

All Zoning and Planning Board Applicants:

Please be advised the Borough of Roselle has a Development Review process, which must be followed prior to being directed to the Zoning or Planning Board. All applications and plans must be submitted during the week prior to the **DRC** meeting.

The **Development Review Committee (DRC)** meetings are held the first Tuesday of each month at 2:30pm in the conference room of 210 Chestnut St, on the 2nd floor, in the Baker Room.

The **Development Review Committee** reviews the application and will deem it complete or incomplete. If the application is deemed complete, the applicant is directed to the proper board for presentation. If the application is incomplete, then the applicant then must return the following month to the **Development Review Committee**.

The applicant is required to fill out the Zoning/Planning application along with all exhibits and plans, (eighteen (18) copies) of which must be returned to the Code Enforcement Office Monday before the scheduled review meeting. The applicant must bring to the meeting two (2) checks. (One check, for the **DRC** fee, and one check for the Boards' fees) Both should be made payable to the Borough of Roselle. The amount for the Board will be determined at the commencement of the meeting. The **DRC** will not review any application, which is not accompanied by a check.

If the applicant is a Corporation, then an attorney must present the application to the respective board.

The **Zoning Board** meetings are held on the fourth (4th) Thursday of the month at 7:30pm in Borough Hall, 210 Chestnut Street, 1st floor Council Chambers.

Planning Board meetings are held at the same location on the first (1st) Wednesday of the month at 7:30pm.

Should you have any questions, please contact the DRC Coordinator, Glen E. Scotland, Esq, at his office (973) 622-1800.

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You will be informed of the date to appear
Before the Development Review Committee

INSTRUCTIONS

PLANNING BOARD
BOARD OF ADJUSTMENT
Of the
Borough of Roselle, New Jersey

Dear Applicant:

This letter sets forth the procedure, which you must follow in order for your application to be heard by the Zoning Board of Adjustment or Planning Board.

- 1. Upon denial of a building or zoning permit, you may make an application for a variance, site plan approval, subdivision, conditional use, interpretation, or you may appeal the Zoning Officers decision provided that you file your application within twenty (20) days of the official's decision.*
- 2. After completing the application, you must submit the application to the Building Department. The application must have the following:*
 - a. Eighteen (18) sets of plans. (This includes all check lists and applications)*
 - b. All items required on the site plan checklist for the Planning Board.*
 - c. All items required on the application for the Zoning Board of Adjustment.*
 - d. Fee. (See attached fee schedule).*
- 3. You will then be given a date to appear before the Development Review Committee. If your application is complete, the DRC will then forward your application to the secretary of the proper board, at which time you will be given a calendar date for appearance.*

4. *The secretary will then forward to you a letter explaining the notification procedure.*
5. *The form or notice, which must be served by certified mail or personal delivery at least ten (10) days prior to the hearing date, may be obtained from the Building Inspector or Zoning Officer.*
6. *When you file your application, a copy will be forwarded to the Borough Engineer. He will furnish you with a list of all property owners located within 200 feet of the parcel. You should not notify anyone prior to receiving the form of notice from the secretary of the proper Board.*
7. *After you notify the parties on this list, you must complete the affidavit of services (page 26 or page 27) and present the list, affidavit and receipts at the hearing.*
8. *If a corporation makes the application, an attorney at law must conduct the hearing.*
9. *The application must have a check submitted with the application for the proper amount, which will include an additional \$10.00 fee for the 200 foot radius list.*
10. *In addition to the list of property owners, which you have received from the Borough Engineer, you must also notify the following public utilities at the addresses below. Failure to notify these utilities will prevent the Board from hearing your matter.*

UTILITIES

*Comcast Cable
800 Rahway Ave.
Union, New Jersey 07083
973-736-7400*

*New Jersey American Water Company
Executive & General Offices
1025 Laurel Oak Rd.
Voorhees, New Jersey 08043
800-272-1325*

*Verizon
540 Broad St.
Newark, New Jersey 07101
973-649-9900*

*NUI Elizabethtown Gas Company
1 Elizabethtown Plaza
Union, New Jersey 07083
908-289-5000*

*Public Service Electric & Gas Company
Manager – Corporate Properties
80 Park Plaza T6B
Newark, New Jersey 07102
973-430-7000*

*Sun Pipe Line Company
Ten Penn Center 26th Floor
1801 Market Street
Philadelphia, Penn. 19103-1699
215-977-3800
215-977-3296*

PLANNING AND ZONING CHECK LIST

(For use by Board only)

BLOCK _____ LOT _____ P. Brd () ZBA ()

STREET ADDRESS OF PROPERTY _____

OWNER _____

APPLICANT _____

- APPLICATION FOR () MINOR SUBDIVISION *To be completed by*
 () MAJOR SUBDIVISION (Preliminary) *Zoning Officer*
 () MAJOR SUBDIVISION (Final)
 () SITE PLAN (Preliminary)
 () SITE PLAN (Final)
 () VARIANCE

- DATE APPLICATION FILED _____
 DETERMINATION OF COMPLETENESS _____ *To be completed by*
 DATE ACTION REQUIRED BY _____ *Development Review*
 HEARING SCHEDULED FOR _____ *Coordinator*
 DATE OF NOTICE OF PUBLICATION _____
 AFFIDAVIT OF SERVICE FILES _____ (Official List Used)
 SERVICE MADE ON: () County Planning Board; () Clerk(s) of adjoining Municipality(s);
 () Commissioner of Transportation; () Department of Community Affairs;

- REVIEWED BY: *(to be completed by Development Review Coordinator)*
 () REVIEW COMMITTEE
 () ENGINEER
 () PLANNING CONSULTANT
 () ATTORNEY
 () SOIL CONSERVATION DIST.
 () DEPARTMENT OF PUBLIC WORKS
 () ENVIRONMENTAL COMMISSION
 () BOARD OF HEALTH
 () COUNTY PLANNING BOARD
 () DEPARTMENT OF ENVIRONMENTAL PROTECTION
 () OTHER (Specify) _____

BOARD ACTION TAKEN
To be completed by Attorney

- () Hearing continued with consent of Applicant to: _____ Reason: _____

 () Application dismissed for _____
 () Minor subdivision denied _____

- () Minor Subdivision Approval Granted _____
- () Preliminary Approval Denied _____
- () Preliminary Approval Granted _____
- () Final Approval Granted _____
- () Variance Denied _____
- () Variance Granted _____

CONDITIONS ATTACHED TO APPROVAL

- () Subject to approval of County Planning Board
- () Subject to approval of Soil Erosion Plan
- () Subject to Site Plan Review
- () Subject to variances for _____ _____
ATTORNEY
- () Subject to conditions specified in resolution of approval.

NEWSPAPER NOTICE OF ACTION PUBLISHED _____

CLERK

TO: THE ZONING OFFICER
THE BUILDING INSPECTOR

Application for:

- () Minor Subdivision
- () Major Subdivision (preliminary)
- () Major Subdivision (final)
- () Site Plan (preliminary)
- () Site Plan (final)
- () Variance for: _____
has been () GRANTED () DENIED

You () are () are not authorized to issue construction and use permits () unconditionally () subject to the conditions set forth above.

Dated: _____

Chairperson, Planning Board

Chairperson, Zoning Board of Adjustment

BOROUGH OF ROSELLE
PLANNING BOARD / BOARD OF ADJUSTMENT
APPLICATION

DATE RECEIVED _____ APPLICATION NO. _____

1. Application is made to: Planning Board Board of Adjustment

2. Application is for:

Major Subdivision Minor Subdivision Site Plan

Variance (c) (d) circle one Conditional Use

Appeal Interpretation

3. APPLICANT:

A. Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

B. THE APPLICANT IS A: Corporation* Partnership

Individual Other

C. If the applicant is a corporation or partnership, attach a list of the names and addresses of persons having 10% or more interest in such (see NJSA 40:55D – 48.2).

D. The relationship of the applicant to the property in question is:

Owner Lessee Purchaser Under Contract** Other

4. OWNER: (Complete only if different from Part A)

Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____

*PLEASE NOTE, THAT IF APPLICANT IS A CORPORATION, HE/SHE MUST BE REPRESENTED BY LEGAL COUNSEL (ATTORNEY).

**A COPY OF ANY CONDITIONAL CONTRACT OR AGREEMENT RELATED TO THIS APPLICATION MUST BE FILED WITH THE APPLICATION.

5. SURVEYOR/ENGINEER/ARCHITECT

Name _____

Address _____ City _____

State _____ Zip _____ Telephone Number _____

6. ATTORNEY

Name _____

Address _____ City _____

State _____ Zip _____ Telephone Number _____

7. PROPERTY

A. Street Address _____

B. Block & Lot _____

C. Zone _____

D. Existing Use _____

E. Proposed Use _____

F. If subdivision or site plan is requested, proposed type of construction _____

G. Approval desired: () Preliminary () Final

H. If variance is involved, state clearly the purpose for it's request, i.e. use, conditional use, lot area, lot width, lot depth, side yard, etc. _____

I. Section of zoning ordinance governing the property is/are: _____

8. DIMENSIONS AND REQUIREMENTS

A. Said property dimensions and area are _____

and has the following structures: _____

with the following uses: _____

B. If less than the entire lot is to be utilized for the purpose hereinafter set forth, the dimensions of the portion of the lot to be utilized are: _____

IF A BUILDING OR EXTENSION IS TO BE CONSTRUCTED,

COMPLETE SECTION C AND D

C. Size of proposed building:
At street level _____ Feet Front _____
Feet Deep _____ Height _____
Stories _____ Feet _____

D. Setbacks of building: Front _____ Rear _____
Side _____ Side _____

% of building coverage _____

E. Date property was acquired _____
Prevailing zoning at time of acquisition _____

F. Has there been any previous appeal, request, or application to this or any other Township boards or the Building Inspector involving these premises? () Yes () No (If yes, explain on page 7).

If yes, state the nature, date and the disposition of said matter _____

IF A VARIANCE IS SOUGHT, COMPLETE G AND H

G. What are the EXCEPTIONAL conditions of the property preventing applicant from complying with the Zoning Ordinance, or what special reason mandates the grant of a use variance? _____

H. Supply a statement of facts showing why relief 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. _____

IF A BUILDING OR EXTENSION IS TO BE CONSTRUCTED, COMPLETE I

I. Type of construction (frame, stone, brick, cement, etc.) _____

Present use of existing building(s) and premises _____

Describe any deed restrictions affecting the property _____

Total proposed dwelling units _____

Total proposed professional offices _____

Total proposed floor area _____

Total proposed parking spaces _____

A photograph(s) of land and buildings involved in the application _____

J. A legible plot plan or survey to scale (not less than 1" = 100 of the property) indicating the relation of the existing and proposed structure with adjoining property and structures must accompany this application.

9. FEES: (see attached fee schedule)

A. List of property owners within 200 ft. \$ _____

B. Application Fee \$ _____

Total \$ _____

10. The following are attached and made a part of this application:

A. Requisite number of plans _____

(eighteen [18] sets of plans and eighteen [18] sets of applications)

B. Certificate from the Tax Collector that all taxes are paid. _____

C. Letter of authority or Power of Attorney, in case of appeal made by other than owner. _____

D. All other required documents _____

E. List of persons having 10% or more interest in the property _____

Signature of Applicant

Date

Signature of Owner

Date

FEE SCHEDULE (2-1)

(Subject to change)

A. Fees for applications or for the rendering of any service by either board or any member of their administrative staffs, shall be as follows:

CONVENTIONAL APPLICATION

TYPE		APPLICATION	PER LOT
Subdivision			
Minor		\$300.00	more than three (3) lots = \$50.00
Major			
Preliminary approval		\$400.00	\$100.00
Final approval		\$400.00	\$100.00
Development Review Fee:			
		1 & 2 Family Residential Use	Other Residential Use
		Non-Residential Use	
		\$75.00	\$250.00
Site Plan	-- Not Required		
		\$200.00 plus \$50.00 Per each ,1000 square Feet of gross floor area	\$250.00 plus \$50 per each 1,000 square feet of gross floor area
Relief pursuant to <u>N.J.S.A. 40:55D-70(d)</u>		\$250.00 per variance	\$250.00 per variance
<i>All other applications pursuant to 40:55D-70 a, b, or c</i>		\$200.00, plus \$50.00 for each type of variance	\$200.00, plus \$100.00 for each type of variance
Sign Variance		\$200.00	\$200.00
Conditional Use Approval		\$250.00	\$250.00
Flood Plan Variance		\$250.00	\$250.00
Planning Permits Pursuant to <u>N.J.S.A. 40:55D-35</u>		\$100.00	\$100.00
Development Review fee (applies to all applications other than 1 & 2 family)		-0-	\$225.00

B. Waiver and Exceptions

In addition to the Administrative Fees set forth in Schedule 2-1 above, and additional Professional Review Escrow Amounts where applicable, the applicant shall also pay the following amounts.

(1) For every waiver or exception pursuant to N.J.S.A. 40:55d-51 that is requested as part of the application, \$50.00 per exception.

C. Complex Applications

(1) Required Escrow Amounts:

For development applications that are deemed to be "complex" applications, as specifically enumerated and defined below, the applicant shall be required to place into the "Professional Review Escrow" Account the amount indicated in the following Schedule 2-2. The amount required to be placed in the Professional Review Escrow Account for a complex application are to cover the costs of the extra review time provided by the Boards' planner, attorney and engineer due to the complexity of the application. The monies deposited into the account shall cover up to two (2) hours of meeting and/or consultation time between the applicant's professional(s) and the Boards' professional(s) and the furnishing of a written report by the Board's professional(s) on the application. Prior to drawing monies out of the Professional Review Escrow Account, the Boards' professional(s) shall submit an invoice to the DRC Coordinator for approval. Following The application, any unused portion of this Professional Review Escrow Account shall be refunded to the applicant simultaneously with payment of the Boards' professional(s). Upon reimbursement of any unused funds, an applicant may request an accounting of expended funds, and the same will be proved to the applicant within thirty (30) days of a written request filed with the Board. These fees are in addition to the fees set forth in Schedule 2-1

Note: If final approval is sought, bonds and fees shall be posted.

SCHEDULE 2-2

Type of Complex
Development Application

Professional Review
Escrow Amount

- | | | |
|----|--|------------|
| 1. | An application for preliminary major site plan for: | |
| | (A) more than 5000 square feet but less than 7500 square feet | \$500.00 |
| | (B) more than 7500 square feet of retail space | \$750.00 |
| | (C) more than 20,000 square feet of office space or more than 20,000 square feet of industrial space | \$1,000.00 |

2. Request for Additional Professional Review – Additional Amounts

An applicant may request that a Board professional schedule additional time, in excess of that covered by the monies paid into the Professional Review Escrow Account, for review of a specific application. The Board professional may request:

- A. Fees shall be paid at the time of application request.
- B. In the event that the application is for more than one (1) category of relief or action, the fee shall consist of the total of the normal fee for each category of action.
- C. Applicants shall be required to pay any extraordinary costs relating to the site plan review or conditional use approval.
- D. Transcribing fees: The Boards may require the taking of testimony stenographically and having the same transcribed, the costs of which shall be borne and paid for by the appellant or applicant. The Boards may require such deposit to be made for such purposes as shall be reasonable in the circumstances.

Note: See N.J.S.A. 10:4-6 ct seq.

CHECK LIST

CLI

- () (1) Tax identification by lot, block and address of property.
- () (2) General written description of plan and the proposed use.
- () (3) Name and address of Owner/Applicant.
- () (4) Name, address, and telephone number of preparer.
- () (5) Date, north point, scales and reference meridian (longitude/latitude).
- () (6) Metes and bounds description (numbers and ten seconds).
- () (7) Location, names and widths of existing and proposed streets and other rights of way; distances to the nearest intersection with any public street along side line or center line.
- () (8) Location of lot lines, in case of subdivisions, all proposed lot lines and/or lot lines to be eliminated by the proposed subdivision shall be **clearly** indicated.
- () (9) Location of all existing and proposed utilities.
- () (10) Location and purpose of present and proposed easements, covenants and deed restrictions.
 - () A. Description of all deed restrictions, cross access and parking arrangements and/or off-site parking arrangements.
 - () B. Submit two (2) copies of any protective covenants, deed restrictions or easements presently affecting the property.
- () (11) Key map at a scale of 1:1000 ft.
- () (12) 200 foot radius map, to include names of property owners and block and lot numbers within 200 feet of subject property.
- () (13) Location of structures and uses within 100 feet of subject property, including all public buildings, and historic sites, within 200 feet, with dimensions of all.
- () (14) Zoning – showing existing and proposed bulk requirements.
- () (15) Flooding boundaries; use State Department of Environmental Protection data, if available, or use FIRM maps.

- () (16) Show all existing and proposed site conditions.
 - () A. Location of significant features (landmarks, archaeological sites, etc.)
 - () B. Contours at one (1) foot intervals extended fifty (50) feet beyond tract using U. S. Costal and Geodetic data.
 - () C. Location and width of water courses and marshes within 200 feet.
 - () D. Location and elevation of paved areas, sidewalks, driveways and curbs, and percentage of paved coverage.
 - () E. Location and type of fences, buffer areas, retaining walls.
 - () F. Location and design of lights; provide foot candles.
 - () G. Location of structures, height, size and square feet of all structures. Indicate all structures to be removed by dashed lines: show percentage of building coverage.
 - () H. Location of off-street parking and loading; vehicular and pedestrian ingress and egress with directional traffic flow and controls; acceleration and deceleration lanes, if any; site triangle easements, fire lanes, handicapped parking and access.
 - () I. Location, dimensions and design of signs.
 - () J. Location and plant list of landscaping; common and botanical nomenclature Total landscaped area in square foot and total percentage of coverage.
 - () K. Location of existing trees, six inches in diameter or more; common and botanical nomenclature, height and caliber of trees, except new plantings.
 - () L. Location of development; portion which is to be developed in relation to the entire tract.
 - () M. Show zoning boundary lines.
 - () N. Location and details of refuse storage and disposal.
- () (17) The acreage of the entire tract and the area being subdivided to the nearest tenth of an acre (use decimal system).
- () (18) Environmental Considerations:
 - a. Refer to Performance Standards, Sect. 17:6A of the Zoning ordinance.

- () (19) Orientation of new structures for energy conservation. Preliminary elevation drawings (front, back and side) and building design, with dimensions. Floor plans (not building plans) with general dimensions.
- () (20) Type and quality of sanitary discharge and compliance with the City Sewer User Charge ordinance.
- () (21) Compliance with the following State and Federal regulations:
 - () A. Stream encroachment permits
 - () B. SP#1 approval for construction related discharge permits as required by the Department of Environmental Protection.
 - () C. Storm water run-off provisions and drainage calculations.
 - () D. Solid waste collection and disposal.
- () (22) Certificate from City Tax Collector that no taxes or assessments for subject property and delinquent.
- () (23) All plans and drawings submitted to the City shall be drawn by a professional engineer or architect licensed in the State of New Jersey and shall contain his signature, seal and license number. Name, address and phone number of the architect, engineer, or firm preparing the site plan which shall appear in title block form pursuant to N.J.A.C. 13:40.1. The map shall be prepared at a scale of not more than twenty (20) feet to the inch.
- () (24) Show all common open space.
- () (25) Plat shall be one of the following sizes: 12x16, or 15x21, or 24x36 inches.
- () (26) All plans shall be accompanied by a survey prepared, signed and sealed by a licensed land surveyor. All engineering aspects of the plan shall be signed, and sealed by a Professional Engineer.
- () (27) All drawings shall be numbered in sequential fashion, and identified. Each sheet shall indicate the total number of drawings presented. Each sheet shall have a legend identifying all symbols used on each sheet.
- () (28) Approval notices from the Health Department, if applicable.
- () (29) Provide space for dates and endorsements by the Chairman and Secretary of the Planning or Zoning Board.
- () (30) List of variances necessary to use site as proposed.

- () (31) List of expert witnesses and professionals who prepared exhibits or who would testify.
- () (32) Any other information that may be reasonably required in order to make an informed determination.
- () (33) Disclosure statement (N.J.S.A. 40:55D-48.3).
- () (34) A checklist of information required for a complete application to the coordinator. The application shall be deemed complete upon the expiration of 45 days for purposes of commencing the applicable time period, unless the application lacks information indicated on the checklist provided to the applicant and the DRC coordinator, or his or her designee, has notified the applicant in writing of the deficiencies in the application within 45 days of submission of the application.

The developer may request that one or more of the submission requirements be waived in which event the Planning Board shall grant or deny the request within 45 days .

The Planning Board may subsequently require correction of any information found to be in error and submission or additional information not specified in the checklist or any revisions in the accompanying documents, as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the subdivision or site plan application have been met.

The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents as required by the Planning Board and the Development Review Committee.

**** Please circle all items for which a waiver is sought ****

MINOR SUBDIVISION

“Minor Subdivision” means a subdivision of land for the creation of a number of lots specifically permitted by ordinance as a minor subdivision; provided that such subdivision does not involve (1) a planned development, (2) any new street or (3) the extension of any off-tract improvement, the cost of which is to be prorated pursuant to section 30 of P.L. 1975, c. 291 (40-55D-42).

MAJOR SUBDIVISION

Any subdivision not classified as a minor subdivision.

VARIANCE ON SUBDIVISIONS

1. The Board of Adjustment administers all subdivisions that involve a use variance.
2. The Planning Board will administer all other subdivisions, may grant a variance on lot width and depth requirements as well as lot area (hardship variance) or flexible “C” variances, where the benefits outweigh the detriments.

Prior to granting of final approval on a major subdivision, the subdivider shall have installed or shall have furnished performance guarantees for the ultimate installation of any and all required public improvements.

COUNTY REVIEW OR APPROVAL

Every subdivision application will be sent by the Division to the Union County Planning Board for their review. Subdivisions along a County road must be approved by the County Planning Board.

COUNTY RECORDING OF MINOR SUBDIVISIONS

The applicant has 190 days from the date of approval to file the subdivision with the County Recording Officer or such approval will expire. The subdivision may be filed by a plat in conformity with the “Map Filing Law”, (P.L. 2960 c. 141) or by deed, either of which shall have been signed by the chairman and secretary of the Board.

COUNTY RECORDING OF MAJOR SUBDIVISION

Final approval of a major subdivision shall expire 95 days from the date of signing of the plat unless within such period the plat shall have been duly filed by the developer with the county recording officer. The Planning Board may for good cause shown extend the period for recording for an additional period not to exceed 190 days from the date of signing the plat.

THIS NOTICE MUST BE SERVED AT LEAST TEN (10) DAYS
PRIOR TO DATE OF HEARING

ROSELLE
PLANNING BOARD
ZONING BOARD OF ADJUSTMENT
NOTICE TO ADJACENT PROPERTY OWNERS

TO: _____ DATE: _____

ADDRESS: _____ CITY _____

State of New Jersey, ZIP _____ . PLEASE TAKE NOTICE that on _____,
(Date of hearing)
at _____ p.m., in the Municipal Court Room, in the Borough Hall, Roselle, New Jersey, a
public hearing will be held by the _____ Board of the Borough of Roselle to
consider the application of: _____

(Name & Address of Applicant)

for a variance from the terms and provisions of the Roselle Zoning Ordinance, or for a review of
the decision of the Zoning Officer of Roselle to permit the applicant to/for:

(state in detail all particulars as to what is requested)

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

and designated on the Roselle Tax Maps as Block _____ Lot _____.

At the hearing, or at any adjournment thereof, you may appear in person or by an
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 Zoning office, Monday through Friday, between the hours of 9:30 a.m. to
4:00 p.m., on the third floor of 115 E. 2nd Ave.

Very truly yours,

Applicant

Residence Address

FORM V

Application No. _____

BOARD OF ADJUSTMENT
BOROUGH OF ROSELLE
Union County, New Jersey

In the Matter of Application of:

_____ }
_____ }

*PROOF OF
SERVICE OF
NOTICE*

STATE OF NEW JERSEY }
COUNTY OF UNION } SS

_____, being duly sworn on his oath,
disposes and says: that he is _____ the above named applicant; that at
the date hereinafter stated he served a notice, of which a true copy is annexed hereto, upon the
following property owners each of whose property is within two hundred feet of the property of
appellant to be affected in this matter, in the following manner, that is to say:

(a) By mailing, registered or certified mail, such true copy to the last known address of
the property owners as shown by the most recent tax list of said municipality, as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>Date of Service</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLANNING BOARD
ZONING BOARD OF ADJUSTMENT
ROSELLE, NEW JERSEY 07203

RECEIPT OF APPLICATION

Dear

This letter will acknowledge receipt of your application and your check for the fee and eighteen copies of the plans.

This matter has been scheduled to be heard on _____ at _____ p.m. at Borough Hall Municipal Court Room, Roselle, New Jersey.

You are to obtain, from the Borough Engineer's Office, a list of all property owners within a 200 foot radius of the subject property.

You are then to serve notice on all property owners within said area, on forms provided by the Zoning Officer, at least ten (10) days prior to the hearing date above. The notices may be served personally or by certified mail, return receipt requested. I will simultaneously publish a notice in the official newspaper.

At least five (5) days prior to the meeting date above, you are to furnish me with your affidavit of proof of service on forms provided by the Zoning Officer, together with a copy of the complete list of property owners so same may be compared by the Board's Attorney prior to the meeting. If the proof of service is not received by me five (5) days before the meeting, your matter will not be heard.

If you have any questions, please contact the Zoning Office at 908-634-4540.