

REQUIREMENTS TO FILE AN APPLICATION

THESE ITEMS MUST BE COLLATED & BUNDLED AS SETS – you should have 14 packets when finish

1. Original application plus 13 copies
2. 2 sets of plans (folded 8 ½ x 11)
3. 12 sets of plans reduced to 11x17
4. 14 copies of any supporting documents

Application fee – must be submitted with application; fee schedule attached.

Escrow Fee – must be submitted with application; fee schedule attached.

PROOF OF SERVICE PACKAGE MUST BE SUBMITTED TO THE OFFICE BY 4 P.M. THE DAY OF THE HEARING. ALL RECEIPTS MUST MATCH ORDER OF THE PROPERTY LIST.

You must notify everyone within the 200' radius via USPS Certified/Return Receipt mail **at least 10 days prior** to hearing; letter with date and time of hearing to follow. **NOTE: you must contact the Tax Assessor's Office for a certified 200' radius listing, 973-926-2222.**

SPECIAL NOTE: The Tax Assessor's Office requires the applicant to provide the 200' radius map; please consult with your architect. For further assistance, please see personnel in the Tax Assessor's office.

SPECIAL NOTE: Please advise all professionals appearing at hearing to clip all presentations to a board, so they can be easily removed and placed in the file.

You must publish hearing in the Local Source (908) 686-7700 or Star Ledger (973) 392-4108 **at least 10 days prior** to hearing; letter with date and time of hearing to follow.

If you have any questions please call Hope Smith at 973-926-5100.

Thank you

Township of Hillside
Planning and Zoning Board Fee Schedule

\$300 per adjournment, after 1st request.

\$300 for informal work sessions. (Planning Board Only)

\$300 for each additional hearing date, if hearing carried over.

CONCEPT PLAN FEE – Commercial

Concept plan application fee \$350; escrow fee \$1,000.

CONCEPT PLAN FEE – Residential

Concept plan application fee \$350; escrow \$200 per lot/unit 1-20, more than 20 \$2000 escrow and \$50 per lot/unit.
One and two families excluded.

CONCEPT PLAN FEE – Industrial

Concept plan application fee \$350; escrow fee \$1,000.

PRELIMINARY SITE PLAN APPROVAL – Residential

Initial Fee \$350 plus \$200 for 1st 1000 sq ft of gross floor area of proposed buildings and structures. \$1,000 escrow.
One and two families excluded.

PRELIMINARY SITE PLAN APPROVAL – Industrial

Industrial uses up to 5000 sq ft of gross building floor area - \$300; 5001 – 20,000 sq ft \$400 plus .02/sq ft of gross floor area; more than 20,000 SF \$500 plus .03/add'l SF. \$1,500 escrow.

PRELIMINARY SITE PLAN APPROVAL - Commercial

Commercial Uses up to 5000 sq ft of gross building floor area - \$300; from 5001 to 20,000 sq ft - \$400 plus .02/sq ft of gross bldg floor area; Greater than 20,000 sq ft - \$500 plus .03/sq ft of gross bldg floor area. Escrow fee for non-residential application not involving new buildings: 1-25 parking spaces \$500; 26-100 spaces \$750; more than 100 spaces \$1000.

FINAL SITE PLAN APPROVAL – Residential

50% of application fee; \$1000 escrow base fee; escrow unit fee \$50/lot or dwelling.

FINAL SITE PLAN APPROVAL – Commercial

50% of preliminary application fee; escrow fee 100% of preliminary application fee.

FINAL SITE PLAN APPROVAL – Industrial

50% of preliminary application fee; escrow fee 100% of preliminary application fee.

MINOR SUBDIVISION APPROVAL – Residential

\$400 application fee and escrow base fee of \$300 and \$200/lot.

MINOR SUBDIVISION APPROVAL – Commercial

\$500 application fee. \$1,000 escrow.

MINOR SUBDIVISION APPROVAL – Industrial

\$500 application fee plus \$50 for each subdivision in lot. Any improvements will be 5% of the engineer's estimate. \$1,000 escrow.

MAJOR SUBDIVISION APPROVAL – Residential

\$500 application fee. \$2,000 escrow.

MAJOR SUBDIVISION APPROVAL – Commercial

\$600 plus \$250/lot; \$2500 escrow fee; escrow unit fee preliminary major subdivision \$50/lot or dwelling unit.

MAJOR SUBDIVISION APPROVAL – Industrial

\$600 plus \$250/lot; \$2500 escrow fee; escrow unit fee preliminary major subdivision \$50/lot or dwelling unit.

VARIANCE APPLICATIONS

“C” Variances

RESIDENTIAL

1 and 2 families \$300 for 1st variance, plus \$50 for each additional variance. Escrow fee \$1000.

COMMERCIAL PROPERTY

\$400 for 1st variance, plus \$50 for each additional variance. Escrow fee - \$2000.

INDUSTRIAL PROPERTY

\$500 for 1st variance, plus \$100 for each additional variance. Escrow fee - \$2000.

“D” Variances

RESIDENTIAL PROPERTY

\$400 plus \$1000 escrow.

COMMERCIAL PROPERTY

\$600 plus \$1000 escrow.

INDUSTRIAL PROPERTY

\$600 plus \$1000 escrow.

Appeal of zoning officer decision - \$300; escrow fee - \$500.

Interpretation of zoning ordinance - \$300; escrow fee - \$500.

Modification of previously approved plans w/o change to floor area – 50% of original application fee; escrow fee - \$1000.

Modification of all plans – 50% of original application fee.

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II 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, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, 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. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

**TOWNSHIP OF HILLSIDE
LAND DEVELOPMENT ORDINANCE
CHECKLIST A**

**CHECKLIST FOR DETERMINING COMPLETENESS OF AN APPLICATION
FOR APPROVAL OF A PRELIMINARY AND FINAL SITE PLAN**

An application for development shall not be considered completed until all the material and information specified below has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Applicant No. _____

Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

	C I WR	Complete Incomplete Waiver Requested		
			C	I
			WR	WR
1. An original and 3 copies of this checklist completed by applicant.	()	()	()	()
2. An original and 13 copies of a completed application form.	()	()	()	()
3. Filing fee and any required escrow deposit (See Chapter 188).	()	()	()	()
4. Thirteen (13) black or blue on white prints of all maps.	()	()	()	()

Checklist A

9/2/08
Township of Hillside

	C	I	WR
5. An original and 13 copies of all other documents.	()	()	()
6. Name, address and license number of person preparing plan.	()	()	()
7. All maps signed and sealed licensed New Jersey Professional Engineer, Registered Architect, Land Surveyor or Planner Preparing the plans.	()	()	()
8. Name of tract or development.	()	()	()
9. Tax map block and lot numbers.	()	()	()
10. Date prepared and date(s) of revision(s).	()	()	()
11. Plan scale not less than 1" = 30'. (A Key Map is permitted if it is not possible to show entire site on one sheet).	()	()	()
12. Graphic scale.	()	()	()
13. Reference meridian.	()	()	()
14. Name and address of record owner.	()	()	()
15. Name and address of applicant.	()	()	()
16. Certification that applicant is owner or his/her authorized agent or that owner has given consent to file under an option agreement.	()	()	()
17. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date.	()	()	()

Checklist A

9/2/08
Township of Hillside

	C	I	WR
18. Names of owners and block and or number of properties located within 200' of the tract boundary.	()	()	()
19. Ownership disclosure in accordance with Township requirements.	()	()	()
20. Separate application and fee filed for any conditional use or variance involved. Each variance and each waiver must be separately listed.	()	()	()
21. The location, size and nature of the entire property in question, and any contiguous property owned by the applicant or in which the applicant has a direct or indirect interest.	()	()	()
22. Signature block for signatures of Chairman and Secretary of the Planning Board, the Borough Engineer and the Fire Sub Code Official.	()	()	()
23. Key map (scale: note less than 1"=600') showing entire tract and its relation to surrounding area including locations and names of principal areas.	()	()	()
24. Tract boundary line with bearings and distances.	()	()	()
25. Existing property lines and other site lines, with bearings and distances.	()	()	()
26. Zone district(s) and identification of zone boundaries located on and adjoining the property.	()	()	()
27. Area of the lot in square feet and acres.	()	()	()
28. Topographic map showing existing and proposed contours, augmented with spot elevation if necessary. Contour interval to be not less than 2'	()	()	()

9/2/08

Checklist A

Township of Hillside

	C	I	WR
29. Front, rear and side building setback lines as required by the zoning regulations.	()	()	()
30. All structures located with 200' of the tract.	()	()	()
31. All existing and proposed structures on the tract with setback distances, heights, number of stories and first floor elevations.	()	()	()
32. Right of way lines, widths, and names to all existing streets adjoining the property.	()	()	()
33. Location and widths of all other existing and proposed right of way and easements, the purpose of any easement and the text of any restrictions.	()	()	()
34. Location on the property of existing and proposed:			
a. Watercourses and other drainage courses.	()	()	()
b. Bridges	()	()	()
d. Culverts and/or storm drains with sizes gradients.	()	()	()
e. Wooded areas.	()	()	()
35. Location within 200' of property of existing:			
a. Watercourses and drainage courses.	()	()	()
b. Bridges.	()	()	()
c. Culverts and /or storm drains with sizes.	()	()	()
36. Map showing the entire drainage area and the drainage area contributing to each pertinent drainage structure along with drainage tabulation sheets showing calculations for each drainage area. Each drainage area shall be marked for identification purposes.	()	()	()

Checklist A

Township of Hillside

	C	I	WR
37. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams.	()	()	()
38. Freshwater wetlands delineation, including any transition area or an affidavit by qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P.	()	()	()
b. A Letter of Exemption from D.E.P.	()	()	()
c. A Letter of Interpretation from D.E.P.	()	()	()
39. A listing of all zoning requirements in accordance with Schedule "D", Section 13-5.1 D and the relationship of the proposed site plan to those requirements.	()	()	()
40. Location of parking and loading spaces, with dimensions.	()	()	()
41. Widths of traffic aisles.	()	()	()
42. Direction of traffic flow.	()	()	()
43. Elevations at corners of all proposed buildings and paved areas and at property corners.	()	()	()
44. Tentative building floor plans. Scale not less than 1/8" = 1'.	()	()	()
45. Front, rear and side building elevation drawings showing building materials. Scale not less than 1/8" = 1'.	()	()	()

Checklist A

Township of Hillside

	C	I	WR
46. Specifications and construction detail sheet of existing and proposed paving, curbing and sidewalks.	()	()	()
47. Location and construction details of existing and proposed utility systems including but not limited to:			
a. Stormwater management showing size.	()	()	()
b. Water mains, showing size, material and class.	()	()	()
c. Sanitary sewers and lateral connections showing size materials.	()	()	()
d. Water well(s) showing location and yield class and gradient.	()	()	()
e. Septic or other waste disposal systems.	()	()	()
48. Location and description of all solid waste storage facilities.	()	()	()
49. In multi-family residential developments containing 25 or more units and in non-residential developments utilizing 1,000 square feet or more of land area, the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of the following:			
a. The size, shape, materials of construction of the recycling area.	()	()	()
b. Name and address of the Collector of recycled materials.	()	()	()
c. If recycled material will be transferred to the Borough's recycling center or taken to some other location.	()	()	()
d. Frequency of collection.	()	()	()
50. All recycling areas shall be in a location on site as approved by the Planning Board and shall be adequately screened so that no recycled material is visible from the property line containing said area.	()	()	()

Checklist A**Township of Hillside****C I WR**

- | | | | | |
|-----|--|-----|-----|-----|
| 51. | A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluid and used along with a description of the methods of storing and disposing of said chemicals and fluids. | () | () | () |
| 52. | Location of existing and proposed fences, walls and sidewalks. | () | () | () |
| 53. | Generalized plan of landscaping showing basic treatment of all unpaved areas. | () | () | () |
| 54. | Present status and contemplated use of all existing and proposed buildings. | () | () | () |
| 55. | Size, location and details of existing and proposed signs, including parking signs. | () | () | () |
| 56. | Location, nature of construction height and area and direction of illumination measured in foot-candles of existing and proposed lighting. | () | () | () |
| 57. | The location, names and widths of all existing and proposed streets abutting premises in question, the property lines of all abutting properties together with with the names and addresses of the owners. | () | () | () |
| 58. | The final site plan shall, in addition to the foregoing, show the following: | | | |
| a. | Final contours of the property and for 100 feet outside the property at 2 foot intervals when new buildings or parking areas or resurfacing of existing parking area are proposed. If only a portion of the property is being developed, contours need only be shown for said portion and 100 feet beyond. | () | () | () |

Checklist A

Township of Hillside

C I WR

- | | | | | |
|-----|--|-----|-----|-----|
| b. | Final building floor plans and front, rear and side building elevations showing building materials. | () | () | () |
| c. | Location, size and type of proposed landscaping including shade trees. Furnish details of fences, walls and similar facilities. Landscaping plan must accompany application but may be on separate sheet | () | () | () |
| d. | Location, size and nature of existing rights-of-way, easements and other encumbrances And location, size and description of lands To be dedicated to the Township. | () | () | () |
| 59. | There may be other requirements applicable to the proposed development as listed below. | () | () | () |
| 60. | Certification of compliance with preliminary plan including a list of any exception or deviation from same. | () | () | () |
| 61. | If development in sections is proposed a map reflecting the various sections for which final approval will be sought shall accompany the Preliminary Site Plan application. | () | () | () |
| 62. | If any public improvements are required as a condition of final approval, a statement specifying the applicant's intentions for installation of improvements and/or posting of performance guarantees in accordance with Chapter 188 and a time schedule for completion of each improvement. | () | () | () |

**TOWNSHIP OF HILLSIDE
LAND DEVELOPMENT ORDINANCE
CHECKLIST B**

**CHECKLIST FOR DETERMINING COMPLETENESS OF APPLICATION
FOR VARIANCES AND APPEALS PURSUANT TO N.J.S.A. 40:55D, -35 & -70**

An application for development shall not be considered complete until all the material information specified below has been submitted unless, upon receipt of a written request from the applicant a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

Name of Applicant _____ Application No. _____

Street Address _____ Date Filed _____

REQUIRED DATA & INFORMATION

	C	Complete	
	I	Incomplete	
	WR	Waiver Requested	
	C	I	WR
1. An original and 3 copies of this Checklist completed by applicant.	()	()	()
2. An original and 13 copies of a completed application form.	()	()	()
3. Filing fee and any required escrow deposit.	()	()	()
4. Thirteen (13) black or blue on white prints of all maps.	()	()	()
5. An original and 13 copies of all other documents.	()	()	()
6. Name, address and license number of person preparing map(s).	()	()	()

Checklist B**Township of Hillside**

	C	I	WR
7. All maps signed and sealed if prepared by a New Jersey licensed professional.	()	()	()
8. Certification from Tax Collector that no taxes or assessments are due or delinquent.	()	()	()
9. Ownership disclosure in accordance with Township requirements.	()	()	()
10. Address of the premises which is the subject of application and zone in which same is located.	()	()	()
11. Tax map block and lot numbers of subject premises.	()	()	()
12. Name, address and telephone number of attorney if represented by counsel.	()	()	()
13. Copy of Zoning Officer's decision from which appeal is taken, if applicable.	()	()	()
14. Description of what applicant intends to do and a list of variances requested including section(s) of the ordinance from which relief is requested.	()	()	()
15. If there has been a previous application involving the premises in question the date of filing, the nature of the request and the disposition made	()	()	()
16. State whether applicant or owners own, or have contract purchase, any adjoining lands. Set forth lot(s) and block(s) numbers.	()	()	()
17. Statement as to whether application is, or is not to be accompanied by a separate application for subdivision, site plan, or conditional use approval, or if application is to be bifurcated.	()	()	()

9/2/08

Checklist B

Township of Hillside

	C	I	WR
18. List of names, addresses, lot and block numbers appearing on the official tax records of all owners of property within 200 feet of the subject premises and municipal, county and state agencies upon whom notice must be served in the manner provided by law.	()	()	()
19. Description of the proposed structure, or use.	()	()	()
20. Size of lot (square feet).	()	()	()
21. Dimension of lot.	()	()	()
22. Specific details of subject premises (present and proposed) when pertinent:			
a. Width, depth and height of building(s) (stories and feet).	()	()	()
b. Front yard depth.	()	()	()
c. Rear yard depth.	()	()	()
d. Side yard width (both)	()	()	()
e. Corner lot yard depths	()	()	()
23. If the application involves a lot size setback or other bulk variance(s) in connection with residential use the following additional data shall be provided.			
a. Topographic maps showing existing and proposed Contours, augmented with spot elevations, if necessary. Contour interval to be not less than 2'.	()	()	()
b. Survey sketch indicating existing and proposed building footprint.	()	()	()
c. Tentative building floor plans indicating interior dimension. Scale not less then 1/8"=1'	()	()	()
d. Front, rear and side building elevation drawings showing building materials and exterior dimensions. Scale: not less than 1/8"=1'.	()	()	()

Checklist B

Township of Hillside

	C	I	WR
e. Elevations at corners of all proposed buildings and paved area and at property corners.	()	()	()
f. Colored photographs of each residence located along the same street within 200 feet of the property.	()	()	()
g. The following data for each lot located within 500 feet of the extreme limits of the property.	()	()	()
1. Area of lot within maximum depth of lot area measurement.	()	()	()
2. Approximate dimensions of existing front, rear and side yard setbacks.	()	()	()
3. Approximate principal building coverage and approximate total principal building floor area.	()	()	()
4. Principal building height, in stories.	()	()	()
24. All flood hazard areas, lakes, ponds, marshes, bogs swamps, and streams.	()	()	()
25. Freshwater wetlands delineation, including any transition area, or an affidavit by a qualified person stating that no wetlands or transition on the property exist. If wetlands or transition area are located on the property, the applicant shall submit one of the following:			
a. A Freshwater Wetlands Permit from D.E.P	()	()	()
b. A Letter of Exemption from D.E.P.	()	()	()
c. A Letter of Interpretation from D.E.P.	()	()	()
26. The specific facts which show that relief sought can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning regulations.	()	()	()
27. Special reason to justify the grant of any variance pursuant to N.J.S.A. 40:55D-70d.	()	()	()