

GREEN TOWNSHIP

LAND USE BOARD

APPLICATION INSTRUCTIONS AND PROCEDURES

NOTICE: These instructions are for informational purposes only. If you are unsure of how to proceed, you should consult with a Land Use Professional.

Green Township has combined the Planning Board and the Zoning Board of Adjustment into a single board known as the Green Township Land Use Board. The secretarial and administrative duties are carried out by the Land Use Secretary. All correspondence, applications and inquiries shall be directed to:

Kim Mantz, Land Use Secretary
PO Box 65, 150 Kennedy Road
Tranquility, NJ 07879
908 852-9333, Ext.13

1. Initial Filing Requirements: For possible placement on an agenda, the following documents must be submitted to the Land Use Secretary at least 35 days (by noon) prior to the target hearing date:

- a. One (1) original and 19 copies of collated application packets (including completely filled in application form, appropriate checklists – completely filled in, and all plats and plans folded with the title block exposed to view, previous resolutions, Zoning Official’s denial(s), buy/sell letter as appropriate, and documents as required by the checklists. All application packets should be individually banded, clipped, or filed in separate jackets; each packet shall contain documents as stated on the checklist(s) and the entire filing should be boxed or bagged and addressed to the Land Use Secretary. All packets should be identical with the exception of the original which should be clearly marked as the original and include in addition to above:
 - A transmittal letter noting the enclosures;
 - A check made payable to the Township of Green for application fees;
 - A check made payable to the Township of Green for technical review (escrow) fees;
(MUST be two (2) checks)
 - A written explanation of the calculation used to arrive at the above-noted sums;
 - Proof that all real estate taxes have been paid to date (can be obtained from the Tax Collector on Monday, Wednesday or Thursday from 9:00 to 2:00 – see Form “1”);
 - When applicable, a copy of the certified list of those entitled to notice of the public hearing (can be obtained for \$10 from the Tax Assessor on Mondays and Wednesdays – see Form “2”); and
 - A completed W-9 Form.

NOTE: Failure to provide any of the above documentation as noted will result in the return of the package and delays in the application process.

2. TRC Meeting: Once the application package is received in substantial conformance with the above, and as soon as practical, the Land Use Secretary will forward individual packets to the Board’s Professionals and to the Technical Review Committee (TRC) members. A review by the TRC will be scheduled as follows:

Target Land Use Board meeting date:	Complete application package received by noon on:	TRC meeting date:
Target Hearing Date	Min. 35 Days Prior	One Month Prior

All applications will be reviewed by the Technical Review Committee UNLESS the Chair and/or the Board Professionals find upon receipt of the application package that the nature of the application does not require this step.

3. **Professional Reports** will be submitted prior to the TRC meeting and will be distributed, as soon as received, to the applicant and to the TRC members. The TRC will provide feedback relative to the application and determine if they are ready to recommend to the full Board that the application be deemed complete.

4. **After TRC meeting:** When an application has received a recommendation of "completeness", and notice is required, the applicant must serve NOTICE (see Form #3) at least ten (10) days prior to the scheduled hearing date to all entitled to receive a public notice. The notice must also appear in the New Jersey Herald, Daily or Sunday edition, at least ten (10) days prior to the hearing. The list of those entitled to service can be obtained for \$10.00 from the Tax Assessor on Mondays and Wednesdays (see Form #2).

The applications that require notice are:

- Any Variance;
- Any Preliminary Major Subdivision;
- Any Site Plan;
- Conditional Use Approval;
- Any Appeal of the Zoning Officer's Determination or Interpretation; and
- Any Request for Certification of a Pre-Existing, Non-Conforming Use to the Land Use Board.

IMPORTANT: In certain situations, another municipality, the Sussex County Planning Department, Utilities, Corporations or other entities may be entitled to notice. Applicants are directed to refer to the provision in the Municipal Land Use Law, N.J.S.A. 40:55D-12, if unsure (or consult a Land Use professional).

The affidavit of service and proof of publication (see Form #4) must be filed with the Land Use Secretary at least three (3) business days prior to the hearing. If the affidavit of publication is not received from the newspaper in time to submit, the applicant may substitute a photocopy copy of the newspaper notice as it appeared in the newspaper. Failure to file these documents shall delay the hearing on the application.

5. **Corporations:** All corporations MUST be represented by an Attorney licensed to practice law in New Jersey.

6. **Subsequent Filings:** To allow the Land Use Board and Professionals adequate time to review amendments discussed or proposed at a prior hearing, amended plans must be submitted 25 days prior to the next meeting. Late submissions may result in delays.

7. **Deeds and Plats:** ALL deeds and plats required after approval must be submitted to the Board Engineer and Attorney for review and approval PRIOR to any required filing.

Please note: All forms attached to the application package are the suggested forms for applicants to use.

2024 GREEN TOWNSHIP LAND USE BOARD MEETING SCHEDULE

Date:	Time:	Date:	Time:
JANUARY 11	7:00pm	JULY 11	7:00pm
FEBRUARY 8	7:00pm	AUGUST 8	7:00pm
MARCH 14	7:00pm	SEPTEMBER 12	7:00pm
APRIL 11	7:00pm	OCTOBER 10	7:00pm
MAY 9	7:00pm	NOVEMBER 14	7:00pm
JUNE 13	7:00pm	DECEMBER 12	7:00pm

2025 - JANUARY 9 (reorg) - 7:00pm
 2025 - FEBRUARY 13 - 7:00pm

**Green Township Land Use Board
 2024 Application Deadline Schedule**

Meeting:	Initial Application Deadline	Revisions Deadline
February 8, 2024	January 9, 2024	January 25, 2024
March 14, 2024	February 13, 2024	February 29, 2024
April 11, 2024	March 12, 2024	March 28, 2024
May 9, 2024	April 9, 2024	April 25, 2024
June 13, 2024	May 14, 2024	May 30, 2024
July 11, 2024	June 11, 2024	June 25, 2024*
August 8, 2024	July 9, 2024	July 25, 2024
September 12, 2024	August 13, 2024	August 29, 2024
October 10, 2024	September 10, 2024	September 26, 2024
November 14, 2024	October 15, 2024	October 31, 2024
December 12, 2024	November 12, 2024	November 25, 2024*
January 9, 2025	December 10, 2024	December 19, 2024*
February 13, 2025	January 14, 2025	January 30, 2025

*date changed due to holiday

For Official Use ONLY:
Date Paid:
App. Fee:
Escrow Fee:

**GREEN TOWNSHIP
LAND USE BOARD**

**UNIVERSAL
APPLICATION FORM**

For Official Use ONLY:
Block:
Lot:
Appl. #:

Application is hereby made to the Green Township Land Use Board for approval of: (check all that apply)

<input type="checkbox"/> minor subdivision	<input type="checkbox"/> minor site plan	<input type="checkbox"/> "c" variance
<input type="checkbox"/> preliminary major subdivision	<input type="checkbox"/> preliminary major site plan	<input type="checkbox"/> "d" variance
<input type="checkbox"/> final major subdivision	<input type="checkbox"/> final major site plan	<input type="checkbox"/> conditional use
<input type="checkbox"/> concept review	<input type="checkbox"/> amended site plan	<input type="checkbox"/> "a" administrative appeal
		<input type="checkbox"/> "b" interpretation
<input type="checkbox"/> other (explain):		

1. APPLICANT INFORMATION

Name and mailing address: _____

 Telephone: _____ Email: _____ Fax: _____

2. SUBJECT PROPERTY INFORMATION

Physical address: _____
 Block _____ Lot _____ Zone _____ Tax Map Sheet(s): _____
 Size of property (in acres) _____
 Present use of property: _____ Proposed use of property _____

3. PRIOR ACTIVITY

This property () has or () has not been the subject of a prior application. (check one)
 Previous application number: _____ Previous date of decision: _____ Action taken: _____
ATTACH COPIES OF PRIOR RESOLUTION(S)!!!

4. OWNER INFORMATION (if different than the applicant)

Name and mailing address: _____

 Telephone: _____ Email: _____ Fax: _____

5. CORPORATE DISCLOSURE STATEMENT (attach sheets as necessary)

Pursuant to N.J.S.A. 40:55D-1 et. Seq. all corporate or partnerships must list the names and addresses of all stockholders owning at least 10% of stock of any class or those owning 10% or more in the partnership.

NAME	ADDRESS

6. APPLICANT'S PROFESSIONALS

ATTORNEY OR REPRESENTATIVE NAME: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

ENGINEER NAME: _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

SURVEYOR NAME: _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

ARCHITECT NAME: _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

PLANNER NAME: _____
PLATS PREPARED BY: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

OTHER PROFESSIONALS:
NAME: _____
FIRM: _____
ADDRESS: _____
TELEPHONE: _____ FAX: _____
EMAIL: _____

7. APPLICATION DETAILS:

SUBDIVISION:

- Minor Subdivision
- Preliminary Major Subdivision
- Final Major Subdivision

Area of Tract Before Subdivision: _____ acres

Number of Lots Created: _____

Number of Proposed Dwelling Units: _____

Additional Comments: (attach additional pages as necessary): _____

SITE PLAN:

- Minor Site Plan
- Preliminary Major Site Plan
- Final Major Site Plan
- Amendment or Revision to an Approved Site Plan

TYPE: New Construction Addition to existing structure
 Parking Other: _____

Area to be disturbed: _____ (square feet or acres).

Waiver(s) Requested and Additional Comments (attach additional pages as necessary): _____

VARIANCES (check all that apply): Note: Zoning Official’s denial MUST be attached to this application!

- “A” Administrative Appeal
- “B” Interpretation
- “C” Variance
- “D” Variance
- Planning Variance
- Other: _____

The building(s) proposed by this application will have the following property setbacks:

SETBACK	REQUIRED	EXISTING	PROPOSED
Front			
Rear			
Left Side			
Right Side			

The property is approximately ____ feet in frontage by ____ feet in depth, having ____ acres and ____ square feet in area and having ____ percentage occupied by buildings or structures.

The building will measure ____ feet front (wide) by ____ feet deep and will contain an area of ____ square feet.

NOTICE TO ALL APPLICANTS – ATTACH AN EXPLANATORY STATEMENT CONTAINING OTHER PROPOSALS, LEGAL POSITIONS, WAIVERS REQUESTED OR OTHER INFORMATION THAT WOULD ASSIST THE BOARD IN MAKING A DETERMINATION AS TO THE MERITS OF YOUR APPLICATION.

8. OTHER APPROVALS REQUIRED (for ALL applications):

Check All That Apply:

	Yes	No	Status
Sussex County Planning Board	_____	_____	_____
Green Township Soil Erosion & Sediment Control Plan	_____	_____	_____
Sussex County Health Department	_____	_____	_____
N.J.D.E.P.	_____	_____	_____
N.J.D.O.T.	_____	_____	_____
_____ (other)	_____	_____	_____
_____ (other)	_____	_____	_____
_____ (other)	_____	_____	_____

9. CERTIFICATIONS:

I hereby certify that the foregoing statements and materials submitted are true and accurate. I further certify that I am the individual applicant, or that I am an 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. I understand that the Green Township Land Use Board will be relying upon the information contained in this application to take official action upon my application:

Sworn to and subscribed before me this

_____ day of _____, 20 ____

NOTARY PUBLIC

SIGNATURE OF APPLICANT

I certify that I am the owner of the property which is the subject of this application, that I am the applicant or have authorized the applicant to make this application, and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

I further certify that I understand that a site inspection by the Land Use Board and Board or Township Professionals may be required and by signing this certification I am authorizing and consenting to any site inspection that may be necessary.

I further certify that I understand that the application fees submitted with this application are nonrefundable and that the technical review fees submitted with this application have been [or will be] deposited in an escrow account in accordance with the Green Township Ordinances. 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 the submitted materials, any communication with the Board's or Township's Professionals as chargeable time, and the publication of the decision by the Green Township Land Use Board. Balances not expended in the review process will be refunded. If additional monies are necessary, I understand that I will be notified of any additional amount and shall replenish the escrow account within 20 days of notification.

Sworn to and subscribed before me this

_____ day of _____, 20 ____

NOTARY PUBLIC

SIGNATURE OF OWNER

**APPLICATION CHECKLIST
GREEN TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

Applicant's Name & Address: _____ Date Received _____
 Application No. _____ Tax Lot(s) _____
 Tax Block(s) _____
 Adjacent Roads _____
 Present Zoning _____ Proposed Use _____

COMPLETE	INCOMPLETE	WAIVER	N A	ADMINISTRATIVE	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPR ETATION
				1. A copy of this application checklist form completely filled in.	X	X	X	X	X	X	X	X
				2. A Certificate from the Tax Collector that taxes are paid. (FORM #1)	X	X	X	X	X	X	X	X
				3. A Certificate from the Municipal Clerk that all assessments are paid to date.	X	X	X	X	X	X	X	X
				4. A receipt indicating that application and escrow fees are paid.	X	X	X	X	X	X	X	
				5. Affidavit of ownership. If applicant is not owner, applicant's interest in land.	X	X	X	X	X	X	X	X
				6. If a corporation or partnership, list the names and addresses of all stockholders or individual partners owning at least 10 percent of its stock of any class as required by N.J.S. 40:55D-48.1 et seq.	X	X	X	X	X	X	X	X
				7. Statement as to any requirements for which waivers are sought, together with a statement of reasons why waivers should be granted.	X	X	X	X	X	X	X	X
				8. One of the following (Note: The Planning Board may waive the below requirements where it can be established by applicant and verified by the Board and its professionals that wetlands exist on site or on contiguous property owned by the applicant):								
				a. A letter of interpretation from the N.J.D.E.P., indicating the absence of freshwater wetlands, or indicating the presence and verifying delineation of the freshwater wetlands, or,	X	X	X	X	X	X	X	X
				b. A letter of exemption from the N.J.D.E.P. certifying that the proposed activity is exempt from the Freshwater Wetlands Protection Act, and regulations promulgated there under, or,								
				c. A copy of any application made to the N.J.D.E.P. for any permit concerning a proposed regulated activity in or around freshwater wetlands.								
				9. Copy of the letter of transmittal indicating documents which have been submitted to the Sussex County Planning Board for its consideration.	X	X	X	X	X	X	X	X

COMPLETE	INCOMPLETE	WAIVER	NA	PLANS/REPORTS-SPECIFICATIONS	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPR ETATION
				10. Copy of prior resolutions of approval related to the property in question.	X	X	X	X	X	X	X	X
				11. Twenty (20) copies of all information, plans, calculations and other documentation submitted; collated into 20 individual packets.	X	X	X	X	X	X	X	X
				12. A survey map is required and shall be prepared and sealed by a New Jersey licensed Professional Land Surveyor with the name, address, signature and embossed seal of the preparer.	X	X	X	X	X	X	X	X
				13. All plans/plats, including buildings or site improvements, shall be prepared and sealed by a New Jersey licensed Professional Engineer with the name, address, signature and embossed seal of the preparer.	X	X	X	X	X	X	X	X
				14. All plan/plat maps clearly and legibly drawn or reproduced at a scale not smaller than 1"=30' for site plans, or 1"=100' for major subdivisions. All plans shall have both written and graphic scales of the map.	X	X	X	X	X	X	X	X
				15. Twenty (20) full size plans, plats and drawings shall be of standard size 30"x42" or 24"x36". Plans/Plats may be 15"x21" for a minor subdivision or site plan only.	X	X	X	X	X	X	X	X
				16. Key map, drawn at a minimum scale of 1"=800', showing the entire subject property in relation to the surrounding area and all features within 500' of the tract boundaries (or 800' for a major subdivision) including the following: existing roadways and railroads, existing waterways and drainage ways, existing zone and municipal boundaries and existing block and lot numbers and boundaries.	X	X	X	X	X	X	X	X
				17. Title block containing name and address of the applicant, name and address of the owner, preparer, tax map sheet(s), block and lot numbers of subject property, date prepared, date of all revisions, and name of the development (if any)	X	X	X	X	X	X	X	X
				18. All plans to include a North Arrow giving the reference meridian.	X	X	X	X	X	X	X	X
				19. All plans shall show the Zone district in which the tract is located and indicate all required zoning criteria for the particular district, including proposed information for each lot or the project, both written or graphically.	X	X	X	X	X	X	X	X
				20. All plans shall show lot area, in square feet and acres for the entire tract, for each existing lot, proposed lot(s) and all remaining lands	X	X	X	X	X	X	X	X
				21. All plans/plats shall include a tax map sheet that shows existing and proposed lot and block numbers for all lots.	X	X	X	X	X	X	X	X

COMPLETE	INCOMPLETE	WAIVER	NA	PLANS/REPORTS-SPECIFICATIONS	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPR ETATION	
				22. All minimum and actual setback distances from property lines to existing and proposed structures shall be clearly shown.	X	X	X	X	X		X	X	
				23. Total building and impervious coverage in square feet, acres and percentage of lot area.	X	X	X	X	X		X	X	
				24. Adjoining tax lots and the names of property owners within 200 feet of property shall be shown.	X	X	X	X			X	X	
				25. All existing and required monuments shall be shown according to the map filing law.	X	X	X	X		X			
				26. The location and results of soil logs, percolation tests or other permeability tests.	X	X	X	X		X	X		
				27. Existing and proposed property line bearings (to the nearest second) and distances (to the nearest 0.01 feet) for all lots in development.	X	X	X	X	X	X	X		
				28. Location of existing man-made and natural features within 200 ft. of the property including: buildings and structures, drainage features and pipes, bridges, waterways, wetlands, wooded areas and tree lines, rock outcroppings or cliffs, slopes of fifteen percent (15%) or greater, flood hazard areas based on NJDEP and FEMA mapping, and any other features.	X	X	X	X	X	X	X		
				29. Topography within 200 feet of the subject property, based upon sea level datum with a two (2) foot contour interval, and reference to monuments utilized to establish datum, including the identification of at least two (2) permanent bench marks set adjacent to the property.	X	X	X	X	X			X	
				30. Identification of all soils on the subject property as designated on the Sussex County Soil Survey, including boundaries, soil types and specific characteristics of each soil type (including the following: suitability for septic disposal, depth to seasonal high water table, depth of bedrock, erosion hazard (s), limitations for foundations/footings, and limitations for roads and streets.	X	X	X	X	X	X	X	X	
				31. Environmental Impact Statement.	X	X	X	X	X	X			
				32. Residential cluster details (if applicable) including the following: amount and location of common open space to be provided, description and location of any common facilities and description of the organization to be established for the ownership of any common open space or facilities.	X	X	X	X	X	X			

COMPLETE	INCOMPLETE	WAIVER	NA	PLANS/REPORTS-SPECIFICATIONS	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPR ETATION	
				33. Existing and proposed easements labeled by use, including the following: sight easements, utility easements, conservation easements, drainage easements, slope easements, and any other appropriate easements.	X	X	X	X	X	X	X		
				34. Proposed lot numbering as assigned by the Township Tax Assessor.	X	X	X	X					
				35. Plans, profiles and cross sections at 50 foot intervals of all proposed streets and improvements to existing public roads. Plans and Profiles of all proposed drainage facilities. Scales for plans and profile not less than: 1"=50' horizontal, 1"=5' vertical and 1"=5' cross section scale horizontal and vertical.	X	X	X	X	X				
				36. Construction details of all proposed improvements	X	X	X	X			X		
				37. Stormwater management plan provisions, including calculations, profiles, watershed map, and a general description of the proposed future maintenance of the storm water facilities.	X	X	X	X			X		
				38. Soil erosion and Sediment Control Plan.	X	X	X	X			X		
				39. Plans for all proposed street intersections drawn at a scale of 1"=20' indicating proposed spot grades along all road returns and proposed contours at 1 ft intervals.	X	X	X	X					
				40. Sight profiles for all proposed driveways and intersections.	X	X	X	X			X		
				41. Buffer zones and landscaping plan including the size, location, species and quantity of any trees and shrubs, and all other grass areas and /or plant materials.	X	X	X	X					
				42. Prior to submission of a preliminary plat or application for a subdivision approval, all proposed lots shall be marked with corner stakes and flags and elsewhere as necessary to determine the boundaries of all lots by visual inspection.	X	X	X	X					
				43. After final approval, two (2) drawings shall be filed with Township Clerk and one (1) drawing in electronic format (for updating tax maps)		X	X	X		X			
				44. Size, height, location, etc. of all existing and proposed streets, curbs, aisles, lanes, driveways, fire lanes, parking spaces, loading areas, walks, landscaping and lighting. Indicating dimensions and types of materials.					X	X			
				45. Proposed Lighting Plan including information and intensity limits on the map.						X			
				46. Plans and profiles of proposed water and sanitary sewer showing feasible connections to existing connections and facilities or any proposed, new drainage, sewerage, water and solid waste facilities						X			

COMPLETE	INCOMPLETE	WAIVER	NA	PLANS/REPORTS-SPECIFICATIONS	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPR ETATION
				47. Construction details and information of all pavement, curbing, structures, lighting fixtures, landscaping, etc.					X	X		
				48. A grading plan showing proposed and final site contours, including spot grades at building corners, intersections in pavement areas and at appropriate other locations.			X		X	X	X	
				49. Location of any existing or proposed above or below grade petroleum storage tanks.			X	X	X	X	X	
				50. Written description of proposed project, indicating use, nature of operations, number of proposed employees, number and timing of shifts, anticipated traffic and future expansion plans.			X	X	X	X	X	X
				51. Lot dimensions of whole tract and each proposed lot and easement, including gross and net area to the nearest 0.01 acre and in square feet, bearings, distances, to the nearest 0.01 foot, and complete curve data, including radius, length of curve, subtended angle and chord bearing and distance.	X			X		X		
				52. Metes and bound on all proposed new easements and any existing easements. The plat shall contain descriptive language concerning each specific type of easement (i.e. sight, future, roadway, drainage, utility, etc.) including the applicable restrictions or purposes thereof.						X		
				53. Right-of-way widths of all existing and proposed streets.	X	X	X	X	X	X		
				54. All municipal boundary lines crossing or adjacent to the territory intended to be shown.	X	X	X	X	X	X		
				55. Identification of all outbound property corners located or set by the surveyor of record (i.e. pipes, iron pin set, planted stone found, railroad spikes, etc.) All unmarked tract corners along the original boundary will be set and a certification contained on the map.							X	
				56. Two (2) copies of as-built or constructed drawings showing location of all utilities and site improvements in their exact location and elevation for signature.					X	X		
				57. An Engineer's estimate of the cost improvements which are required to be covered by a performance guarantee.					X	X		
				58. Performance guarantee (if any), in an amount satisfactory to the Township Engineer and in a form satisfactory to the Township Attorney, to be posted with Township Clerk.						X		
				59. A letter from the applicant's surveyor stating that the final plat conforms to the preliminary plat, as submitted and approved.							X	

COMPLETE	INCOMPLETE	WAIVER	NA	PLANS/REPORTS-SPECIFICATIONS	MINOR SUBDIVISION	MINOR SITE PLAN	PRELIMINARY SITE PLAN	PRELIMINARY MAJOR SUBDIVISION	FINAL SITE PLAN	FINAL MAJOR SUBDIVISION	VARIANCE REQUEST ("C" & "D")	APPEAL ZONING INTERPRETATION
				60. Plat certifications as required by New Jersey Map Filing Law.						X		
				61. A well-reasoned statement or legal brief which clarifies why the "C" or "D" variance should be granted and the special reasons or hardship that pertain to the subject property. Particular attention should be paid to relevant Township Ordinances, Master Plan, applicable case law and other New Jersey Statutes.						X	X	X
				62. A description of the alternative uses for the property that were considered.						X	X	X
				63. Any evidence in form of documentation, forms, or correspondence which explain the nature of the appeal or interpretation.							X	X
				64. In case of an appeal from the decision of the zoning or other administrative officer, all documents that were submitted and considered to reach the decision.							X	X
				65. Architectural drawings of the proposed structure sufficient to determine the dimensions, style, and layout of the proposed property development. All plans must be signed and sealed by an architect.				X			X	
				66. A buy-sell letter (Form 5) of the Application Package for undersized lot variances only							X	

CHAPTER VIII

ARTICLE II AFFORDABLE HOUSING

8-11 DEVELOPMENT FEES, SUBSECTION 30-5.12.

Residential	1.5% of Assessed Value	Rules and exceptions found in sections 30-5.12d(2) and 30-5.12e(2) of the Green Township Ordinances
Non-Residential	2.5% of Assessed Value	

ARTICLE V

Land Use & Development, Chapter XXX and Soil Erosion and Sediment Control, Chapter XXVI

8-51 GENERAL

- A. Application fees and deposits for technical review shall be paid by every applicant for development within the Township of Green pursuant to N.J.S.A. 40:55D-1 et seq. Every application for development that includes a requirement for a deposit of funds to cover the cost of technical review shall be accompanied by two separate checks payable to the Township of Green: one for the application fees and the other for technical review fees. The Technical Review fees shall be deposited into an escrow account. Fees shall be paid by the applicant in accordance with the schedule in Sections 8-56 through 8-65 of this Chapter as follows.
- B. No application shall be deemed complete until and unless application fees and technical review fees are submitted in the amounts set forth in the schedules below.
- C. Permits, when required, shall not be issued until and unless the appropriate application fees and technical review fees are submitted in the amount set forth in the schedules below.
- D. All fees (application and technical review) are cumulative.
- E. It shall be understood that any application fees or technical review fees in Sections 8-56 through 8-65 of this Chapter that reference a per unit(s) fee (ex. Per 1000 sq. ft.) shall include by reference here "or fraction thereof."
- F. Application fees and technical review fees shall be applied and processed in accordance with N.J.S.A. 40:55D-1 et seq.

8-52 APPLICATION FEES

- A. Applicants shall pay application fees in accordance with the schedules below.
- B. No application shall be considered complete until application fees in the amounts set forth below are received by the municipality.
- C. Application fees shall be non-refundable.
- D. Application fees are used to cover, in part, the administrative costs associated with the Board in addition to defraying the cost of tuition for those persons required to take the course in land use law and planning.

8-53 TECHNICAL REVIEW / INSPECTION / BOND (ESCROW) FEES

- A. Applicants shall pay technical review fees in accordance with the schedules below.
- B. Technical review fees shall be used to pay fees incurred for the technical review of an application by the Township Engineer, Planner, Attorneys and any other professional expert or consultant whose review, study, research and reports and/or testimony is deemed necessary by the municipal agency in order to assure compliance with State and Township laws, ordinances, rules and regulations.
- C. Technical review fees shall be calculated in accordance with the actual time required for review at rates consistent with the professional's contract with the Township.
- D. Each deposit for technical review fees shall be held in escrow by the Township in an account separate from the general funds of the Township.
- E. All interest earned on any account shall be retained in the account until paid over as hereinafter provided.
- F. All payments charged to the deposit shall be pursuant to vouchers from the professionals stating the hours spent, the hourly rate and the expenses incurred.
- G. In the event that the initial deposit made by an applicant is not sufficient to cover all technical review, report and/or testimony costs with respect to the application for which the deposit was made, upon request by the Township, the applicant shall make such further deposit or deposits as may be necessary to cover further technical review, report and/or testimony costs. The greater of \$250.00 or 25% of the original deposit shall be considered insufficient for this purpose and the applicant will be required to deposit additional funds in an amount to sufficiently increase the balance in the account to an amount equal to 50% of the initial deposit. Continuation of a project is dependent upon receipt of any such additional deposits as are requested.
- H. No final action shall be taken until and unless all escrow deposit fees in connection with the application shall have been paid in full. Every Resolution of memorialization adopted by any Board pursuant to N.J.S.A. 40:55D-10(g) shall be expressly conditioned upon the applicant making payment in full of all sums due to or to grow due on account of such escrow account within twenty (20) days of the date of being billed therefore by the Township.
- I. Close out procedure: The applicant shall send written notice by certified mail to the chief financial officer of the municipality, the Board Secretary, and to the relevant municipal professionals, that the application or the improvements, as the case may be, are completed. After receipt of such notice, the professional(s) shall review the application for completeness and render a status of the application within 15 days of the applicant's request and which shall be sent simultaneously to the applicant. When an application is determined to be complete the professional(s) will submit a final bill within 30 days of the applicant's request. Only when an application/project is determined to be complete by all applicable professionals shall the Board Secretary arrange for the refunding of any balance due within 45 days of receipt of professional(s) final bill.

8-54 through 8-55 (reserved for future use)

8-56 SITE DEVELOPMENT*

	APPLICATION	TECHNICAL REVIEW/INSPECTION
Site Plan Concept	\$250.00	\$2,000.00**
Minor Site Plan	\$250.00	\$5,000.00
Major Site Plan Preliminary	\$2,000.00 + \$100.00 per 1,000 sq.	\$3,000.00 + \$1,000.00 per 1,000

	ft. of building area	sq. ft. over 1,000 sq. ft.
Major Site Plan Final	50% of original application fee + \$100.00 per acre	50% of original deposit + \$100.00 per acre

* Soil Erosion/Sediment Control fees are likely to be required in accordance with subsection 8-65.

** May be waived when no professional review is specifically requested in writing.

8-57 SUBDIVISION OF LAND*

	APPLICATION	TECHNICAL REVIEW/INSPECTION
Subdivision Concept Plan	\$250.00	\$2,000.00**
Minor Subdivision (1 – 3 lots)	\$750.00 + \$250.00 per lot on plan	\$5,000.00
Major Subdivision Preliminary:		
Residential	\$1,000.00 + \$500.00 per lot	<10 units = \$5,000.00 <25 units = \$10,000.00 <50 units = \$30,000.00 >50 units - consult with Board Secretary
Non-Residential	\$1,000.00 + \$500.00 per lot	\$10,000.00 for 1 – 3 lots \$20,000.00 for 3 + lots
Major Subdivision Final	50% of original application fee + \$100.00 per acre + \$100.00 per lot shown on plan	50% of original tech. review deposit + \$100.00 per acre
Amended Preliminary or Final Subdivision	50% of original application fee	50% of original tech. review deposit
Phasing Plan	\$1,000.00	\$1,500.00

* Soil Erosion/Sediment Control fees are likely to be required in accordance with subsection 8-65.

** May be waived when no professional review is specifically requested in writing.

8-58 VARIANCES

	APPLICATION	TECHNICAL REVIEW/INSPECTION
Application for appeals pursuant to N.J.S.A 40:55D-70(a)	\$750.00	\$2,000.00
Application for appeal when building does not abut an approved street	\$1,000.00	\$3,000.00
Application for interpretation pursuant to N.J.S.A 40:55D-70(b) (map, zoning Ordinance, decision):		

	Residential	\$750.00	\$3,000.00
	Non-Residential	\$1,000.00	\$3,000.00
Application for "C / Bulk" variance pursuant to N.J.S.A 40:55D-70(c)			
	Existing improved lot:		
	Additions	\$500.00	\$3,000.00
	Detached Accessory Structure	\$300.00	\$3,000.00
	Decks	\$200.00 + \$10.00 per sq. ft. over 280 sq. ft.	\$3,000.00
	New Construction on unimproved lot	\$1,000.00	\$3,000.00
	When C/bulk variance is part of subdivision	\$250.00 per variance requested	\$1,000.00 per variance requested
Application for "D/ Use" variance pursuant to N.J.S.A 40:55D-70(d)			
	Residential	\$1,500.00	\$5,000.00
	Multi-Family Residential		
	1 – 2 units	\$1,500.00	\$5,000.00
	3 – 5 units	\$2,000.00	\$8,000.00
	6 – 10 units	\$3,000.00	\$18,000.00
	Non-Residential	\$2,000.00	\$5,000.00
	Use Variance in conjunction with subdivision, site plan, or conditional use (these fees in addition to applicable fees and deposits for subdivision, site plan, or conditional use)	\$1,000.00	\$5,000.00

8-59 MISCELLANEOUS

	APPLICATION	TECHNICAL REVIEW/INSPECTION	BOND
Certificate of Pre-Existing Non-Conforming Use (after 12 month grace period)	\$100.00	\$2,000.00	
Matters upon which a Board is empowered to act pursuant to N.J.S.A 40:55D-1 et seq not otherwise addressed in this Chapter			
Residential	\$750.00	\$3,000.00	
Non-Residential	\$1,000.00	\$3,000.00	
Time Extension of Approval	\$250.00	\$750.00	
Request for Amendment of previously adopted Resolution	\$500.00	\$1,000.00	
Request for Special Board meeting (must be written request at least 14 days prior to requested meeting date)	\$1,000.00	\$1,000.00	

Zone Change request (initial request to Township Committee)	\$5,000.00	\$1,000.00 per acre affected	
Land Disturbance	\$100.00		\$3.00 per sq yd of disturbance
Conditional Use (in addition to site plan fees)	\$500.00	\$100 per acre	

8-60 Through 8-64 (reserved for future use)

8-65 SOIL EROSION AND SEDIMENT CONTROL, Chapter XXVI

	APPLICATION	TECHNICAL REVIEW/INSPECTION
In conjunction w/Minor Site Plan	\$100.00	\$500.00
In conjunction with Major Site Plan	\$200.00	\$1,000.00 + \$50.00 per acre
In conjunction with Minor Subdivision	\$100.00	\$1,000.00
In conjunction with Major Final subdivision	\$200.00	\$100.00 per lot
Single-family Home	\$100.00	\$800.00
Soil Removal	\$500.00	\$1,000.00 + \$50.00 per acre
Land Disturbance (w/o construction of improvements)	\$100.00	\$3.00 per sq. yd. of disturbance

8-66 through 8-70 (reserved for future use)

FORM 1

REQUEST FOR PROPERTY TAX STATUS

To: Tax Collector
Township of Green
PO Box 65, 150 Kennedy Road
Tranquility, NJ 07879

Date: _____

Please provide a certification of taxes and/or assessments paid for:

Block _____ Lot _____

Property Owner Name: _____

Property Physical Address _____

Signature of Applicant to the Green Land Use Board

Printed name of Applicant

Mailing address

Phone

I hereby certify that the taxes and/or assessments of the above named property (Block ____ Lot ____):

ARE / ARE NOT paid in full to the date of _____

Taxes/Assessments outstanding: _____

Karen Ferrone, Green Township Tax Collector

FORM 2

REQUEST FOR LIST OF PROPERTY OWNERS WITHIN 200 FEET OF SUBJECT PROPERTY

To: Tax Assessor
Township of Green
PO Box 65, 150 Kennedy Road
Tranquility, NJ 07879

Date: _____

Please provide a certified list of property owners within 200 feet of the property identified below pursuant to N.J.S.A. 40:55D-12(c) and referenced in the Green Township Revised General Ordinances.

Block _____ Lot _____

Property Owner Name: _____

Property Physical Address _____

A fee of \$10.00 is required when requesting this certified list.

Signature of Applicant to the Green Land Use Board

Printed name of Applicant

Mailing address

Phone

FORM 3

**SUGGESTED NOTICE OF HEARING
GREEN TOWNSHIP LAND USE BOARD**

To: _____

PLEASE TAKE NOTICE that the undersigned has made application to the Green Township Land Use Board for property known as Block _____, Lot _____, located at _____ in the _____ zone, as follows:

In addition, the Applicant will request such variances, waivers, permits, approvals or licenses that are deemed necessary or appropriate by the Applicant or the Land Use Board.

This application is now on the calendar for the Green Township Land Use Board and a public hearing has been set for _____ at the Green Township Municipal Building, 150 Kennedy Road, Tranquility, New Jersey at 7:00 p.m. All persons interested in this application may appear either in person or by attorney and participate in the hearing according to the rules of the Land Use Board. The matter will be heard on the above date or any adjourned date designated by the Land Use Board at this public meeting without additional notice.

The maps, plan, plats and application for which approval is being sought are on file with the Land Use Secretary and are available for inspection at the Municipal Building during normal business hours.

The notice is provided pursuant to the rules of procedure of the Green Township Land Use Board.

Signature of Applicant to the Green Land Use Board

Printed Name of Applicant

Mailing Address

Phone

- _____
1. This format can be used for all notifications as required; the Herald, property owners within 200 feet of the subject property, and any other notifications required by Land Use Law.
 2. Fill in ALL application details as they are currently known; include type of application, numerical detail (3 lots, # acres, # square feet, etc.) and include any variances being considered.
 3. Notice is required to be served at least 10 days in advance of the meeting at which the application will be heard.

FORM 4

**SUGGESTED
GREEN TOWNSHIP LAND USE BOARD
AFFIDAVIT OF SERVICE**

Re: Applicant Name: _____
Application Number: _____
Property Location: _____
Block _____ Lot _____

STATE OF NEW JERSEY:

SS:

COUNTY OF SUSSEX:

1. The undersigned, being of full age and duly sworn according to law, on his/her oath deposes and says that he/she is the APPLICANT or AGENT and that he/she did on _____, at least ten (10) days prior to hearing date, give personal notice (by either Certified Mail - Return Receipt Requested or hand delivery) to all property owners within 200 feet of the property, known as Block _____, Lot _____, with a street address of _____, in the _____ Zone, Green Township, County of Sussex, State of New Jersey, and all public utility and cable television companies serving the municipality by CERTIFIED MAIL-RETURN RECEIPT REQUESTED. A copy of the Notice, marked as exhibit "A", and the Registered receipts are attached.
2. Notices were also served upon: (Utilities, County Planning Dept., DOT, etc. as applicable)

3. Notice was also published in the New Jersey Herald, the official newspaper of Green Township as required by law, and Proof of Publication is attached as exhibit "B". NOTE: If proof of publication has not been received from the newspaper, applicants may use a photocopy of the notice
4. Attached as exhibit "C" is a copy of the Certified List of Property Owners within 200 feet of the affected property who were served, showing the lot and block numbers of each property as shown on the Green Township Tax Map and showing the manner in which they were served (Certified Mail – Return Receipt Requested or hand delivery).

Applicant or Agent

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

Notary Public

NOTE: This MUST be received by the Land Use Secretary by noon at least 3 business days prior to the meeting.

FORM 5

**SUGGESTED
GREEN TOWNSHIP LAND USE BOARD
"BUY / SELL LETTER"**

Adjoining Property Owner
Street Address
Town, NJ zip

Re: Block _____ Lot _____

Dear Adjoining Property Owner:

I own a lot adjacent to your lot and am applying to the Green Township Land Use Board for a variance to construct a single-family residence. In this case, our lot is undersized under the current Green Township Ordinances.

The purpose of this letter, in addition to the variance notice which you will be served with, is to inquire whether you have any interest in either: (a) purchasing this lot at its fair market value as a building lot (which assumes the variance has been granted), or (b) selling additional land to us in order to make the lot conforming or more conforming.

You should be aware that in the event you purchase the lot as a building lot at its fair market value, it would have to be merged with your lot and not remain a separate buildable lot. It is important to emphasize that the price we would be entitled to request would be fair market value for a building lot and not raw acreage.

Nevertheless, the purpose of this letter is to determine the interest of adjoining property owners in the matter and if you have any interest in buying or selling land as described above. Please indicate on the copy of this letter enclosed your position with respect to this matter, which I will provide to the Board.

Very truly yours,

_____, Applicant

VIA CERTIFIED MAIL, RRR# _____ & Regular Mail

cc: Green Township Land Use Secretary

_____ I have an interest in buying or selling property.

_____ I have no interest in buying or selling property.