



DIVISION OF PLANNING

**PROCEDURE FOR FILING AN APPLICATION WITH THE
PLANNING BOARD OR THE ZONING BOARD OF ADJUSTMENT**

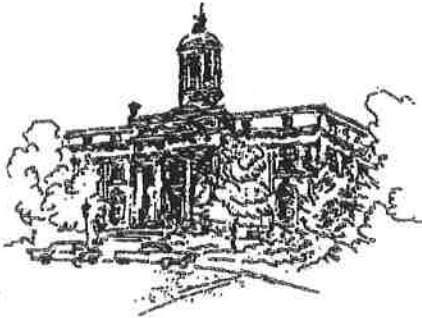
In order to submit an application with the Planning Board or the Zoning Board of Adjustment, one **MUST** present four (4) items to the City of Plainfield Division of Planning:

- [] Two (2) **COMPLETED** applications **MUST** be signed by the property owner and/or contingent purchaser
- [] Two (2) folded signed and sealed site plans containing **ALL** of the items indicated in the city application checklist
- [] Board and Commission Related Application Fees for variances, site plan reviews, subdivisions, list of property owners within 200 feet, legal notice pursuant to the City's Land Use Ordinance 17:13-1 (application fee* is to be determined upon submittal of application)
- [] Escrow fee* - \$1000 minimum - This fee is for payments to professionals serving the City for review, preparation, issuance of reports and/or any other related documents pursuant to N.J.S.A.40:55D-53.2 (Also, see fee schedule, §17:13-20.F of the City's Land Use Ordinance)

*Please make separate checks for both Application fees and Escrow fees made payable to the City of Plainfield

NOTE: The length of the application process is dependent on **YOU**; The quicker we receive **ALL** necessary items, the faster the staff can schedule your application with the appropriate board.

Thank you.



ADRIAN O. MAPP
MAYOR

CITY OF PLAINFIELD

DEPARTMENT OF PUBLIC WORKS &
URBAN DEVELOPMENT
DIVISION OF PLANNING
WILLIAM NIERSTEDT, PP/AICP
PLANNING DIRECTOR / ZONING OFFICER
515 WATCHUNG AVENUE, ROOM 202
PLAINFIELD, NEW JERSEY 07060



CARLOS N. SANCHEZ
DEPUTY CITY
ADMINISTRATOR

PLANNING BOARD & ZONING BOARD OF ADJUSTMENT APPLICATION FOR DEVELOPMENT

Date Received: _____ Application Number: _____

I. Application is hereby made to: Planning Board or Zoning Board of Adjustment

II. Application is for (circle where applicable):
Major Subdivision Minor Subdivision Site Plan Use, or "D" Variance
Relief from Bulk Requirements Interpretation Appeal of Municipal Official Decision
Certificate of Non Conformity Capital Project Review

III. Applicant Information:

A. Name: _____
Address: _____
Telephone & Email: _____

B. The Applicant is a: Corporation / LLC* _____ Partnership _____
Individual _____ Other _____
** a corporation or LLC must be represented by an attorney*

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

D. The relationship of the applicant to property in question is:
Owner _____ Lessee _____ Contract Purchaser _____ Other (Specify) _____

IV. Property Owner Information: (Complete only if different from Applicant)

Name: _____
Address: _____
Telephone & Email: _____

V. Surveyor / Engineer / Architect Information (attach business card):

Name: _____
Address: _____
Telephone & Email: _____

Surveyor / Engineer / Architect Information (attach business card):

Name: _____
Address: _____
Telephone & Email: _____

VI. Attorney Information (attach business card):

Name: _____
Address: _____
Telephone & Email: _____

VII. Property Information:

Street Address _____
Block & Lot Number _____
Zone _____
Existing Use _____
Proposed Use _____
Type of Construction _____
Approval Desired: Preliminary** _____ Final _____

If this application includes a request for relief from zoning requirements state the purpose below (or on attachment) of this request:

*** minor subdivisions are not eligible for preliminary approval*

VIII. Application Fee: (see fee schedule, §17:13-1 Land Use Ordinance) \$ _____

IX. Escrow Fee: (see fee schedule, §17:13-20.F Land Use Ordinance) \$ _____

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

- A. Two (2) signed and sealed plans
- B. Two (2) original, signed applications
- C. Appropriate application fee (check or money order payable to "City of Plainfield"- no cash)
- D. Appropriate escrow fee (separate check or money order payable to "City of Plainfield"- no cash)
- E. Letter of Authority or Power of Attorney in case appeal is made by other than the owner
- F. All other documents required for this type of application
- G. Tax Search / Certificate from Tax Collector stating that there are no outstanding taxes or liens

(Print Name) & Signature of Applicant ***

Dated

(Print Name) & Signature of Property Owner ***

Dated

*** *By signing this application, the applicant and/or agents hereby grant authorization to the approving authority and its professional and administrative staff to enter the property in question for inspection purposes. This is "consent to enter" as listed on the application completeness checklist.*

Applicant should inquire as to any State, County, or local Statutes that may have any bearing before proceeding.
For a downloadable PDF version of this document, go to <http://www.plainfield.com/docs/application.pdf>

CITY OF PLAINFIELD
DIVISION OF PLANNING
APPLICATION FOR WAIVER REQUEST

APPLICATION NO. _____

PROPERTY ADDRESS: _____

BLOCK: _____ **LOT(S)** _____

I, _____, applicant before the Planning Board / Zoning Board of Adjustment, do hereby request the following waiver from site plan submittal requirements:

Waiver Requested

Reason

Print Name: _____

Signature: _____

(applicant, property owner, developer, and/or professional)

Date: _____

Political Contribution Disclosure Statement

1. Application Type Subject to Disclosure. In conjunction with a major subdivision or a major site plan, all applications for variance relief pursuant to a (d) "Use" Variance (N.J.S.A. 40:55D-70(d)), or a (c) "Bulk" Variance (N.J.S.A. 40:55D-70(c)).

2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:

- a. All Applicants and Owners; and
- b. All Developers as defined by N.J.S.A. 55D-4, i.e. the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including all persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.
- c. All associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2.
- d. All Professionals or entities who apply for or provide testimony, plans, or reports.

3. Contribution Disclosure Statement must be updated until a decision is rendered by the Planning Board or Zoning Board of Adjustment for any application subject to the requirements of Ordinance MC 2011-11.

Listed below are the date, amount, and the recipient of any and all Contributions (as defined by Ordinance MC 2011-11) made to or on behalf of any Plainfield candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made up to one year prior to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-1 et seq.

APPLICANT: _____ **OWNER:** _____
Name of Individual Name of Individual

DEVELOPER: _____
Name of Individual and/or Business

PROFESSIONALS: _____
Name of Individual(s) who apply for or provide testimony, plans, or reports

| POLITICAL CONTRIBUTION RECIPIENT | DATE | AMOUNT |
|----------------------------------|------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.

By signing below, I understand and certify to the above and have reviewed Ordinance MC 2011-11 and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

SIGNATURE (applicant, owner, developer, or professional)

DATE

PRINT NAME

CITY OF PLAINFIELD



P.O. Box 431
510 Watchung Avenue
Plainfield, N.J. 07061

**APPLICATION REQUEST FOR
LIST OF PROPERTY OWNERS WITHIN 200 FT RADIUS**

TO: Office of the Tax Assessor

DATE:

SUBJECT: Development Application — Request for List of Property Owners
within 200 ft Radius

The applicant named below has filed an application with the Division of Planning for **SITE PLAN/SUBDIVISION VARIANCE** approval which requires a public hearing before the Planning Board/Zoning Board of Adjustment or Historic Preservation Commission.

Please provide the applicant with the original required list of property owners within 200 feet of the subject property and provide a copy of the list to the Division of Planning.

NAME OF APPLICANT: _____

TELEPHONE NO.: _____

SITE ADDRESS: _____

BLOCK NO.: _____ **LOT(S) NO.:** _____

FEE: \$20.00 **DATE PAID:** _____

Please Mail To:

Applicant's Signature: _____