

LAND USE PROCEDURES

74 Attachment 1

ANDOVER TOWNSHIP LAND USE BOARD

CHECK LIST #1 — GENERAL REQUIREMENTS

Applicant: _____ File No. _____
 Block _____ Lot _____

This checklist is for general reference only. Further information may be required by the reviewing authority. The following designations are to be used when completing the checklist:

√ — provided; NA — not applicable; W — waiver requested

Item No.	Application Requirements	Applicant	Board
1.	Three copies of completed application form, signed and notarized		
2.	Plans, maps and construction details as required (see appropriate checklist). 16 copies. All plats shall be certified, signed and sealed.		
3.	Fees and escrow deposit in two separate checks made payable to Andover Township. W-9 form required if escrow amount is \$5,000 or more.		
4.	Certification of Township Tax Collector that all taxes and assessments have been paid to date.		
5.	Site inspection form (gives permission to inspect property).		
6.	Affidavit of ownership. If Applicant is not the owner, Applicant's interest in land; e.g., tenant, contract/purchaser, lienholder, etc.		
7.	Corporate form — If Applicant is a corporation or a partnership, list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class as required by N.J.S.A. 40:55D-48.1 et seq.		
8.	County and State agency applications for approval, proof of submission.		
9.	Copy of deed to the current owner and of any easements or restrictions to use of property.		
10.	Property lien for unpaid fees.		
11.	Completed check list for the following: (Check one or more as necessary) _____ Checklist #2: Minor subdivision _____ Checklist #3: Preliminary major subdivision _____ Checklist #4: Final major subdivision _____ Checklist #5: Site plan and conditional use _____ Checklist #7: Variance (check variance requested) _____ Administrative appeal _____ Ordinance Interpretation _____ Bulk or other "c" variance _____ Use variance		
12.	List of all variance requests and design standard and checklist waiver requests and statement of reasons why waivers should be granted.		

STATUS OF TAXES

In keeping with the Ordinance adopted by the Andover Township Committee July 27, 1976, fixing the procedures governing applications to the Planning and Zoning Boards, Article III, Section 74-39, requiring submission of proof that no taxes or assessments for local improvements are due or delinquent on the property to be subdivided, please submit verification for:

BLOCK _____

LOT _____

DATE _____

TAX COLLECTOR

Verification can not be submitted on the above mentioned by reason of

DATE _____

TAX COLLECTOR

ANDOVER TOWNSHIP PLANNING & ZONING BOARDS

AFFIDAVIT OF OWNERSHIP

(This form is to be filled in completely if applicant DOES NOT own the property)

STATE OF NEW JERSEY :

SS:

COUNTY OF SUSSEX :

_____ of full age, being duly sworn according to law

deposes and says that I, (we) reside at _____
(street address)

in the _____ of _____
(municipality)

County of _____ and State of _____

and that I (we) am the owner in fee of the lands and premises which are the subject of this application and the property is described in that application as _____

Signature of Owner

Sworn and subscribed before me this
____ day of _____, 19 ____

Signature of Owner

Notary Public

AUTHORIZATION

(Owner must sign in this place in addition to the above affidavit.)

To the Andover Township Planning/Zoning Board:

_____ is hereby authorized to make the within application.

Owner

Dated: _____

ATTENTION: CORPORATIONS AND PARTNERSHIPS - If this Act applies to your application, please fill in the necessary information on the lines provided below and submit this sheet with your application.

ANDOVER TOWNSHIP PLANNING & ZONING

C. 40:55D-48.1 Application by corporation or partnership; list of stockholders owning 10% of stock or 10% interest in partnership.

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% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.

L. 1977, c. 336, § 1, eff. Jan. 24, 1978.

C. 40:55D-48.2 Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership.

If a corporation or partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, subject to disclosure pursuant to section 1 of this act, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% 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% ownership criterion established in this act, have been listed.

L. 1977, c. 336, § 2, eff. Jan. 24, 1978.

C. 40:55D-48.3 Failure to comply with act; disapproval of application.

No planning board, board of adjustment or municipal governing body shall approve the application of any corporation or partnership which does not comply with this act.

L. 1977, c. 336, § 3, eff. Jan. 24, 1978.

C. 40:55D-48.4 Concealing ownership interest; fine.

Any corporation or partnership which conceals the names of the stockholders owning 10% or more of its stock, or of the individual partners owning a 10% 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.).

L. 1977, c. 336 § 4, eff. Jan. 24, 1978.

ANDOVER TOWNSHIP

SITE INSPECTION AUTHORIZATION

I hereby give permission for Andover Township Municipal Agencies and their agents
to come upon and inspect these premises with respect to this application for

_____ on Lot _____ in Block _____,

Andover Township, New Jersey.

Signature: _____

Date: _____

ANDOVER TOWNSHIP

**Applicant's and Owner's Acknowledgement of Fees
Which May Become Liens on the Subject Property**

Re: _____
Block _____ Lot _____

Property address: _____

The undersigned Applicant and Owner hereby acknowledge that:

1. They are financially responsible for any and all fees applicable for the review of the application for development, fees for expert witnesses and/or consultants that may be necessary for the Andover Township Planning Board and/or Zoning Board to engage to make a decision with respect to the application fees for inspection of the property, or for meeting the conditions of approval.
2. It is understood and acknowledged that a lien may be placed on the subject property should the fees not be paid within 14 days of a notice of the amount due being mailed to the applicant and owner, pursuant to the ordinances of the Township of Andover and pursuant to N.J.S.A. 54:5-1 et seq, or other applicable law.

Dated: _____

(Applicant)

Witness

(Owner)

Witness

NOTICE TO BE SERVED ON OWNERS WITHIN 200 FEET, ETC.

**TOWNSHIP OF ANDOVER
LAND USE BOARD**

NOTICE OF HEARING ON APPEAL OR APPLICATION

TO: OWNER OF PREMISES KNOWN AS Block _____, Lot _____ located on

PLEASE TAKE NOTICE:

The undersigned has filed an appeal or application for development with the Land Use Board of the Township of Andover for a _____ variance from the requirements of

the Zoning Ordinance so as to permit [describe relief sought] _____

The applicant also makes application for such other approvals, variances and other relief as may be necessary for premises located at _____ and designated as Block _____, Lot _____ on the Andover Township Tax Map. This notice is sent to you as an owner of property within 200 ft. of the subject property.

A public hearing has been set for 7:30 p.m. on _____, 20____ at the Municipal Building,, 134 Newton-Sparta Rd., and when the case is called you may appear either in person, or by agent or attorney, and present any objections you may have to the granting of the relief sought in the petition.

The application together with all maps and/or documents for which approval is sought is on file in the office of the Land Use Board and is available for inspection during the hours of 8:30 a.m. to 3:30 p.m.

Respectfully,

Applicant

Exhibit A

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER

TOWNSHIP OF ANDOVER
LAND USE BOARD

This notice is to be published once, at least ten (10) days prior to the hearing date, by the applicant, in the New Jersey Herald, 2 Spring St., Newton, N.J. 07860. Affidavit of publication is to be submitted to the Board Secretary.

TAKE NOTICE that on the _____ day of _____, 20_____, at 7:30 p.m. a hearing will be held before the Andover Township Land Use Board at the Municipal Building, 134 Newton-Sparta Rd. on the appeal or application of the undersigned for a variance or variances from the following provisions of the Andover Township Zoning Ordinances

in order to permit [describe relief sought] _____

Applicant also makes application for such other variances and other relief as may be necessary for premises located at _____

and designated as Block _____, Lot _____, on the Andover Township Tax Map, located in the _____ Zone.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Land Use Board.

Said application together with all maps and/or documents for which approval is sought is on file at the Township Hall, in the office of the Land Use Board and is available for inspection during the hours of 8:30 a.m. to 3:30 p.m.

Name of Applicant

Publication date: _____

Exhibit D

FORM #3

STATE OF NEW JERSEY
COUNTY OF SUSSEX

_____ of full age, being duly sworn according to law, on his oath deposes and says that he resides at _____ in the Township of _____ County of _____, State of New Jersey and that he did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number _____ located at _____.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon: (Check if applicable)

- 1. The Clerk of the Township of Andover
- 2. The County Planning Board
- 3. The Director of the Division of State and Regional Planning
- 4. The NJ Department of Transportation
- 5. The Clerk of adjoining municipalities

A copy of said notices is attached hereto and marked "Exhibit A." Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as they appear on the municipal tax map and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C."

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality which is marked "Exhibit D."

Signature of Applicant

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

*For notice requirements see R.S. 40:55D-12