

PLEASE CONTACT
KRISTI GIAMBONA,
LAND USE BOARD SECRETARY,
IF YOU HAVE ANY QUESTIONS
REGARDING THIS APPLICATION.

PHONE: 201-262-6086 x351

EMAIL: boardsec@emersonnj.org

LAND USE PROCEDURES

Schedule A General Requirements For All Applications [Added 6-20-1989 by Ord. No. 953]

- (1) Application fees and deposits for legal and engineering fees.
- (2) Three copies of the appropriate application form completely filled in. Those items not applicable should be so indicated on the form.
- (3) Proof that no taxes are due or delinquent on the property in question. (N.J.S.A. 40:55D-39e).
- (4) Proof of notice to property owners as required 10 days prior to the public hearing date. Affidavits of service, a certified list of property owners and signed return postcards of certified mail notice to be presented at the hearing.
- (5) Proof of newspaper-published notice as required by law 10 days prior to the public hearing date.
- (6) List of stockholders owning 5% of the stock or having five-percent interest in the corporation or partnership if there are any other than those listed in the application.
- (7) Written request for waivers of checklist items.

LAND USE PROCEDURES

Schedule B Requirements For Site Plan Or Subdivision Approval Where A Variance Is Required [Added 6-20-1989 by Ord. No. 953]

- (1) Items listed in Schedule A.
- (2) Twenty copies of a plot plan, prepared by a licensed surveyor, engineer, architect or professional planner:
 - (a) At a scale of not less than one inch equals 20 feet.
 - (b) Showing the location of existing and proposed buildings and structures and outlines of existing structures and wooded areas within 200 feet of all boundaries of the property in question.
 - (c) Showing existing and proposed yard setbacks, property lines, other pertinent dimensions and all other data required in a site plan submitted pursuant to Chapter 236 of the Code of the Borough of Emerson.
- (3) Twenty copies of a zoning chart, either separately or printed on the site plan, listing the required and proposed features by ordinance section number with variances requested.

LAND USE PROCEDURES

Schedule C
Requirements For Minor Subdivision
[Added 6-20-1989 by Ord. No. 953]

- (1) Items listed in Schedule A.
- (2) Twenty copies of the proposed minor subdivision lot plan specified by Chapter 252 of the Borough Code.

LAND USE PROCEDURES

Schedule D Requirements For Preliminary Site Plan Or Major Subdivision [Added 6-20-1989 by Ord. No. 953]

- (1) Items listed in Schedule A.
- (2) Twenty copies of the preliminary plot plan showing site plan and/or subdivision proposal in accordance with Chapter 252, Subdivision of Land, of the Code and Chapter 236, Site Plan Review, of the Code.
- (3) Proof that copies of the proposed plans were submitted to the:
 - (a) Borough Engineer.
 - (b) Chief of Police.
 - (c) Fire Chief.
 - (d) Department of Public Works.
 - (e) Environmental Commission.
 - (f) Housing Inspector/Construction Official.
 - (g) Borough Clerk.

LAND USE PROCEDURES

Schedule E
Requirements For Final Approval Of Site Plan
Or Major Subdivision
[Added 6-20-1989 by Ord. No. 953]

- (1) Items listed in Schedule A.
- (2) Original tracing with signature lines and five prints of approved preliminary plot plan with corrections noting items required by preliminary resolution of approval drawn in and noted on the print.
- (3) Proof of execution of a developer's agreement.
- (4) Proof of posting of performance and/or maintenance bonds or guaranties, if required.
- (5) Copies of recorded easements, rights-of-way or conveyances of open space or public easements, if required by preliminary approval.
- (6) Deposit of escrow funds for engineering inspections, etc.
- (7) Bergen County Planning Board approval.
- (8) Department of Environmental Protection approval where stream encroachment easements are required.
- (9) Bergen County Soil Erosion and Sediment Control Plan approval, where required.
- (10) Federal Army Corps of Engineer approval for wetland development.

BOROUGH OF EMERSON

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on FIRST reading at the Work Session/Regular Meeting of the Borough Council of the Borough of Emerson on the 29th day of April 2003 and that said Ordinance will be further considered for final passage at the meeting of Emerson Borough Council to be held on the 20th of May 2003 at 8:00 PM or as soon thereafter as said matter can be held at the Municipal Building, 1 Municipal Place, Emerson, NJ, at which time and place all persons who may be interested therein shall be given an opportunity to be heard concerning same.

CAROL DRAY
BOROUGH CLERK

ORDINANCE NO. 1227

AN ORDINANCE TO AMEND THE CODE OF EMERSON, CHAPTER 236 THEREOF, ENTITLED SITE PLAN REVIEW, TO CHANGE THE FEES FOR REVIEW AND INSPECTION OF SITE PLAN APPLICATIONS

Be it ordained by the Council of the Borough of Emerson, as follows:

Section 1. Section 236-9 of Chapter 236, Site Plan Review, is hereby amended to change the fee schedule of the Code of Emerson Site Plan Application to:

<u>SITE</u>	<u>FREE</u>	<u>WITH VARIANCE</u>
1) Up to one acre:	\$ 750.00	\$1,000.00
2) One acre or less than two	\$850.00	\$1,100.00
3) Two acres or less than three	\$950.00	\$1,200.00
4) Three acres or less than four	\$1,050.00	\$1,300.00
5) Four acres or less than five	\$1,150.00	\$1,400.00
6) Five acres or less than six	\$1,250.00	\$1,500.00
7) Six acres or less than seven	\$1,350.00	\$1,600.00
8) Seven acres or less than eight	\$1,450.00	\$1,700.00
9) Eight acres or less than nine	\$1,550.00	\$1,800.00
10) Nine acres or less than ten	\$1,650.00	\$1,900.00
11) Ten acres or Greater*	\$1,750.00	\$2,000.00

*Plus \$100.00 for additional acres or fraction thereof

Section 2. Chapter 236 of the Code of Emerson is hereby amended to add a new section included in § 236-9, to be known as:

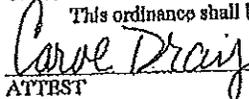
§236-9 C. A Conditional Use Application submitted for review by the Planning Board as follows: \$1,000.00 plus \$100 per acre.

Section 3. Section 236-9.1 C. of Chapter 236, Site Plan Review, of the Code of Emerson, is hereby amended to change the fee of escrow deposits from (1) Engineering: \$250 and (2) Legal: \$250 to read as follows:

* §236-9.1 C.: ESCROW DEPOSIT - \$1,500.00 (Separate Check) *

Section 4. Effective Date

This ordinance shall become effective May 20, 2003


ATTEST


MAYOR

ORDINANCE NO. 1231

AN ORDINANCE TO AMEND THE CODE OF EMERSON, CHAPTER 47 THEREOF, ENTITLED LAND USE PROCEDURES, TO CHANGE THE FEES FOR ESCROW DEPOSITS AND REVIEW AND INSPECTION OF SUBDIVISION APPLICATIONS

Be it ordained by the Council of the Borough of Emerson, as follows:

Section 1. Section 47-26.1 C. of Chapter 47, Land Use Procedures, of the Code of Emerson, is hereby amended to change the fee of escrow deposits from (1) Engineering: \$250 and (2) Legal: \$250 to read as follows:

* §47-26.1 C.: ESCROW DEPOSIT - \$1,500.00 (Separate Check) *

Section 2. Section 1. Section 47-26.1 of Chapter 47, Land Use Procedures, of the Code of Emerson, is hereby amended to add a fee schedule for review and inspection of subdivision applications as follows:

§47-26.1 D. The fees for the review and inspection of subdivision applications are as follows:

	<u>FEE</u>	<u>WITH VARIANCE</u>
(1) Minor Subdivision	\$250.00	\$400.00
(2) Major Subdivision	\$400.00	\$750.00*

*Plus \$75.00 Per lot

Section 4. Effective Date

This ordinance shall become effective May 20, 2003.

Carol Dray
ATTEST

[Signature]
MAYOR

ORDINANCE NO. 1239

AN ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF EMERSON, CHAPTER 47 THEREOF, ENTITLED LANE USE PROCEDURES, TO INCLUDE A FEE SCHEDULE FOR APPLICATIONS AND SERVICES RENDERED AND ESCROW DEPOSITS

BE IT ORDAINED by the Borough of Emerson, as follows:

Section 1. Section 47-26 of Chapter 47, Land Use Procedures, of the Code of the Borough of Emerson, hereby amended to include a fee schedule for the following land use services:

Section 47-26 Fees

C. Fee Schedule for Land Use Procedures

The fees for applications or for the rendering of any service by the Planning Board of Zoning Board of Adjustment by the provisions of this chapter shall be as follows:

(1) Commercial Additions	\$ 400.00
(2) Commercial New Construction	\$1000.00
(3) Commercial Use Variance	\$ 750.00
(4) Residential Additions (including in-ground pools)	\$ 100.00
(5) Residential New Construction	\$ 200.00
(6) Residential Use Variance	\$ 300.00
(7) Deck Variance	\$ 50.00
(8) Fence Variance	\$ 50.00
(9) Above-ground pool	\$ 50.00
(10) Home Occupation Sign	\$ 250.00
(11) All other signs	\$ 375.00*
(12) Special Meeting Request (residential)	\$ 1000.00*
(13) Special Meeting Request (commercial)	

*plus additional fees for attorney, secretary, etc.

Section 2. Section 47-26.1 of Chapter 47, Land Use Procedures, of the Code of Emerson, is hereby amended as follows:

Section 47-26.1

C. The minimum deposit for any application to the Planning Board and the Zoning Board to cover the professional and inspection costs for both residential and commercial applications shall be:

Escrow Deposit - Residential	\$1000.00
(separate check) Commercial	\$4000.00
Developers	\$5000.00 (single family house)
Developers	\$3000.00 (per unit in multiple construction)

Section 3. Effective date January 17, 2007

LAND USE PROCEDURES

Schedule F
Application For Site Plan Approval
With Or Without Variances
[Added 6-20-1989 by Ord. No. 953]

Section I Applicant applies for:

- _____ Preliminary site plan approval
- _____ Final site plan approval
- _____ Conventional site plan approval (no notices required)

Section II Please supply the following information:

1. Name, address and phone number of the applicant:

Name _____ Phone _____
Address _____

2. Name, address and phone number of the owner (if other than the applicant):

Name _____ Phone _____
Address _____

3. If the applicant is a partnership or corporation, list all partners or stockholders owning more than a five-percent interest in said company and their addresses:

4. If the applicant is a corporation, list the registered agent's name and address:

5. To whom should the Borough send all notices concerning this application?

Name _____
Address _____

6. Emerson Tax Assessment Map description of land which is the subject of the site plan and street address:

EMERSON CODE

Block _____ Lot _____ Street Address _____

7. The record owner of property on date of this application and copy of latest deed conveying property to the applicant:

Name _____
Address _____

8. If the applicant is not the record owner, describe the applicant's interest in the land, giving date on which the applicant will become record owner:

9. Describe briefly the applicant's intentions concerning the proposed character of development (attach site plan according to ~ 236-6B):

10. Is the applicant willing and able, in the event of approval of its site plan, to undertake and complete installation, in accordance with the requirements and specifications of the Borough of Emerson, and to furnish bonding or surety company performance bond for:

(a) Street paving? _____ (d) Drainage facilities? _____
(b) Curbs? _____ (e) Catch basins? _____
(c) Sidewalks? _____ (f) Shade trees? _____
(g) Other requirements of the Planning Board? _____

11. The applicant agrees to provide a copy of any transcript taken by a stenographer of Planning Board meetings by the applicant without any cost to the Planning Board.

12. Have the premises which are the subject of this application been the subject of previous Emerson Planning or Zoning Board action? _____ yes _____ no (If yes, attach any papers available detailing such action; if no papers are available, describe such prior action.)

LAND USE PROCEDURES

13. Describe all buildings or structures now existing on the premises and to what use they are presently being put:

14. Is any demolition contemplated? If so, describe same:

15. Give the general description of the building to be erected or altered:

- (a) Construction type (per uniform Construction Code) _____
(b) Floor area _____ gross feet _____ net feet
(c) Number of stories _____ height _____
(d) Fire-suppression system _____ yes _____ no
Type _____

16. Does the proposed site plan conform to all requirements of the Zoning Ordinances? _____ yes _____ no (give variances requested):

17. Does the proposed site plan conform to all requirements of the Subdivision and Site Plan Review Ordinances? _____ yes _____ no

If not, state sections for which waivers are required:

18. Is any portion of the premises which is the subject of this application intended to be dedicated or reserved for public use? _____ yes _____ no

19. Has application been made to any other governmental bodies in relation to this application? _____ yes _____ no (If yes, attach copies of application forms and any and all correspondence.)

EMERSON CODE

- 20. List all plans and documents attached to this application that are to be a part of it. (See checklist.)

I, duly sworn, according to law, depose and say that all of the above statements made by me and all statements made in any papers submitted with this application are true.

Sworn to before me this _____ day of _____, _____

Notary Public

Applicant's Signature

Affidavit of owner to appoint agent.

State of New Jersey) ss:
County of Bergen)

_____ of full age being duly sworn according to law on his, her, their oath(s) depose(s) and say(s) that he, she, they reside(s) at _____ and that he, she, they is/are the owner(s) in fee of all that certain lot(s) of land, situated, lying and being in the Borough of Emerson, known and designated as _____ and that the applicant(s) hereby authorize(s) _____ to make the within application as his, her, their agent.

Sworn to before me this _____ day of _____, _____

Notary Public

Signature-applicant-owner

Signature-applicant-owner

LAND USE PROCEDURES

Schedule G
Application For Subdivision Of Land
With Or Without Variances
[Added 6-20-1989 by Ord. No. 953]

Section I Applicant applies for:

- _____ Sketch plat informal review and classification
_____ Minor subdivision approval
_____ Preliminary major subdivision approval
_____ Final major subdivision approval

Section II Please supply the following information:

1. Name, address and phone number of the applicant:

Name _____ Phone _____
Address _____

2. Name, address and phone number of the owner (if other than the applicant):

Name _____ Phone _____
Address _____

3. If the applicant is a partnership or corporation, list all partners or stockholders owning more than a five-percent interest in said company and their addresses:

4. If the applicant is a corporation, list the registered agent's name and address:

5. To whom should the Borough send all notices concerning this application?

Name _____
Address _____

EMERSON CODE

6. Emerson Tax Assessment Map description of land the subject of the site plan and street address:

Block	Lot	Street Address
_____	_____	_____
_____	_____	_____

7. The record owner of property on date of this application and copy of latest deed conveying property to the applicant:

Name _____
Address _____

8. If the applicant is not the record owner, describe the applicant's interest in the land, giving date on which the applicant will become record owner:

9. Describe briefly the applicant's reason for requesting a subdivision and the applicant's plans for development of said lots:

10. Attach 20 copies of the applicant's subdivision plot plan.

11. Is the applicant willing and able, in the event of approval of its subdivision and plan for development, to undertake and complete installation, where necessary, in accordance with the requirements and specifications of the Borough of Emerson, and to furnish bonding or surety company performance bond for:

(a) Street paving? _____	(d) Drainage facilities? _____
(b) Curbs? _____	(e) Catch basins? _____
(c) Sidewalks? _____	(f) Shade trees? _____
(g) Other requirements of the Planning Board? _____	

12. The applicant agrees to provide a copy of any transcript taken by a stenographer of Planning Board meetings by the applicant without any cost to the Planning Board.

13. Have the premises which are the subject of this application been the subject of previous Emerson Planning or Zoning Board action? _____ yes _____ no (If

LAND USE PROCEDURES

yes, attach any papers available detailing such action; if no papers are available, describe such prior action);

14. Describe all buildings or structures now existing on the premises and to what use they are presently being put:

15. Is any demolition contemplated? If so, describe same:

16. Give the general description of any buildings to be erected or altered:

17. Does the proposed subdivision conform to all requirements of the Zoning Ordinances applicable to said lot? _____yes _____no (If not, give variances requested):

18. Does the proposed subdivision plot plan conform to all requirements of the Subdivision Ordinance? _____yes _____no
If not, state sections for which waivers are required:

19. Has application or will application be made to any other governmental bodies in relation to this application? _____yes _____no (If yes, attach copies of application forms and any and all correspondence.)

EMERSON CODE

20. List all plans and documents attached to this application that are to be a part of it.
(See "checklist.")

I, duly sworn, according to law, depose and say that all of the above statements made by me and all statements made in any papers submitted with this application are true.

Sworn to before me this _____ day
of _____

Notary Public

Applicant's Signature

TREE MANAGEMENT FORM
Borough of Emerson

DATE _____

As per Borough Ordinance 1053 Chapter 266-11 A, "no tree shall be cut or otherwise removed from lands in the Borough of Emerson unless a [tree] management plan ... has been approved by the Planning Board and a permit based thereon issued by the Code Enforcement Officer."

PROPERTY BLOCK _____ LOT _____

OWNER NAME _____

ADDRESS _____

PHONE _____ FAX _____

SIGNATURE OF OWNER (consenting to said application)

APPLICANT (if different from above) _____

ADDRESS _____

PHONE _____ FAX _____

SIGNATURE OF APPLICANT

DESCRIPTION OF PREMISES (include number of trees, tree type & location, and trees to be removed)

FOR BOROUGH OFFICIAL USE ONLY -

TREE MANAGEMENT PLAN ATTACHED? _____ YES _____ NO

TREE MANAGEMENT PLAN APPROVED? _____ YES _____ NO

PLAN REVIEWED BY:

BOROUGH OFFICIAL NAME _____

SIGNATURE _____

DATE _____

TAX ASSESSOR'S OFFICE - BOROUGH OF EMERSON

200 FOOT SEARCH - CERTIFIED LIST OF PROPERTY OWNERS - DEPOSIT

DATE: _____

OWNER
NAME: _____

BLOCK# _____ LOT # _____

ADDRESS: _____

AMOUNT DUE: - \$10.00 PER LOT

CHECK # _____ OR CASH

RECEIVED BY: _____

DATE: _____

CERTIFICATION OF PAYMENT OF TAXES
(To be completed by Tax Collector at applicant's request)

I, _____, Tax Collector of the Borough of
Emerson, hereby certify that the property taxes on the property known as
Block(s) _____, Lot(s) _____, as shown on the Borough Tax Assessment
Maps, have been paid through the _____ quarter and that the taxes on the
aforementioned property are not past due nor are there any penalties, assessments, or
interest due or outstanding of this date.

Signature of Tax Collector

Date

NOTICE OF HEARING TO OTHER PROPERTY OWNERS

To _____

Address _____

PLEASE TAKE NOTICE:

That the undersigned has appealed to the Land Use Board of the Borough of Emerson, NJ, for a variance from

of the Zoning Ordinance so as to permit the following: _____

Requiring the following variances _____

On the premises _____ which is within 200' of property owned by you. This appeal is on the Board's calendar and a public hearing has been ordered for _____, 20____ at 8:00 pm in the Borough Hall, Municipal Place, Emerson, NJ, at which time you may appear either in person, or by agent or attorney and present any objections which you may have to the granting of this appeal. Copies of the application and drawings are available for review at Borough Hall in Emerson between the hours of 9 am and 5 pm, Monday through Friday.

Respectfully,

Applicant

NEWSPAPER NOTICE
OBTAIN ORIGINAL AFFADAVIT OF PUBLICATION FROM NEWSPAPER

**BOROUGH OF EMERSON
NOTICE**

PLEASE TAKE NOTICE that the undersigned has
appealed to the Land Use Board of the Borough of Emerson, NJ,
for a variance from

_____ of the Zoning Ordinance so as to permit the following:

_____ on the
premises _____,
resulting in the following
variances _____

_____ This appeal is now on the Board's calendar and a public
hearing has been ordered for _____, 20____
at 8:00 p.m. in the Borough Hall in the Borough of Emerson,
Municipal Place, Emerson, NJ at which time anyone interested
may appear either in person or by agent or attorney and present any
objection which he may have to the granting of this appeal.

Copies of the application and drawings are available for
review at Borough Hall in Emerson between the hours of 9:00 am
and 5:00 pm. Monday through Friday.

APPLICANT