Borough of Middlesex

PROCEDURES FOR SITE PLAN OR SUBDIVISION APPLICATIONS  
(with variances)

1. Submit six (6) copies of the Site Plan/Subdivision and Checklist Application forms and the Variance Application forms along with six (6) copies of the plan plus the application and escrow fees.

2. Complete and submit form #7 for proof of tax payment.

3. Complete and submit form #2 to request a Property Owners list from the Tax Assessor. The cost of this list is $10.00.

4. Once your applications and plans are reviewed, you will receive a letter from the Zoning Officer indicating the sections of the ordinance from which all variances are required.

   At that time, you will be notified of the next available meeting date.

   DO NOT MAIL, HAND DELIVER OR PUBLISH THE PROPERTY OWNERS NOTICE UNTIL YOU HAVE RECEIVED THE LETTER FROM THE ZONING OFFICER ASSIGNING THE MEETING DATE AND INFORMING APPLICANT OF VARIANCES.

5. Complete form #3 and send by certified mail or hand delivered to all property owners and utility companies as listed on the Property Owners list prepared by the Tax Assessor. If Notice is hand delivered, form #4 must be submitted.

   • If your property is adjacent to a County road, Notice must be sent to the Middlesex County Planning Board.
   • If your property is adjacent to an adjoining Municipality, Notice must be sent to that Municipal Clerk.
   • If your property is adjacent to a State highway, Notice must be sent to the New Jersey State Commissioner of Transportation.

All Notices must be stamped or hand delivered no less than 10 days from the meeting date.

6. Complete form #5 and submit to Courier News for publication. Notice must be published no less than ten days from meeting date.

7. Complete form #6 for Affidavit of Service.

8. Submit all forms plus 10 additional copies of the applications and plans to the Secretary no less than 10 days from the scheduled meeting date.

9. Proof of Publication must be submitted to the Secretary no less than 5 days before the scheduled meeting date.
Borough of Middlesex

SITE PLAN/SUBDIVISION APPLICATION

APPLICATION # ____________________
SUBMISSION DATE _________________

Application is hereby made to the [   ] PLANNING BOARD or [   ] BOARD OF ADJUSTMENT for the following:

[   ] Minor Site Plan
[   ] Major Preliminary Site Plan
[   ] Major Final Site Plan
[   ] Minor Subdivision
[   ] Major Subdivision w/________ lots proposed

Property Address _____________________________________________

Block _______________________   Lot ______________________________

Zone of Property ____________________     Size of property _______________________________

Name of Applicant                                                              Address of Applicant

Tel #______________________________

Name of Property Owner                                                    Address of Property Owner

Pursuant to N.J.S.A 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. Please attach pages if necessary of name, address and interest percentage of each member of said Corporation or Partnership.

Attorney’s Name, Address & Telephone #

__________________________________________________________________________________

__________________________________________________________________________________

Engineer’s Name, Address & Telephone #

__________________________________________________________________________________

__________________________________________________________________________________

Other Professional’s Name, Address & Telephone #

__________________________________________________________________________________

__________________________________________________________________________________
Brief description of current use(s) on the property _____________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Brief description of request _______________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Are there any restrictions, covenants, easements, association by-laws, etc currently associated with this property? Yes [ ] No [ ] (If yes, please provide copies)

Are the premises serviced by Municipal Water? Yes [ ] No [ ]

Are the premises serviced by Sewers? Yes [ ] No [ ]
   If not, indicate location of well and septic on plot plan.

Has there been any previous appeal, request, or application to this or any other Township Board or Official involving these premises?
   Yes [ ] No [ ] (If yes, state the nature, date and disposition of the matter).
_____________________________________________________________________________________
_____________________________________________________________________________________

Are approvals from other Agencies required?  

<table>
<thead>
<tr>
<th>Agency</th>
<th>Yes</th>
<th>No</th>
<th>Date plans submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Utilities Authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Health Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middlesex County Planning Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middlesex County Soil Conservation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NJ DEP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NJ DOT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATIONS

I hereby grant permission to representatives of the Borough of Middlesex to enter and inspect my property in connection with an application being processed by the Board.

________________________________________   __________________________
Signature of Applicant                      date

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this
______________ day of __________________20_____________

________________________   __________________________
Notary Public                           Signature of Applicant

PROPERTY OWNER’S CERTIFICATE

I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this
______________ day of __________________20_____________

________________________   __________________________
Notary Public                           Signature of Property Owner
The following check list is designed to assist applicants in preparing the required plans for the Board’s review. Please check off each item as to if the required information is provided or if a waiver is being requested. **Every item must be answered.** A Waiver Request form must be completed and submitted for each and every waiver requested.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Submitted</th>
<th>Waiver Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Map drawn at a minimum of 1” = 30’</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>2.</td>
<td>All distances in feet and decimals of a foot and all bearings to the nearest ten seconds</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>3.</td>
<td>Lot and block number and names of all owners of record for adjacent properties and properties directly across any official street</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>4.</td>
<td>Key map showing general location of site and property owners</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>5.</td>
<td>Zoning district boundaries and schedule requirements indicating bulk regulations and requested variances</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>6.</td>
<td>Setbacks, street and lot lines, easements and areas dedicated to public use</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>7.</td>
<td>Copy of any covenants, deed restrictions or by-laws</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>8.</td>
<td>Locations of existing buildings, other physical structures walls, fences, culverts, bridges, roadways, etc.</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>9.</td>
<td>Existing and proposed spot elevations and contours of all features</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>10.</td>
<td>Storm drainage plan showing all existing and proposed structures, curbing and impervious coverage</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>11.</td>
<td>Location of existing outcrops, high points, water courses, depressions, ponds, marshes, trees, wooded areas and other significant features</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>12.</td>
<td>Flood hazard boundaries as defined by Ordinance 583</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>13.</td>
<td>Survey which has been performed within the last 6 months</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>14.</td>
<td>Title, address, license number and seal of professional engineer, architect and/or land surveyor for plans</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>15.</td>
<td>Dimensions, profiles, heights, coverage, and setbacks of all buildings, existing and proposed</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>16.</td>
<td>Floor plan and elevations of all buildings, existing and proposed</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td></td>
<td>Submitted</td>
<td>Waiver Requested</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>17. Plan of driveway for ingress, egress and traffic flow</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>18. Plan for off-street parking and loading areas showing the size, locations, aisles and barricades in accordance with provisions of the Land Development Ordinances</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>19. Location of existing and proposed water lines, valves, and alternate means of water supply</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>20. Location of existing and proposed sewer lines and connections</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>21. Location of existing and proposed utilities</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>22. Detailed plan of existing and proposed lighting including location, type, shielding, direction and hours</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>23. Detailed plan of existing and proposed signage</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
<tr>
<td>24. Detailed plan of existing and proposed refuse areas</td>
<td>[ ]</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>
This form must be filled out if the applicant is requesting waivers from the design criteria expressly spelled out in the provision of the Site Plan and Subdivision Codes. The application **WILL NOT** be ruled complete until the Board acts upon the requested waivers.

A waiver is requested from the Code provision____________________________________________
Where required is___________________________________________________________________
And proposed is____________________________________________________________________

REASON FOR REQUEST: ___________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

SIGNATURE OF PERSON SIGNING ON BEHALF OF APPLICANT OR APPLICATION

PRINT NAME OF PERSON WHO’S SIGNATURE APPEARS ABOVE
Borough of Middlesex
GENERAL APPLICATION

APPLICATION # _______________
DATE _________________

Application is hereby made to the PLANNING BOARD_______ BOARD OF ADJUSTMENT_______
for the following:

FORM A ____ Appeal alleging administrative error in enforcement of the Zoning Ordinance

FORM B ____ Interpretation or Decisions on Special Questions relating to the zoning map or an

FORM C ____ Applications and Appeals alleging peculiar and exceptional practical difficulties
or exceptional or undue hardship (N.J.S. 40:55D-70c).

FORM D ____ Applications to grant variances to allow a structure or use in a district restricted against
such structure or use (N.J.S. 40:55D-70d).

________________________________________             ________________________________
Name of Applicant                                                              Address of Applicant

__________________________________
Tel #_____________________________________

_________________________________________         __________________________________
Name of Land Owner                                                               Address of Land Owner

__________________________________
Attorney's Name, Address & Telephone #

_____________________________________________________________________________

_____________________________________________________________________________

Names, addresses and telephone numbers of all experts, engineers, or planners utilized by the
applicant in support of this application, if applicable.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Block_____________ Lots_________________ Size of Property _______________________

Zone of Property ________________ Location of property _______________________________

Brief description of request___________________________________________________________

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Date of purchase: ________________________________________________________________

Applicant is (check one):

Owner____________ Purchaser under Contract___________ Other (explain)_____________

Are the premises serviced by Municipal Water? Yes ___No___

Are the premises serviced by Sewers? Yes ___No ___

If not, indicate location of well and septic on plot plan.

Has there been any previous appeal, request, or application to this or any other Township Board or Official involving these premises?

No__________

Yes__________ (If "Yes", state the nature, date and disposition of the matter).

________________________________________________________________________________
________________________________________________________________________________

What peculiar or exceptional practical difficulties will you encounter or what undue hardship will you experience if this variance is not granted.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
State why the subject premise is particularly suited for the relief sought, as opposed to the way for which it is zoned.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Set forth any exceptional conditions with respect to the subject premises which prevent the applicant from complying with the requirements of the Zoning Ordinance.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Briefly describe how the proposed use/change would advance the aims of the Zoning Ordinance and promote the general good.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

State why you believe granting this variance would not negatively affect the intent and purpose of the Master Plan and Zoning Ordinance.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

State what efforts you have made to avoid making this application (e.g.) purchase of additional adjoining property, relocate planned construction, etc.

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

State any other reasons you have which you believe supports your request.

____________________________________________________________________________

____________________________________________________________________________
CERTIFICATIONS

I hereby grant permission to representatives of the Borough of Middlesex to enter and inspect my property in connection with an application being processed by the Board.

_________________________________________             __________________________
Signature of Applicant                          date

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an officer of the corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant.

Sworn to and subscribed before me this

__________________________ day of ________________________ 20_________

________________________
Notary Public

Signature of Applicant

I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this

__________________________ day of ________________________ 20_________

________________________
Notary Public

Signature of Applicant
REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS – Form #2
$10.00 Fee

TO: Thomas Reilly/Tax Assessor

DATE:

I am requesting a certified list of property owners within 200 feet of the property located at:

________________________________________________________________

(insert address)

BLOCK: __________

LOT: __________

Please forward list to (please clearly print name and address)

________________________________________________________________

________________________________________________________________

________________________________________________________________

FAX Number: ________________________________

-----------------------------------------For office use only-----------------------------------------

date paid: ____________________

cash or check # ____________________

application # ____________________

List prepared by: ________________________________

Date: ________________________________
Borough of Middlesex

PROPERTY OWNERS NOTICE – Form #3

TAKE NOTICE THAT on ________________________ at 7:30pm, a hearing will
(insert meeting date)
be held before the Borough of Middlesex Zoning / Planning Board at the
Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of
______________________________ for a variance or other relief from
(insert name)
section(s) __________________________________________________
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

____________________________________________________________
(describe proposed property changes)

on the premises located at ______________________________________
(insert property address)

Middlesex, NJ  08846 designated as Block __________  Lot  ____________.

All documents related to this application are on file with the Board Secretary and
may be reviewed during normal business hours of the Municipal Building. Any
interested party may appear at said hearing and participate when the meeting is
opened to the public therein in accordance with the rules of the Zoning/Planning
Board.

Very Truly Yours,

________________________________
(applicant signature)
Borough of Middlesex

SIGNATURE SHEET – Form #4
(to be used only if Notice was hand delivered)

TO ALL PROPERTY OWNERS:

BY SIGNING THIS, YOU CERTIFY THAT THE NOTICE FOR A VARIANCE APPLICATION AT______________________________, MIDDLESEX, NJ WAS HAND DELIVERED TO YOU

(insert property address)

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________

Name ________________________
Address ______________________
Signature _____________________
Borough of Middlesex

NEWSPAPER NOTICE – Form #5

to be published in
Courier News – Legal Dept
92 E. Main Street – Suite 202
Somerville, NJ 08876
cnlegals@gannett.com
888-516-9220 office
888-516-9480 fax

TAKE NOTICE THAT on ________________________ at 7:30pm, a hearing will
(insert meeting date)

be held before the Borough of Middlesex Zoning/Planning Board at the

Municipal Building, 1200 Mountain Avenue, Middlesex, NJ on the application of

____________________________________ for a variance or other relief from
(insert name)

section(s) ____________________________________________________________
(insert ordinance sections as indicated by Zoning Officer)

and any other variances the Board deems necessary to permit

______________________________________________________
(describe proposed property changes)

on the premises located at _______________________________________
(insert property address)

Middlesex, NJ 08846 designated as Block _________ Lot _____________.

All documents related to this application are on file with the Board Secretary and

may be reviewed during normal business hours of the Municipal Building. Any

interested party may appear at said hearing and participate when the meeting is

opened to the public therein in accordance with the rules of the Zoning/Planning

Board .

Very Truly Yours,

_______________________________________
(applicant signature)
STATE OF NEW JERSEY,
COUNTY OF MORRIS

__________________________________________of full age, being duly sworn
according to law upon his oath deposes and says:

1. I reside at __________________________________________________.

2. That on the ___________ day of ___________________________ 20 _____, I served as
hereinafter set forth, notices of a hearing, in the matter of the application for
development, to be held by the Planning Board/Board of Adjustment on the
_________ day of ________________, 20_____, a copy of the same being
attached hereto.

3. The service of said notice was not less than 10 days prior to the date of the
hearing.

4. The said notice was given by certified mail or personal service to all persons
required to be given notice by the Municipal Land Use


__________________________________________
Affiant

Sworn and subscribed to before me this __________ day of _________________________
20_____

__________________________________________
Notary Public of New Jersey

5. PUBLIC NOTICE - (Publication) Applicant is required to give public notice of the
hearing on any application for development and include any variances or possible
variances. This notice must appear in print in the legal notices of the Borough’s
officially designated newspaper at least (10) ten days prior to the date of the hearing.
At the time of the hearing, the applicant is required to produce a copy of this notice
with date of publication certified by the newspaper.

6. WITHIN SEVEN (7) WORKING DAYS OF THE HEARING, THE AFFIDAVIT, LIST
OF PROPERTY OWNERS AND POST OFFICE RECEIPTS SHALL BE SUBMITTED
TO THE PLANNING DEPARTMENT IN THE ORDER THEY APPEAR ON YOUR
LIST OF PROPERTY OWNERS. The applicant shall furnish a list of property owners
within 200 feet of the parcel in question, who have been notified of the hearing, in
accordance with the Municipal Land Use Law.
Borough of Middlesex

TAX CERTIFICATION – Form #7

TO: Tax Collector

DATE:

To Whom It May Concern:

I hereby certify that the real estate taxes, water & sewer and, if applicable, assessments for local improvement, are paid currently on

BLOCK _______________________ LOT _________________________

also know as ________________________________________, Middlesex, NJ

____________________________________      _____
representative from Tax Office                      date