

BOROUGH OF ROOSEVELT

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PLANNING BOARD

APPLICATION FORM

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PLANNING BOARD

INSTRUCTIONS AND GENERAL PROCEDURES

Welcome to the application packet for the Borough of Roosevelt Planning Board. The following description provides a general overview of the Planning Board and the reason for Zoning and the instructions for making an application to the Board.

What is Zoning?

The Borough is divided into various “zones” and each has specific regulations related to use, setbacks, lot coverage, building height and other various features of land use. These zones have been created by the Borough Zoning Ordinance which is meant to encourage the most appropriate use of land and conservation of the value of property. It prevents conflicts between different types of uses and provides buffers between different zones.

What does the Planning Board do?

The Planning Board is responsible for considering applications that require exceptions from standards in the Borough's Land Use Ordinance. Examples of these exceptions could be as simple as minor or major site plan for commercial properties, minor or major subdivisions, conditional uses, and so forth. In some cases bulk (“C”) variances and “D” variances The Board is empowered by the Municipal Land Use Law (MLUL), N.J.S.A. 40:55D-1, to grant exceptions to the zoning ordinances in cases where the literal and rigid interpretation and enforcement of the zoning laws would cause undue hardship or injustice. These exceptions are called variances, approvals or waivers.

Since zoning variances may infringe on the rights of neighbors, an applicant is not entitled to a variance, waiver, or subdivision. Some items to consider when requesting approvals are special reasons, benefits, negative criteria and hardship. In some cases, applicants may not be able to meet the land use requirements due to the physical characteristics of the property such as shape, lot size, frontage or other features. An applicant may want to subdivide a larger parcel into small smaller parcels. Applicants must meet specific criteria contained in the MLUL by satisfying specific legal standards of proof. This burden of proof is placed upon the applicant to demonstrate the requested relief is justified without impinging upon the rights of neighbors.

Instructions on Applying to the Planning Board

Applicants are encouraged to meet with the Borough Zoning Officer prior to filling out any forms to ensure that a variance is required for the proposed work. Once the Zoning Officer has determined that the applicant must appear before the Planning Board by issuing a denial of the zoning application, the application process may begin. The applicant should familiarize themselves with the Borough Code which is available on the website at rooseveltnj.us. Based on the level of complexity of the variance/waiver/approvals that is required, the applicant should consider hiring professionals to represent them and make their case to the Board.

The application consists of various documents that all must be filled out and submitted in order for your application to be deemed complete. The following items must be submitted:

- 1) **Development Application** – Four (4) sheets that provide the Board with contact information for the applicant and all professionals, the type of application, the items of the proposed development, an overview of the project and the consents required for the application review and approval.
- 2) **Application Checklist** – A checklist that the applicant must complete. The checklist provides a line by line list of items that must be addressed by the applicant for completeness plan requirements. Based on the type of variance required, the applicant will only have to address those items that correspond to that variance and are checked off on the checklist.
 - a. The applicant shall notice that all items listed under Section 1 – Administrative Completeness Requirements of the checklist must be submitted for the application to be accepted. Failure to submit a requested item may be cause for your application to be rejected. The Board Professionals will not begin to review your application until these items are received.
 - b. Applications will typically require the applicant to hire a professional engineer or architect to prepare a plan to present to the Board.
- 3) **Escrow & Application Fee** –The fees shall be paid to the Borough of Roosevelt in the form of two separate checks prior to the actual public meeting. Fees shall be determined by the Board Secretary upon review of the application.
- 4) **Statement of Corporate or Other Ownership** – This form is required for all applications involving an LLC or other type of corporation and allows the Board to determine true ownership of the corporation, partnership or individual applying for the variance.

- 5) **Certified List of Property Owners** – The Municipal Land Use Law (MLUL) requires that notice be served on all property owners within two hundred feet (200') of the parcel that is the subject of the application. This notice alerts the neighbors that a variance is being requested and assures them an opportunity to witness the presentation and support or object to the application. The applicant should request a certified list of property owners from the Tax Assessor by utilizing the sample request letter provided.
- 6) **Notice to Owners** - Once the application has been deemed preliminary complete by the Board Secretary, and the escrow paid by the applicant, the Board Secretary will notify the applicant of the assigned hearing date. The applicant shall fill out the "Notice to Owners" as provided in the package and send a copy to all owners on the list via certified mail, return receipt requested, at least ten (10) days prior to the hearing. Copies of the notice and the certified receipts must be submitted to the Board Secretary at least three (3) days prior to the hearing or the application may be removed from the agenda.
- 7) **Public Notice** - The MLUL requires that an applicant provide a public notice which shall appear in a local newspaper designated by the Borough. This notice alerts the public that a variance is being requested and assures that anyone who wants the opportunity to witness the presentation and support or object to the application may do so. The public notice shall appear in the newspaper at least ten (10) days prior to the hearing. Copies of the public notice and an Affidavit of Publication must be submitted to the Board Secretary at least three (3) days prior to the hearing or the application may be removed from the agenda. The Asbury Park Press (APP) or the Times of Trenton (TT) are the local newspapers designated by the Borough. Notice should be sent to the APP or TT a few days ahead of time to meet their internal deadline for publication.
- 8) **Affidavit of Proof of Service** – This form must be filled out, signed and notarized for all applications to the Board. The applicant should check off all parties that were served notices and swear to it to ensure compliance with the MLUL. The applicant should attach copies of all notices that were sent out.
- 9) **Municipal Tax & W/S Status Request** – The applicant shall fill out the top portion of this form and submit it to the Tax Collector for certification that all taxes and water/sewer are paid and up to date and return the form to the Board Secretary.
- 10) **Package Completeness** – In order for your application to be deemed preliminarily complete by the Board Secretary, all items listed above must be addressed and anything checked off on the checklist must be provided. Two copies of the completed application (the 5 pages), plans, surveys, pictures, drawings, etc. along with an electronic copy emailed to the Board Secretary, must be submitted to be deemed complete. If the applicant is requesting a waiver for an item on the checklist, a written explanation for the request must be submitted.

- a. If the application requires review from the Borough's Engineer the full application will be submitted to the Borough Engineer for review. A Review letter will then be mailed to the applicant and their professionals.
- b. Once the applicant has paid the fee, the Board Secretary will assign a hearing date for the application. When the hearing date has been assigned, the applicant shall notice all parties as listed above and on the attached checklist, and provide copies of the notice, receipts, and affidavits at least three (3) days prior to the hearing. Failure to provide these documents may cause the application to be removed from the hearing agenda.
- c. After all of the items listed above have been addressed and the package is deemed administratively complete, the application will be heard at the assigned hearing. The applicant should be prepared to provide testimony on their behalf in support of the application which should include exhibits, professionals, etc.

This is a general overview of the process to apply to the Borough of Roosevelt Planning Board. This overview should not be considered all-inclusive and it is the responsibility of the applicant to follow all rules and regulations of the Board and the MLUL. If you have any questions or need additional information, please contact April Claudio, Board Secretary.

Keep in mind that we cannot offer you legal advice or information as to presenting the merits of your case. All applicants should consider seeking outside professional assistance in preparation of their case.

BOROUGH OF ROOSEVELT

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DEVELOPMENT APPLICATION

DATE RECEIVED: _____ APPLICATION NO: _____

RECEIVED BY: _____ FEE AMOUNT PAID: _____
(Items above to be filled out by the Borough)

(Please Print)

Date Prepared: _____ Zone: _____

Block(s): _____ Lot(s): _____

Site Address: _____

Name of Owner(s): _____

Owner Address: _____

Phone #: _____ Email: _____

Name of Applicant (if different than owner): _____

Applicant Address: _____

Phone #: _____ Email: _____

Name of Professional Preparing Plan: _____ License #: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____

Name of Attorney Representing Applicant: _____

Name of Firm: _____

Firm Address: _____

Phone #: _____ Email: _____

1. Application Request

- a. The applicant is hereby requesting an application for the following:
 - Minor Subdivision
 - Preliminary Major Subdivision
 - Final Major Subdivision
 - Conditionally Exempt Site Plan
 - Minor Site Plan
 - Preliminary Major Site Plan
 - Amended Preliminary, Final or Minor Subdivision
 - Amended Preliminary, Final or Minor Site Plan
 - Final Major Site Plan
 - Appeal of Zoning Officer's Decision ("A")
 - Interpretation of Zoning Ordinance ("B")
 - Hardship or Flexible Bulk Variance ("C")
 - Use Variance ("D")
 - Other: _____

Is a variance or conditional use approval required? _____ If so, please specify the section of the Ordinance: _____ and provide a detailed explanation of the variances needed and attach explanation hereto.

2. Items of Proposed Development

- a. Address: _____
- b. Zoning District: _____
- c. Number of Existing Lots: _____ Number of Proposed Lots: _____
- d. For the construction of: (check all that apply and provide # of each type)
 - Single Family Dwelling _____
 - Two Family Dwelling _____
 - Other Residential _____
 - Other (Describe) _____
 - Accessory Use _____
 - Addition _____
 - Commercial Structure(s) _____

Number of units that will qualify as Affordable Units _____ for sale and _____ for rent.

- e. Provide brief description of proposed development: _____

3. Consent for Site Review

- a. The applicant and owner realize that as part of the Planning Board / Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Borough of Roosevelt's Planning Board and Zoning Board of Adjustment as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.

Owner Initials Date Applicant Initials Date

5. Certificate of Concurrence & Statement of the Landowner

- a. I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board / Zoning Board of Adjustment.
- b. Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
- c. Permission is hereby granted to: _____, otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant or Contract Purchaser if applicable): _____.

Owner Initials Date Applicant Initials Date

6. Escrow Agreement

- a. The ordinances of the Borough of Roosevelt require the Applicant to pay certain sums into an escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property.
- b. The Applicant shall submit an escrow payment to the Borough of Roosevelt in the amount of to be held by the Borough in an interest bearing account pursuant to N.J.S.A. 40:55D-53.1.
- c. The Borough has the right to withdraw funds from said escrow account for payment of all invoices submitted by the professionals reviewing the application on behalf of the Borough pursuant to N.J.S.A. 40:55D-53.2.
- d. If the escrow account is reduced to 25% of its original amount or if additional payments are deemed necessary by the Planning Board / Zoning Board of Adjustment / Borough, the Applicant shall be notified of such and agrees to make an additional payment within twenty-one (21) days of receipt of request pursuant to Borough Code.

Owner Initials Date Applicant Initials Date

7. Final Certification

Owner

Applicant (if other than owner)

Name: _____

Address: _____

Signature: _____

Notary Public

Attorney on behalf of Applicant/Owner

Name: _____

Address: _____

Signature: _____

Stamp:

Seal:

Applicant

Company Name: _____

Address: _____

Contact Name: _____

Signature: _____

Date Submitted: _____

Block: _____ Lot: _____

Street Address of Property: _____

Professional Engineer/Architect

Company Name: _____

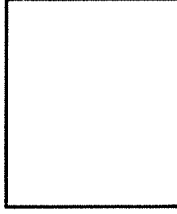
Address: _____

Contact Name: _____

Signature: _____

Date Submitted: _____

License No.: _____



Seal

STATEMENT OF CORPORATE OR OTHER OWNERSHIP

1. Please indicate if the applicant is a (an):

a. Individual _____

b. Corporation _____

c. Partnership _____

2. If the applicant is a Corporation or a Partnership, the following shall be provided:

a. The names and addresses of all stockholders owning 10% or more of its stock of any class;

b. The names and addresses of all individual partners who own 10% or greater interest therein.

3. If one or more such stockholders or partners is itself a corporation or partnership, the stockholders holding 10% or more of that corporations stock, or the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed.

Name: _____ Name: _____

Address: _____ Address: _____

Percentage Ownership: _____ Percentage Ownership: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Name: _____ Name: _____

Address: _____ Address: _____

Percentage Ownership: _____ Percentage Ownership: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Date: _____

Borough of Roosevelt

Attn: Tax Assessor
Donna Taylor
taxassessor@rooseveltnj.us

**Re: Certified List of Property Owners
Borough of Roosevelt Development
Application**

Dear Ms. Taylor:

I hereby request a certified list of property owners within two-hundred (200') feet of the property listed below:

Block(s): _____ Lot(s): _____

Should you have any questions, I can be reached at _____.

Please email the list to: _____.

Thank you.

Very truly yours,

Name: _____

Address: _____

Signature: _____

BOROUGH OF ROOSEVELT PLANNING BOARD
NOTICE TO PROPERTY OWNERS

PLEASE TAKE NOTICE:

That the undersigned has filed an appeal or application for development with the Planning Board of the Borough of Roosevelt so as to permit the applicant to:

on the premises located at: _____
(physical address of the property)

In conjunction with the application, the applicant is applying for the following variances/design waivers: (Note: Please be specific. One must list all necessary variances (i.e., One must list the Borough's Zoning Requirements, and what is being proposed.)

and designated as Lot(s): _____ Block(s): _____ on the Borough Tax Maps, and this notice is sent to you as an owner of property within two hundred (200') feet of the applicant's property.

This appeal / application has been assigned by the Planning Board and a public hearing has been ordered for:

_____, _____ at 7:00 p.m.,
(Month) (Day) (Year)

to be held via Zoom. (Insert Zoom Instructions)

When the case is called, you may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the petition.

All documents relating to this appeal / application that are on file may be reviewed by the public at Borough Hall or at rooseveltnj.us.

This notice is sent to you by the applicant, by the order of the Planning Board.

Respectfully,

(Name of Applicant) _____
(Signature of Applicant) _____
(Date)

BOROUGH OF ROOSEVELT PLANNING BOARD
PUBLIC NOTICE

TAKE NOTICE that a public hearing will be held on the _____ day of _____, 20____, at 7:00 p.m. at the Borough of Roosevelt via Zoom, for the appeal / application of the undersigned for a variance or other relief so as to permit the applicant to:

on his premises located at: _____,
(physical address of the property)

In conjunction with the application, the applicant is applying for the following variances/design waivers: (Note: Please be specific. One must list all necessary variances (i.e., One must list the Borough's Zoning Requirements, and what is being proposed.)

and designated as Lot(s): _____ Block(s): _____ in the _____ Zone on the Borough Tax Maps. When the case is called, any interested party may appear either in person, or by agent or attorney, and present any objections which you may have to the granting of the relief sought in the appeal / application.

Insert Zoom Instructions:

All documents relating to this appeal / application that are on file may be reviewed by the public at Borough Hall or at rooseveltnj.us.

(Name of Applicant)

(Date)

Note: Applicant shall fill out the information listed below on the top portion of this form only. The form shall be submitted to the Tax Office and returned to the Board Secretary completed.

Date Prepared: _____ Zone: _____

Block(s): _____ Lot(s): _____ Qualifier: _____

Site Address: _____

APPLICANT

OWNER

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

(Information listed below to be filled out by the Tax Collector)

	<u>Taxes Paid</u>	<u>Taxes Delinquent</u>
Current Year Taxes	_____	_____
Prior Year Taxes	_____	_____
Borough Tax Lien	No _____	Yes _____

(Information listed below to be filled out by the Water/Sewer Collector)

	<u>W/S Paid</u>	<u>W/S Delinquent</u>
Current Year Water/Sewer	_____	_____
Prior Year Water/Sewer	_____	_____
Borough Tax Lien	No _____	Yes _____

I certify that the above information is a true statement pertaining to the status of the taxes and water/sewer on the above listed property.

Respectfully,

(Name of Tax Collector/Water Collector)

(Signature)

(Date)

BOROUGH OF ROOSEVELT
 33 NORTH ROCHDALE AVENUE
 POST OFFICE BOX 128
 ROOSEVELT, NJ 08555-0128
 (609) 448-0539

**Planning Board Checklist for Appeals, Interpretations,
 Variances, Conditional Uses and Planning Variances**

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Conditional" Use	Planning Variance
PLANS SPECIFICATIONS						
1. Plans clearly and legibly drawn or reproduced at a scale not smaller than 1 inch equals 100 feet.	X		X	X	X	X
2. Sheet size either 15" x 21", 24" x 36", or 30" x 42".			X	X	X	X
3. Plans shall be prepared by an architect, planner, engineer, land surveyor, or the applicant, where appropriate.			X	X	X	X
4. Plans prepared to scale based on deed description, tax map or similarly reasonably accurate data for the purpose of review and discussion by the Planning Board.			X	X	X	X
GENERAL INFORMATION						
5. Metes and bounds description of parcel in question based upon current land survey information.			X	X	X	X
6. Property line shown in degree, minutes and seconds.			X	X	X	X
7. Key map showing location of tract to be considered in relation to surrounding area.			X	X	X	X
8. Title block containing name of applicant, preparer, lot and block numbers, date prepared, date of last amendment and zoning district.			X	X	X	X
9. Each block and lot numbered in conformity with the municipal tax map as determined by the municipal tax assessor.			X	X	X	X
10. Scale of plan, both written and graphic.			X	X	X	X
11. North arrow giving reference meridian.			X	X	X	X
12. Space for signatures of Chairperson and Secretary of the Planning Board.					X	X
13. Names of all property owners within 200 feet of subject property.	X	X	X	X	X	X
14. Location of existing and proposed property lines with dimensions in feet to the nearest two decimal places.	X		X	X	X	X

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Conditional" Use	Planning Variance
15. Zoning district in which parcel is located, indicating all setbacks, lot coverage, height, floor area ratio, and density, both as to required and proposed. Indicate the above both written and graphically.			X	X	X	X
16. Zone requirements per Ordinance and per application.	X	X	X	X	X	X
17. Acreage of affected parcel to the nearest hundredth of an acre.	X	X	X	X	X	X
18. Provide a photograph of the premises in question taken from the opposite side of the street.			X	X	X	X
NATURAL FEATURES OF THE SITE AND WITHIN 200 FEET THEREOF						
19. Contours to determine the natural drainage of the land. Intervals shall be: up to 10% grade-2 feet; over 10% grade-5 feet.					X	X
20. Cliffs and rock outcroppings.					X	X
21. Flood plains.					X	X
22. Natural and artificial watercourses, streams, shorelines and water boundaries and encroachment lines.					X	X
23. Aquifer recharge areas, including safe sustained ground water yield.					X	X
24. Wooded areas indicating predominant species and size.					X	X
25. Location of trees 6 inches or more in diameter, as "measured one foot above ground level, outside of wooded area, designating species of each.					X	X
26. Areas in which construction is precluded due to presence of stream corridors and/or steep slopes.					X	X
27. All areas to be disturbed by grading or construction.					X	X
MAN-MADE FEATURES ON SITE AND WITHIN 200 FEET THEREOF						
28. Location of existing structures and their setbacks from existing and proposed property lines.	X	X	X		X	X
29. Location and type of existing easements or rights of way including power lines.			X		X	X
30. Location of existing railroads, bridges, culverts, drain-pipes, water and sewer mains and other man-made installations affecting the tract.			X		X	X
31. Location of existing wells and septic systems.			X		X	X

	“A” Appeal	“B” Interpretation or Special Question	“C” Variance	“D” Variance	“Conditional” Use	Planning Variance
32. When Applicant intends to use a conventional septic disposal system: location of test holes, test results and approximate location of the intended disposal field.			X	X	X	X
33. Plans and profiles of proposed utility layouts, such as sewers, storm drains, water, gas and electric, showing feasible connections to existing or proposed utility systems.			X		X	X
34. Location and description of monuments whether set or to be set.			X		X	X
STREETS						
35. Location, names and widths of all existing and proposed streets on the property and within 200 feet of the tract.			X		X	X
36. Required road dedication.			X		X	X
37. Road orientation (as it relates to energy conservation).					X	X
38. Plans, profiles and cross-sections of all proposed new streets and/or access to proposed streets.			X		X	X
MISCELLANEOUS						
39. Proposed sight easements where required.					X	X
40. Proposed drainage easements where required.					X	X
41. Natural resource inventory information including:						
a. Soil types as shown by the current Soil Conservation Survey Maps.			X	X	X	X
b. Soil depth to restrictive layers of soil.			X	X	X	X
c. Permeability of the soil by layers.			X	X	X	X
d. Height of soil water table and type of water table.			X	X	X	X
e. Flood plain soil (status).			X	X	X	X
f. Limitation for foundation.			X	X	X	X
g. Limitation for septic tank absorption field (only where septic tank is proposed to be used).			X	X	X	X
h. Limitation for local road and streets.			X	X	X	X
i. Agricultural capacity classifications.			X	X	X	X
j. Erosion hazard.			X	X	X	X
42. Landscaping plan including the types, quantity, size and location of all proposed vegetation. The scientific and common names of all vegetation shall be included.					X	X

	"A" Appeal	"B" Interpretation or Special Question	"C" Variance	"D" Variance	"Conditional" Use	Planning Variance
43. Soil Erosion and Sediment Control Plan consistent with the requirements of the Freehold Soil Conservation District.					X	
44. Design calculations showing proposed drainage facilities to be in accordance with the appropriate drainage run-off requirements.			X	X	X	X
45. The purpose of any proposed easement of land reserved or dedicated to the public or common use shall be designated and the proposed uses of sites other than residential shall be noted.	X	X	X	X	X	X
46. Any sections for which a waiver is specifically being requested and a narrative paragraph explaining why the Applicant is entitled to such a waiver.	X	X	X	X	X	X