APPLICATION PACKET

CITY OF LINDEN PLANNING BOARD

301 N. WOOD AVENUE

LINDEN, NEW JERSEY 07036

(908) 474-8469

Application Packet:

- ☐ **A-1 Application Summary**
- ☐ **A-2 Rules of Procedure**
- ☐ **A-3 Application**
- ☐ **A-4 Appointment of Agent**
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APPLICATION SUMMARY

LINDEN PLANNING BOARD
FORM A-1

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1. Introduction.

The purpose of this Summary is to highlight procedural requirements associated with applications made to the City of Linden Planning Board involving subdivision, site plan or other approvals. This Summary is not an exhaustive list of all legal and procedural requirements. It should be noted, however, that all applications involve not only Planning Board regulations and local ordinances, but also County, State and Federal laws and regulations, that are beyond the scope of this Summary.

The applicant should not solely rely on this Application Summary alone, and should not hesitate to consult an Attorney and/or Professional Planner. The following publications offer more complete information:

- Zoning Ordinance of the City of Linden
- New Jersey Municipal Land Use Law, N.J.S.A.40:55D-1 et seq.
- Planning Board "Rules of Procedure" (Copy attached)

2. Information Sources:
   - Zoning Officer, City of Linden, Monday thru Friday, 8:30 am to 4:00 pm (908)474-8462
   - Planning Board Secretary, City of Linden, Monday and Thursday, 10:00 am to 3:00 pm (908)474-8469

3. Submission Requirements/Number of Copies

The original application, plus twenty (20) copies (a total of twenty one (21)), must be submitted to the Planning Board Secretary, with drawings, plats, and other supporting documents, a minimum of fourteen (14) calendar days in advance of the regular scheduled Planning Board meeting. Payment of the application fee and escrow fee is required at the time of submission.

4. Proof of Payment of Taxes

Every application shall be accompanied by a request for proof and certification by the City of Linden Tax Collector that no taxes or assessments for local improvements are delinquent on the property which is the subject of such application. It is the Applicant's responsibility to ensure that proof of said payments is delivered to the Planning Board Secretary at least ten (10) days before the hearing.

5. Determination of Completeness

The application is marked received by the Planning Board Secretary upon receipt, but official action and the time calculations commence only after it is declared complete. If no determination regarding completeness is made within forty-five (45) days of receipt, the application will be automatically deemed complete.

6. Hearing Date

Upon a finding of completeness, the Board Secretary shall set a hearing date and notify the applicant of same in writing. The hearing date shall be within one hundred twenty (120) days of the date the application is determined to be complete or as otherwise determined in accordance with the Municipal Land Use Law (MLUL) time guidelines. The Board Secretary shall distribute copies of the application, drawings, plat and documents to the Board Members, Alternates, Engineer, Zoning Officer, City Planner and Planning Board Attorney for review. See "Rules of Procedure" for the hearing procedures.

6. Public Notice

Except for applications for minor subdivision with no variances, all applications require a newspaper advertisement and other notices as required by NJ Statue, such as the notification by Certified Mail or personal service to owners of all properties located within two hundred (200) feet of the subject property. The Tax Assessor will supply a list of the names and mailing addresses of such property owners for a fee. The Applicant must comply with applicable notification requirements. Proof of Notification must be submitted to the Board Secretary at least five (5) days before the hearing.

7. Engineer's & Planner's Report

Prior to the hearing date, the Board Engineer & Board Planner shall each prepare a report as to the applicant's compliance and forward same to the Planning Board Secretary.

8. Additional Requirements

Approval by the City of Linden Planning Board is conditioned upon the Applicant's receipt of all required County, State and other approvals.

RULES OF PROCEDURE

LINDEN PLANNING BOARD
FORM A-2

The following Rules of Procedure have been adopted by the City of Linden Planning Board (the "Board"), pursuant to N.J.S.A. 40:55D-1 the Municipal Land Use Law of the State of New Jersey, the Ordinances of the City of Linden, and other applicable statues and laws are incorporated herein for reference.

PRE-HEARING

1. **FILING APPLICATION FOR DEVELOPEMNT** – Initial contact for basic guidance may be directed to the Board Secretary. Application for Development (which includes subdivisions, site plans, conditional uses, variances, etc.) shall be filed with the Board Secretary on forms available on the City of Linden Official Website. Application filing shall not be deemed to have been effective until all submissions are received by the Board Secretary, including the payment of any filing fees and escrow fees which may be required. If an application is found to be deficient, the Applicant will be notified by the Board Secretary. Official action and time calculations commence only when the application and all required submissions are received by the Board Secretary. Unless otherwise permitted by the Board Secretary, the original and 20 copies (total of 21) stapled in sets, folded 8 ½" x 11", of every document supporting the application, must be filed. Such applications shall be filed by the party having an interest in the development, his agent, or his Attorney. All requests for action by the Board shall, to the extent practical, contain the information required on the Application for Development, shall contain a detailed statement of the action desired by the Board, and shall be filed in the manner set forth herein, together with any fees as may be required.
2. **DETERMINATION OF COMPLETENESS** – The application shall be dated by the Board Secretary upon receipt provided that all required submissions accompany the application. The Board Secretary shall make a formal determination regarding the application's completeness with the assistance of the Board Engineer and Board Planner within forty-five (45) days of receipt.
3. **DISTRIBUTION OF MATERIAL** – At least five (5) days prior to the hearing date the Board Secretary shall distribute copies of the application, drawings, plats, and other submissions to the Board members and Board Attorney.
4. **APPOINTMENT OF AGENT** – Any person acting as an Agent for a party filing any application shall have first filed with the Board Secretary evidence of appointment of his agency on a form approved by the Board (Form A - 4)
5. **CORPORATION OR PARTNERSHIP** – If owner is a corporation or partnership, the names of all stockholders or partners owning 10% or more of Applicant's business, must accompany the application.
6. **NOTICE** – (Applicant's Responsibility) – Applicant shall give the appropriate prehearing notice where required under N.J.S.A. 40:55D-12. Public notice shall be given by the Applicant placing a notice in the official newspaper of this Municipality, using the form provided by the Board Secretary or any other form that complies with the Municipal Land Use Law. An Affidavit of Publication, signed by an official of the newspaper, must be presented to the Board Secretary, five (5) days prior to the Hearing.

Personal notice or notice by Certified Mail (where required) shall be given to all owners of real property as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the Hearing, including properties located in adjacent municipalities. Notice shall be given on forms supplied by the Board or otherwise compliant with the Municipal Land Use Law by personally serving a copy thereof upon the property owner, or his agent in charge of said property, or by mailing a copy thereof by Certified Mail to the property owner at the address as shown on said current tax bill (proof of mailing required by the Board).

Notice to a partnership may be made by service upon any partner; and notice to a corporation may be made by service upon its president, vice president, secretary or person authorized by appointment or law to accept service on behalf of the corporation. An Affidavit of Service, including a listing of the names and addresses of the property owners notified by Certified Mail, to the Clerk of such Municipality, and affidavit of such service shall be presented to the Board prior to the Hearing.

Notice of all hearings involving property located within 200 feet of an adjoining Municipality shall be given by personal service or Certified Mail, to the Clerk of such Municipality, and an Affidavit of Service shall be presented to the Board prior to the Hearing.

Notice of the hearing involving property adjacent to a State highway shall be given by personal service or Certified Mail, return Receipt Requested, to the Commissioner of Transportation, State of New Jersey, an Affidavit of Service shall be presented to the Board prior to the Hearing. Notice to a condominium association shall be given in accordance with N.J.S.A. 40:55D-12.

Notwithstanding the above, Applicants shall refer to and comply with the provisions of N.J.S.A. 40:55D-12, et seq.

7. **PROOF OF PAYMENT OF TAXES.** Every application submitted shall include proof and certification by the Tax Collector that no taxes or assessments for local improvements are delinquent on the property which is the subject of such application.

8. **MAPS, DRAWINGS, PLATS AND DOCUMENTS** – Pursuant to N.J.S.A. 40- 55D-10(b), any maps or documents for which approval is sought at a Hearing, shall be on file and available for public inspection at least ten (10) calendar days prior to the date of the Hearing, during normal business hours, in the Office of the Planning Board. For subdivision applications, in addition to copies of drawings, etc., required with the application, the following copies of the subdivision plat (drawing) are required at or before the Hearing for signature upon approval:

   a. Four (4) paper prints of the subdivision plat (drawing) FOLDED 8 ½" x 11"

   b. One (1) Mylar type copy of the subdivision plat – ROLLED, not folded

   c. One (1) digital submission in pdf format

   If the application is approved:

   Item "a" goes to the Zoning Official, Tax Assessor, Tax Collector and Planning Board file, with copies of the Resolution. Item "b" is immediately signed and returned to the Applicant for his filing with the County Clerk. Planning Board Secretary to obtain a signed receipt for these drawings.

   Resubmission of the above paper, mylar and digital prints is required for signature and distribution, if a revision of the drawings is required as a result of the Hearing procedure.

9. **MAJOR AND MINOR SUBDIVISIONS** – Applications for Development requesting subdivision approval shall be accompanied by a survey (plat) showing the existing and proposed lots and boundaries, and any existing structures and easements, certified by a Licensed Professional Surveyor of the State of New Jersey. The plat shall indicate square footage of the lot and subject structures and also the coverage percentages, and any other information required under local law or State statute. Pursuant to N.J.S.A. 40-55D-47, unless otherwise directed by the Chairman of the Board, the Board as a whole shall act as a subdivision committee. County Planning Board approval or review is required on all subdivisions.

   DEFINITION OF MINOR AND MAJOR SUBDIVISIONS: Pursuant to N.J.S.A. 40:55D-5, a minor subdivision is that division of an existing parcel of land (that may consist of one or more Tax Map lots) into two (2) parcels (each of which may contain portions of one or more existing Tax Map lots), and that meets the further provisions of the Municipal Land Use Law definition of minor subdivisions. A major subdivision is any other subdivision of land.

HEARINGS AND MEETINGS

1. **TIME AND PLACE** – The Board shall hold its regular monthly meeting, provided there is business to be brought before the Board, on the second Tuesday of each month at 6:30 p.m. in the City Hall, Plan Room, 3rd floor, 301 N. Wood Avenue, Linden, New Jersey, unless revised from time to time by appropriate notice.

2. **THE AGENDA** – The Agenda for the meeting shall be substantially as follows:

   a. Call to Order

   b. Reading of "Open Public Meetings Act" Announcement

   c. Pledge of Allegiance

   d. Roll Call

   e. Motion to accept the Minutes of the previous meeting in the form in which they have been prepared and filed by the Secretary

   f. Correspondence

   g. Old Business

   h. Redevelopment Study

   i. New Business

   j. Comments of the Good of the Board

   k. Public Comment

   l. Adjournment of the Meeting.

   The agenda may be altered by the Chairman in the interest of conducting an orderly and efficient meeting.

3. **PROCEDURE FOR APPLICATIONS FOR DEVELOPMENT AND APPLICATIONS FOR PLANNING BOARD ACTION** – The following rules will be observed during the Board's conduct of any Hearing of an Application for Development or Application for Planning Board action:

   a. The Chairman shall call the case to be heard.

b. The Applicant, or his Attorney or Agent, shall be permitted brief opening remarks after swearing in.

c. The Applicant's case shall be presented, including the testimony of all supporting witnesses and the introduction of all documents or physical evidence. Questions by Members of the Board, or its Attorney and any testifying witnesses shall be entertained at this time. Upon completion of the Applicant's case, he shall so advise the Board that the case is rested.

d. Testimony of other persons in attendance at the Hearing favoring the application shall be heard. Each person so testifying shall first be recognized by the Chairman, rise and give his name, address and the location of his property within the Municipality, if any, and thereafter proceed to the front of the hearing room and be sworn in by the Board Attorney. Such testimony shall be limited to the making of a statement or statements concerning the matter, followed by any specific question or questions of any specific witnesses who have previously testified. Each person shall be given one (1) fair opportunity to be heard.

e. Qualified persons objecting to the application shall be given an opportunity to be heard, and their testimony or questions shall be heard in accordance with the Procedure outlined immediately above.

f. When all objections have been heard, the Chairman shall ask whether the Applicant has any additional factual information which has not previously been admitted, and will permit the admission of same. Thereafter, the Chairman shall declare that the receipt of all testimony is closed.

g. The Chairman shall permit the Applicant, or his Attorney or Agent, to make a brief closing statement, if desired.

h. The Board Attorney shall provide an overview of the application to the Board, including a statement of the relevant legal standards governing the Board's review of the application.

i. The Board shall discuss the application, which said discussion shall be led by the Chairman who, at his discretion, may review the facts presented to the Board, so that the Board might make an accurate determination of those matters which have been proved to the Board's satisfaction. Upon agreeing upon these established facts, the Chairman may request the Attorney's opinion on any matter, including whether the facts as presented and proved are sufficient under the law to grant relief.

j. At the close of the discussion by the Board, the Chairman shall (1) adjourn the matter pending further consideration of the Board; (2) adjourn the matter and request additional information to be supplied to the Board; (3) refer the matter to another municipal agency for their review and report back to the Board pursuant to the Municipal Land Use Law; or (4) request that a motion be made for determination of the matter, which motion shall contain any conditions or other proposed restrictions.

k. In the event a motion on the matter is made, the Chairman shall request each Member to express his view on the matter and, when complete, the Chairman will request a Roll Call Vote on the Resolution. The Chairman shall then announce the determination by the Board to those in attendance, and shall refer the matter to the Attorney for his preparation of a formal Resolution.

4. **MINUTES AND TRANSCRIPT** – Minutes of every Regular Meeting shall be kept, which shall include but not be limited to, the names and addresses of the persons appearing, the actions taken by the Board, the findings of the Board, and the reasons given by the Board for its actions. Minutes shall be available for public inspection and shall be maintained by the Office of the Secretary of the Board. The Secretary of the Board shall provide a copy of the Minutes

or a copy of the Transcript on request of any interested party at the expense of said party. These shall be in accordance with the Schedule of Fees adopted for the Board from time to time.

5. **FILES AND EVIDENTIARY MATERIAL** – The Secretary of the Board shall maintain a file on each matter coming before the Board, which said file shall contain a complete compilation of all papers filed in conjunction with each matter, and shall include all documentary evidence submitted to the Board, which said evidence shall be marked with an appropriate notation indicating that it has been accepted as an evidential Exhibit, in accordance with the custom and practice utilized by Certified New Jersey Court Reporters. The Board Attorney is hereby designated, pursuant to N.J.S.A. 40:55D-10, as that Officer of the Board who shall administer oaths to persons testifying before the Board. The Secretary of the Board is designated as the Officer authorized to issue subpoenas compelling the attendance of witnesses and the production of documents in accordance with the above-mentioned statute.

POST-HEARING

1. **WRITTEN DECISION** – The Board shall embody its decision in a written resolution and shall, within ten (10) days of the date the written decision is adopted, forward such document to the Applicant, without charge. Further, the Secretary shall file a copy of the resolution in the files, and make available said resolution to any interested party, and shall provide such interested party a copy of such resolution upon the payment of the fee established therefore.

2. **NOTICE OF DECISION** – The Applicant shall publish the Resolution in the official newspaper of the Municipality within ten (10) days of the date the resolution is adopted. The Secretary shall obtain a Proof of Publication from the Applicant and shall file such Proof of Publication in the Board's official records.

3. **MISCELLANEOUS** – In addition to the above, the Board shall exercise such powers, and adopt such directives, as it may be empowered by law to do, and transmit to the parties or Municipal Officials involved such determinations and directives.

FEES

In accordance with the provisions of the Municipal Land Use Law and the enabling Ordinances of the City of Linden 58-20 and 58-55, the Board hereby establishes the following Schedule of Fees, which such fees shall be made payable by check to the order of the "City of Linden" and delivered to the Planning Board Office unless otherwise indicated below. Fees for applications or for the rendering of any service by the Planning Board or any professional designated by the Boards, or any of the professionals hired by the City, for the purpose of repaying technical, investigative and administrative expenses involved in processing the application shall be as follows:

SCHEDULE OF THE APPLICATION FEES

a. Minor subdivision, two (2) lot minor subdivision, lot line adjustment, one thousand ($1,000.00) dollars.

b. Major subdivision sketch plat, two hundred ($200.00) dollars per lot.

c. Major subdivision, preliminary plat map, three (3) lots and greater, residential, one thousand ($1,000.00) dollars plus one hundred ($100.00) dollars for each lot.

   Non-residential, commercial and industrial, one thousand five hundred ($1,500.00) dollars plus two hundred ($200.00) dollars for each lot.

d. Final major subdivision plat maps, two hundred and fifty ($250.00) dollars per lot.

e. Site Plan Applications.

1. Residential including multi family or townhouse
   1 to 5 dwelling or townhouse units, one thousand five hundred ($1,500.00) dollars.

   6 to 20 dwellings or townhouse units, one thousand eighteen hundred ($1,800.00) dollars.

   Over 20 dwellings or townhouse units, three thousand ($3,000.00) dollars.

2. Non-residential, commercial/retail/industrial. Lot area shall be calculated by the total area of the property.

1 - 20,000 square feet	$ 1,500.00
20,000 - 50,000 square feet	2,000.00
50,000 - 100,000 square feet	2,400.00
Over 100,000 square feet	4,000.00

2. Concept Plan, residential minor and major subdivision, six hundred ($600.00) dollars.

   Commercial and all non-residential subdivision plans, fifteen hundred ($1,500.00) dollars.

3. Modification of site plan, two hundred ($200.00) dollars.

4. Use and Bulk Variances.

   (a) All use "D" variances, bulk "C" variances and conditional use applications not requiring a site plan or subdivision approval, fifteen hundred ($1,500.00) dollars, plus one hundred ($100.00) dollars for each variance.
   (b) Use "D" variances, bulk "C" variance and conditional use applications with a site plan or subdivision, one thousand ($1,000.00) dollars plus the applicable site plan or subdivision fee and one hundred ($100.00) dollars for each variance.

5. Extension of time for site plan, subdivision or variance, five hundred ($500.00) dollars.

6. Fee for zoning interpretation, five hundred ($500.00) dollars, plus escrow.

SCHEDULE OF THE ESCROW FEES

a. Residential (Use & Bulk Variance): seven hundred and fifty ($750.00) dollars

b. Zoning Interpretations: seven hundred fifty ($750.00) dollars

c. Concept subdivision for site plan - no fee

d. Minor Subdivision:

   1. Residential including multi-family or townhouse, two (2) lot minor subdivision, lot line adjustment seven hundred fifty ($750.00) dollars.

2. Non-residential/commercial/industrial, one thousand five hundred ($1,500.00) dollars plus three hundred ($300.00) dollars per lot.

e. Major Subdivisions:

1. Three (3) lots or greater, residential, including multi-family or townhouse one thousand five hundred ($1,500.00) dollars plus three hundred ($300.00) dollars per lot or unit.

2. Non-residential/commercial/industrial, two thousand ($2,000.00) dollars plus five hundred ($500.00) dollars per lot.

f. Site Plan Applications:

1. Residential including multi-family and townhouse one (1) – three (3) dwelling units, two thousand five hundred ($2,500.00) dollars.

2. Three (3) – twenty (20) dwelling units, three thousand five hundred ($3,500.00) dollars.

3. Over twenty (20) dwelling units, five thousand ($5,000.00) dollars.

4. Non-residential, commercial/retail/industrial. Lot area shall be calculated by the total area of the property:

a. 0 - 20,000 square feet	$3,500.00
b. 20,000 - 50,000 square feet	$4,500.00
c. 50,000 - 100,000 square feet	$6,500.00
d. Over 100,000 square feet	$10,000.00

Use "D" variances, bulk "C" variance and conditional use applications with a site plan or subdivision, one thousand ($1,000.00) dollars plus the applicable site plan or subdivision fee and one hundred ($100.00) dollars for each variance.

f. Extension of time for site plan, subdivision or variance, five hundred ($500.00) dollars.

g. Fee for zoning interpretation, five hundred ($500.00) dollars, plus escrow.

MISCELLANEOUS INFORMATION AND NOTES

a. "Days" refers to calendar days.

b. If the Applicant, or his Attorney or Agent, is absent from the Hearing, The Board reserves the rights to approve, deny or continue the application.

c. Concerning the disposition of letters directed to the Board:

1) **Opinion letters relative to an application**

Any letter or petition offered as evidence or indicating an opinion on an application can be accepted by the Board only if the author is present at the Hearing and available for cross-examination. Otherwise, such correspondence shall not be considered by the Board. Disposition will normally be determined by the Secretary with the advice of the Attorney and the Chairman, if necessary. Such correspondence will be maintained in the Secretary's file and sent as a reply to the sender.

2) **Letters or reports from experts (in response to a Planning Board request)**

Such letters or reports are admissible if also made available to the applicant at the same time they are made available to Board Members. If it is forwarded to the Board Members prior to the Hearing, a copy should be sent to the applicant or his attorney or agent.

3) **Procedural Letters**

Any letter from a non-applicant requesting administrative action by the Board – such as a request to change the Hearing date – should be read at the Meeting, resolved, and answered. The Secretary may seek the advice of the Attorney or the Chairman in responding to any such

FOR OFFICIAL USE ONLY	
Application No.	_____
Date Received	_____
Fee Submitted	_____
Application Fee ($)	_____
Escrow Fee ($)	_____
Hearing Date	_____
Complete Date	_____
Decision Date	_____
Board Action	_____
Resolution Approved	_____
Resolution Compliance	_____

PLANNING BOARD
CITY OF LINDEN
UNION COUNTY, NEW JERSEY
Phone: 908-474-8469
Fax: 908-486-0725

LAND DEVELOPMENT APPLICATION

DATE _____

NOTE: TWENTY-ONE (21) HARD COPY APPLICATION SETS MUST BE COLLATED AND SUBMITTED IN PACKET FORM FOR PROCESSING. DIGITAL FORMAT REQUIRED FOURTEEN (14) DAYS PRIOR TO HEARING DATE.

The undersigned, as Applicant/Owner of the subject property identified herein hereby makes application to the City of Linden Planning Board for (check all that apply):

_____ New Application	_____ Major Subdivision Preliminary	_____ Major Site Plan Preliminary
_____ Amendment to Prior Approval	_____ Major Subdivision Final	_____ Major Site Plan Final
_____ Concept Plan (Planning Bd. Only)	_____ General Development Plan	_____ Conditional Use
_____ Minor Subdivision	_____ Minor Site Plan	

Indicate Relief to be Requested in Conjunction with this Application

_____ Use Variance (N.J.S.A. 40:50D-70.d)	_____ Bulk Variance(s) (N.J.S.A. 40:50D-70.c)
_____ RSIS Exception (N.J.A.C. 5:21-3.2)	_____ Design Standard Waiver(s)

1 PROPERTY INFORMATION

a. Street Address: _____
b. Tax Map No. Block(s): _____ Lot(s): _____
c. Zone District: _____
d. Existing Use of Property: _____
e. Please list prior applications or municipal actions regarding this property:

_____
_____

f. Property is located (check applicable status):

_____ Within 200 feet of another Municipality _____ Adjacent to a State Highway

_____ Adjacent to an existing or proposed County Road _____ Adjacent to other County Land

(Note: If any category is checked, notification concerning this application to the appropriate agency is required.)

g. Property has public sanitary sewer access available? Yes____No____ If not, what solution is proposed to handle sanitary waste?

_____

_____

2 APPLICANT INFORMATION

a. Name: _____

b. Address: _____

c. Telephone: _____ Fax: _____

d. Email: _____

e. Applicant is a (check applicable status):

_____ Corporation _____ Partnership _____ Individual(s)

If applicant is a corporation or a partnership, please list the names and addresses of persons having a 10% interest or more in the corporation or partnership on a separate sheet and attach to this application.

f. Relationship of applicant to property (check applicable status):

_____ Owner _____ Purchaser under Contract _____ Lessee

Other (specify): _____

If applicant is represented by:

Attorney's Name:

a. Name: _____

b. Address: _____

c. Telephone: _____ Fax: _____

d. Email: _____

Engineer's Name:

a. Name: _____

b. Address: _____

c. Telephone: _____ Fax: _____

d. Email: _____

Architect's Name:

a. Name: _____

b. Address: _____

c. Telephone: _____ Fax: _____

d. Email: _____

3 NATURE OF APPLICATION (check where appropriate)

a. _____ Minor Subdivision/ Major Subdivision

(1) Indicate total tract size: _____ sq. ft./acres _____

(2) Proposed number of lots: _____

b. Residential Development (clearly detail proposed use of property):

_____

_____

c. Non-Residential Development (clearly detail proposed use of property):

_____

_____

d. Contemplated form of ownership (check all that apply):

_____ Fee Simple _____ Condominium _____ Cooperative _____ Rental

e. Are there any existing Deed Restrictions? _____ No _____ Yes (Attach copy of restriction)

f. Are there any proposed Deed Restrictions? _____ No _____ Yes (Attach copy of restriction)

g. List exhibits accompanying this application (attach separate sheet if necessary):

_____

_____

_____

_____

h. Indicate if this is a bifurcated use variance application: _____ Yes _____ No

(If yes, note that any approval, if granted by the Board of Adjustment, shall be conditioned upon submittal of a completed site application being submitted to the Board of Adjustment for approval (N.J.S.A. 40:55D-76).)

4 VARIANCE(S) REQUESTED

If this application requires a Variance from the strict application of the City of Linden Zoning Ordinance for a use permitted in the Zone in which the property is located complete the section below requesting said relief. You may attach additional sheets if needed.

Section	Required	Proposed

5 SPECIFIC DESIGN WAIVER(S) REFIEF REQUESTED

Section	Required	Proposed

6 SPECIFIC RELIEF REQUESTED

If relief is requested in connection with this development proposal for any category as indicated on the front page of this application and outlined above, attach hereto a separate exhibit(s) for each category of relief sought, stating the factual basis, legal theory, and whether they have been previously granted. Failure to supply this information, if applicable, will result in your application being deemed incomplete.

7 OTHER INFORMATION REQUIRED

a. Attach completed checklist.
b. Attach certification of payment of taxes from City Tax Collector.
c. Attach any, and list, required government approvals if received in connection with this application such as NJDEP Permits, NJDOT Permits, Union County Approvals, etc.

8 VERIFICATION AND AUTHORIZATION

a. Applicant's Statement: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.

_____ _____
Applicant's Signature Date

b. Owner's Statement: I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency.

_____ _____
Owner's Signature Date

Sworn and Subscribed to before me

_____ day of _____, 20_____

_____ (Notary)

9 Applicant agrees to Waiver of Time for action by Board: _____ Yes _____ No

NAME AND ADDRESS OF PERSON PREPARING PLOT:

Architect _____ Phone No. _____

Engineer _____ Phone No. _____

Signature Owner

APPLICANT _____

PLANNING BOARD
CITY OF LINDEN
UNION COUNTY, NEW JERSEY

DETERMINATION OF COMPLETENESS CHECKLIST
SITE PLAN

Project Title: _____
Address: _____
Block, Lot: _____
Application No: _____

	ITEM	YES	NO	N/A	COMMENTS
1	Site Plan drawn to a scale of not more than 1"=50', unless permitted by Board.	_____	_____	_____	_____
2	Signed and sealed statement of certifications by both licensed N.J. registered Professional Engineer and Land Surveyor, as to the accuracy of the Site Plan and topographical map.	_____	_____	_____	_____
3	Name and title of Applicant, Owner and Plan Preparer.	_____	_____	_____	_____
4	Approval block bearing titles of Chairman and Secretary of Planning Board and the City Engineer.	_____	_____	_____	_____
5	Block, Lot, and Tax Map Sheet Numbers.	_____	_____	_____	_____
6	Date, Scale and North Arrow.	_____	_____	_____	_____
7	Zone Boundaries of adjoining properties.	_____	_____	_____	_____
8	Existing/proposed Contours as per Section 29-10.5.6.	_____	_____	_____	_____

9 Location of Zoning Setback Lines and existing man-made or natural features.	_____	_____	_____	_____
10 Existing/proposed signage and lighting detail and location.	_____	_____	_____	_____
11 Location of existing/proposed buildings and structures.	_____	_____	_____	_____
12 Location of all structures within one hundred (100') feet of the property.	_____	_____	_____	_____
13 Proposed sanitary sewers and water systems.	_____	_____	_____	_____
14 Building floor plans and elevation drawings of proposed principal building and accessory structures.	_____	_____	_____	_____
15 Complete storm drainage system.	_____	_____	_____	_____
16 Drainage Design Data/Calculations.	_____	_____	_____	_____
17 Location and detail of existing/proposed site improvements (i.e. curbs, sidewalks, etc.).	_____	_____	_____	_____
18 Dimensions of all adjacent streets and roadway improvements, and all existing driveways within on hundred (100) feet of site.	_____	_____	_____	_____
19 Location and detail of sidewalk and street shade trees.	_____	_____	_____	_____
20 Profiles and construction cross section for parking, aisles and driveways, curbing, walkways, exterior stairways and railings.	_____	_____	_____	_____
21 Proposed off-street parking schedule.	_____	_____	_____	_____

22 Number and type of proposed uses of land, buildings and units, together with the floor area for same and the estimated number of employees or occupants of each unit.	_____	_____	_____	_____
23 Detail and location of Fire Protection Systems.	_____	_____	_____	_____
24 Reference to Covenants, Deed Restrictions, Easements and subsequent Waivers and Variances.	_____	_____	_____	_____
25 Soil Erosion and Sediment Control Plan and Details.	_____	_____	_____	_____
26 Adherence to the Flood Damage Prevention Ordinance No. 85 Code 56.	_____	_____	_____	_____
27 Survey data together with description of all areas dedicated to the City of Linden.	_____	_____	_____	_____
28 Required Survey Data.	_____	_____	_____	_____
29 Property Owners within two hundred (200) feet of ...	_____	_____	_____	_____
30 Retaining wall design detail and calculations bearing seal and signature of a N.J. registered Professional Engineer.	_____	_____	_____	_____
31 Landscaping Plan and Planting Schedule.	_____	_____	_____	_____
32 Any additional information deemed necessary by the Planning Board.	_____	_____	_____	_____
33 The Board reserves the right to reject any and all drawings which are not clear, concise, and legible.	_____	_____	_____	_____
33 The Board reserves the right to reject any and all drawings which are not clear, concise, and legible.	_____	_____	_____	_____

34 Final Site Plan: In addition to the aforesaid requirements, show or include the following:	_____	_____	_____	_____
- Final Contours of site as per 29-10.5.6.	_____	_____	_____	_____
- Final Elevations at the corners of all proposed buildings and paved areas and at property corners.	_____	_____	_____	_____
- Floor Plan and elevation drawings of the proposed building bearing the seal and signature of preparing architect.	_____	_____	_____	_____
- Landscaping Plan and Planting Schedule.	_____	_____	_____	_____

Note: Corporation and Limited Liability Companies making application MUST be represented by Counsel at any Planning Board Meetings

NOTICE TO UTILITIES:
The MLUL was amended to require that notice of hearings on application for site plans or major subdivisions be given

ADDITIONAL COMMENTS:

_____

_____

_____

_____

_____

_____

PLANNING BOARD
CITY OF LINDEN
UNION COUNTY, NEW JERSEY

DETERMINATION OF COMPLETENESS CHECKLIST
MINOR SUBDIVISION

Project Title_____
Address _____
Block, Lot _____
Application No _____

	ITEM	YES	NO	N/A	COMMENTS
1	21 Copies of subdivision map.				
2	Scale not less than 1"=50'.	_____	_____	_____	_____
3	Statement of certification as to the accuracy of the plat, signed and sealed by Licensed Professional Engineer.	_____	_____	_____	_____
4	Statement of certification as to the accuracy of the topographical survey signed and sealed by Licensed Professional Land Surveyor.	_____	_____	_____	_____
5	The location of the lots to be created in relation to the entire tract.	_____	_____	_____	_____
6	All existing structures and natural features within the subdivision and two-hundred (200') feet therefore.	_____	_____	_____	_____
7	The name of the owner and of all property owners within 200 feet.	_____	_____	_____	_____

8	Block, Lot, and Tax Map Sheet Numbers.	_____	_____	_____	_____
9	All streets and streams within two hundred (200') feet of the subdivision, including width of paving and rights-of way.	_____	_____	_____	_____
10	Acreage of tract being subdivided and area of all lots to be created.	_____	_____	_____	_____
11	Key Map Drawn to a scale of not less than 1"=400'	_____	_____	_____	_____
12	Reference to easement, covenants, dead restriction, and subsequent waivers and variances.	_____	_____	_____	_____
13	List of required variances on the map.	_____	_____	_____	_____
14	Map Title.	_____	_____	_____	_____
15	Zone Boundaries.	_____	_____	_____	_____
16	Approval block bearing titles of Chairman and Secretary of Planning Board and the City Engineer.	_____	_____	_____	_____
17	Map preparation date, north arrow and scale.	_____	_____	_____	_____
18	Location of existing and proposed building setback lines of all proposed lots.	_____	_____	_____	_____
19	Appropriate minimum frontage and indicate frontage of any corner lot.	_____	_____	_____	_____
20	Survey data of all proposed and existing lot lines.	_____	_____	_____	_____

21 Location of existing and proposed buildings, including the floor elevations.	_____	_____	_____	_____
22 Retaining wall design detail and calculations bearing seal and signature of a New Jersey registered Professional Engineer.	_____	_____	_____	_____
23 Any additional information deemed necessary by the Planning Board.	_____	_____	_____	_____
24 The Board reserves the right to reject any and all drawings which are not clear, concise and legible.	_____	_____	_____	_____

Note: Corporation and Limited Liability Companies making application MUST be represented by Counsel at any Planning Board Meetings

ADDITIONAL COMMENTS

PLANNING BOARD
CITY OF LINDEN
UNION COUNTY, NEW JERSEY

DETERMINATION OF COMPLETENESS CHECKLIST
MAJOR SUBDIVISION

Project Title_____
Address _____
Block, Lot _____
Application No _____

	ITEM	YES	NO	N/A	COMMENTS
1	Drawing preparation date and all subsequent revision dates.	_____	_____	_____	_____
2	Key Map drawn to a scale of not less than 1"=400'.	_____	_____	_____	_____
3	Title of Development and Title of each drawing.	_____	_____	_____	_____
4	North Arrow.	_____	_____	_____	_____
5	Subdivision plan drawn to a scale not less than 1"-50'/	_____	_____	_____	_____
6	Block, Lot, and Tax Map Sheet	_____	_____	_____	_____
7	Name and address of owner and/or applicant. If a corporation, indicate name and address of partner or officer(s).	_____	_____	_____	_____
8	Name, address, License no. and seal of the preparing New Jersey registered professional Land Surveyor.	_____	_____	_____	_____

9	Required survey data of all proposed and existing lots, easement, roadways, etc.	_____	_____	_____	_____
10	Property owners within 200 feet.	_____	_____	_____	_____
11	Zone boundaries of the adjoining properties.	_____	_____	_____	_____
12	Proposed and existing setback lines.	_____	_____	_____	_____
13	Reference to proposed or existing covenants or deed restrictions.	_____	_____	_____	_____
14	Distance along right-of-way lines to the nearest intersection.	_____	_____	_____	_____
15	Existing structures and natural features within 200 feet thereof.	_____	_____	_____	_____
16	Existing/proposed contours.	_____	_____	_____	_____
17	Location of existing natural and man-made features (i.e. rock outcrops, streams, culverts, etc.)	_____	_____	_____	_____
18	Cross-sections and profile of the proposed roadways.	_____	_____	_____	_____
19	Location of existing/ proposed sanitary sewer and water facilities and appurtenances.	_____	_____	_____	_____
20	Detailed existing and proposed storm runoff drainage report prepared in accordance with Section 26-17.9	_____	_____	_____	_____
21	Acreage of tract to the nearest tenth of acre and area of all lots in square feet.	_____	_____	_____	_____
22	Location of existing and proposed monuments.	_____	_____	_____	_____

23 Location and nature of spaces designated as "common area" for the common use of all property owners.	_____	_____	_____	_____
24 Soil percolation test report and location of test holes in accordance with the requirements of Board of Health or other applicable agencies.	_____	_____	_____	_____
25 Individual sewage disposal system.	_____	_____	_____	_____
26 All streets and streams within two hundred (200) feet of the subdivision, including width of paving right-of-ways.	_____	_____	_____	_____
27 Proposed buildings including floor elevations when deemed necessary. Site grading plan when required by Planning Board and/or City Engineer.	_____	_____	_____	_____
28 Location of existing and proposed building setback lines.	_____	_____	_____	_____
29 Retaining wall design data prepared, sealed and signed by a New jersey registered professional Engineer.	_____	_____	_____	_____
30 Soil Erosion and Sediment Control Plan.	_____	_____	_____	_____
31 Soil movement details.	_____	_____	_____	_____
32 Adherence to the Flood Damage Prevention Ordinance - Section 26 Article I.	_____	_____	_____	_____
33 Indicate limit of grading and/or disturbance.	_____	_____	_____	_____

34 Such other information or date as may be required by the approving authority or the County Planning Board.	_____	_____	_____	_____
35 The Board reserves the right to reject any and all drawings which are not clear, concise, and legible.	_____	_____	_____	_____

Note: Corporation and Limited Liability Companies making application MUST be represented by Counsel at any Planning Board Meetings

ADDITIONAL COMMENTS

APPOINTMENT OF AGENT

AS REQUIRED BY NEW JERSEY LAW

(N.J.S.A. 40:55d-48, ET.SEQ.)

LINDEN PLANNING BOARD
FORM A-4

Applicant's Name & Address: _____

_____

_____

Owner's Name & Address: _____

_____

_____

Subject Property – Street Address: _____

Block & Lot No. (s) _____

The Applicant hereby appoints _____

Attorney's Address _____

_____

Engineer _____

Engineer's Address _____

_____

as Applicant's Agent for all purposes concerning the above referenced Planning Board Application, and does agree to accept, as Applicant's own act and deed, all acts performed by said Agent concerning the matter.

Date _____ _____
Applicant

Date _____ _____
Applicant's Agent

WITNESS LIST

LINDEN PLANNING BOARD
FORM A-5

Name	Address
Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

CERTIFICATE OF OWNERSHIP OF APPLICANT

AS REQUIRED BY NEW JERSEY LAW

(N.J.S.A. 40:55d-48, ET.SEQ.)

LINDEN PLANNING BOARD
FORM A-6

Listed below are names and addresses of all owners of 10% or more of stock/interest* in the undersigned applicant corporation/partnership.

	NAME	ADDRESS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Where corporation/partnership own 10% or more of the stock/interest in the undersigned or in another corporation/partner so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individual partners exceeding 10% ownership criterion have been listed.

_____ _____
Signature of Officer/Partner Date

_____
Name of Applicant Corporation/Partnership

REAL ESTATE TAX STATUS REPORT

LINDEN PLANNING BOARD
FORM A-7

Property Information

Street Address _____ Block/Lot No.(s)_____
Applicant's Name & Address: _____
_____

Owner's Name & Address: _____
_____

Applicant must submit this form with application. The Board Secretary or Administrative Officer will forward this form to the Tax Collector for completion.

TO BE COMPLETED BY CITY OF LINDEN TAX COLLECTOR

Are taxes delinquent on any property involved? _____
Are assessments for local improvements delinquent? _____
Is a City of Linden lien on the property in effect? _____

□ I hereby certify that no tax or assessment delinquency exists for the involved property through the date of _____, 20____ .

□ A review of the City of Linden's records indicates the following tax or assessment delinquency:
_____
_____
_____

_____ _____
City of Linden Tax Collector Date

FINANCIAL DISCLOSURE STATEMENT

(Escrow Fees)

LINDEN PLANNING BOARD
FORM A-8

Pursuant to local Ordinance, I understand that additional Escrow Fees may be charged at a later date: I herewith agree to pay these additional charged fees. If I fail to pay these fees when requested, I understand that the City of Linden will also charge reasonable Attorney's fees for the collection of these fees.

_____ _____
(Print Name) (Daytime Phone)

_____

_____
(Billing Address)

_____ _____
(Signature) (Date)

Note: This application will be deemed ***incomplete*** *if all information above is not fully completed.*

REQUEST FOR CERTIFIED PROPERTY OWNERS' LIST

(Addresses within 200'of subject property)

LINDEN PLANNING BOARD
FORM A-9
Submit to Tax Assessor's Office with Ten Dollar ($10.00) Fee

Applicant: _____

Block: _____

Lot: _____

Property Address: _____

I authorize the Tax Assessor's Office to compile a list of property owners and mailing addresses located within a 200-feet radius of the above mentioned property.

_____ _____
Authorized Signature Date

□ Please call me when the list is complete at: _____

□ Please mail the list to the following address:_____

_____

_____

NOTICE OF APPLICATION FOR DEVELOPMENT

LINDEN PLANNING BOARD
FORM A-10

TO BE SERVED BY THE APPLICANT TO OWNERS OF PROPERTY LOCATED WITHIN 200 FT. OF SUBJECT PROPERTY AND PUBLISHED IN THE OFFICIAL NEWSPAPER. MAILING AND PUBLICATION MUST BE COMPLETED AT LEAST TEN (10) DAYS BEFORE THE HEARING DATE.

PLEASE TAKE NOTICE that the undersigned has filed an Application for Development with the Planning Board of City of Linden, New Jersey, requesting (provide description of requested approval including a detailed description of all requested variances):

_____

_____

_____

for the premises known as _____
(Block No.) (Lots No(s))

located at _____
(Address)

A public hearing has been scheduled for _____, 20_____, at 7:00 p.m., in the Municipal Building, City of Linden, 301 N. Wood Avenue, Linden, New Jersey 07036, at which you may have to present this application. Letters will not be accepted in lieu of personal appearance at this hearing.

Maps and documents, if any, relating to this Application will be available for public inspection beginning not less than ten (10) days prior to the hearing date in the office of Planning Board, City Hall, 301 N. Wood Avenue, Linden, New Jersey 07036 during regular business hours, or on the City of Linden official website.

This Notice is sent to you by the Applicant by order of the Planning Board in compliance with N.J.S.A. 40:55D-1, et seq.

_____

_____

_____
Applicant's Name and Address

AFFIDAVIT OF MAILING AND PUBLICATION

LINDEN PLANNING BOARD
FORM A-11

Property Information

Street Address _____ Block/Lot Nos._____

Applicant's Name & Address _____

_____

Owner's Name & Address: _____

_____

STATE OF NEW JERSEY} ss:

COUNTY OF UNION }

_____, of full age, being duly sworn according to law, on his/her oath, deposes and says:

1. I am the _____ in the above captioned matter.
2. Attached hereto as Exhibit A is the certified list received from the Tax Assessor of all property owners and other parties to whom notice was required to be sent, showing the names and addresses of the persons served and the lot and block numbers of each person's property as same appear on the current City of Linden Tax Assessment List.
3. On _____, 20_____, at least ten (10) days prior to the hearing date of this application, I gave notice to all property owners on said Exhibit A by certified mail, return receipt requested. Copies of the certified mail receipts are attached hereto as Exhibit B.
4. A copy of the Notice of Hearing mailed to the property owners identified on Exhibit A is attached hereto as Exhibit C.
5. The Notice of Hearing on Application for Development was also published in _____ _____, the official newspaper of the municipality on _____, 20_____, Attached hereto as Exhibit D is a Proof of Publication received from the said official newspaper.

_____ _____
Print Name Signature

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

_____
Notary Public
My commission Expires: