



City of East Orange

Department of Policy, Planning and Development

LAND USE APPLICATION & SITE PLAN REVIEW CHECKLIST

COMPLETE:

Applicant Information:

Date: _____
 Name: _____
 Address: _____

 Telephone: _____
 Alternate Tel: _____
 Fax: _____
 Alternate Fax: _____
 Email: _____

OFFICE USE ONLY:

Type of Proposal:

- New Residential
- New Accessory Structure
- New Non-Residential Structure
- Change in Use
- Other

Case #: _____
 Address: _____
 Block: _____
 Lot: _____

Date Filed: _____ Date Action Required By: _____

Scheduled SPR Date(s): _____

Date of Publication Notice: _____ Hearing Date: _____

Determination of Completion Verified By: _____

Subject Property Information:

Street Address: _____

Block (s): _____ Lot (s): _____ Case #: _____

Zoning District(s): _____ Master Plan Designation: _____

Dimensions: Frontage: _____ Depth: _____ Total Area: _____

Present Use(s): _____

Proposed Use(s): _____

Contact Information:

APPLICANT - Name: _____
 Address: _____
 Telephone(s): _____
 Facsimile(s): _____
 Email: _____

ATTORNEY - Name: _____
 Address: _____
 Telephone(s): _____
 Facsimile(s): _____
 Email: _____

ENGINEER - Name: _____
 Address: _____
 Telephone(s): _____
 Facsimile(s): _____
 Email: _____

ARCHITECT / Name: _____
PLANNER - Address: _____
 Telephone(s): _____
 Facsimile(s): _____
 Email: _____

Please check one:

- Corporation
- Partnership
- Individual

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate. The application, with supporting documentation, must be filed with the Office of the City Clerk and must be delivered to the professionals for review at least fifteen [15] business days prior to the meeting at which the application is to be considered.

Instructions:

Follow all steps listed in the checklist and supply requested information. The Land Use Administrator will determine and initial what site specific items will be needed. When you finish these steps, be sure to include the following:

- **CHECKLIST & APPLICATION** – You will need to supply one (1) original completed checklist/application to the Land Use Administrator. Be sure to sign, date and notarize at the end. Keep a copy for your files.
- **APPLICATION FEE(s)** – Make **certified bank checks or money orders** payable to the **City of East Orange**.

Enclosed Fee(s): _____ (see zoning determination form for fee amount)

***CAUTION*:** The Application Fee is **NONREFUNDABLE**. Do not apply until you are sure that:

1. You have the legal building lot information
2. You have legal access to the parcel
3. You know the zoning of your property
4. You want to proceed forward in the full site plan review and municipal board hearing process

First Step: Obtain Building Lot / Zoning Information

The Zoning Officer determines whether the proposed use and lot dimensions planned is or is not in conformance with the zoning laws of the City of East Orange. In making this determination, the Zoning Officer primarily examines four criteria: 1) lot dimensions; 2) whether or not the lot is in conformance with the adopted East Orange Land Use and Development Code; 3) detail use of proposed activities at subject property; 4) whether property is previously subject to any prior applications. *Note: Having an existing house, business or other improvements or the prevailing history of a property is not a guarantee that the lot will be recognized as a legal and/or conforming lot.*

- **Please submit with Site Plan Review Checklist / Land Use Application, 1 copy of the following items:**

_____ **Zoning Determination Form** – Present the aforementioned form to the East Orange Zoning Officer whom will review site plans and complete zoning determination form. His office is located in the Department of Property Maintenance on the third (3rd) floor of City Hall. It is recommended that applicants submit the zoning determination request as early as possible to the Zoning Officer. Your site plan will not be technically reviewed until the zoning determination is issued. Submit the Zoning Determination Form to the Division of Comprehensive Planning along with your application and site plans.

_____ **Site Plan** – provide one site plan copy, size 22"x36" to the Zoning Officer for review.

_____ **Copy of Current Deed** – all easements must be noted and attached.

Second Step: Organize & Submit Application Packet

Number of Packets: Please submit one (1) packet along with the items listed below to the Division of Comprehensive Planning for processing. Your application will NOT be processed without all applicable information in this section.

- 1. Application** – Include the name, address and signature of the current owner of the record. Make sure all required forms are notarized.
- 2. Fees** – Pay all fees at time of application submission **via certified bank check or money order payable to the City of East Orange**. You will be provided with a receipt indicating that fees are paid.
- 3. Subdivision Application** – If applicable, complete this document if you plan to subdivide the subject property.
- 4. Assemblage Form** – If applicable, complete this document if planning to assemble parcels in subject area.
- 5. Site Plans** – Submit six (6) site plans. Check off each element in the Site Plan Review checklist that is presented on your site plan while putting a line through the items that do not apply to your project. Each element should be checked or have a line through them.
- 6. Completed and signed W-9 Form.**

Third Step: Gather Additional Information

Include one (1) copy with application of each item below, where applicable. The Land Use Administrator will only initial items if they are relevant to your application.

- _____ Traffic calculations / traffic study
- _____ Daily waste water flow / storm water calculations

Fourth Step: Complete Certifications

APPLICANT CERTIFICATION

I, the applicant, certify that the information submitted is complete and correct. I understand that the intent of the Site Plan Review process is to address the impacts of location and type of structures and that modification may be required. Site work will not be done prior to municipal planning board or board of adjustment approval and issuance of a building permit.

Signature: _____ **Date:** _____
Print Name: _____

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, or that I am a general partner of the partnership applicant and that I am authorized to sign the application for the Corporation. **[If the applicant is a corporation an authorized corporate officer must sign this certification. If the applicant is a partnership, a general partner must sign this certification.]**

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

Notary Public: _____ **Signature:** _____
Print Name of notary: _____ **Print Name of applicant:** _____

PROPERTY OWNER CERTIFICATION

I certify that I am the recorded 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 representations made, and the decision in the same manner as if I were the applicant. **[If the owner is a corporation, an authorized corporate officer must sign this Certification. If the owner is a partnership, a general partner must sign this certification.]**

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

Notary Public: _____ **Signature:** _____
Name of notary: _____ **Print Name of owner of property:** _____

TAX COLLECTOR CERTIFICATION

I certify that all taxes due on the subject property have been paid prior to the filing of this application. Additionally, I certify that this office has no objection in allowing the above referenced case to proceed as scheduled.

Property Address: _____

Block: _____ Lot: _____

Applicant: _____

Certified by: _____ Date: _____

Office of the Tax Collector, City of East Orange

Fifth Step: Notice

Attach a copy of the public Notice to appear in the official newspaper and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the State and within 200 feet in all directions of the property, which is the subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable. **The publication and the notification service on the affected owners must be accomplished at least 10 days prior to the hearing date scheduled by the Land Use Administrator. An affidavit of service on all property owners, post office receipts and proof of publication must be filed before the application will be deemed complete.**

Sixth Step: Application Submission

Submit this SPR checklist / land use application, fees and site plans to the Land Use Administrator in the Division of Comprehensive Planning, which is located in the Department of Policy, Planning and Development. Application drop-off is on Tuesdays and Thursdays of each week. The application with supporting documentation must be filed with the Office of the City Clerk and should be delivered to the Division of Comprehensive Planning for review at least ten (10) business days prior to the meeting at which the application is to be considered. Submittal by the "cut-off" deadline does not guarantee placement on the hearing agenda.

CONTACT WITH QUESTIONS:

Land Use Administrator, Janis I. Nelson

Telephone: (973) 266-266-5486

Fax: (973) 673-4077

Location: Lower Level of City Hall, City of East Orange, Department of Policy, Planning and Development, Division of Comprehensive Planning, 44 City Hall Plaza, East Orange, NJ 07017

Office Hours: Monday through Friday 8:30 am – 4:30 pm

Dropoff/Pickup Days: Tuesday, Thursday and Friday

Sample Site Plan Signature Blocks

APPROVED BY THE **PLANNING BOARD** OF THE CITY OF EAST ORANGE AT A MEETING HELD ON THE _____ DAY OF _____, 20

PLANNING BOARD CHAIRPERSON

BOARD SECRETARY

CITY CLERK

CITY ENGINEER

RESOLUTION NUMBER DATE

APPROVED BY THE **BOARD OF ADJUSTMENT** OF THE CITY OF EAST ORANGE AT A MEETING HELD ON THE _____ DAY OF _____, 20

BOARD OF ADJUSTMENT CHAIRPERSON

BOARD SECRETARY

CITY CLERK

CITY ENGINEER

RESOLUTION NUMBER DATE

SPR ADVISORY COMMITTEE - OFFICE USE ONLY

HAVE COMMENTS BEEN RECEIVED FROM THE FOLLOWING LOCAL AGENCIES:

- Department of Policy, Planning and Development
- Department of Public Works
- Department of Property Maintenance
- Department of Fire
- Department of Tax Assessment
- Department of Tax Collector
- Department of Water
- Department of Health

ARE THE ORDINANCE STANDARDS FOR SITE PLAN REVIEW MET?

Each of the discretionary standards for site plan review in your ordinance would be listed, and they would be checked off as met or unmet.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

8/16/13