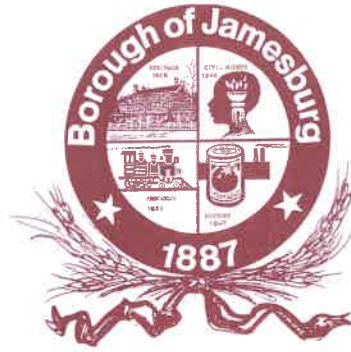


Municipal Building  
131 Perrineville Road  
Jamesburg, New Jersey 08831



Phone:  
(732) 521-2222  
Fax: (732) 521-3455  
[www.jamesburgborough.org](http://www.jamesburgborough.org)

## NOTICE TO APPLICANTS

**In the interest of providing more efficient administration of applications, the Combined Land Use Board of the Borough wants to insure that you are aware of the following procedures:**

- Applications must be completed in their entirety or waivers requested in writing from the submission requirements or applications shall be deemed incomplete.
- Applications will be reviewed by staff and you will be notified in writing within 45 days of submission as to whether your application is complete. If the application is incomplete it will not be re-entered into the system until it is resubmitted in accordance with the review letter sent to you.
- No application will be scheduled for a hearing until deemed complete and you are notified of the same in writing. At that time you may notice for the meeting date given to you by the Board Secretary. The notice must be sent to residents and published at least 10 days before the scheduled meeting in accordance with the instructions in the application package.

Please read the instruction package in its entirety. Failure to comply with the requirements of the package will result in delaying the scheduling of your application for public hearing.

Continued applications or incomplete applications will not be reviewed or scheduled for hearing if the escrow fees have been depleted and additional escrow funds have not been posted with the Borough.

**BOROUGH OF JAMESBURG  
COMBINED LAND USE BOARD  
COUNTY OF MIDDLESEX**

**PROCEDURE FOR HEARING BEFORE THE LAND USE BOARD**

**\*\*\*PLEASE READ THESE INSTRUCTIONS CAREFULLY. NO APPLICANT WILL BE SCHEDULED FOR A HEARING UNTIL ALL REQUIREMENTS ARE COMPLETED!**

1. The Land Use Board has the authority to conduct hearings in the following cases:
  - a. Appeals from any decision, order or requirement of an administrative officer, which is based upon or made in the enforcement of the Zoning Ordinance.
  - b. Hearings on special exceptions and special questioning specifically provided for in the Zoning Ordinance, in which case, the applicant must be prepared to prove all the elements required by the Ordinance.
  - c. Appeals requesting variances from the requirements of the Zoning Ordinance (other than type of structure or use of premises) by reason of exceptional narrowness, shallowness, or shape of specific piece of property, or by reason of extraordinary and exceptional situations or conditions of such piece of property, in which case, the applicant must be prepared to provide that the strict application of the Zoning Ordinance would result in peculiar and exceptional practical difficulties to, or exceptional undue hardship upon the owner of the property.
  - d. In particular cases and for special reasons, grant a variance to permit a use in a district restricted against such use provided that the variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and the purpose of the Zone Plan and Zoning Ordinance. The applicant must be prepared to prove all of the particular circumstances or special reason applicable to the property involved.
2. **It is suggested that all applicants read the applicable portion of the Zoning Ordinance before making an application. A copy of the Zoning Ordinance is available for purchase or you may view it in the Board Secretary's office.**
3. The Land Use Board will not consider any application until an application for a building permit has been presented to the Building Inspector/Zoning Officer and he/she has issued a denial.
4. All applications must be typewritten or printed in ink. Answer all questions contained in the application and attach a rider where additional space required.

5. Complete application and submit <sup>16</sup>~~18~~ copies of the application and plans to the Board Secretary. Please fold plans-do not roll them up. **The required application and escrow fees, made payable to the Borough of Jamesburg must be submitted with the application and plans. Fees not paid shall constitute an incomplete application. In the event of a deficiency in the amount paid, a notice of the deficiency shall be sent to the applicant and same shall be paid prior to the hearing or the application will continue to be deemed incomplete.**
- a. A copy of the denial of the Building Inspector must be attached to the original application.
  - b. Eighteen copies of the plot plan showing (1) block and lot numbers; (2) dimensions of the lot; (3) location and dimensions of present and proposed structures; (4) all front, side and rear yard dimensions; (5) ownership of adjoining properties; (6) any other information which might be pertinent to the application. If the Plot Plan is prepared by other than a licensed surveyor or architect, the applicant must furnish the Board with an Affidavit stating that all of the information shown therein is accurate and correct.
  - c. Where the proposed use involves access to a State Highway or County Road, the applicant must also attach to the original application a Certificate of Approval from the State Highway department, or the County Road Department setting forth their approval of the proposed plan of ingress and egress and other stipulations.
6. Purchase a Certified list of property owners from the Tax Assessor. Please order this at least 20 days in advance; it will take time to complete. The fee is \$10.00 and request must be made in writing. If the subject premises are within 200 feet of an adjoining community, the applicant must serve notice upon the Municipal Clerk of said adjoining community in the manner herein provided. There is no notice requirement for an application for an appeal of a decision of the Building Inspector or an interpretation of the Zoning Ordinance.
7. Where the application is for a hearing described in 1(a), (c), or (d) above, or under (b), where notice and public hearing are required under the Zoning Ordinance, the applicant shall, **at least 10 days prior to the time appointed for the hearing**, give notice to all property owners situated within two hundred (200') feet of the property to be affected by the application. Notice shall be given by certified mail, return receipt requested, to the last known address of the property owners, as shown by the most recent tax list of the municipality. (**NOTICE:** the law requires that in order for the Board to hear your application, all property owners within 200 ft of your property must be notified in the above manner and a notice published in the newspaper at least 10 days prior to the hearing date. If you fail to comply with this requirement, the Board cannot hear your application.)  
The notice shall set forth (1) the nature and conditions of the hearing applied for; (2) the location of the property to be affected; (3) the time, date, and place set for the hearing.

In hearings referred to above, the applicant shall also publish notice of the application in the official newspaper circulating in the Borough at least ten (10) days prior to the hearing, after receipt of a notice from Land Use Board that the application is in order, and shall submit proof of such publication to the Secretary before the hearing. The official newspapers of the Borough are the Home News Tribune and the Cranbury Press.

8. Where notice is required as set forth in 8 above, the applicant must submit a copy of his notice, Affidavit

of Service, and proof of publication before the hearing date. Also, certified notices, along with return receipts must be provided to the Board Secretary. **If this information is not submitted before 3:00 pm on the hearing date the application will not be heard.**

9. Regular meetings of the Land Use Board are normally held every month at 7:00 pm at the Borough Hall. Please call the Board Secretary to verify the date.
10. The Secretary of the Board is Susan Boulonge. She can be reached at (732) 521-2222 ext. 100.
11. The applicant shall be responsible in those cases which require approval by the Middlesex County Planning Board, the Freehold Soil Conservation District, the Delaware & Raritan Canal Commission for the preparation and filing of all appropriate applications and the payment of all necessary fees in connection therewith and except for the freehold Soil Conservation District and the Delaware & Raritan Canal Commission, all approvals from said-agencies shall be submitted to the Board at the time the application is filed with the Board. The failure to provide said approvals will result in the Board declaring the application incomplete.
12. Any application to the Land Use Board of the Borough of Jamesburg, for subdivision or site plan approval for the construction of multi-family dwellings of three or more units, single family developments of fifty (50) or more units or any commercial, institutional, or industrial development for the utilization of 1,200 square feet or more of land, must include a recycling plan. This plan must contain, at a minimum, 1.) A detailed analysis of the expected composition and amounts of solid waste and recyclables generated at the proposed development and; 2.) Locations documented on the applications site plan that provide for convenient recycling opportunities for all owners, tenants and occupants. The recycling area shall be of sufficient size, convenient location and contain other attributes (signage, lighting, fencing, etc.) as may be determined by the municipal recycling coordinator.
13. If you require a meeting with the Borough Engineer, Planner, or Attorney prior to submitting an application you may inquire through the Secretary as to when they are available and a meeting will be set up. All escrow money must be posted before any meetings take place.
14. If the applicant is a corporation, it must be represented by an attorney at law of the State of New Jersey. Individual applicants may represent themselves or be represented by an attorney. They may not be represented by real estate agents or other individuals who are not attorneys at law of the State of New Jersey.
15. No final approvals, maps, or resolutions, will be signed and returned to the applicant until all required items are received and approved by the Board.

**LAND USE BOARD FEES:**

**ALL FEES ARE CUMULATIVE**

- |  |          |
|--|----------|
| • Appeal of Building Inspector's decision or Zoning Ordinance Interpretation | \$100.00 |
| • Interpretation of a Resolution or Those Seeking a Waiver                   | \$250.00 |
| • Bulk Variance (N.J.S.A. 40:55D-70c)  | \$200.00 |
| • Use Variance (N.J.S.A. 40:55D-70d)   | \$500.00 |

- Zoning Changes \$500.00
- Site Plan \$500.00
- Minor Subdivision \$300.00
- Major Subdivision \$500.00

**LAND USE ESCROWS:**

- All zoning changes – Escrow \$3,000.00
- Site Plan – (0-2 acres) – Escrow \$4,000.00
- (2+ acres, per acre or portion thereof) \$ 250.00
- Use Variance and Bulk Variance \$2,000.00
- Subdivisions – Major \$3000.00
- Minor \$ 1000.00
- All other Applications \$1,000.00

**BOROUGH OF JAMESBURG  
LAND USE BOARD  
131 PERRINEVILLE ROAD  
JAMESBURG, NJ 08831**

**LAND USE BOARD APPLICATION**

This application with supporting documentation must be filed with the Office of the Board Secretary 45 days prior to the first of the month in which the application will be eligible to be heard.

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To be completed by Borough Staff ONLY

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

For Board Secretary Use:

LAND USE BOARD  
Application Fees: \_\_\_\_\_

Date Deemed Complete  
\_\_\_\_\_

Escrow Deposit: \_\_\_\_\_

120 Days Expire: \_\_\_\_\_  
Hearing Date: \_\_\_\_\_

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**1. SUBJECT PROPERTY**

Location: \_\_\_\_\_

Tax Map: Page \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_

Dimensions: Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Zoning District: \_\_\_\_\_

**2. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Applicant is a: Corporation: \_\_\_\_\_ Partnership \_\_\_\_\_  
Individual \_\_\_\_\_

**3. OWNER**

If owner is other than applicant, provide the following information on the Owner(s):

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**4. DISCLOSURE STATEMENT**

Pursuant to N.J.S.A. 40:55D – 48.1, in 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. In accordance with N.J.S.A. 40:55D – 48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding 10% ownership criterion have been disclosed.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

**5. PROPERTY INFORMATION**

Restrictions, covenants, easements, association by laws, existing and proposed on the property.  
YES (Attach copies) \_\_\_\_\_ NO \_\_\_\_\_ Proposed \_\_\_\_\_

NOTE: All deed restrictions, covenants, easements, association by laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved.

Present use of the premises:

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

6. **Applicant's Attorney:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

7. **Applicant's Engineer:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

8. **Applicant's Planning Consultant:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

9. **Applicant's Traffic Engineer:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

10. **Other Experts:** List any other expert who will submit a report or who will testify for the Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

11. **Applicant represents a request for the following:**

**SUBDIVISION:**

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval (Preliminary)

\_\_\_\_\_ Subdivision Approval (Final)

Number of lots to be created (including remainder Lot): \_\_\_\_\_

Number of proposed dwelling units: \_\_\_\_\_

**SITE PLAN:**

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Preliminary Site Plan Approval

\_\_\_\_\_ Final Site Plan Approval

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet): \_\_\_\_\_

Total number of proposed dwelling units: \_\_\_\_\_

Request for waiver from Site Plan Review and Approval: Please state reason for request

**OTHER MATTERS:**

\_\_\_\_\_ Informal Review

\_\_\_\_\_ Appeal decision of an Administrative Officer (N.J.S.A. 40:55D – 70)



\_\_\_\_\_ Map or Ordinance Interpretation or Special Question (N.J.S.A. 40:55D  
- 70)

\_\_\_\_\_ Variance Relief (hardship) (N.J.S.A. 40:55D – 70c (1))

\_\_\_\_\_ Variance Relief (substantial benefit) (N.J.S.A. 40:55D – 70c (1))

\_\_\_\_\_ Variance Relief (use) (N.J.S.A. 40:55D – 67)

\_\_\_\_\_ Conditional Use Approval (N.J.S.A. 40:55D – 67)

\_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street,  
public drainage way, or flood control basin (N.J.S.A. 40:55D – 34)

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage (N.J.S.A.  
40:55D – 35)

**12. Section (s) of Ordinance from which a variance is requested:**

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

**13. Waivers Requested of Development Standards and/or Submission Requirements:** (attach additional pages if necessary)

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

- 14. Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of the application. This property list can be obtained from the Tax Assessor. Requests are to be made in writing and be accompanied by a check for \$10.00 payable to the Borough of Jamesburg. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.**

**The publication and the serve on the affected owners must be accomplished at least ten (10) days prior to the date scheduled by the Land Use Secretary for the hearing. An Affidavit of Service on all property owners and proof of the publication must be filed with the Secretary before 3:00 p.m. on the date of the meeting in order for the application to be heard.**

- 15. Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises:**

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

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16. Is a public water line available: \_\_\_\_\_

17. Is a public sanitary sewer available: \_\_\_\_\_

18. Does the application propose a well and septic system?  
\_\_\_\_\_

19. Have any proposed new lots been reviewed with the Tax Assessor to determine appropriate lot and block number?  
\_\_\_\_\_

20. Is there any off-tract improvements required or proposed?  
\_\_\_\_\_

21. Is the subdivision to be filed by Deed or Plat?  
\_\_\_\_\_

22. What form of security does the applicant propose as performance and maintenance guarantees?  
\_\_\_\_\_

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23. Other approvals which may be required and date plans submitted:

	YES	NO	DATE SUBMITTED
Municipal Utilities Auth.	_____	_____	_____
Middlesex County Health Dept	_____	_____	_____
Middlesex County Planning Board	_____	_____	_____
Middlesex County Soil Conservation	_____	_____	_____
NJ Dept. Environmental Protection	_____	_____	_____
Sewer extension permit	_____	_____	_____
Sewer connection permit	_____	_____	_____
Stream Encroachment permit	_____	_____	_____
Waterfront Develop. Permit	_____	_____	_____
Wetlands permit	_____	_____	_____
Tidal Wetlands permit	_____	_____	_____
Potable Water Const. permit	_____	_____	_____
Other _____	_____	_____	_____
NJ Dept. of Transportation	_____	_____	_____
Public Service Electric & Gas	_____	_____	_____

**24. Submit Certification from the Tax Collector that all taxes due on the subject property have been paid.**

**25. List Maps, reports and other materials accompanying the application (Attach additional pages as required for the complete listing).**

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the Board Secretary. The documentation must be **RECEIVED** by the Secretary at least 45 days prior to the 1<sup>st</sup> of the month in which an application will be eligible to be heard.

Quantity	Description of Item
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**26. The applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals: (Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professionals listed).**

Applicant's Professional	Reports Requested
_____	_____
_____	_____
_____	_____

**CERTIFICATIONS**

**(This section must be signed before a Notary Public)**

27. 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 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. (If the applicant is a corporation, this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this

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

\_\_\_\_\_  
Notary Public

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

28. 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, the representations made and the decision in the same manner as if I were the applicant. (If the applicant is a corporation, this must be signed by the authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_ day if \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Notary Public

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

29. I understand that the sum \$ \_\_\_\_\_ has been deposited in a Professional Escrow Account in accordance with the Ordinances of the Borough of Jamesburg. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

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

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

**BOROUGH OF JAMESBURG  
COUNTY OF MIDDLESEX**

**TAX COLLECTOR'S CERTIFICATION**  
(Submit completed form with application)

Applicant will complete Section I and, after having Section II filled out by the Office of the Tax Collector, will file same along with Planning Board Application to the Office of the Board Secretary. The form will ultimately remain on file in the Secretary's Office.

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**SECTION I** ( to be completed by Applicant )

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)  
am making application to the Combined Land Use Board of the Borough of Jamesburg for \_\_\_\_\_

\_\_\_\_\_  
(State reason for application)

of Lot (s) \_\_\_\_\_ in Block (s) \_\_\_\_\_ in the \_\_\_\_\_ zone, located at \_\_\_\_\_

\_\_\_\_\_  
(Street Address)

I request the Tax Collector to determine whether there are any delinquent taxes and/or assessments due.

\_\_\_\_\_  
(Applicant's signature) (Date)

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**SECTION II** (to be completed by Tax Collector)

- I find that:
- ( ) All taxes due have been paid.
  - ( ) This form may not be used in place of an Official Tax Search.
  - ( ) The following are delinquent and past due:

\_\_\_\_\_  
Kevin Hatch, Tax Collector

**BOROUGH OF JAMESBURG  
COUNTY OF MIDDLESEX**

**LOCAL PROPERTY OWNERS PERSONAL SERVICE**

**AFFADAVIT**

Proof of service of notices upon property owners must be filed with the Board Secretary by 3:00 p.m. on the day of the scheduled meeting.

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_ : ss

\_\_\_\_\_ of full age, being duly sworn according to law, deposes

and says, that he/she/they reside(s) as:

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

that he/she/they is/are the applicant in a proceeding before the Combined Land Use Board of the Borough of Jamesburg, Jamesburg, NJ being an appeal or Land development Application which relates to premises located at: \_\_\_\_\_  
\_\_\_\_\_

that on \_\_\_\_\_, 20\_\_ written notice of the hearing on this application was given to each and all of the owners of property affected by said application in the form required by the Board and captioned "Notice of Public Hearing" and according to the attached lists, in the manner indicated thereon.

Sworn to and subscribed  
before me this \_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
My Commission Expires:

**Attach Property Owners List to this form.**

**NOTICE OF PUBLIC HEARING**

**PLEASE TAKE NOTICE** that the undersigned has applied to the Jamesburg Zoning

Board for variance (s) from the provisions of

Section(s) \_\_\_\_\_

\_\_\_\_\_ (conditional use, etc.) To permit the :

\_\_\_\_\_

\_\_\_\_\_ affecting lands and premises

situated on \_\_\_\_\_

\_\_\_\_\_ and known as Block \_\_\_\_\_ Lot (s) on the Tax Map of the Borough

of Jamesburg. This Notice is sent to you as an owner of property affected by the

application to the Board and being published in accordance with the Notice provisions of

New Jersey State Statutes and Jamesburg Zoning Ordinances.

A Hearing on this application by the Board will be held on \_\_\_\_\_, 20\_\_ at 7:00

p.m. at the Borough Hall, 131 Perrineville Road, Jamesburg, New Jersey 08831. You

may appear in person or by agent or attorney and present any objections which you may

have to the granting of this/these variance (s).

Application and related documents are on file in the Office of the Jamesburg Borough

Clerk, Jamesburg Borough Hall, 131 Perrineville Road, Jamesburg, New Jersey 08831,

and available for inspection during normal business hours.

**DATED:** \_\_\_\_\_ **APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_