



## BOROUGH OF MOUNTAIN SIDE

1385 ROUTE 22  
MOUNTAIN SIDE, NEW JERSEY 07092

www.mountainside-nj.com  
TEL (908) 232-2400  
FAX (908) 232-6831

# PLANNING BOARD APPLICATION INSTRUCTIONS

## WHERE TO BEGIN

- Copies of the application may be obtained from the Planning/Zoning Office. If your matter requires County Planning Board approval, you may obtain a copy of their application form at [mountainside-nj.com/planning](http://mountainside-nj.com/planning).
- If your application requires public notice, (see "Required Notices" below) a request for a Certified List of Property Owners within a 200' radius of the subject property should also be submitted along with a check for \$10 payable to the Borough of Mountainside. (**FORM ATTACHED**).

## IMPORTANT DATES

- Meetings are held on the 4<sup>th</sup> Tuesday of each month, except as otherwise noticed. Refer to the website for meeting dates. **DO NOT publish Notice until agenda placement has been confirmed.**

## SUBMISSION REQUIREMENTS

Included in your application packet are checklists setting forth the submission requirements. All materials must be collated. **Uncollated materials will be returned.**

- **INITIAL SUBMISSION** - 2 COPIES of application & plans, **ATTN: BOARD SECRETARY.**
- **COMPLETENESS** - Within 45 days of receipt, you will be notified that the application is either (a) complete; or (2) incomplete, stating the reasons and/or omissions for the determination. *If directed to resubmit revised plans, start again at 'initial submission.'* **REVISED PLANS/MATERIALS SHOULD BE PROMINENTLY MARKED AS SUCH.**
- **FINAL SUBMISSION** - Once you have been notified that the application has been deemed complete and scheduled for hearing, submit another 13 COLLATED COPIES.
- Notice of the hearing must be published and Notices mailed at least ten (10) days prior to the date of the Hearing, not including the date of the hearing (See "Required Notices" below).

## ESCROW

- Escrow accounts must be kept current in order to avoid delays/interruptions in the review/approval/permitting process and must be maintained until a final sign off is issued by the Board Engineer.
- If you receive a Notice of deficiency, payment is expected immediately. You should receive advice copies of any bills applied against the account from the respective billers.

## REQUIRED NOTICES

You must supply both Proof of Notice and Proof of Service at least (3) days prior to the Hearing date where public notice is required (See "Instructions for Notice Where Required by Law" below).

### **INSTRUCTIONS FOR NOTICE WHERE REQUIRED BY LAW**

#### PUBLICATION

- **Publish Notice of the scheduled hearing** in one of the official Newspapers at least ten (10) days prior to the scheduled hearing date, not including the date of the hearing. It is your responsibility to word the Notice so as to advise the public of the exact nature of the application/relief being sought. (See sample "Public Notice").
- **Supply an Affidavit of Publication** demonstrating proof of proper and timely publication of the Notice as required by law. The affidavit should include a copy of the actual Notice and should be provided at least (3) days prior to the scheduled hearing.

#### SERVICE UPON INTERESTED PARTIES

- **You must obtain a certified list of property owners within 200' of the subject property from the Borough.** Formal Notice of the scheduled hearing must be made via personal service or certified mail to everyone on the certified list 10 days prior to the hearing, (not including the date of the hearing). Notice must also be made to the following:
  - ✓ If property is within 200' of an adjoining municipality, then a list of property owners within that municipality that are within 200' of the subject property must be obtained from the adjoining municipality/municipalities and notice given. In such cases, Notice must ALSO be given to the Municipal Clerk of the adjoining municipality AND the Union County Planning Board.
  - ✓ If property is on a County road, then Notice to the Union County Planning Board is required.
  - ✓ If property is adjacent to a state highway, then Notice must be given to the State Commissioner of Transportation.
  - ✓ If the application involves property exceeding 150 acres or 500 dwelling units, then Notice must be given to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, Notice shall include a copy of all maps or documents required to be on file with the Board.
  - ✓ Notice must be given to any public utility which has registered with the municipality. **The names of such public utilities will be provided by the Borough with the 200 Foot List.**
- **You must supply an Affidavit of Service along with proof of mailing (certified mail receipts)** demonstrating that proper Notice has been made to all persons entitled to receive it as required by law. This affidavit, along with certified mail receipts should also be provided at least (3) days prior to the scheduled hearing. If notice is made by personal service, signatures of the property owners on the certified list along with date received must be provided.

## POST APPROVAL

- The findings of the Board will be memorialized in a Resolution no later than 45 days after the date of the meeting during which the Board made a decision. A copy will be sent to you.
- A formal Notice of Decision will be published in the official newspaper of the Township **by the Board Secretary**. There is a 45 day waiting period post publication during which objections from the public can be heard.
- It is your responsibility to ensure compliance with all terms and conditions of the Resolution. All conditions must be met prior to obtaining construction permits. Examples may include (but are not limited to) submission of revised plans, recording of easements, posting of bonds/inspection escrows.
- Once all conditions of approval have been met, you are responsible for submitting a resolution compliance package to the Board Engineer. Upon approval of compliance, the Township Engineer will issue a sign off at which time any funds remaining in escrow are eligible for refund.

## HEARING PROTOCOL

- The applicant AND property owner must attend the hearing and be prepared to present testimony in support of the application.
- If the applicant is a corporate entity, they **must** be represented by an attorney.
- If expert witnesses are present, the applicant may be required to supply a certified shorthand reporter and/or recording/transcript at the sole expense of the applicant.
- No new witnesses will be heard after 11PM. A witness testifying at the time will be permitted to continue. Any applications which are not completed by 11PM will be carried to the next meeting.
- Postponement requests must be submitted in writing.

## CHECKLIST

- Requested 200 Ft List from Board Secretary with \$10 fee
- Confirmed whether outside agency approval is necessary & made submission(s)
- Submitted 2 Collated copies of application packets and an ADDITIONAL 13 copies upon determination of completeness
- Supplied and Affidavit of Publication from the newspaper showing the notice as published and confirmed that they would you; not the Borough of Mountainside
- Supplied an Affidavit of Proof of Service upon interested parties and supplied the WHITE certified cards (at least 3 days prior to the hearing date)
- Submitted Fee and Escrow

## INSTRUCTIONS FOR PUBLIC NOTICE

### PUBLICATION

- Publish Notice of the scheduled hearing in one of the official Newspapers - Local Source, The Star Ledger, Westfield Leader and Courier News.
- Required to be published at least ten (10) days prior to the scheduled hearing date, not including the date of the hearing. It is your responsibility to word the Notice so as to advise the public of the exact nature of the application/relief being sought.
- Supply an Affidavit of Publication demonstrating proof of proper and timely publication of the Notice as required by law. The affidavit should include a copy of the actual Notice and should be provided at least (3) days prior to the scheduled hearing. This can be requested from the newspaper.

### **NEW WORKSHEET:**

A worksheet has recently been introduced for Mountainside residents in The Westfield leader for notice to public. See Mountainside worksheet at this link: [https://www.goleader.com/form/legal\\_notice.htm](https://www.goleader.com/form/legal_notice.htm)

The form is pre-populated and you only need to input certain details (instead of writing up the entire notice). Needs to be submitted by Friday to publish it the following Thursday..

**FORM A**

**REQUEST FOR 200' RADIUS LIST OF CERTIFIED PROPERTY OWNERS**

**(SUBMIT COMPLETED FORM WITH \$10 CHECK)**

**Mail or deliver this request to:**

Borough of Mountainside  
1385 Route 22  
Mountainside, NJ 07092

DATE \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

APPLICANT/OWNER \_\_\_\_\_

TELEPHONE# \_\_\_\_\_

**METHOD OF RECEIPT:**

- I WILL PICK UP
- PLEASE MAIL\* TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Certified copies must be mailed. A courtesy copy can be sent via email, if an email address is provided.*

**METHOD OF PAYMENT:**

Check should be made payable to "BOROUGH OF MOUNTAINSIDE"

CHECK # \_\_\_\_\_

CASH \$ \_\_\_\_\_



PLANNING BOARD  
**BOROUGH OF MOUNTAINSIDe**

1385 ROUTE 22  
MOUNTAINSIDe NEW JERSEY 07092  
TEL (908) 232-2409  
FAX (908) 232-6831

**APPLICATION FOR LAND USE**

(Please print or type)

Date: \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Zip \_\_\_\_\_

Building or Land Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's Address \_\_\_\_\_ Zip \_\_\_\_\_

Address of site for proposed use: \_\_\_\_\_

\_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

Present use of property (describe) \_\_\_\_\_

\_\_\_\_\_

Proposed use of property (describe) \_\_\_\_\_

\_\_\_\_\_

Type of service or product (describe) \_\_\_\_\_

\_\_\_\_\_

Check the purpose(s) for this application:

- \_\_\_\_\_ Preliminary Site Plan
- \_\_\_\_\_ Final Site Plan
- \_\_\_\_\_ Preliminary Subdivision
- \_\_\_\_\_ Final Subdivision
- \_\_\_\_\_ Addition
- \_\_\_\_\_ Change of Tenancy

- \_\_\_\_\_ Sketch Plat
- \_\_\_\_\_ Alterations/Renovations
- \_\_\_\_\_ Repairs
- \_\_\_\_\_ Sign
- \_\_\_\_\_ Other

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Parking:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Required by Ordinance: \_\_\_\_\_

Allotted to Tenant for Change of Tenancy: \_\_\_\_\_

Number of Proposed

Employees: \_\_\_\_\_

Square Footage of  
Building: \_\_\_\_\_

Square Footage of Area to be  
Occupied: \_\_\_\_\_

Square Footage of Lot: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**CERTIFICATIONS**

**APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am:

\_\_\_\_\_ The individual applicant AND owner of the property.

\_\_\_\_\_ The individual applicant with permission to apply from the property owner.

\_\_\_\_\_ An Officer of the Corporate Applicant authorized to sign the application for the Corporation. \*

\_\_\_\_\_ A General Partner of the Partnership Applicant authorized to sign the application for the Partnership. \*

*\*[If the applicant is a corporation, an authorized corporate officer MUST sign. If the applicant is a partnership, a general partner MUST sign.]*

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
APPLICANT

**PROPERTY OWNER**

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 decisions in the same manner as if I were the applicant. *[If the applicant is a corporation, must be signed by an authorized corporate officer. If the applicant is a partnership, must be signed by a general partner.]*

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
APPLICANT



## **BOROUGH OF MOUNTAIN SIDE**

1385 ROUTE 22  
MOUNTAIN SIDE, NEW JERSEY 07092

www.mountainside-nj.com  
TEL (908) 232-2400  
FAX (908) 232-6831

Please be advised that additional escrow monies may be required in addition to my initial escrow deposit to cover attorney and/or engineering charges.

I understand that I am responsible for payment of these additional fees if they should exceed my escrow deposit and I will receive a written request for these monies due. Payment is due to the Borough within 30 days of written request.

I also understand whether or not my application is approved, these fees are still due. Failure to pay these fees may result in non issuance of certificate of approval or occupancy and/or possible legal action by the borough.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Property

AccuTrack Account holder: please fill in this top section before giving to your client for completion.

AccuTrack Account Number: \_\_\_\_\_ Master Account Name: \_\_\_\_\_

Client Account Number: \_\_\_\_\_

Form **W-9**  
(Rev. April 1990)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give this form  
to the requester. Do  
NOT send to IRS.

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.)	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)	Part II For Payees Exempt From Backup Withholding (See Instructions)																																													
<p>Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see <i>How To Obtain a TIN</i>, below.</p> <p><b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p>																																														
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="9" style="text-align: center;">OR</td></tr><tr><td colspan="9">Employer identification number</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>	Social security number																		OR									Employer identification number																		Requester's name and address (optional)
Social security number																																														
OR																																														
Employer identification number																																														

**Certification.**—Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions.**—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see *Signing the Certification under Specific Instructions*, on page 2.)

Please Sign Here	Signature ►	Date ►

### Instructions

(Section references are to the Internal Revenue Code.)

**Purpose of Form.**—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

**How To Obtain a TIN.**—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

**Note:** Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

**What Is Backup Withholding?**—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- (1) You do not furnish your TIN to the requester, or

- (2) IRS notifies the requester that you furnished an incorrect TIN, or

- (3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- (4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

- (5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments under Specific Instructions*, on page 2, if you are an exempt payee.

**Payees and Payments Exempt From Backup Withholding.**—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is

STATEMENT OF OWNERSHIP  
FORM FOR CORPORATIONS AND PARTNERSHIPS  
CHAPTER 336, LAWS OF 1977

An Act requiring corporations and partnerships applying for certain subdivisions and variances to disclose all owners of 10 percent or more of their stock, or in the case of a partnership, owning a 10 percent or greater interest therein, and providing penalties for the violation thereof.

Be in enacted by the Senate and General Assembly of  
the State of New Jersey.

1. A corporation or partnership applying to a Planning Board or a Board of Adjustment or to the Governing Body of a municipality for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes, shall list the names and addresses of all stockholders or individual partners owning at least 10 percent of its stock of any class or at least 10 percent of the interest in the partnership, as the case may be.
2. If a corporation or partnership owns 10 percent or more of the stock of a corporation, or 10 percent or greater interest in a partnership, subject to disclose pursuant to Section 1 of the Act, that corporation or partnership shall list the names and addresses of its stockholders holding 10 percent or more of its stock or of 10 percent or greater interest in the partnership as the case may be, and this requirement shall be followed by every corporate stockholder or partner in a partnership until the names and addresses of the noncorporate stockholders and individual partners, exceeding the 10 percent ownership criterion established in this Act, have been listed.
3. No Planning Board, Board of Adjustment or Municipal Governing Body shall approve the application of corporation or partnership which does not comply with the Act.
4. Any corporation or partnership which conceals the names of the stockholders owning 10 percent or more of its stock or the individual partners owning a 10 percent or greater interest in the partnership, as the case may be, shall be subject to a fine of \$1,000.00 to \$10,000.00, which shall be recovered in the name of the municipality in any court of record in the State, in a summary manner pursuant to the "Penalty Enforcement Law" (N.J.S. 2A:58-1 et seq.).

5. This Act shall take effect immediately:

NAME AND ADDRESS	NUMBER OF SHARES	PERCENTAGE OF STOCK OR PARTNERSHIPS

If one or more of the above stockholders or partners is in itself a corporation or partnership, then the names and addresses of the stockholders or partners owning at least 10 percent or more of the latter corporation or partnership must likewise be listed.

**CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**



# BOROUGH OF MOUNTAIN SIDE

1385 ROUTE 22  
MOUNTAIN SIDE, NEW JERSEY 07092

www.mountainside-nj.com  
TEL (908) 232-2400  
FAX (908) 232-6831

## APPLICANT:

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ Block/Lot: \_\_\_\_\_

## TAX COLLECTOR:

CERTIFIED TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

\_\_\_\_\_ All taxes are current and paid to date.

\_\_\_\_\_ Property taxes are delinquent.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sealed

\_\_\_\_\_  
Date

# SITE PLAN



PLANNING BOARD  
**BOROUGH OF MOUNTAIN SIDE**

1385 ROUTE 22  
MOUNTAIN SIDE NEW JERSEY 07092  
TEL (908) 232-2409  
FAX (908) 232-6831

**SITE PLAN APPLICATION**

For Staff Use Only  
    Preliminary  
    Final  
    Revision  
    Resubdivision

**Date:**

COPIES OF COMPLETED APPLICATION MUST BE FILED WITH CONSTRUCTION OFFICIAL THREE WEEKS PRIOR TO REGULAR MEETING, PENDING REVIEW.

Application must be accompanied by 15 copies of site plan and must be drawn by a licensed New Jersey Professional Engineer, Land Surveyor, Professional Planner, or Architect.

1. Applicant's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

2. Owner's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

3. Authorized Representative \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

4. Check purpose(s) for this application:

a. \_\_\_\_\_ New Building

f. \_\_\_\_\_ Increase in Area  
or Use

b. \_\_\_\_\_ Outside Building Addition

g. \_\_\_\_\_ Change to Permitted  
Use

c. \_\_\_\_\_ Building Alteration

d. \_\_\_\_\_ Building Renovation

h. \_\_\_\_\_ Satellite Antenna

e. \_\_\_\_\_ Proposed On-Site Improvements

i. \_\_\_\_\_ Other (describe)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Address of Premises \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

6. Zone Classification \_\_\_\_\_

7. Present use of building or space (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Proposed use of building or space (describe) \_\_\_\_\_  
\_\_\_\_\_

9. If Change of Tenancy, attach floor plan showing all other areas and their uses.

10. Type of product or service \_\_\_\_\_  
\_\_\_\_\_

11. Existing number of employees \_\_\_\_\_

12. Proposed number of employees \_\_\_\_\_

13. Number of parking spaces:  
\_\_\_\_\_ Existing \_\_\_\_\_ Required \_\_\_\_\_ Proposed

14. Plan Data: Record square footage of the following

a. Total lot area \_\_\_\_\_

b. Present building area \_\_\_\_\_

c. Proposed building addition area \_\_\_\_\_

d. Proposed total building area \_\_\_\_\_

e. Existing height of building \_\_\_\_\_

f. Area to be occupied by applicant \_\_\_\_\_

15. List building materials:

	<u>Existing</u>	<u>Proposed</u>
Front:	_____	_____
Right:	_____	_____
Left:	_____	_____
Rear:	_____	_____
Roof:	_____	_____

16. Record building setbacks from property line:

Front: \_\_\_\_\_ ft.                      Rear: \_\_\_\_\_ ft.  
Right: \_\_\_\_\_ ft.                      Left: \_\_\_\_\_ ft.

17. Briefly describe the project and how it will affect the site and surrounding area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Applications for conditional use:

a. Proposed or continued use is in compliance with the standards set forth in the Zoning Ordinance.

Yes \_\_\_\_\_ No \_\_\_\_\_

b. Has conditional use previously been allowed for this property?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state date of filing and disposition: \_\_\_\_\_

\_\_\_\_\_

19. Application for variance(s):

Request is hereby made for variance(s):

<u>Variance(s)</u>	<u>Ordinance Section</u>
_____	_____
_____	_____
_____	_____

20. Professional Engineer, Architect, Surveyor, and Planner:

_____ Name	_____ Address	_____ Phone No.	_____ License
_____ Name	_____ Address	_____ Phone No.	_____ License
_____ Name	_____ Address	_____ Phone No.	_____ License
_____ Name	_____ Address	_____ Phone No.	_____ License

21. List approvals and/or denials that have been granted by other authorized agencies:

<u>Agency</u>	<u>Approvals</u>	<u>Denials</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

22. The following arguments are offered in support of this application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Application \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

**APPLICANT AND TENANT MUST BE PRESENT AT MEETING WHEN CASE IS HEARD.**

**CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.**

HAS THIS PROPERTY, COMPANY, OR APPLICANT, EVER BEEN CITED FOR ANY VIOLATIONS, IN THE PAST FIVE (5) YEARS, BY ANY LOCAL, STATE, OR FEDERAL AGENCY? FAILURE TO COMPLETE THIS FORM WILL DELAY APPLICATION AND ALL RESPONSES TO THIS FORM WILL BECOME A PART OF THE ORIGINAL APPLICATION. IF YES, PLEASE INDICATE REASON:

YES THERE HAS BEEN A CITATION.

NO CITATION HAS BEEN ISSUED.

BOARD OF HEALTH: \_\_\_\_\_  
\_\_\_\_\_

DEPT. OF ENVIRONMENTAL PROTECTION AND ENERGY: \_\_\_\_\_  
\_\_\_\_\_

UNION COUNTY REGIONAL ENVIRONMENTAL HEALTH COMMISSION: \_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT/FIRE OFFICIAL: \_\_\_\_\_  
\_\_\_\_\_

BUILDING/CONSTRUCTION DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_

RAHWAY VALLEY SEWERAGE AUTHORITY OR ANY OTHER SEWERAGE AUTHORITY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER: \_\_\_\_\_  
\_\_\_\_\_

COMPANY \_\_\_\_\_

APPLICANT \_\_\_\_\_

I HEREBY ATTEST THAT THE ABOVE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



PLANNING BOARD  
**BOROUGH OF MOUNTAIN SIDE**

1385 ROUTE 22  
MOUNTAIN SIDE NEW JERSEY 07092  
TEL (908) 232-2409  
FAX (908) 232-6831

**SITE PLAN REQUIREMENTS WITH CHECKLIST  
FOR  
MOUNTAIN SIDE PLANNING BOARD**

The following is designed to assist applicants in preparing site plans for board review. Site plans must be in compliance with the requirements noted. Applicant should check off each item on the checklist to ensure that it is included on the plan. Items omitted may delay review by the board. Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

**REQUIRED:**

1. The site plan shall be drawn at a scale of not more than fifty (50) feet to the inch. The site plan shall include all necessary details required for review purposes.
2. Site plans involving any new buildings or additions thereto, or any site improvements shall be drawn by a licensed New Jersey professional engineer, land surveyor, architect, or professional planner, in accordance with the statute.
3. The original and two copies of the entire attached packet as well as the site plan must be completed and filed with the Zoning Official for review.
4. After review by the Zoning Official, an additional 12 copies of the site plan, completed packet and required fees must be submitted to the secretary of the board prior to being placed on the agenda.
5. One (1) copy of the affidavit must be completed and submitted to the secretary, along with the original certified receipts that were stamped by the post office.

The secretary of the board will supply the applicant with the following:

1. Date of hearing.
2. Names and addresses of property owners within 200 feet, who are to be notified of the application.
3. The Form of Notice

The applications and the site plan may be subject to review by the Site Plan Committee, Land Use Official and/or the Borough Engineer. Applicant will be notified of the comments and any request for modification, correction, or additional detail which applicant must provide the board secretary prior to the board's hearing. Revisions on original documents will be approved only if they conform to the Administrator's standard for legibility.

Revised: 2/13/02

BOROUGH OF MOUNTAINSIDE  
PLANNING BOARD OR BOARD OF ADJUSTMENT

Site Plan Requirements

The following checklist is designed to assist applicants in preparing Site Plans for Board review. Applicant should check off each item to ensure that it is included on the plan. ITEMS OMITTED MAY DELAY REVIEW BY THE BOARD. Utility plans, landscaping plans, architectural elevations, etc., may be shown on separate sheets.

The Site Plan shall include, but not necessarily be limited to, the following items as well as the requirements listed in the Land Use and Zoning Ordinance:

INCLUDED

YES	NO	N/A	
—	—	—	Name of applicant, owner, and person preparing plans.
—	—	—	Place for signature of Chairman & Secretary of Planning Board.
—	—	—	Place for signature of Borough Engineer.
—	—	—	Tax map lot and block numbers, and street address of property. ( <i>In the Title Block</i> )
—	—	—	Date, scale and "north" arrow.
—	—	—	Key map of the site with reference to surrounding areas and to existing street locations, showing properties by lot and block, and ownership.
—	—	—	Zone district in which property in question falls, zone district of adjoining properties and all property within a 200 foot radius of the property in question.
—	—	—	All existing and proposed signs and their size, nature of construction and location, and all existing and proposed exterior lighting including size, nature of construction, location, height, and illumination direction and lumen power.
—	—	—	Provide table showing various setback, buffer, and coverage information.
—	—	—	Rights-of-way, easements, deed restrictions, covenants, and all lands to be dedicated to the municipality or reserved for specific uses.
—	—	—	Show entire property in question, even though only a portion of said property is involved in the site plan. Where it is physically impossible to show the entire property on the required sheet, a separate map at a suitable scale may be submitted.

Checklist -2

YES	NO	N/A	
—	—	—	Bearings and distances of property lines.
—	—	—	Location of abutting street and property lines.
—	—	—	Area of lot.
—	—	—	Setback with front, rear and sideyards of adjacent buildings to abutting streets, within 200 feet. Include outlines of any adjacent buildings.
—	—	—	Location of existing structures and buildings within 100 feet of property, including setback dimensions and accurate sizes of buildings.
—	—	—	Location of all required buffer areas and dimensions.
—	—	—	Existing and proposed contours of site at 2 foot intervals on property and 100 feet outside of property.
—	—	—	Existing and proposed spot elevations based upon the National Geodetic Vertical Datum at all building corners, all floor levels, center lines of abutting roads, top and bottom curbs, property corners, gutters, parking areas, and other pertinent locations.
—	—	—	Plans of off-street parking area layout and off-street loading facilities showing location and dimensions of individual parking spaces, loading areas, aisles, traffic patterns, driveways for ingress and egress, and any loading docks.
—	—	—	Parking calculations per zoning ordinance.
—	—	—	Proposed building floor plan(s) and front, rear, and side building elevations showing building materials.
—	—	—	Specifications and/or plans for proposed surface paving, curbs, sidewalks, bumper guards, etc.
—	—	—	Location of significant existing physical features including streams, water courses, rock outcroppings, swampy soil, and other natural or man-made features.
—	—	—	Storm drainage plan showing location of existing and proposed inlets, pipes, swales, berms and other storm drainage facilities including roof leaders, and on-site detention/retention, dry wells and seepage pits per "Stormwater Control Ordinance."
—	—	—	Storm drainage computations and map of drainage areas of site and adjacent lands.

Checklist -3

YES	NO	N/A	
—	—	—	Existing and proposed utilities such as electric, gas, water, water wells, telephone, TV cable, sewers, septic systems, etc.
—	—	—	Description and location of all proposed and existing fences, retaining walls, etc.
—	—	—	Retaining wall computations if over 4 feet high.
—	—	—	Provisions for handicapped, including access, ramps, parking, etc., including logos and required signs.
—	—	—	Is site in a 100-year Flood Hazard Area.
—	—	—	Method of solid waste disposal including location and screening of solid waste recycling, storage and pick up area.
—	—	—	Will this site generate, store, or use any hazardous waste material requiring special storage or disposal.
—	—	—	Is site in a critical slope area per Section 1003.
—	—	—	Sight triangle and sight distance information for vehicle visibility.
—	—	—	Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants and trees and dimensions, and method of planting (base rooted, ball and burlap) as per ordinance.
—	—	—	Location and information concerning diameter and type of satellite antenna, including screening.
—	—	—	Plan of soil erosion and sedimentation control in accordance with the requirements of Somerset-Union Soil Conservation District.
—	—	—	Location of any delineated airport hazard areas.
—	—	—	Location of fire lanes.
—	—	—	Provide information concerning water supply for fire protection, including pressure, hydrant location, capacity, etc.
—	—	—	Provide information on location and size of all existing and proposed decks.
—	—	—	Bicycle safe grates are used on all catch basins.

Checklist -4

YES	NO	N/A	
_____	_____	_____	Official seals and signatures of all Professional Engineers, Land Surveyors, Architects, Planners, and Landscape Architects preparing the plans.
_____	_____	_____	Names of owners of all contiguous land and adjacent property. If property is within 200 feet of another municipality, its Borough Clerk will be notified before final approval of the application by the Board. This information may be on separate forms.
_____	_____	_____	Any other pertinent information the applicant feels will help the Board better understand the applicant's site plan application.
_____	_____	_____	A submittal to Union County Planning Board is required if site has frontage along a County road.
_____	_____	_____	A submittal to N. J. Department of Transportation is required if site has frontage along a State highway.
_____	_____	_____	A submittal to N.J.D.E.P.E. is required because of wetlands on site.
_____	_____	_____	A sanitary sewer permit is required to be obtained from the Rahway Valley Sewerage Authority.
_____	_____	_____	A stream encroachment permit is required from the N.J.D.E.P.E.
_____	_____	_____	A sanitary sewer connection permit is required from the N.J.D.E.P.E. for the project.
_____	_____	_____	Preparation of an Environmental Impact Statement for the project.

NOTE: This checklist does not preclude the Board from requiring other items which they may feel are necessitated for the site application to be accepted for consideration.

# **MINOR SUBDIVISION**

PLANNING BOARD  
BOROUGH OF MOUNTAINSIDE

1385 ROUTE 22  
MOUNTAINSIDE, NEW JERSEY 07092  
(908) 232-2409

APPLICATION FOR A MINOR SUBDIVISION  
(Please print or type)

NOTE: **TWO (2)** COPIES MUST BE SUBMITTED TO THE **BOARD SECRETARY**  
AND BOROUGH ENGINEER FOR REVIEW.

AFTER REVIEW AN ADDITIONAL 13 COPIES OF THE PLANS AND  
APPLICATIONS, ALONG WITH THE REQUIRED FEES, MUST BE  
SUBMITTED PRIOR TO BEING PLACED ON THE AGENDA.

Applicant's name \_\_\_\_\_ Phone no. \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of property owners \_\_\_\_\_ Phone no. \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Address of subdivision \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Total area of tract \_\_\_\_\_

Number of Proposed Lots \_\_\_\_\_

Areas of each of the proposed lots \_\_\_\_\_  
\_\_\_\_\_

Development plans are for the purpose of \_\_\_\_\_

Are there any deed or easement restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach copies.

Describe proposed on-tract and off-tract improvements and utilities that are required as shown on the plat.

Improvements \_\_\_\_\_

Utilities \_\_\_\_\_

**REQUIRED SIGNATURES:**

Signature of owner of property \_\_\_\_\_

Signature of applicant \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY) SS.  
COUNTY OF UNION)

\_\_\_\_\_ BEING OF FULL AGE, BEING DULY  
SWORN ACCORDING TO LAW, ON OATH DEPOSES AND SAYS THAT ALL THE ABOVE  
STATEMENTS CONTAINED IN THE PAPERS SUBMITTED HEREWITH ARE TRUE.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_  
Year \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Applicant to sign here)

**APPLICANT MUST BE PRESENT AT THE MEETING WHEN CASE IS HEARD  
CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**

BOROUGH OF MOUNTAINSIDE, NJ  
PLANNING BOARD - BOARD OF ADJUSTMENT  
REQUIREMENTS FOR A MINOR SUBDIVISION

The plat shall be based on tax map information or some other similarly accurate information at a scale to enable the entire tract to be legibly shown on one (1) sheet. Said scale shall not be less than fifty (50) feet to the inch but need not be larger than ten (10) feet to the inch. Where this scale would result in an unduly large map, the Boards may permit the use of key map to show the entire tract. The plat may be prepared by the owner if drawn in a form acceptable to the Boards or shall be prepared by a New Jersey licensed professional engineer or land surveyor and shall show and include the following information:

1. ( ) Location: The location of that portion of the tract to be subdivided in relation to the entire tract.
2. ( ) Identify: The tax map sheet, block and lot number and address -  
in the title block.
3. ( ) Owners: The name of owner and of all adjoining land owners as disclosed by the most recent Mountainside tax records.
4. ( ) Dimensions: The dimension of all lot lines including the area in square feet of each lot.
5. ( ) Structures: All existing structures on the tract to be subdivided and on adjoining tracts within two hundred (200) feet of the subdivision tract. Proposed setbacks of existing structures on tract.
6. ( ) Streets and easements: All street names and all existing and proposed easements and restrictions stating the use of each easement and the text of such restrictions.
7. ( ) Zoning: All zoning districts and the location of any zoning boundaries within the subdivision.
8. ( ) Yard Setbacks: Front, rear and side yard setback lines as required by zoning regulations of this Ordinance.
9. ( ) Certification: Name and address of person preparing map.
10. ( ) Date: Date of original preparation of map and date of revision, if any, of map.
11. ( ) Proposed Plat Plan: Submit fifteen (15) copies of each plat plan with application.
12. ( ) Utilities: Location of all utilities.
13. ( ) Soil Erosion and Sediment Control Plan if required in accordance P.L. 1975, Chapter 251, and amendments thereto. Said plan shall be submitted to the Soil Conservation District in accordance statute and approval of the application shall be conditioned upon certification of the Soil Erosion and Sediment Control Plan by the District.
14. ( ) Waste Storage Area: Show location and screening of trash, refuse and recycling pick-up area.
15. ( ) Preparation of an Environmental Impact Statement for the subdivision.

**CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**

# MAJOR SUBDIVISION

PLANNING BOARD  
BOROUGH OF MOUNTAINSIDE

1385 ROUTE 22  
MOUNTAINSIDE, NEW JERSEY 07092  
(908) 232-2409

APPLICATION FOR MAJOR SUBDIVISION  
(Please print or type)

For: Preliminary \_\_\_\_\_ Final \_\_\_\_\_

NOTE: **TWO (2)** COPIES MUST BE SUBMITTED TO THE **BOARD SECRETARY**  
AND BOROUGH ENGINEER FOR REVIEW.

AFTER REVIEW, A TOTAL OF FIFTEEN (15) COPIES OF PLANS AND  
APPLICATIONS MUST BE SUBMITTED PRIOR TO BEING PLACED ON  
THE AGENDA.

Applicant's name \_\_\_\_\_ Phone no. \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of property owner \_\_\_\_\_ Phone no. \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Address of subdivision \_\_\_\_\_

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Zone \_\_\_\_\_

Total area of tract \_\_\_\_\_

Number of proposed lots \_\_\_\_\_

Areas of each of the proposed lots \_\_\_\_\_

Development plans are for the purpose of \_\_\_\_\_

Are there any deed or easement restrictions? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, attach copies.

Will any new street or extension of street be required? Yes \_\_\_\_\_

No \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe proposed on-tract and off-tract improvements and utilities that are required as shown on the plat.

Improvements \_\_\_\_\_

Utilities \_\_\_\_\_

Are variances requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe \_\_\_\_\_  
\_\_\_\_\_

**REQUIRED SIGNATURES:**

Signature of owner of property \_\_\_\_\_

Signature of applicant \_\_\_\_\_

**AFFIDAVIT OF APPLICANT**

STATE OF NEW JERSEY) SS.  
COUNTY OF UNION)

I, \_\_\_\_\_ BEING OF FULL AGE, BEING  
DULY SWORN ACCORDING TO LAW, ON OATH DEPOSES AND SAYS THAT ALL THE ABOVE  
STATEMENTS CONTAINED IN THE PAPERS SUBMITTED HEREWITH ARE TRUE.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_  
Year \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
(Applicant to sign here)

**APPLICANT MUST BE PRESENT AT THE MEETING WHEN CASE IS HEARD  
CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**

BOROUGH OF MOUNTAINSIDE, NJ  
PLANNING BOARD - BOARD OF ADJUSTMENT  
REQUIREMENTS FOR MAJOR SUBDIVISION

- (c) PRELIMINARY PLAT: Preliminary plats shall be drawn by a New Jersey licensed professional engineer or land surveyor and shall meet all provisions of Section 914 of this Ord. and shall show or be accompanied by the following information:
1. ( ) Scale. The plat shall be drawn accurately to scale. The minimum scale shall be one hundred (100) feet to the inch.
  2. ( ) Key Map. A key map showing the entire subdivision and its relation to surrounding area, including the location and names of principal roads. Minimum scale shall be one thousand five hundred (1,500) feet to the inch.
  3. ( ) Data. The tract name, tax map sheet, block and lot number, date reference meridian, graphic scale and the following names and addresses:
    - Name and address of record owner or owners
    - Name and address of the subdivider
    - Name and address of person who prepared map
  4. ( ) Owners. The names of all abutting land owners as disclosed by the most recent Mountainside tax records.
  5. ( ) Area. The total area of the tract measured in square feet.
  6. ( ) Contours and profiles. Contours at five-foot intervals for slopes averaging ten percent (10%) or more and at two-foot intervals for land of lesser slope to determine the general slope and natural drainage of the land and the high and low points for all proposed new streets.
  7. ( ) Street profiles. Cross sections, centerline profiles and tentative grades of all proposed streets based on the design standards of Section 914 of this Ordinance, together with specifications furnished by the Borough Engineer.
  8. ( ) Property lines. The location of existing and proposed property lines showing the dimensions of each.

9. ( ) Structures. All existing structures on the tract to be subdivided and within two (200) feet thereof.
10. ( ) Streets and easements. The location of existing and proposed streets, easements, watercourses, bridges, culverts, drain pipes, any natural features such as wooded areas and rock formations in and within two hundred (200) feet of the subdivision, and all street names, together with copies of existing easements of record.
11. ( ) Utilities. Plans of proposed utility layouts (sanitary sewers, storm drains, water, gas and electricity) showing feasible connections to existing or any proposed utility systems. When an individual water supply or sewage-disposal system is proposed, the plan for such system must be approved by the appropriate local, County or State Health Agency, and such approval shall be submitted with the preliminary plat. Any subdivision or part thereof which does not meet the established requirements of this Ordinance or other applicable regulations shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, County or State Health Agency.
12. ( ) Zoning. All zoning districts and the locations of any zoning boundaries within the tract.
13. ( ) Setback. Building setback lines as required by the zoning requirements of this Ordinance.
14. ( ) Deed restrictions. A copy of any existing or proposed protective or restrictive covenants or deed restrictions applying to the land being subdivided shall be submitted with the preliminary plat.
15. ( ) Open space. The location of open spaces to be dedicated for public parks, playgrounds or other public uses.
16. ( ) Development Plan. A map indicating the use of the lots within the subdivision.

17. ( ) Lot areas. A map showing individual lot areas including:
  - (aa) Total lot area
  - (bb) Area that may be measured in accordance with the zoning regulations.
18. ( ) Drainage and grading. A preliminary grading and drainage system shall be part of the preliminary layout. This shall conform to the specifications furnished by the Borough Engineer.
19. ( ) Water, gas and sewer utilities. Plans and profiles of storm and sanitary sewers including sizes and types of materials and water and gas-main locations.
20. ( ) Certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.
21. ( ) A Soil Erosion and Sediment Control Plan, if required, in accordance with P.L. 1975, Chapter 251. Said plan shall be submitted to the Soil Conservation District in accordance with said statute and approval of the application shall be conditioned upon certification of the Soil Erosion and Sediment Control Plan by the District.
22. ( ) Preparation of an Environmental Impact Statement for the subdivision.

**CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY**