

Borough of Roselle Planning Board and Board of Adjustment Notice to Applicant

Schedule of Meetings

The Planning Board's and Zoning Board of Adjustment's regular and special meetings are posted in the Office of the Borough Clerk. The Planning Board meets the first Wednesday of every month and the Board of Adjustment meets the fourth Thursday of the month. Both the Planning Board and the Board of Adjustment meetings are held in Borough Council Chambers on the first floor of Borough Hall, 210 Chestnut Street, Roselle, New Jersey. Special meetings are held at the call of the Chairperson, as provided by law.

Filing the Application

STEP ONE

Complete a Zoning Determination Request form, the Land Use Application and obtain a site plan from a licensed Architect, Engineer and/or Surveyor. Submit the Zoning Determination Request form, completed application and a copy of your site plan to the Land Use Administrator.

Applicants must first submit a copy of their site plan, Land Use Application and Zoning Determination Request form (top portion completed) to the Land Use Administrator. The Land Use Administrator office is located in the Building Department on the second floor of Borough Hall. The Administrative Officer will complete the bottom portion of the Zoning Determination Request form and tabulate the applicant's DRC attendance fee.

Different types of applications require different submissions. The Site Plan Submission Requirements list all that is required on site plans for any development and Major or Minor Subdivisions. Applicants should make sure their Attorney, Architect and/or Engineer have received a copy of the site plan submission requirements.

Applicants and their Architects, please note, **only licensed land surveyors may show existing conditions and exact locations of physical features on a survey, including metes and bounds, drainage, waterways, specific utility locations and easements. Thereafter, the survey information may be transferred by a licensed professional engineer to a site plan prepared by the engineer. The site plan onto which survey information has been transferred must "duly" note the date of the survey in addition to who prepared the survey and for whom the survey was prepared. Failure to submit this documentation as defined will result in an automatic rejection of the submission until the defect is remedied.**

STEP TWO

Submit eight (8) Land Use Applications, 8 Site Plans and 8 Signed Zoning Determination Request Forms; Attend the Development Review Committee (DRC) meeting; & Submit all fees to the Land Use Administrator located in the Building Department.

Prior to the appearance before the Planning Board or the Board of Adjustment, the Land Use Administrator and/or Borough Engineer will review the application for completion. Afterwards, the Land Use Administrator will provide the applicant or applicants Attorney with:

- (i) a Letter of Completion via Fax or U.S. mail; and
- (ii) An appointment to appear before the Development Review Committee (DRC).

Prior to attending the DRC meeting, applicants must submit eight (8) copies of the completed application, eight (8) copies of the site plan and (8) copies of the signed and certified zoning determination request form to the Land Use Administrator. Applicants must submit **one (1) money order OR one (1) certified check** made payable to the Borough of Roselle to cover the DRC Attendance Fee.

Development Review meetings are held once a month, as needed, in the Baker Room on the 2nd floor of Borough Hall.

The DRC members will review the applicant's submission for compliance with the submission requirements identified in the Borough's Zoning Ordinance. Additionally DRC members will determine if the applicant is required to make revisions and resubmit the plans to the committee. If the plans are in compliance with the ordinance, the applicant may continue to the next stage of the application process. DRC minutes will be forwarded to the applicant or the applicant's Attorney via facsimile and/or regular mail. Applicants will be scheduled for Planning Board or Board of Adjustment meetings upon advisement of the DRC members.

STEP THREE

Revise site plans according to the Development Review Committee's recommendations; Receive approval on those revisions and submit required copies of the application, minutes, zoning determination, plans, and proof of timely noticing to the Land Use Administrator. (15 copies for the Board Members)

Notice to Property Owners

The responsibility for proper processing of notices and the preparation of an Affidavit of Proof of Service lies with the applicant and **NOT** the Planning Board, Board of Adjustment or municipal staff. Staff will, however, make every effort to assist applicants with any problems they may encounter regarding proper noticing.

200 Foot radius map and list of property owners within 200 feet of the subject property.

The Land Use Administrator, on behalf of the applicant, will make a request to the Borough for a 200-foot radius map and a list of property owner's within 200 feet. **NOTE: This may require the inclusion of an adjoining municipality.**

Notice by the Applicant to affected property owners must be given at least **10 calendar days prior** to the date of the hearing. Notice of Hearing shall be given to the owners of all real property, as shown on the current list of property owners located within 200 feet of the property that is the subject of such hearing. As mentioned above, a property owner's list and 200-foot radius map will be requested by the Land Use Administrator on behalf of the applicant for a nominal fee of \$10.00. This fee may be paid along with the costs determined by the Land Use Administrator as noted in the Fee Schedule.¹ Unless otherwise requested by the applicant, the property owner's list and 200-foot radius map will be sent via regular mail or faxed to the applicant or to the applicant's Attorney (if the applicant is a corporation or partnership). The notice to property owners should be substantially similar to the sample notice to property owners provided in the application packet.

Notice shall be given by:

- 1) Physically serving a copy of said notice on the affected property owner, or the agent in charge of the property,

or
- 2) Mailing a copy of said notice by certified mail to the affected property owner.

Failure to give timely notice and to forward proof that timely notice was given will result in a postponement of the hearing date. For example, if an applicant is scheduled to be heard before the Planning Board or Board of Adjustment on the 20th day of the month, notice must be given to affected property owners on or before the 10th (tenth) day of the month. Applicant must give proof of notice via post office receipt.

Notices to a partnership or owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. When the subject property is located within 200-feet of an adjoining municipality, notice shall be given by personal service or certified mail to the Union County Planning Board.

¹ The Fee Schedule can be found on the Borough webpage at <http://www.boroughofroselle.com> under Local Code Enforcement. Go to Chapter 77.

Notice to be published in the Official Municipal Newspaper

Again the responsibility for proper processing of notices and the preparation of an affidavit of Proof of Service lies with the applicant and **NOT** the Planning Board, Board of Adjustment or municipal staff. Staff will, however, make every effort to assist applicants with any problems they may encounter regarding proper noticing. Notice must be published in the Official municipal newspaper at least **10 calendar days prior** to the date of the hearing. The notice to be published in the official municipal newspaper should be substantially similar to the sample notice included in the application packet.

Applicants should be mindful of notice deadlines established by the newspapers. Below are the official newspapers for the Borough of Roselle:

- **The Star Ledger**
- **Home News Tribune**
- **The Union County Local Source**

Content of Notice

Notices published, mailed, and/or served must be in the form required by N.J.S. 40:55D-11, and must state: (1) the date, time and place of the hearing; (2) the nature of the matters to be considered; (3) identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office; and (4) the location and times at which any maps and documents for which approval is sought are available as required by N.J.S. 40:55D-10b. **All notices and affidavits of publication must be filed with the Borough at least ten (10) calendar days prior to the date of the hearing.**

Payment of Taxes

Every application to the Planning Board and the Board of Adjustment must be accompanied by proof that no taxes or assessments for local improvements are delinquent on the property that is the subject of the application. A tax certification is included in the application packet and must be signed by the Tax Collector. **Payment of delinquent taxes or assessments for local improvements must be made not less than ten (10) calendar days to the date of the scheduled hearing in order for the application to be heard.**

Affidavit of Proof of Service

The applicant must prepare an affidavit to prove that notice of the hearing has been served on all owners of property within 200-feet of the subject property and that notice has been published in the official municipal newspaper. The affidavit should follow the form of the sample affidavit included in the application package and be certified. Copies of all certified postal slips with postal date stamp must be submitted with the Affidavit of Service to the Land Use Administrator.

If more than one person serves notice to property owners, then separate affidavits must be prepared listing the property owners served by each person.

Notice to be published in the Official Municipal Newspaper regarding Board action

After the review of the application by the Planning Board or Board of Adjustment, applicants must publish notice of action taken by said board. To receive a resolution, the notice to be published in the official municipal newspaper regarding board action should be received no later than ten (10) days after the Planning Board or Board of Adjustment has reviewed the case and made a decision. The Notice should follow the sample form below:

**NOTICE OF ACTIONS TAKEN BY
BOROUGH OF ROSELLE BOARD OF
ADJUSTMENT**

TAKE NOTICE that on the _day of _____, 20____ the Board of Adjustment of the Borough of Roselle in the County of Union took the following actions:

1. Case # _____. Granted/Denied (choose one) a variance to _____
(applicant's name) to permit _____ located on
_____, Block _____, Lot _____ as designated on the Tax
Map of the Borough of Roselle.

**NOTICE OF ACTIONS TAKEN BY
BOROUGH OF ROSELLE
PLANNING BOARD**

TAKE NOTICE that on the _____ day of _____, 20____ the Planning Board of the Borough of Roselle in the County of Union took the following actions:

1. Case #_____. Granted/Denied (choose one) a variance to _____ (applicant's name) to permit _____ located on _____, Block _____, Lot _____ as designated on the Tax Map of the Borough of Roselle.

To be scheduled for Planning and Board of Adjustment hearings applicants must submit originals of required notices, certifications, and affidavits, including the above notices, to the Land Use Administrator no less than ten (10) days prior to the scheduled hearing date.

An application will not be considered complete until all required forms, fees, and plans have been submitted in accordance with the provided application checklist.

CONTACT US

If you have any questions, please contact the **Land Use Administrator** at (908) 259-3001. The Land Use Administrator's office is located at 210 Chestnut Street, 2nd Floor. Office hours are Monday through Friday from 9:00 AM – 4:30 PM or by appointment.

DISCLAIMER:

This notice is for your guidance only. In no way should this document or its attachments be relied on to replace the statutory requirements of NJSA 40:55D-1 et. seq. and Chapter 77 of the Borough of Roselle's Zoning Ordinance.

IMPORTANT NOTICE

IF ANY OF THE PROPERTIES ON THE ATTACHED PROPERTY NOTIFICATION LIST CROSS ANY OF THE FOLLOWING COUNTY ROADS, PARKS, OR STATE HIGHWAY YOU MUST NOTIFY THE APPROPRIATE AUTHORITY:

STATE HIGHWAYS

NEW JERSEY DEPARTMENT OF TRANSPORTATION
1035 PARKWAY AVENUE
TRENTON, NJ 08652

GARDEN STATE PARKWAY

NEW JERSEY HIGHWAY AUTHORITY
WOODBIDGE, NEW JERSEY 07095

ELECTRIC & GAS

PUBLIC UTILITIES

PUBLIC SERVICE ELECTRIC & GAS
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

NUI ELIZABETHTOWN GAS COMPANY
1 Elizabethtown Plaza
Union, New Jersey 07083
908-289-5000

WATER

NEW JERSEY AMERICAN WATER COMPANY
Executive & General Offices
1025 Laurel Oak Rd.
Voorhees, New Jersey 08043
800-272-1325

TELEPHONE

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

CABLE TELEVISION COMCAST

COMCAST CABLE
800 Rahway Ave.
Union, New Jersey 07083
973-736-7400

THIS NOTICE MUST BE SERVED AT LEAST TEN (10) DAYS PRIOR TO THE 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 _____ at _____ pm, 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 Land Use Administrator of Roselle to permit the applicant to/for:

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

on the property commonly known as _____ 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 the application.

All maps and documents pertaining to the above matter are on file and available for public inspection at the Code Enforcement Department, Monday through Friday, between the hours of 9:30 a.m. and 4:00 p.m., at 210 Chestnut Street, Roselle, NJ, 07023.

Very truly yours,

Applicant

Address

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Ownership, Partnership, LLC, or LLP: _____

Listed below are the names and addresses of all owners of 10% or more of the stock/interest in the above referenced corporation, limited liability corporation (LLC) or limited liability partnership (LLP):

Name	Address

If a corporation or a partnership owns 10% or more of the stock of corporation, or 10% or greater interest in a partnership, that corporation shall list the name and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in its partnership, and this requirement shall be followed until the names and addresses of the non-corporate stakeholders and individual partners, exceeding 10% ownership established have been listed.

<p style="text-align: center;">Subscribed & Sworn before me this</p> <p style="text-align: center;">_____ day of _____, 20_____</p> <p>(Notary Public)</p> <p>My Commission expires:</p>	<hr/> <p style="text-align: center;">(Affiant)</p> <hr/> <p style="text-align: center;">(Print Name & Title of Affiant)</p>
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