

**BOROUGH OF FANWOOD
Planning Board Application Procedure**

Applications for a hearing by the Planning Board are available from the Zoning Officer or the Planning Board Secretary, at Fanwood Borough Hall, 75 North Martine Ave., Fanwood, NJ. Forms may also be downloaded from VisitFanwood.com. The basic application package consists of the following items:

- 1) Zoning Form #3, Application
- 2) Zoning Form #5, Tax Certification
- 3) Zoning Form #6, Request for Periphery List
- 4) Zoning Form #30, Waiver of Time Frame for Planning Board Hearing

The Applicant must complete Zoning Forms #3, #5, #6 and #30 file with the Board Secretary. A completed application must also include:

- **Fee for Periphery List \$10**, payable to Borough of Fanwood.
- **Filing Fees:** Bulk variance fee is \$65. Informal review fee is \$50, all others to be determined.

Submitted plans must be drawn in accordance with the following

§ 184-82. General requirements; plan information.

In addition to the submission requirement for the individual categories of applications in the following sections, all categories of applications, except for conceptual site plans and conceptual subdivisions, shall be required to submit one copy of the required plot plan, site plan, or subdivision plan, for purposes of completeness review only. Thereafter, the applicant shall submit 25 copies, of any required plot plan, site plan or subdivision plan, signed and sealed by the licensed professional who prepared the plot plan, site plan or subdivision plan. Notwithstanding the above, the Board Secretary may require a greater or lesser number of copies in particular cases as appropriate. Any plan submitted as part of an application to a Borough agency shall be prepared by an individual pursuant to the regulations in N.J.A.C. 13:27, 13:40, and 13:41, as amended, provided that the owner of a single-family-detached or two-family dwelling may sign the plans for an application if he or she has prepared them. All such plans shall contain the following information:

- A. Title block containing the type of application, name and address of applicant and owner; name, address, signature, license number and seal of plan preparer; existing lot and block numbers; municipality and county, date prepared and date(s) of all plan amendments
- B. Signature block for signatures of Chair and Secretary of the Board.
- C. The name of all adjoining property owners as disclosed by current Borough tax records.
- D. A key map showing the location of the tract to be considered in relation to the surrounding area within at least 500 feet of the subject property.
- E. Scale of map, both written and graphic. The scale shall consist of no more than 50 feet to the inch.
- F. North arrow.

- G. Zoning district in which parcel is located, and the zone district of adjacent property, with a table indicating tract area, lot area(s), lot width(s), all yard setbacks, building and impervious coverage, building height, floor area ratio, density and number of parking spaces, both as to required, existing and proposed, for the subject property. If the application involves a conditional use, compliance with the applicable conditional use standards shall be indicated on the plan.
- H. Existing and proposed boundaries of the site(s) in question, with bearings and dimensions of same. The number of each existing tax lot in accordance with the tax map shall be shown.
- I. Municipal boundary line(s), if any, crossing or adjacent to the subject property.
- J. Location and width of existing easements or rights-of-way on or abutting the subject property, including but not limited to streets, utility and drainage easements, sight easements and access easements.
- K. Location of existing and proposed buildings, with setbacks from property lines dimensions on the plan.
- L. Location of existing and proposed paved areas, including parking and loading areas, driveways, sidewalks, etc., showing the design of such areas.
- M. Location of natural features, including woodlands, all trees with a trunk caliper of at least six inches at a distance of four feet above the ground, streams and other bodies of water, wetlands, flood hazard areas and rock outcrops on the property, and also on adjacent properties if same affect the proposed development.
- N. Location of any required dedication or reservation for streets or any area shown on the Borough's Master Plan.
- O. Soil erosion and sedimentation control plan, if required pursuant to the Soil Erosion and Sediment Control Act.
- P. Construction details and specifications sufficient to illustrate the nature of site improvements, including but not limited to the following, when appropriate: paving, curbing, walls, fences, utility and storm drainage structures, soil erosion control structures, tree protection devices, light fixtures and standards, signs, planting and staking details, and barrier-free access design.
- **For applications involving signs**, the locations of all existing and proposed signs must be indicated on the property plan and in the case of free standing signs, dimensioned from the property lines. Include one photograph of each side of the structure showing all existing signs. In the case of new signs to be attached to a vertical surface, show the height above grade and projections from the face of the surface. A sketch of each sign must be provided showing the general arrangement, dimensions, area, height, proposed inscriptions, if single or double face, and if and how illuminated.
 - Site Plan and/or Subdivision applicants must secure and fulfill the requirements of Zoning Form 19, Site Plan & Subdivision Review & Application Procedures (Checklist). These forms are available from the Planning Board Secretary.

BOROUGH OF FANWOOD
Planning Board Hearing Procedure

Planning Board Application & Hearing Procedure

1. Upon receipt of an application the Planning Board Secretary will record its receipt and forward to the Zoning Officer/Completeness Designee for review. If the application is incomplete you will be notified by letter with a list of items needed for completion.
2. When the application package is deemed complete the Planning Board Secretary will contact the Applicant with a confirmation letter containing:
 - o The hearing date
 - o Periphery list for satisfaction of legal notice requirements
 - o Publication instructions for satisfaction of legal notice requirements
 - o Sample legal notice. *It is the applicant's responsibility to construct an accurate notice for distribution and publication.*
 - o Instructions and deadlines for reproduction of the application materials for distribution to board members for review.
3. On the hearing date the Applicant must appear before the Planning Board with his/her lawyer and witnesses as applicable. Documents offered in testimony must be available in multiple copies for each Board members (18). One copy will be sufficient of photographs, oversized posters, charts or other visual aids. These items will be entered into the record as exhibits and become part of the file, to be held at Borough Hall.
4. The Board reserves the right to deny the application, without prejudice, if the Applicant does not appear or submit a written signed request for postponement, agreeing to the time extension determined by Board, to the Board's Secretary, at least three business days prior to the hearing. Zoning Form # 27 is available for this purpose, but a letter will be acceptable. Normally, the Board completes the hearing in one night. If reappearances are necessary, they will be scheduled with the Applicant at the public hearing and announced to the public by the Board Chairman so that re-noticing will not be necessary.
5. At the conclusion of a hearing, the Board will reach a decision, and will pass a resolution stating its finding of fact, conclusions, decision and conditions, if any. The Board is then allowed forty-five (45) days by law to memorialize (adopt) a written resolution. Memorialization usually takes place at the next monthly meeting.
6. The memorializing resolution will be mailed to the Applicant, or attorney if appropriate, along with an appropriately worded legal notice and publication instructions. The Applicant must publish this legal notice within 30 days of Board action.
7. After memorialization, if the decision on a development application is favorable to the Applicant, the Applicant may then apply to the Construction Official of the Borough for Construction Permits to proceed with the work.