

**MOUNT OLIVE TOWNSHIP
PLANNING DEPARTMENT
USE VARIANCE / SITE PLAN APPLICATION**

The completed application package, together with applicable forms and required fees, must be submitted to the Board Secretary in order for your case to be scheduled.

A complete application shall include:

1. General Information, Schedule of Fees, Checklist – Page 1 thru 6
2. Request for Variance – Pages 7 thru 9
3. Affidavit – Page 10: This form must be signed by the owner of the property and the applicant. No other person may make application to the Planning Board, except the owner or person under contract to purchase the premises without a legal Power of Attorney.
4. Certificate of Paid Taxes – Page 11: Fill in the top portion and submit to the Tax Collector’s Office for verification of payment of taxes.
5. Certificate of Corporate Ownership – Page 12: If the applicant represents a corporation or partnership, this form must be completed and submitted with the application package.
6. Site Inspection Authorization – Page 13
7. W-9 Form: - (Requires Birth Date and Social Security Number)

The applicant is required to submit the original plus 5 copies of the completed application, 1 set of plans in pdf or similar format, 15 full sized sets of plans to the Board Secretary along with 2 checks made payable to “Mount Olive Township”. See attached fee schedule. One check is a Township application fee. The second will be deposited in an escrow account to cover any engineering, planning, legal and other expenses associated with review of submitted materials. If the escrow account becomes deficient, additional funds may be needed to replenish the account. Any money remaining in the escrow account will be returned to the applicant upon the completion of the project.

After application has been deemed complete and given an application number the following is required of the applicant:

1. Applicant must obtain from the Tax Assessor’s Office a list of all adjoining property owners, current within 60 days, within 200 feet of the subject property.
2. **Notice of hearing** – At least **ten days prior** to the public meeting, the applicant is required by law to service written notice on the owners listed on the tax list and place same notice in the official newspaper, email to drlegals@gannett.com - **The Daily**

Record, 800 Jefferson Road, Parsippany, NJ 07054 Phone 1-800-398-8993 .
Complete and copy enclosed form (see Page 9). Original should be retained and given to Board Secretary. Notice must be served by certified mail return receipt requested, personal delivery by obtaining property owners full signature, and date on the original tax list.

3. After notifying all adjoining property owners, and publication of legal notice, applicant must complete the Affidavit of Service. It should be notarized and filed with the Board Secretary as proof of service.
4. After completion of above, the following items should be submitted to the Board Secretary prior to the meeting date to prove notice has been served properly:
 - Original Notice to Adjoining Property Owners, completed and signed
 - Original Affidavit of Service, signed and notarized
 - Original list received from Tax Assessor of property owners within 200 feet
 - All white (certified mail slips)
 - Any green cards received back
 - Verification from newspaper of publication of notice

Please note, that failure to fulfill any of the above requirements will result in application not being heard.

Please contact the Board Secretary (973) 691-0900 Ext. 7313 with any questions.

**MOUNT OLIVE TOWNSHIP FEE SCHEDULE
AS PER SECTION 550-17 OF THE LAND USE ORDINANCE**

	Application Fee	Escrow Fee
C Variance		
Residential	\$100.00 per lot	Minimum of \$500.00 per lot
Non-Residential	\$250.00 per lot	Minimum of \$750.00 per lot

D Variance		
Residential	\$250.00 per lot	Minimum of \$2,000.00 per lot
Non-Residential	\$500.00 per lot	Minimum of \$5,000.00 per lot

Site Plan - Residential		
Preliminary	\$500.00 set fee; \$75.00 per dwelling unit	\$2,000.00 plus \$150.00 per unit.
Final	\$500.00 set fee; \$50.00 per dwelling unit	\$1,500.00 plus \$50.00 per unit
Combined	\$800.00 set fee; \$100.00 per dwelling unit	\$3,000.00 plus \$150.00 per unit
Site Plan – Non-Residential		
Preliminary	\$400.00 set fee; \$100.00 per 1,000 sf of gross floor area	\$3,000.00, plus \$100.00 per 1,000 sf
Final	\$300.00 set fee; \$50.00 per 1,000 sf of gross floor area	\$2,000.00 plus \$50.00 per 1,000 sf
Combined	\$600.00 set fee; \$100.00 per 1,000 sf of gross floor area	\$4,000.00, plus \$100.00 per 1,000 sf
Site Plan Revision Amendment/Miscellaneous	\$400.00 minimum	\$2,500.00 minimum

SITE PLAN CHECKLIST

Section 550-29 Mt. Olive Land Use Code

If any of the following details are omitted, please submit an explanatory statement.

PLAN PREPARATION [550-29G]

Each site plan shall be submitted at a scale of one inch equals 10 feet, 20 feet, 30 feet, 40 feet or 50 feet. All plans shall be signed and sealed by an architect or engineer licensed to practice in the State of New Jersey, and shall include accurate lot lines certified by a licensed land surveyor, submitted on one of the following standard sheet sizes: 8 1/2 inches by 13 inches; 12 inches by 18 inches; nine inches by 12 inches; 15 inches by 21 inches; 18 inches by 24 inches; 24 inches by 36 inches; or 30 inches by 42 inches, and including the following data (if one sheet is not sufficient to contain the entire territory of the tract, the tract may be divided into sections to be shown on separate sheets of equal sizes, all sheets with the same scale, with references on each sheet to the adjoining sheets, provided that one sheet at a smaller scale is attached that shows the entire project on one sheet of the same size):

- () The name of the development.
- () Appropriate places for the signatures of the Planning Board Chairman and Secretary.
- () The dates of the official Board actions and the dates of the signatures.
- () A small key map giving the general location of the tract to the remainder of the community.
- () Zone district(s) in which the lot(s) are located.
- () The North arrow.
- () The date of the original plan and each subsequent revision date.
- () A graphic scale.
- () The total tract acreage to 1/1000 of an acre.
- () An outbound survey of the tract certified by a licensed land surveyor.
- () Any existing and proposed streets and street names.
- () Any existing and proposed contour lines at two-foot intervals inside the tract and within 50 feet of the tract's boundaries.
- () Any existing and proposed streams and easements.
- () The flood hazard areas based on one-hundred-year storms.
- () All dimensions and areas needed to confirm conformity to the Zoning Ordinance, such as but not limited to building area, lot lines, parking and loading spaces, setbacks, buffers and yards.
- () The site in relation to all remaining contiguous lands in the applicant's or owner's ownership.

PLAN INFORMATION [550-29H(1)]

Each site plan submission shall show the following information on one or more maps and have the data that cannot be mapped attached thereto:

- () Building and use plan. The size, height, location
- () Arrangements and use of all existing and proposed structures and signs
- () Existing and proposed total building coverage in acres or square footage
- () Percent of the lot coverage
- () Architect's scaled elevations of the front, side and rear of any structure and sign to be erected or modified to the extent necessary to apprise the Planning Board of the scope of the proposed work
- () Any existing structures on the site shall be identified either to remain or be removed
- () Written description of the proposed use(s) and operation(s) of the building(s), including the number of employees or members of nonresidential buildings
- () The proposed number of shifts to be worked and the maximum employees on each shift
- () Expected truck and tractor-trailer traffic
- () Emission of noise, glare, vibration, heat, odor, air and water pollution
- () Safety hazards

- () Anticipated expansion plans incorporated in the building design
- () Floor plans shall be submitted where multiple dwelling units or more than one use are proposed that have different parking standards

CIRCULATION PLAN [550-29H(2)]

- () Show access streets and street names
- () Acceleration/deceleration lanes
- () Access points to public streets
- () Sight triangles
- () Traffic channelization
- () Easements
- () Fire lanes
- () Aisles and lanes
- () Curbs; curb cuts with ramps for handicapped persons
- () Number and location of parking and loading spaces
- () Including the designated wider spaces for the handicapped
- () Loading berths or docks
- () Pedestrian walks
- () All related facilities for the movement and storage of goods, vehicles and persons on the site
- () Lights, lighting standards
- () Signs
- () Driveways within the tract and within 100 feet of the tract
- () Sidewalks shall be shown from each entrance/exit along expected paths of pedestrian travel
- () Access to parking lots, driveways, other buildings on the site and across common yard areas between buildings
- () Plans shall be accompanied by cross-sections of new streets, aisles, lanes, driveways and sidewalks
- () Any expansion plans for the proposed use shall show feasible parking and loading expansion plans to accompany building expansion.

LANDSCAPING AND ENVIRONMENTAL PLAN [550-29H(3)]

- () Show existing and proposed wooded areas
- () Buffer areas, including the intended screening devices and buffers
- () Grading at two-foot contour intervals inside the tract and within 50 feet of its boundaries
- () Seeded and/or sodded areas
- () Ground cover
- () Retaining walls
- () Fencing
- () Signs
- () Recreation areas
- () Shrubbery
- () Trees
- () Other landscaping features
- () Location and type of man-made improvements and the location, species and caliper of plant material
- () Trees to be located on the tract
- () Show how the interior of paved areas such as parking lots shall be landscaped
- () All portions of the property not utilized by buildings or paved surfaces shall be landscaped utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage and the planting of coniferous and/or deciduous trees native to the area in order to maintain or reestablish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas.

() The established grades and landscaping on any site shall be planned for aesthetic, drainage and erosion-control purposes.

() The grading plan, drainage facilities and landscaping shall be coordinated to prevent erosion and siltation as well as to assure that the capacity of any downstream natural or man-made drainage system is sufficient to handle the water from the site and contributing upstream areas.

() A separate written environmental impact report shall be submitted which shall comply with the environmental impact report section of this chapter⁽⁴⁾ and all other applicable ordinances. The maximum feasible amount of trees shall be preserved and coordinated into the landscape to maintain the ecological balance of the environment.

FACILITIES PLAN [550-29H(4)]

() Drainage

() Open space (conservation, recreation and common)

() Common property

() Fire

() Gas

() Electric

() Telephone

() Sewerage and water line locations

() Solid waste collection and disposal methods

() Include proposed grades, sizes, capacities and materials to be used for facilities installed by the applicant (

() All easements acquired or required on the tract and across adjacent properties

() Copies of legal documentation that support the granting of an easement by an adjoining property owner (

() Method of sanitary waste disposal

() All proposed lighting including the direction, angle, height, and reflection of each source of light

() All utilities shall be installed underground.

OUTSIDE AGENCY PLAN SUBMISSION [550-29I]

Outside agency plan submission. Each site plan submission shall provide documentation that plans have been submitted for review and approval to the following agencies:

[Added 11-9-2004 by Ord. No. 34-2004]

() New Jersey Department of Environmental Protection for any application within the Highlands Preservation Area that meets the definition of a major Highlands development and compliance with the Freshwater Wetlands Protection Act. Applications seeking exemptions under Exemptions 1, 2, 4, 5, 6 or 8 may file a Highlands Exemption Application with the Planning Department.

[Amended 10-28-2014 by Ord. No. 22-2014]

() New Jersey Office of Planning Advocacy.

[Amended 10-28-2014 by Ord. No. 22-2014]

() New Jersey Department of Transportation: major access permits.

() Morris County Planning Board.

() Morris County Soil Conservation District.

PLANS AND REPORTS [550-29J]

Plans and reports. All plans and reports should be provided in electronic format, e.g., pdf.

[Added 10-5-2010 by Ord. No. 23-2010]

**MOUNT OLIVE TOWNSHIP
PLANNING BOARD
USE VARIANCE / SITE PLAN APPLICATION**

PRELIMINARY FINAL COMBINED PREL. & FINAL

APPLICANT

Name _____
Address _____

Telephone _____
Email: _____

NATURE OF APPLICANT

Corporation Partnership Individual Nonprofit

OWNER

Name _____
Address _____

Telephone _____
Email: _____

ENGINEER/SURVEYOR

Name _____
Address _____

Telephone _____
Email: _____

ATTORNEY

Name _____
Address _____

Telephone _____
Email _____

Relationship of the applicant to property is:

- Owner
- Purchaser Under Contract
- Lessee (submission of lease/contract required)

How long has present owner had title to Property? _____

Has the applicant ever owner or presently own property contiguous to the subject property?

____ Yes ____ No

If Yes: Block _____ Lot _____ Date Conveyed _____

Has there been any previous appeal, request, or application to this or any other Township Board of Construction Official involving this property? _____Yes _____No

If yes, state case number, nature, date, and disposition of matter: _____

Are there any easements/deed restrictions affecting this property? _____Yes _____No

If yes, please describe: _____

REQUEST FOR VARIANCE

Application is hereby made for permission to (erect), (alter), (convert), (use) a _____ contrary to requirements of section _____ of the Land Use Ordinance.

Description of proposed improvement: _____

Does parcel adjoin State/County Road? _____

Are public water facilities available to this property? _____

Are public sewerage facilities available to this property? _____

Is there an EDU allocation for this property? _____

Present use (describe in detail with reference to each property & structure) _____

LOCATION OF SUBJECT PROPERTY:

Street address: _____

Block _____ Lot _____

Area of lot/parcel in square feet: _____

Zone: _____

JUSTIFICATION FOR VARIANCE

“C” VARIANCE

Describe why the proposed improvement cannot conform to setback and/or height requirements of the zone district. Are there physical conditions on your property which prevent compliance with the zone district regulations?

“D” VARIANCE

Explain the special reasons under N.J.S.A. 40:55D-70d affecting this property which permit the use of this land and/or existing and/or proposed structure to be used for a use not permitted in this zone.

Explain in detail why the variance can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

Exception(s): Identify and offer a brief description of each exception, if any.

AFFIDAVIT

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner).

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the presentations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

I understand that the sum of \$_____ has been deposited in an escrow account (Builder's Trust Account). In accordance with the Ordinances of the Township of Mount Olive, 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 submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

Sworn to and subscribed before me this

_____ day of _____ 20__

Signature of Applicant

Notary Public

Signature of Owner

**TOWNSHIP OF MOUNT OLIVE PLANNING BOARD
CERTIFICATE OF PAID TAXES**

Owner:

Name _____

Address _____

Phone: _____

Email: _____

Title Location of Property: _____

Block: _____

Lot: _____

Zone: _____

FOR OFFICIAL USE ONLY

TAXES OF RECORD FOR YEAR 20__

First Quarter _____

Second Quarter _____

Third Quarter _____

Fourth Quarter _____

Mount Olive Township, Tax Collector
Certifies that the above taxes are paid to date.

Date

**MOUNT OLIVE TOWNSHIP
PLANNING BOARD
SITE INSPECTION AUTHORIZATION**

I, _____, THE UNDERSIGNED PROPERTY OWNER, HEREBY GRANTS PERMISSION FOR MOUNT OLIVE TOWNSHIP OFFICIALS TO CONDUCT A SITE INSPECTION ON LOT _____ IN TAX BLOCK _____, OTHERWISE KNOWN AS _____ IN CONNECTION WITH AN APPLICATION FILED WITH THE PLANNING BOARD FOR THIS PROPERTY.

(Property Owner or Authorized Agent)

Date

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
-				-					
OR									
Employer identification number									
-									

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**TOWNSHIP OF MOUNT OLIVE
PLANNING BOARD**

APPLICATION #PB_____

Notice to property owners and newspaper of appeal and/or application please take notice that the undersigned has filed an appeal or application for development with the Township of Mount Olive Planning Board for a _____ variance from the requirements of the Land Use Ordinance so as to permit _____ on premises known as _____ Block _____ Lot _____ on the tax map of the Township of Mount Olive. In addition to the above approvals, applicant requests that the application be deemed amended to include any additional approvals, variances, or exceptions determined to be necessary in the review of processing this application, whether requested by the Board or otherwise.

A public hearing has been scheduled for _____ 20__, at 7:00 p.m. in the Municipal Building, 204 Flanders-Drakestown Road, Budd Lake, New Jersey at which time you may appear, either in person or by attorney, and present any objections or comments you may have regarding this matter. Any maps or documents for which approval is sought shall be on file and available for public inspection in the offices of the Planning Department between the hours of 8:30 a.m. to 4:30 p.m. This notice is sent to you by the applicant, by order of the Planning Board.

Applicant

Date

FOR NEWSPAPER INFORMATION ONLY

Applicant Name: _____
Address: _____
Email: _____
Phone Number: _____

Public Notices for The Daily Record email: drlegals@gannett.com
Phone: 1-800-398-8993

AFFIDAVIT OF SERVICE

State of New Jersey:

County of _____:

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the (municipality) of _____ County of _____ and State of _____ and that he did on _____, 20__ at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected located on _____, Block _____, Lot _____. Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Originals of registered receipts, both white and green, if returned are attached hereto.

Notices were also served upon: (check if applicable)

- 1. The Clerk of Township of Mount Olive
- 2. Morris County Planning Board
- 4. The Department of Transportation
- 5. Morristown Daily Record

In addition, attached hereto are:

- 1. Copy of said notice
- 2. 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.
- 3. Proof of publication of notice in the official newspaper of Mount Olive.

(Signature of Applicant)

Sworn and subscribed to
Before me this _____
Day of _____ 20__

(A Notary Public of the State of New Jersey)