TOWNSHIP OF WEST ORANGE
APPLICATION PACKAGE
PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

1. Zoning/Planning Board Application
2. Checklists:
   - "C" and "D" Applications Interpretations and Appeals
   - Major/Minor Site Plan or Subdivision (52 Items)
   - Sustainability Checklist
3. Fee Schedules
4. W-9 Form
5. Zoning Board of Adjustment Meeting Schedule
6. Planning Board & Site Plan Review Advisory Board Meeting Schedule
7. Tree Removal Application Procedure
8. Tree Removal Application

BEFORE preparing or submitting an Application, it is strongly suggested that you contact the Planning Board Secretary or Zoning Board Secretary. We will be happy to assist you or answer any questions pertaining to the filing of an application to the Planning Board (325-4111) or Zoning Board of Adjustment (325-4108).

PLEASE NOTE:

! **The application must be typed or neatly printed.**

! **Twenty (20) copies total - no exceptions. (Nineteen (19) copies shall be submitted with one (1) original.)**

! **Each application, including the original must have attached any enclosures as required.**

! **Refer to the Zoning Ordinance for all application requirements.**

! **Application fees and escrow must be submitted at the time of filing.**
(If an escrow fee is required, a completed W-9 form must accompany the fees).

! **All experts must be licensed to practice in the State of New Jersey.**

! **Any additional documents submitted after the original filing of the Application must include twenty copies total (nineteen (19) copies with one (1) original) to the Zoning Board or Planning Board and must be submitted at least 10 days before the Applicant's public meeting date.**

After the Board hears the Application and renders a decision, a Resolution will be read and voted on at the next scheduled regular meeting. Upon receipt of the signed Resolution, the Applicant must submit eight (8) full size sets of final site plans, signed and sealed, to the Board Secretary for signatures. Once the Applicant receives a copy of the signed site plan, the Applicant may then apply for building permits.

TOWNSHIP OF WEST ORANGE
APPLICATION FORM FOR THE
PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

A. APPLICANT INFORMATION

Full Legal Name: _____
(Last) (First)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone Number: (____)_____Email:_____

Is the Applicant an: ☐ Individual, ☐ Corporation, ☐ Partnership, ☐ Other _____

If the Applicant is a corporation or partnership, a list of the names and addresses of persons having a 10% interest or more in the corporation or partnership must be attached.

Relationship of the applicant to the property: ☐ Owner, ☐ Tenant or Lessee, ☐ Purchaser under contract

(with consent of owner, ☐ Other (please specify) _____

If the applicant is not the owner of the property in question, the applicant must submit an affidavit with the owner(s) authorization to proceed with this process.

B. PROPERTY OWNER INFORMATION

☐ Check here if same as applicant. If the owner is not the applicant, please complete the following:

Owner's Name: _____

Address: _____

Telephone Number: (____) _____Email:_____

C. PROPERTY INFORMATION

Street Address: _____ _____

Block Number(s): _____; Lot Number(s): _____;

Tax Plate: _____; Zone of Property: _____

The location of the property is approximately _____ feet from the intersection of _____

_____and_____ (closest intersection.)

Has there been any previous Zoning Board of Adjustment or Planning Board hearings involving this property?

☐ Yes, Date(s): _____; ☐ No

If yes, please attach copies of the written decisions adopted by the Board to each application.

Please attach a list of all contiguous or adjacent property owned by the applicant or owner. ☐ None

Is this property listed in "The Historic Sites Survey" prepared by Robert Guter 7/9/1992 ☐ Yes ☐ No

D. TYPE OF APPLICATION

Indicate the type of application being submitted, check all boxes that apply. Note that more than one variance may be necessary, please indicate the number of each type needed:

1) ☐ Interpretation of ordinance or map.
2) ☐ Appeal of action of Zoning Officer.
3) ☐ Variance "C1" Reason: ☐ shape of property; □ physical features; ☐ exceptional situation.
4) ☐ Variance "C2".
5) ☐ Variance "D".
6) ☐ Subdivision without variances: ☐ major; ☐ minor; ☐ preliminary; ☐ final; ☐preliminary and final.
7) ☐ Subdivision with variances: ☐ major; ☐ minor; ☐ preliminary; ☐ final; ☐preliminary and final.
8) ☐ Site Plan: ☐ preliminary; ☐ final; ☐preliminary and final; ☐ with variances; ☐ without variances.
9) ☐ Amended Site Plan.
10) ☐ Conditional Use.
11) ☐ Conceptual.
12) ☐ Home Professional Office.
13) ☐ Home Occupation.
14) ☐ Soil Removal Permit.

Please list the specific Sections of the Ordinance for which a variance is sought. If additional space is required, please attach a list.

Section: _____; Proposed: _____; Description: _____

Section: _____; Proposed: _____; Description: _____

Section: _____; Proposed: _____; Description: _____

Section: _____; Proposed: _____; Description: _____

E. DESCRIPTION OF PROPERTY

Existing Use of the Property

Briefly describe the major elements of your proposal: (a more detailed description is required in Section G.)

_____

_____

The property is _____ (square feet); _____ (acres)

Impervious Surface Coverage: Present: _____; Proposed: _____

Building Coverage: Present: _____; Proposed: _____

Is the property located:

Within 200 feet of another municipality?	☐ Yes	☐ No
Adjacent to an existing or proposed county road?	☐ Yes	☐ No
Adjacent to other county land?	☐ Yes	☐ No
Adjacent to a state highway?	☐ Yes	☐ No

F. EXPERTS

The following information is respectfully requested to enable the Board to facilitate the processing of this application:

APPLICANT'S ATTORNEY: _____

Telephone Number: ( ) _____Email:_____

Address: _____

APPLICANT'S ENGINEER: _____

Telephone Number: ( ) _____Email:_____

Address: _____

APPLICANT'S ARCHITECT: _____

Telephone Number: ( ) _____Email:_____

Address: _____

APPLICANT'S PLANNER: _____

Telephone Number: ( ) _____Email:_____

Address: _____

OTHER EXPERT(S): _____

Telephone Number: ( ) _____Email:_____

Address: _____

If necessary, please list any additional experts below, including address, telephone number and email address.

_____

_____

_____

_____

_____

_____

_____

_____

G. REQUIREMENTS FOR VARIANCES

4A) Please attach a written statement labeled "**PROPOSAL**", describe the major elements of your proposal, and describe in detail the physical and use changes proposed.

4B) Please attach a written statement labeled "**REASONS FOR RELIEF**", which fully answers **4C-1, 4C-2** or **4D** (Special Reasons) **AND** part **4E** (Negative Criteria).

4C-1) (*For C1 variances only*) The strict application of the provisions of the Zoning Ordinance would result in the peculiar and exceptional practical difficulties or exceptional undue hardship under *N.J.S.A. 40:55D-70c(1).* List in detail wherein this case conforms to this requirement, including, if applicable, reference to the exceptional narrowness, shallowness, or shape of the property, or the exceptional topographical conditions affecting the property which applicant contends warrants the granting of the variance.

4C-2) (*For C2 variances only*) State how the purposes of the Municipal Land Use Law would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment according to *N.J.S.A 40:55D-70c(2).* Please list all benefits of the deviation to the Township and any adverse effects. State how the benefits of the deviation would substantially outweigh any detriment to the Township.

4D) (*For D variances only*) State the special reasons under *N.J.S.A 40:55D-70d* affecting this property.

4E) The granting of this variance will not be substantially detrimental to the public good and will not substantially impair the intent of the zone plan and zoning ordinance. List in detail the reasons, among others, why the variance can be granted without being materially detrimental to the welfare of the community or injurious to the property or improvements of others in the neighborhood and zone.

H. PLAT SUBMISSION

4F) Please list all maps and other exhibits accompanying this application. Attach an additional sheet if necessary.

ITEM	SIGNED BY	DATE/REVISION

I. NOTICE

Applicant is responsible to publish and serve notice of this application in accordance with Zoning Board of Adjustment/Planning Board requirements; however, notice may not be served until this application is certified as complete and the administrative officer has assigned the applicant a public hearing date.

J. VERIFICATION AND AUTHORIZATION

SIGNATURE IS REQUIRED FOR ALL OF THE FOLLOWING:

APPLICANT'S VERIFICATION

I hereby certify that the above statements made by me and the information contained in the papers submitted in connection with this application are true. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature: _____ Date: _____

CONTINUANCE

Should the Planning Board/Zoning Board of Adjustment have a full and heavy agenda, or discussion and meeting regarding this application requiring carrying the matter past the statue time limit, the applicant grants permission for such an extension.

Applicant's Signature: _____ Date: _____

OWNER'S AUTHORIZATION – MUST BE SIGNED

I hereby certify that I reside at _____ in the County of _____ and the State of _____; and that I am the owner of all that certain lot, piece or parcel of land known as Block(s) _____: Lot(s) _____ on the Tax Map of _____which property is the subject of the above application, and that said application is hereby authorized by me. Furthermore, I authorize inspection of the site which is the subject of this application.

Owner's Signature: _____ Date: _____

THIS APPLICATION DOES NOT RELIEVE THE APPLICANT FROM COMPLYING WITH OTHER TOWNSHIP ORDINANCES SUCH AS THE TREE REMOVAL ORDINANCE AND OBTAINING THE NECESSARY APPROVALS AND PERMITS UNDER SUCH ORDINANCES.

CHECK LIST OF REQUIRED ITEMS
"C" AND "D" APPLICATIONS
INTERPRETATIONS AND APPEALS

APPLICATIONS FOR MAJOR/MINOR SITE PLAN OR SUBDIVISION MUST REFER TO THE SITE PLAN/SUBDIVISION CHECKLIST -52 ITEMS. 20 Total (original and 19 copies).

All checked items are required; please complete and submit to Board Secretary:

- ✓ **Completed Application Form**, **20 Total** (original and 19 copies), including:
  - ✓ the written proposal;
  - ✓ list of variances being requested;
  - ✓ property information;
  - ✓ applicant and owner information;
  - ✓ statement or legal brief which clarifies why the variance should be granted and the specific reasons or hardship that pertain to the proposal, or
  - ✓ in the case of an appeal or interpretation, a statement or legal brief that clarifies the position of the applicant.

- ✓ **Survey** – original signed and sealed by New Jersey licensed Land Surveyor, **20 Total** (original and 19 copies).

- ✓ **Site Plan, all dimensions**, including setbacks, must be shown and prepared by New Jersey licensed Professional except for an owner occupied, single family home, in which case the property owner may prepare the site plan, **20 Total** (original and 19 copies).

- ✓ **Floor plans, all dimensions** must be shown-prepared by New Jersey licensed Architect except for an owner occupied, single family home, in which case the property owner may prepare the floor plan, **20 Total** (original and 19 copies).

- ✓ **List of property owners** within 200' certified by the Municipal Tax Assessor (original).

- ✓ **Proof that taxes have been paid,** certified by the Municipal Tax Collector (original).

- ✓ **A 200' radius map, 20 Total** (original and 19 copies).

- ✓ **Application fee** (non-refundable) also a **Digitizing Fee.**

- ✓ **Elevations of three sides,** in the case of an existing structure with no proposed structural changes, photographs may be used, **20 Total** (original and 19 copies).

- ✓ **Height dimensions** to be included on all elevations, **20 Total** (original and 19 copies).

- ✓ **All plans and documents** for West Orange COAH requirements.

- ✓ **For all Major Subdivision applications,** major site plan applications and all applications applying for a "D" variance, a Planner's report prepared by a New Jersey licensed Planner must be submitted, **20 Total** (original and 19 copies).

- ✓ **For all Major Subdivision applications,** and major site plan applications, a Traffic Study prepared by a New Jersey licensed Engineer must be submitted, **20 Total** (original and 19 copies).

- ✓ **All Site Plan applications** must submit a tree removal application and a tree replacement plan and provide a report according to Chapter 31 of the West Orange general ordinances, **20 Total** (original and 19 copies).

Your application will not be deemed complete unless all these items are included. It is absolutely necessary that all dimensions and elevations be shown on the site plan and floor plan.

Please note: other materials may be requested by the Planning Director or Board Members.

TOWNSHIP OF WEST ORANGE

Site Plan/Subdivision Checklist APPLICANT:_____

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	**Minor Application**		**Major Application**					COMPLETE	INCOMPLETE	WAIVER REQUESTED
				General Development Plan	Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
I. PROJECT-PLAT INFORMATION 1. Item: Name, address of owner and applicant.	X	X	X	X	X	X	X	X			
2. Item: Name, signature, license number, seal and address of engineer, land surveyor, architect, professional planner, and/or landscape architect, as applicable, involved in preparation of plat.	X	X	X	X	X	X	X	X			
3. Item: Title block denoting type of application, tax map sheet, county, name of municipality, block & lot, and street location.	X	X	X	X	X	X	X	X			
4. Item: A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500' Comment: Describes setting; may be less detailed in pre-application-concept plan and GDP stages.	X	X	X	X	X	X	X	X			
5. Item: A schedule of required and provided zone district(s) requirements including lot area, width, depth, yard setbacks, building coverage, open space, parking, etc. Comment: Schedule may be less detailed in pre-application-concept plan stages.	X	X	X	X	X	X	X	X			
6. Item: North arrow and scale.	X	X	X	X	X	X	X	X			
7. Item: Proof that taxes are current.		X	X	X	X	X	X	X			
8. Item: Signature blocks for Chairman, Secretary and Municipal Engineer.		X	X	X	X	X	X	X			
9. Item: Appropriate certification blocks as required by Map Filing Law.		X			X	X					
10. Item: Monumentation as specified by Map Filing Law Comment: Monumentation required only for final subdivision.		X				X					
11. Item: Date of current property survey. Comment: Required by Map Filing Law for final subdivision and site plan; necessary for vesting on GDP.		X	X	X	X	X	X	X			

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Minor Application		Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED
				General Development Plan	Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
12. Item: One (1) of four (4) standardized sheets: 30" x 42", 24" x 36", 15" x 21", 8.5" x 13" Comment: Required by Map Filing Law for minor and major subdivisions.		X	X		X	X	X	X			
13. Item: Metes and bounds description showing dimensions, bearings, curve data, length of tangents, radii, arcs, chords and central angles for all centerlines and right-of-way, and centerline curves on streets.		X				X		X			
14. Item: Affidavit of ownership. Comment: Map Filing Law for minor and major subdivision.	X	X	X	X	X	X	X	X			
15. Item: Acreage of tract to the nearest tenth of an acre (for GDP--to nearest acre).		X	X	X	X	X	X	X			
16. Item: Date of original and all revisions. Comment: Item necessary for continuity-history of project.		X	X	X	X	X	X	X			
17. Item: Size and location of any existing or proposed structures with all setbacks dimensioned. Comment: Item important for detailed planning.	X	X	X	X	X	X	X	X			
18. Item: Location and dimensions of any existing or proposed streets (for GDP and pre-application-concept plan -- general locations). Comment: Item important for detailed planning.	X	X	X	X	X	X	X	X			
19. Item: All proposed lot lines and area of lots in square feet.		X	X		X	X	X	X			
20. Item: Copy and/or delineation of any existing or proposed deed restrictions or covenants.∈	X	X	X	X	X	X	X	X			
21. Item: Any existing or proposed easement or land reserved for or dedicated to public use. ∈	X	X	X	X	X	X	X	X			
22. Item: Development stages or staging plans (for GDP--general staging). Comment: Not applicable at pre-application-concept plan stage; minor plans usually not built in stages.				X	X	X	X	X			

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Minor Application		Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED
				General Development Plan	Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
23. Item: List of required regulatory approvals or permits. Comment: Basic planning information. ∉		X	X	X		X		X			
24. Item: List of variances required or requested. ∉ Comment: Basic planning information.		X	X		X	X	X	X			
25. Item: Requested or obtained design waivers or exceptions. ∉ Comment: Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan stages; required at site plan only if notice is required by ordinance.		X	X		X	X	X	X			
26. Item: Payment of application fees. Comment: Fee not imposed for pre-application conference.	X	X	X	X	X	X	X	X			
27. Item: Property owners and lines of all parcels within 200' identified on most recent tax map sheet. Comment: Describes location of all adjacent structures; not necessary at pre-application-concept plan stages; required at site plan only if notice is required by ordinance.			X	X	X	X	X	X			
28. Item: All existing street, water courses, flood plains, wetlands or other environmentally sensitive areas on and within 200' of site. Comment: while detailed specification of environmentally sensitive areas may not be necessary at pre-application-concept plan and GDP stages, general specification of and sensitivity to such conditions is an important planning consideration.	X		X	X	X	X	X	X			
29. Item: Existing right-of-way and/or easements on and within 200' of tract. Comment: Rights-of-way and easements are often unknown at the pre-application-concept (see however, item 28).	X		X	X	X	X	X	X			
30. Item: Topographical features of subject property from U.S.G.S. map. Comment: More detailed topographic information is needed for major subdivision.	X		X	X							

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Minor Application		Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED
				General Development Plan	Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
31. Item: Existing and proposed contour intervals based on U.G.S. & G.S. datum. Contours to extend at least 200' beyond subject property as follows: up to 3% grade - 1' 3% + grade - 2' Comment: Major site plan and subdivision requires level of detail of Item 31 as opposed to Item 30.					X	X	X	X			
32. Item: Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features (detail may vary). Comment: Basic for good planning.	X	X	X	X	X	X	X	X			
33. Item: Existing system of drainage of subject site and of any larger tract or basin of which it is a part. Comment: See Item 31. Extensive level of detail required only for major subdivision and site plan.					X	X	X	X			
34. Item: Drainage Area Map. Comment: Necessary for major application; inapplicable at GDP stage.					X	X	X	X			
35. Item: Drainage Calculations. Comment: Required for minor applications if deemed necessary by Planning Board; not required at GDP stage because storm water management evaluated at major subdivision and site plan stage.		X	X		X	X	X	X			
36. Item: Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV. Comment: Information necessary for minor site plan because of potential effect on utility systems. Only general location for electric, telephone and cable TV required.		X	X		X	X	X	X			
37. Item: Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV. Comment: Information necessary for minor site plan because of potential effect on utility systems. Only general location for telephone, electric and cable TV required.			X	X	X	X	X	X			

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Minor Application		Major Application					COMPLETE	INCOMPLETE	WAIVER REQUESTED
				General Development Plan	Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
38. Item: Soil Erosion and Sediment Control Plan. Comment: Required for soil disturbance over 5,000 sq. ft.			X		X	X	X	X			
39. Item: Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations. Comment: Not required for minor subdivision because not involving construction of buildings.			X	X	X	X	X	X			
40. Item: Construction details as required by ordinance. Comment: Such level of detail necessary only for major applications.					X	X	X	X			
41. Item: Road and paving cross-sections and profiles. Comment: See Item 40.					X	X	X	X			
42. Item: Proposed street names. Comment: Applicable only when new road is proposed.					X	X	X	X			
43. Item: New block and lot numbers confirmed with local assessor or municipal designee. Comment: Needed whenever a new lot is created.		X				X					
44. Item: Lighting plan & details. Comment: Not applicable for minor subdivision because just creating lots.			X		X	X	X	X			
45. Item: Landscape plan & details prepared by a professional landscape architect Comment: Required for site plans because of magnitude of required landscaping.			X				X	X			
46. Item: Solid waste management plan. Comment: Site plan consideration only; see Item 44.			X				X	X			
47. Item: Site identification signs, traffic control signs, and directional signs. Comment: See Item 44.			X		X	X	X	X			

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.	Pre-Application - Concept Plan	Minor Application		General Development Plan	Major Application				COMPLETE	INCOMPLETE	WAIVER REQUESTED
					Subdivision		Site Plan				
Item Number Description		Subdivision	Site Plan		Preliminary	Final	Preliminary	Final			
48. Item: Sight triangles. Comment: Necessary even for minor applications because sight triangle easement created.		X	X		X	X	X	X			
49. Item: Vehicular and pedestrian circulation patterns (less detail necessary for pre-application-concept plan and GSP stages). Comment: See Item 44.	X		X	X	X	X	X	X			
50. Item: Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions. Comment: See Item 44.			X		X	X	X	X			
51. Item: Preliminary architectural plan and elevations. Comment: Not required where building is not proposed.			X				X	X			
52. Item: Plans and legal documents for compliance with West Orange COAH Ordinances.		X	X	X	X	X	X	X			

∈ Proposed restrictions or covenants do not have to be included for pre-application-concept plan and GDP.
∉ Conditional approval may be granted subject to other regulatory approvals.

ALL DOCUMENTS MUST BE PREPARED, SIGNED AND SEALED BY NEW JERSEY LICENSED PROFESSIONAL.

REVISED: 8/30/05 aw

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SUSTAINABILITY CHECKLIST FORM

	APPLICANT – PRINT OR TYPE – ALL SECTIONS TO BE COMPLETED:	TOWNSHIP OK (Date)
SUSTAINABLE BUILDING AND DESIGN STANDARDS		
Name of LEED Accredited Professional working on project:		
List of Energy Star and WaterSense appliances, fixtures and construction techniques:		
List of green and recycled building materials in new construction, renovation, and maintenance:		
Waste Management Plan for recycling and/or reuse of 60 percent of all construction and demolition of waste generated in projects larger than $25,0000:		
Use of any water efficient landscaping:		
Use of any on-site renewable energy systems such as: (i) Solar (ii) Wind (iii) Geothermal		
Details of roofing materials designed to reduce the urban heat island effect such as: (i) Construction of roof top gardens to reduce solar gain in summer and insulate in winter (ii) Use of roofing materials that are no darker than a light gray or demonstrate how alternate roofing materials reduce the urban heat island effect		
Details of any sustainable stormwater systems employed such as: (i) Bioswales/ raingardens (ii) Permeable surfaces (iii) Grey water systems (iv) Retention and detention facilities (v) Continuous trenching		
A list of native and well adapted species used in landscaping to eliminate the need for fertilization and pesticides:		

Note: Please indicate for each of the sustainable building/design items listed, the extent to which the measure is being incorporated in the project or, alternatively, indicate the reason(s) why it is not being incorporated in the project.

FEE SCHEDULES (i)

25-55 ESCROW DEPOSITS FOR APPLICATIONS.

The Planning Board and/or Zoning Board of Adjustment shall require fees and escrow deposits in accordance with the provisions of this chapter. Such funds shall be utilized to pay the cost of professional fees, including for engineering, legal, planning and/or traffic experts, and certified shorthand reporting fees incurred for review of and/or testimony concerning an application for development submitted by an applicant. (Ord. No. 2357-12 § 25-55)

25-55.1 Escrow Schedule.

a. Subject to the provisions of paragraph b. hereof, each applicant shall prior to the application being ruled complete pursuant to the provisions of the Municipal Land Use Law, submit the following sum(s) to be held in escrow in accordance with the provisions hereof:

1. Residential and Nonresidential Dwelling Units or Lots

3–25	$ 3,000.00
26–100	3,500.00
101–500	5,500.00
501–1000	8,000.00
1000 +	10,000.00

2. Commercial/Industrial

1,250–2,500 square feet gross floor area	$1,500.00
2,501–20,000 square feet gross floor area	2,500.00
20,000–50,000 square feet gross floor area	5,500.00
Over 50,000 square feet gross floor area	$.05 each additional square feet

3. Preparation of Resolution of Approval or Denial: up to $750.00.

When deemed necessary the Planning/Zoning Board may require an escrow for minor development matters.

b. Within thirty (30) days after the filing of an application for development the Planning Board and/or Zoning Board of Adjustment as the case may be, shall, in conjunction with appropriate representative of the staff of the Township, review the application for development to determine whether the escrow amount set forth in paragraph a. above is adequate. In conducting such review the Board shall consider the following criteria.

1. The presence or absence of public water and/or sewer servicing the site.

2. Environmental considerations, including but not limited to geological, hydrological and ecological factors.

3. Traffic impact of the proposed development.

4. Impact of the proposed development on existing aquifer and/or water quality.

Upon completion of the review and within the thirty (30) day period the Board shall adopt a Resolution specifying whether the escrow amount specified in paragraph a. is sufficient, excessive or insufficient. In the event the Board shall determine that the amount is excessive it shall in the Resolution specify the amount that shall be deemed sufficient. In the event the Board shall determine the amount specified in paragraph a.

is insufficient it shall so specify and shall further set forth the amount required to be posted in light of the criteria specified herein.

c. This paragraph adopts and creates a payment schedule for consultants and/or employees for special Planning Board or Zoning Board meetings paid out of escrow funds paid by the applicant who is heard at said special Planning or Zoning Board Meeting. The schedule is as follows:

1. Schedule.

(a) Attendance/all meeting preparation, post-meeting duties/minutes for Secretary: $225.00

(b) Attendance for Public Advocate: $250.00

(c) Attendance of transcriber: $225.00

(d) Attendance of Board Attorney: $500.00

(e) Attendance of Planner: $500.00

(f) All other expenses such as newspaper notices: $60.00

(g) The Board also has the right to hire other consultants if deemed necessary by the Board for regular or special meetings such as traffic or environmental consultants. If the Board deems additional work is needed that is not part of the preparation, meeting and post duties an hourly rate will be paid. The following is the hourly rate: Secretary— $33.82/hr; transcriber—$50.00/ hr.; any other professionals—$125.00/hr.

2. A ten (10) day written notice with a breakdown of the expenses shall be given to the applicant before funds are removed.
(Ord. No. 2357-12 § 25-55.1)

25-55.2 Posting of Escrow Funds.

No major application for development shall be deemed complete until such time as the applicant shall have posted with the Township in cash or certified check the amount of escrow deposit determined by the Planning Board and/or Board of Adjustment to be required in accordance with the provisions of this chapter.

All such escrow funds shall be utilized by the appropriate Board to pay the cost of professional services, including certified shorthand reporting fees, incurred by the Board for review and/or testimony in connection with the particular application for development. All sums not actually so expended shall be refunded to the applicant within thirty (30) days after the final determination by the appropriate Board with respect to such application. (Ord. No. 2357-12 § 25-55.2)

25-55.3 Deposit of Escrow Fund - Interest Bearing Account.

The Township shall deposit all funds pending completion and review of the development application. The money shall be placed in an interest bearing account. In the event that a refund is to be made to the applicant, the municipality shall refund with pro rated interest the amount within thirty (30) days from the date of final approval. (Ord. No. 2357-12 § 25-55.3)

FEE SCHEDULES (iii)

25-56 APPLICATION FEES.

25-56.1 Minor Subdivision Application Fees.

		Fee	*Escrow*
a.	Resubdivision where no new lots are created	$50.00	N/A
b.	*Other*		
	Base fee	$100.00	N/A
	Plus per lot fee	25.00	

(Ord. No. 2357-11 § 25-56.1)

25-56.2 Major Subdivision Application Fees.

a.	*Sketch/Plat Concept Application*		
	Base fee	$100.00	N/A
	Plus per lot fee	25.00	
b.	*Preliminary Application*		
	Base fee	$200.00	(1)
	Plus per lot fee	50.00	
c.	*Final Application*		
	Base fee	$250.00	(1)
	Plus per lot fee	25.00	

(Ord. No. 2357-11 § 25-56.2)

25-56.3 Site Plans - Nonresidential Application Fees.

a.	*Sketch Plat/Conceptual*		
	Fee	$350.00	N/A
b.	*Preliminary Application*		
	Base fee (minimum)	$300.00	(1)
	Plus floor area fee	.02/sq. ft.	
	Plus parking space fee	.50/space	
	Plus acreage fee	$50.00/acre	

The preliminary fee shall be calculated by adding to the base fee one (1) of the three (3) remaining sub-fees. The total fee shall represent the maximum fee possible.

c.	Final Application	1/2 of preliminary fee	(1)

(Ord. No. 2357-11 § 25-56.3)

25-56.4 Site Plans - Residential Application Fees.

a. *Sketch Plat*

Fee	$75.00	N/A

b. *Preliminary Application*

Base fee	$200.00	(1)
Plus unit fee	50.00	

c. *Final Application*

Base fee	$100.00	(1)
Plus unit fee	25.00	

(Ord. No. 2357-11 § 25-56.4)

25-56.5 Variances and Conditional Use Application Fees.

a. *"D" Variances*

Nonresidential	$350.00	(1)
Residential		
	1–2 family (owner occupied)	$ 75.00
	1–2 family (non-owner occupied)	125.00
	Other	150.00
	Public/Quasi public	100.00

b. *"C" Variances*

Nonresidential	$250.00	
Residential		
	1–2 family (owner occupied)	$ 75.00
	1–2 family (non-owner occupied)	125.00
	Other	250.00
	Public/Quasi public	100.00

c. *Interpretations and Appeals*

Fee	$150.00

d. *Conditional Uses*

Fee	$300.00

Separate fee(s) shall be required for each application type. Therefore, if an application package consists of a "D" variance, "C" variance and site plan, the total fee shall be the sum of the fees for each separate application. The escrow charge shall be the maximum for any one type of application.

Where disbursements from the escrow account leave less than ten (10%) percent of the original deposit, the applicant shall replenish the account in an amount equal to the original deposit. (See

Section 25-55, Escrow Deposits for Applications. If less than ten (10%) percent remains in escrow account, applicant shall post additional escrow in amounts equal to original deposit.) (Ord. No. 2357-12 § 25-56.5)

25-56.6 Fee for Digitizing Zoning Board of Adjustment and Planning Board Applications, Exhibits and Drawings.

a. *Residential Site Plan and Subdivision Fees.*

Concept Plan:	0–20 lots/units:	$100.00 per lot or unit
	21+lots/units:	$2,000.00 + $50.00 per lot/unit in excess of 20
Minor Subdivision:		$200.00 + $100.00 per lot
Site and/or Major Subdivision:		
Preliminary:	0–10 units or lots:	$500.00 + $100.00 per lot or unit
	11–30 units or lots:	$1,000.00 + $75.00 per lot or unit
	31 or more units or lots:	$2,500.00 + $50.00 per lot or unit
Final:	0–10 units or lots:	$200.00 + $75.00 per lot or unit
	11–30 units or lots:	$300.00 + $50.00 per lot or unit
	31 or more units or lots:	$1,000.00 + $40.00 per lot or unit

b. *Commercial/Industrial Development Application.*

Concept Plan:	0–3 lots:	$300.00 + $100.00 per lot
	4 or more lots:	$2,000.00 + $250.00 per lot

If an application involves ten (10) or more acres, an additional $100.00 for each acre, or fraction thereof, in excess of ten (10) acres.

c. *Commercial/Industrial Development Application Involving New Building Area:*

Concept Plan:		$1,000.00
Preliminary Site Plan:		
	0–1,999 square feet:	$1,000.00
	2,000–19,999 square feet:	$1,000 + $150.00 per each 1,000 square feet of gross floor area
	20,000+ square feet:	$2,500.00 + $50.00 per each 1,000 square feet above 20,000 square feet of gross floor area
Final:		

0–1,999 square feet:	$500.00
2,000–19,999 square feet:	$2,500.00
20,000+ square feet:	$1,000 + $0.12 per square foot

d. *Other Submissions.*

Conditional use approval:	$750.00
Appeals under N.J.S.A. 40:55D-70a:	$100.00
Interpretation or special questions under N.J.S.A. 40:55D-70b:	$100.00
One or two family residences-hardship variances under N.J.S.A. 40:55D-70C: (decks, home addition)	$35.00
All other hardship variances under N.J.S.A. 40:55D-70c:	$750.00
Single Family Residence:	$200.00
Multi-family Residence:	$200.00 + $100.00 per unit
All other use variances N.J.S.A. 40:55D-70d:	$500.00

e. Amended Submissions.

Revised or amended plans or submission for single or two family dwellings:	An amount not to exceed 50% of the original fee requirement
Revised or amended plans or submission in all other categories:	An amount not to exceed 50% of the original fee

A separate check payable to the Township of West Orange shall be submitted for all the above application types.
(Ord. No. 2357-12 § 25-56.6)

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

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 on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

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?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

TOWNSHIP OF WEST ORANGE
TREE REMOVAL APPLICATION PROCEDURE

STEP 1
THE APPLICANT:

1. Completes application **Section A,** including block and lot numbers in the upper right hand box at engineering office.
   NOTE: Agent is the entity actually removing the tree(s).
2. Provides a survey or sketch showing approximate location of tree(s) proposed for removal.
3. Marks trees proposed for removal with bright colored spray paint or ribbons.
4. Provides written proof they have notified the adjacent property owners of the pending removals.
5. Provides a sketch or plan showing replacement trees and/or landscaping if applicable which shall include a listing of quantities, sizes and species of all replacement plant material.

STEP 2
THE FORESTER:

1. Inspects property and determines whether the tree or trees can be removed.
2. Determines whether replacement will be required.
3. Determines whether other precautionary measures will be needed such as the installation of a construction fence to create a protected root zone, pruning, deep root feeding and mycorrhizae inoculations, the creation of tree wells, approval of grading materials, etc.

STEP 3
THE APPLICANT:

1. Returns completed application to the Engineering Department.
2. Pays the tree removal permit fee:
   Basic Permit Fee - $25.00
   Development Application Fee - $300.00
3. Obtains the permit.
4. Displays the permit in a location clearly visible from the street.

EXCEPTION – TREE EMERGENCY

Property owners may remove hazardous trees under emergency conditions prior to obtaining a tree removal permit providing:

1. The tree is declared a hazard; proof in writing by a New Jersey Certified Tree Expert or International Society of Arboriculture Certified Arborist.

2. Following the emergency removal of the tree or trees, the property owner shall apply for a tree removal permit at the Engineering Department within five (5) business days of the removal and shall provide written proof of the hazard by the tree expert or certified arborist at that time.

ADDITIONAL QUESTIONS?

Please leave a message for the Forester at (973)325-4015.

Permit No:_____
Date Issued:_____

Township of West Orange

Application for Tree Removal and Replacement Permit

ALL questions must be answered for the Applications to be considered COMPLETE.

Application Date: _____

This Application for a Tree Removal and Replacement Permit is made with reference to and the intent to comply with all applicable laws, rules, and regulations, including the General Revised Ordinances of the Township of West Orange.

1. Name of Applicant:_____
   Street Address:_____
   City/State/Zip:_____
   Home Phone:_____Work/Cell Phone:_____
   Email:_____
2. Location of Property Subject to Proposed Tree Removal Activity
   Street Address:_____
   Block:_____Lot:_____
3. Property Owner(s) of Record
   Name of Owner:_____
   Street Address:_____
   City/State/Zip:_____
   Home Phone:_____Work/Cell Phone:_____
   Email:_____
4. Status of Applicant (Check One)
   ___Tenant ___Owner ___Contract Purchaser ___Other:_____
   If the Applicant is not the owner, attach hereto the notarized consent of the owner.
5. Has this property been the subject of an application and/or otherwise involved in a matter before the West Orange Planning Board and/or Board of Adjustment?
   Yes___ No___ If yes, please state the dates and action taken or pending, identify the Township Agency who or is handling the matter, and enclose a copy of the resolution conserved by the Agency, if applicable:_____
   _____
6. Has the property received a construction permit and/or is there a construction permit pending?
   Yes___ No___ If yes, please state the reason for and the date of application or the date of the issuance of the permit:
   _____

7. Describe or attach the landscaping replacement planting plan, if applicable, including the number, size and species of trees to be replaced. Attach additional sheets if necessary:_____
_____

8. Describe or attach grading plan if more than six (6) inches of soil will be removed or added within the drip line of a tree or trees on the site:

_____
_____
_____

9. Map, drawing or diagram must be attached hereto. List the names, address, phone number and email of the preparer of the map drawing or diagram attached:

_____
_____

10. List the number, species, and diameter of each tree to be removed:_____
_____
_____

11. State reason for tree removal:_____

12. Identity contractor who will be providing tree removal services:
    Name:_____
    Address:_____
    City/State/Zip:_____
    Work Phone:_____Cell Phone:_____
    Email:_____

13. Proposed dated to commence tree removal:_____
    Proposed dated to complete tree removal:_____

It is understood that the undersigned may be subject to statutory penalties for each violation of the terms and conditions of the West Orange Tree Preservation, Removal and Replacement Ordinance. The undersigned agrees to post a copy of the Tree Removal Permit on the site and to present a copy for review upon request.

_____ _____

Applicant's Signature Print Name Legibly Date

Permit No:_____
Date Issued:_____

For Administrative Purposes Only:

Numbers of trees approved for removal:_____(living)_____(dead/dying)

Number of trees replaced:_____

Additional replacement /preservation requirements:_____

Circle One: Basic Permit Fee: **$25.00** Total Development Application Fee: **$300.00** Total

Signature of Forester:_____ Date:_____

West Orange Ordinance #2177-08 defines a tree as "a self-supporting single stem perennial woody plant having a diameter of at least four inches measured at a point of 4.5 feet (or 54 inches) from the ground at the base of the tree on its uphill side.

Up to three (3) live trees may be removed on an improved residential lot within any 365-day period without the necessity of obtaining a tree removal permit.

TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

Department of Planning and Development

ROBERT D. PARISI
Mayor

Tel: (973) 325-4111
Fax: (973) 325-6359
Email: *planningboard@westorange.org*

PLANNING BOARD

Ron Weston, Chairman
Robert Bagoff, Vice Chairman
Jerome Eben
Tekeste Ghebremicael
Lee D. Klein
Michael Keigher
Jason T. Lester (Mayor's Designee)
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Gary B. Wegner (Alternate #1)
John Cardoza (Alternate #2)

Patrick Dwyer, Esq., Board Attorney
Robin Miller, Board Secretary
Paul Grygiel, A.I.C.P., P.P., Municipal Planner
Leonard Lepore, P.E., Municipal Engineer

WEST ORANGE PLANNING BOARD
2017 MEETING SCHEDULE

SUBMISSION DEADLINE	SITE PLAN REVIEW ADVISORY BOARD	PUBLIC MEETING
November 22, 2016	December 13, 2016	January 4, 2017
December 16, 2016	January 10, 2017	February 1, 2017
January 13, 2017	February 14, 2017	March 1, 2017
February 17, 2017	March 14, 2017	April 5, 2017
March 17, 2017	April 11, 2017	May 3, 2017
April 21, 2017	May 9, 2017	June 7, 2017
May 19, 2017	June 13, 2017	July 5, 2017
June 16, 2017	July 11, 2017	August 2, 2017
July 21, 2017	August 15, 2017	September 6, 2017
August 18, 2017	September 12, 2017	October 4, 2017
September 15, 2017	October 10, 2017	November 1, 2017
October 20, 2017	November 14, 2017	December 6, 2017
November 17, 2017	December 12, 2017	January 3, 2018

PUBLIC MEETING usually held on the first Wednesday of each month in the Council Chamber, 66 Main Street, West Orange, New Jersey at 7:30 P.M. Please confirm all meeting dates and times. For more information, please contact the Planning Board at (973)325-4111.

SITE PLAN REVIEW ADVISORY BOARD usually held on the second **Tuesday** of each month in Conference Room 109, 66 Main Street, West Orange, New Jersey at 8:30 A.M. Please confirm meeting prior to attending.

Adopted: October 5, 2016

TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

Department of Planning and Development

Tel: (973) 325-4108
Fax: (973) 325-6359
Email: zoningboard@westorange.org

ROBERT D. PARISI
Mayor

ROSE DESENA
Zoning Board Secretary

WEST ORANGE
ZONING BOARD OF ADJUSTMENT
MEETING SCHEDULE FOR 2017

REGULAR MEETINGS

January 19, 2017
February 16, 2017
March 16, 2017
April 20, 2017
May 18, 2017
June 15, 2017

July 20, 2017
August 17, 2017
September 14, 2017
October 19, 2017
November 16, 2017
December 21, 2017

January 18, 2018

Regular meetings are held on a Thursday night of each month. All meetings are held in Council Chambers at 66 Main Street, West Orange at 8:00 pm unless otherwise noted.

IF YOU HAVE ANY QUESTI0NS REGARDING THE ZONING BOARD OF ADJUSTMENT, PLEASE CONTACT:
Zoning Board Secretary
(973) 325-4108

Adopted: October 20, 2016