not Listed Below)				
1. Principal Building Coverage (S.F.) (Insert S.F. from above)				
2. Garage				
3. Shed				
4. Driveway				
5. Front Walks/Stoop				
6. Rear Walks/Patio				

7.				
8.				
9.				
10.				
TOTAL IMPERVIOUS LOT COVERAGE (S.F.)				
TOTAL IMPERVIOUS LOT COVERAGE (%)				
Other Requirements (If Applicable)				

BOROUGH OF MADISON

Application Fees

Type	Fee
Subdivisions	
Minor Subdivision	\$ 375.00
Major Subdivision, Sketch plat	\$ 375.00
Preliminary major subdivision	\$ 1,000.00
Final major subdivision	\$ 500.00
Site Plans	
Waiver of site plan details	\$ 300.00
Preliminary major site plan	\$ 300 plus \$50 for each 1,000 SF of gross floor area. For parking lot reconstruction only the fee is \$1,600
Final major site plan	\$ 600.00
Variances	
Appeals (NJSA 40:55D-70a)	\$ 300.00
Interpretations (NJSA 40:55D-70b)	\$ 300.00
Dimensional variances (each)	
Residential	\$ 150.00
Nonresidential	\$ 150.00
Use variances	
Residential	\$ 500.00
Nonresidential	\$ 750.00
Other	
Amended application	\$ 375.00
Extension of approval	\$ 150.00
Request for zone change or recommendation for zone change	\$ 400.00
Request for Master Plan amendment	\$ 400.00
Concept review (fee credited toward future application for same site filed within 1 year)	\$ 400.00

BOROUGH OF MADISON

Technical Review Fees

Type	Fee
Subdivisions	
Minor Subdivision	
Residential	\$ 500.00 per lot
Non-residential	\$ 750.00 per lot
Major Subdivision	\$ 1,000.00
Preliminary Major Subdivision	\$ 750.00 per lot for the first 3 lots
	\$ 100.00 per lot for additional lots
Final Major Subdivision	½ the cost of the preliminary
Site Plans	
Waiver of Site Plan Details	\$ 150.00 per residential unit
	\$ 50.00 per 100 SF of gross floor area
Preliminary Major Site Plan	
Residential	\$ 150.00 per resident unit
Nonresidential	\$ 50.00 per 100 SF of gross floor area
	\$ 50.00 per parking space for parking lot reconstruction only
Final Major Site Plan	½ the cost of preliminary
Variances	
Appeals (NJSA 40:55D-70a)	\$ 750.00
Interpretations (NJSA 40:55D-70b)	\$ 750.00
Dimensional Variances	
Residential, excluding 1 and 2-family homes	\$ 500.00
Nonresidential	\$ 1,000.00
Use Variances	
Residential, excluding pre-existing, nonconforming 1 and 2-family homes	\$ 1,500.00
Nonresidential	\$ 2,500.00
Other	
Amended Application	\$ 1,000.00
Extension of Approval	\$ 500.00
Request for zone change or recommendation for zone change	\$ 2,000.00
Request for Master Plan Amendment	\$ 2,000.00
Concept Review	\$ 1,000.00
Unused Technical Review fees will be returned to the applicant upon completion of the project	

(for surveys more than three months old)

Certification in Lieu of Oath

I hereby certify that the attached survey, dated _____ accurately represents existing conditions and shows all improvements and that no additions or changes have been made on the property since the date of the survey. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Address _____

Block _____

Lot _____

Applicant

Date

**TAX AND ASSESSMENT PAYMENT REPORT
PLANNING BOARD/ZONING BOARD OF ADJUSTMENT
BOROUGH OF MADISON**

APPLICATION NO. _____

Under provisions of New Jersey Statutes, N.J.S.A. 40:55D-39e and N.J.S.A. 40:55D-65h, an applicant for development of land must submit proof that no taxes or assessments for local improvements are due or delinquent on the property, stated below.

Applicant will complete Section I of this form and submit it with the application for development. The Administrative Official will forward the form to the Tax Collector for verification that no delinquent taxes or assessments are due.

Developers are cautioned that agreement on payment of taxes for the current year must be reached between the interested parties. Apportionment of taxes is NOT the concern of the tax Office.

Applicant is also cautioned that additional assessments may be levied where a structure is present.

Section I (to be completed by Applicant)

I, _____ of _____

(address) am making application to the Planning Board/Zoning Board of Adjustment for the development of Lot _____ Block _____, in the _____ Zone, located at _____, whose owner of record is _____.

This tract was formerly subdivided on _____.

Original Lot(s) No, _____, Block _____.

I acquired interest in this property on _____.

I request the Tax Collector determine whether there are any delinquent taxes and/or assessments due.

Date: _____

Applicant's Signature

Section II (to be completed by Tax Collector)

- I find that:
- () All taxes due have been paid
 - () All assessments due have been paid
 - () The following are delinquent and past due

Date

Tax Collector

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

BOROUGH OF MADISON
PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the ____ day of _____, 201____, at 7:30 P.M., a hearing will be held before the Madison Borough Planning Board/Zoning Board of Adjustment (Chose One) Room #140, 50 Kings Road, Madison, New Jersey, on the appeal or application of : _____

(Name of Applicant)

For a variance or other relief so as to permit

On premises located

At _____ and designated as

(Street and Number of property)

Block _____ Lot _____ on the Madison Borough Tax Map. The maps and papers are available for inspection in the office of the Administrative Official, in Room #38, upper floor, 50 Kings Road, Madison, New Jersey, between the hours of 9AM and 4PM. Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board or Zoning Board of Adjustment.

Name of Applicant

SAMPLE COPY OF NOTICE – RETURN WITH EXECUTED APPLICATION

This notice must be served at least ten (10) days prior to date of hearing

Planning Board
Zoning Board of Adjustment
Borough of Madison
Morris County, New Jersey

Date: _____

To: _____

Address: _____

PLEASE TAKE NOTICE that on _____, at 7:30 PM, in **ROOM #140, 50 Kings Road, Madison, New Jersey**, a public hearing will be held by the Planning Board/Zoning Board of Adjustment (chose one) of the Borough of Madison, to consider the application of:

(Name and Address of Applicant)

To permit the applicant:

(State in Detail all particulars as to what is requested)

On property commonly known as _____
(Street and Number of property)

and designated on the Madison Tax Maps as Lot _____ Block _____ and this notice is sent to you as an owner of property within 200 feet.

At the hearing, or at any adjournment thereof, you may appear in person or by attorney to give evidence and make a statement for or against this application.

All maps and documents pertaining to the above matter are on file and available for public inspection at the Office of the Administrative Official, Monday through Friday, between the hours of 9:00 AM to 4:00 PM, upper floor, Room #38, 50 Kings Road, Madison, New Jersey.

Very truly yours,

Applicant

**BOROUGH OF MADISON
TECHNICAL REVIEW ESCROW AGREEMENT**

The undersigned applicant hereby agrees that if the escrow amount submitted with this application is not sufficient to cover professional fees, he/she will provide additional funds as deemed necessary in accordance with Section 195-12 "Fees" of the Land Use Ordinance of the Borough of Madison.

In the event it is determined that additional funds are required, the Board Secretary shall notify the applicant. The applicant agrees to pay the additional fees within fourteen (14) days of said notice.

The applicant further agrees that if the additional fees are not paid within the time specified, all processing of the application will be terminated until the payment is made in full. In any event, no Certificate of occupancy will be issued by the Construction Code Official until the applicant has paid sufficient escrow monies to cover all professional fees.

Upon completion of the project, and unused escrow fees plus any accrued interest due the applicant in accordance with MLUL 40:55-53.1 will be returned to the applicant.

I, the applicant, have read and understand the above agreement and hereby agree to the conditions.

Date

Applicant

Tax ID#

AFFIDAVIT OF SERVICE

In the matter of application of:

State of new Jersey
County of Morris

_____, of full age, being duly sworn according to the law, on his oath deposes and says that he/she is _____ (agent of) the above named appellant; that on _____ he/she served a notice to all property owners within 200 feet of the property affected in this matter.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered mail receipts are attached hereto.

Notice was also published in the official newspaper of the municipality as required by law.

Attached to the affidavit is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map.

Also attached is a copy of the proof of publication of notice in the official newspaper of the municipality.

Signature of Applicant

Sworn and subscribed to before me

This ____ day of _____, 20____.

REQUEST FOR 200' LIST

\$10 FEE – PAYABLE TO:

THE BOROUGH OF MADISON

NAME: _____

ADDRESS: _____

BLOCK: _____ **LOT:** _____

PHONE NUMBER: _____

DATE REQUESTED: _____