



Ras J. Baraka, Mayor

**INSTRUCTIONS FOR SITE PLAN AND VARIANCE APPLICATIONS TO THE
CENTRAL PLANNING BOARD
&
ZONING BOARD OF ADJUSTMENT
NEWARK, NEW JERSEY**

**Effective:
March 6, 2015**

**Newark Central Planning Board
Wayne L. Richardson, Chairman**

**Newark Zoning Board of Adjustment
Charles I. Auffant, Chairman**

Ade Afolabi, Zoning Officer

**City of Newark
Office of Boards and Commissions
920 Broad Street
Room 112
Newark, New Jersey 07102
Tel: 973-733-6333**

Updated: April 6, 2016

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INSTRUCTIONS FOR SUBMITTAL OF DOCUMENTS

Applications can be obtained at Newark City Hall, Office of Boards, 920 Broad Street, Room 112, Newark, NJ 07102

WHICH BOARD (CENTRAL PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT) DO I APPLY TO:

APPLY TO THE CENTRAL PLANNING BOARD FOR:

1. Site plan reviews where no “d” variance is required as defined in N.J.S.A.40:55d.
2. Subdivision or conditional use reviews where no “d” variance is required as defined in N.J.S.A.40:55d.
3. Conditional uses where all conditions are met.
4. Site plan, or subdivision reviews where a “c” variance is requested as defined in N.J.S. A.40:55d.

APPLY TO THE ZONING BOARD OF ADJUSTMENT FOR:

1. Appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of the zoning ordinance.
2. Requests for interpretation of the zoning map or ordinance, or for decisions upon other special questions upon which such board is authorized by the zoning ordinance to pass.
3. In cases where no site plan review, conditional use review, or subdivision review is required, and where a “c” variance is requested:

It must be demonstrated that a “c” variance is necessary by reason of the following:

- a. By reason of exceptional narrowness, shallowness or shape of a specific piece of property,
- b. By reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or
- c. By reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation in the zoning ordinance would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon the developer of such property, to grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship;

3. ZONING DETERMINATION

A Zoning Determination Form must be completed and signed by the Zoning Officer before submission. This form must be accompanied by a plan drawing. We recommend completing this task early in the process since required variances are determined by this form and the zoning officer needs sufficient time to review all documents before signing. This form, with the Zoning Officer's signature, shall be submitted with the application package.

4. SUBDIVISION / MERGER

In the event that a subdivision and/or merger are required, a merger application must be completed and submitted to the Tax Assessor. A copy of this form shall be submitted with the Development Review Application package.

5. ESSEX COUNTY PLANNING BOARD APPLICATION FORM

In the event that this project is located or bounded on any side by a County road or a municipal boundary, County park or drainage facility, a county application must be completed and submitted to the Essex County Planning Board directly. All subdivisions must be submitted to the County of Essex as well. You must submit with the development review application package verification that the county application was filed with the County Planning Board. A list of county roads are included with this package. Applications are available on the Essex County web site.

ESSEX COUNTY PLANNING BOARD

900 Bloomfield Avenue

Verona, New Jersey 07044-1393

973.226.8500 EXT 262

973.226.7469 FAX

6. LANDMARKS AND HISTORIC PRESERVATION COMMISSION DECISION

When a proposed development is located within a local Historic District or at a designated historic site, a decision of the Newark Landmark and Historic Preservation Commission must be submitted by the applicant. Such decision document must be signed and stamped by the commissioner chairperson or its designee.

7. PROPERTY TAX STATUS VERIFICATION

Documentation for this section must be obtained from the Municipal Tax Collector, located in Newark City Hall, 920 Broad Street, Room 101. No applications will be accepted without a signature from the Tax Collector's office.

8. SEALED SURVEY AND PLAT

Sealed surveys are required for all site plan and variance applications. Sealed plats are also required for all subdivision applications. Instructions and details for submission of sealed surveys and

plats are included. Six (6) signed and sealed copies must be submitted. A plot plan based on a survey is not an acceptable substitute.

9. SOIL EROSION & SEDIMENTATION CONTROL PLAN

Projects of more than 5,000 square feet require a soil erosion and sediment control plan. Instructions and details for the submission of a soil erosion and sedimentation control plan are included. The plans are to be submitted with any site plan application.

10. STORM DRAINAGE PLAN & UTILITY PLAN

Storm Drainage and Utility plans are to be submitted with any site plan application. Instructions and details for the submission of a storm drainage and utility plan are included herein.

11. SITE PLAN DRAWINGS

If your application is to the Central Planning Board, six (6) signed and sealed full-sized sets are required and fourteen (14) additional 11" x 17" reduced sets are required. Plans must be folded, not rolled.

If your application is to the Board of Adjustment, six (6) signed and sealed full-sized sets are required and ten (10) additional 11" x 17" reduced size sets are required. Plans must be folded, not rolled.

12. SITE SURVEYS

Six (6) signed and sealed sets are required.

13. SUBDIVISION PLATS, IF APPLICABLE

Six (6) signed and sealed sets are required with metes and bounds descriptions on the plat as well as owner's name.

14. STORM WATER MANAGEMENT REPORTS AND TRAFFIC REPORTS, IF APPLICABLE

Four (4) signed sets are required.

15. LIST FROM TAX ASSESSOR OF PROPERTY OWNERS WITHIN 200 FEET OF SITE FOR PUBLIC NOTICE PROCESS.

The original list, signed by the Tax Assessor, is required.

16. CLEAR COLOR PHOTOS OF THE SITE.

17. APPROPRIATE FEE(S)

The fee schedule included herein is for information purposes only. All city fees must be paid by certified check, cashier's check or money order. All applications shall be submitted with an initial fee deposit of \$750. If the total application fee is less than \$750 then the total fee is due with submission of the application.

18. FILING DEADLINES FOR SITE PLAN SUBMISSIONS

Applicants will be scheduled for a hearing after their application deemed "complete." The schedule is made on the basis of space availability on hearing agendas as well as the time needed for notification

requirements. Applicant scheduling is done on a first come first served basis. The Division of Planning, Zoning and Sustainability will notify you when you are scheduled for a hearing.

AFTER YOU ARE SCHEDULED, BUT BEFORE HEARING:

1. NOTIFICATION REQUIREMENTS

Use the list of property owners obtainable from the Tax Assessor's Office, Newark City Hall, 1st floor, Room 101

a. NEWSPAPER PUBLICATION

- ❑ Public notices must be given by publication in the Newark Star Ledger or other newspaper of general circulation in Newark at least ten calendar (10) days prior to the date of the hearing
- ❑ A copy of the notice for newspaper publication and an affidavit of newspaper publication must be provided to the Central Planning Board or Zoning Board of Adjustment Secretary and made part of the permanent file at least two (2) days before the hearing.
- ❑ A template for the newspaper notice and property owner is included herein.

b. NOTICE TO SURROUNDING PROPERTY OWNERS AND OTHER AUTHORIZED PARTIES

- ❑ Notice shall be hand delivered with proof of delivery or mailed by certified mail at least ten (10) calendar days prior to the date of the hearing
- ❑ The applicant must submit the original copy of the certified list of properties within a 200' foot radius of the site, with the names and addresses of owners of such properties. This list should not be copied to the plan drawings but should instead be the official list signed by the Tax Assessor.
- ❑ A template for the property owners notice is included herein.
- ❑ Applicant shall provide proof that notice was made by providing copies of the certified mail receipts and certifying the enclosed affidavit. For hand delivery, proof of delivery and receipt is required.

c. PUBLIC SIGN NOTICE ON PROPOSED DEVELOPMENT SITE

- ❑ The sign(s) shall be posted no less than ten (10) calendar days prior to the date of the public hearing and shall not be removed by the applicant until the hearing is closed.
- ❑ The sign(s) shall be firmly secured to the ground or structure to prevent vandalism and shall be along the most visible portion of street frontage. The sign(s) shall be erected in a manner so as to be visible to traffic moving in both directions. Signs must be posted within five (5) to 15 feet of

the property line. If there is more than one street frontage of the parcel, one sign for each street frontage shall be posted.

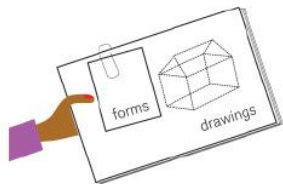
- ❑ The applicant is responsible for submitting a signed affidavit (included herein) along with two (2) photos of the posted sign(s) to the appropriate approval board secretary. One photo shall show the contents of the sign; the second photo shall show the sign posted in front of the property.
- ❑ The design requirements for the sign area as follows:
 - a. The composition of the sign(s) shall be of a durable material with a dimension of at least three (3) feet by three (3) feet painted white with black lettering having a minimum height of three (3) inches for the title.
 - b. The words “Notice of Public Hearing” shall be a minimum of three (3) inches in size. Sign content should match the example to the right.
 - c. The sign(s) shall advertise the date, time, and location of the public hearing, as well as name, address, and a contact phone number for Applicant and Owner, with at minimum (two) 2 inch high lettering.

Notice of Public Hearing on Proposed Development



This public hearing will be conducted by the Central Planning Board to hear support for and objections to this proposed development.

DATE **XX/XX/XX**
TIME **6:30 PM**
LOCATION **Newark City Hall Council Chambers**
920 Broad Street, Floor 2
Newark, NJ 07102



APPLICANT NAME / ADDRESS / PHONE
OWNER NAME / ADDRESS / PHONE
PROJECT ADDRESS
APPLICATION NUMBER
DESCRIPTION OF PROPOSED DEVELOPMENT

Documents relating to this application may be inspected by the public at
Newark Planning Office
Newark City Hall Room 112
920 Broad Street, Newark, NJ 07102
(973) 733-6333
Office hours: 8:30 am–4:30 pm

- d. NOTICE MUST BE GIVEN PERSONALLY OR BY CERTIFIED MAIL TO THE APPROPRIATE AUTHORITY OF A PROJECT THAT BORDERS, CROSSES OR IS ON ANY OF THE FOLLOWING COUNTY ROADS, PARKS OR FEDERAL OR STATE HIGHWAYS:**

LIST OF COUNTY ROADS

Bloomfield Avenue	Irvington Avenue
Bloomfield Place	Lyons Avenue
Broadway	Park Avenue
Central Avenue	Sanford Avenue
Chancellor Avenue	South Orange Avenue
Franklin Avenue	Springfield Avenue
Grove Street	Stuyvesant Avenue

PARKS

Branchbrook Park	River Bank Park
Independence Park	Weequahic Park
Ivy Hill Park	West Side Park

FOR COUNTY ROADS/PARKS, SEND NOTICE TO:

ESSEX COUNTY PLANNING BOARD
900 Bloomfield Avenue
Verona, NJ 07044

FOR STATE AND FEDERAL HIGHWAYS:

ROUTE 1 & 9 ROUTE 21 ROUTE 22 ROUTE 78 ROUTE 280

SEND NOTICE TO:

NEW JERSEY DEPARTMENT OF TRANSPORTATION
1035 PARKWAY AVENUE
TRENTON, NEW JERSEY 08652

FOR GARDEN STATE PARKWAY AND NEW JERSEY TURNPIKE (I-95)

SEND NOTICE TO:

NEW JERSEY TURNPIKE AUTHORITY
P.O. BOX 5042
WOODBIDGE, NEW JERSEY 07095

- e. **NOTICE MUST BE GIVEN BY CERTIFIED MAIL TO THE FOLLOWING PUBLIC UTILITIES FOR ALL APPLICATIONS:**

PUBLIC UTILITIES:

ELECTRIC & GAS: PUBLIC SERVICE ELECTRIC AND GAS COMPANY
MANAGER, CORPORATE PROPERTIES
80 PARK PLAZA
NEWARK, NEW JERSEY 07102

WATER: CITY OF NEWARK
DIVISION OF SEWER AND WATER SUPPLY
1296 MCBRIDE AVENUE
LITTLE FALLS, NEW JERSEY 07424

CABLE TV: CABLEVISION OF NEWARK
186 WEST MARKET STREET
NEWARK, NEW JERSEY 07103

TELEPHONE: VERIZON
540 BROAD STREET
NEWARK, NEW JERSEY 07101

SEWER: JOINT MEETING OF ESSEX AND UNION COUNTIES
50 SOUTH FIRST STREET
ELIZABETH, NEW JERSEY 07202

CITY OF ORANGE
29 NORTH DAY STREET
ORANGE, NEW JERSEY 07050

PIPELINE: SUNOCO PIPELINE L.P.
RIGHT OF WAY DEPARTMENT
MONTELLO COMPLEX
525 FRITZTOWN ROAD
SINKING SPRING, PA 19608

TRANSCONTINENTAL GAS PIPELINE CO.
P.O. BOX 2400, MD 46-4
TULSA, OKLAHOMA 74102

COLONIAL PIPE LINE CO.
C/O J. SAPP
1185 SANCTUARY PARKWAY, SUITE 100
ALPHARETTA, GEORGIA 30004

PREPARING FOR THE HEARING:

1. ATTENDANCE OF ATTORNEY AND EXPERT WITNESSES

If the applicant is a corporation, an LLC, or a non-profit, it shall be represented by an attorney. Furthermore, it is the obligation of the applicant to make a complete record which may include appropriate expert testimony from such professionals as a New Jersey licensed planner, engineer, or architect, currently registered. The applicant, its licensed architect, and design professionals, must attend and make a presentation to the board. The applicant must include a color project rendering as part of its presentation.

- a.** Applicant must use one of the following two methods to present the project before the Central Planning Board and Zoning Board of Adjustment.

Board mounted drawings no smaller than 24" x 36" with:

- Existing site photos
- Site plan drawings (including landscape plan, lighting plan, grading plan, utility plan, and any other plans required as part of application submittal).
- Floor plans
- All elevations

- Color renderings as appropriate with representation of actual material and color selections depicting actual building setting context.

Computer presentations including at a minimum the following drawings:

- Existing site photos
 - Site plan drawings (including landscape plan, lighting plan, grading plan, utility plan and any other plans required as part of application submittal)
 - Floor plans
 - All elevations
 - Color rendering as appropriate with representation of actual material and color selections depicting actual building setting/context
- b. The applicant must provide a color rendering or photo simulation at least two (2) calendar days before the hearing. The rendering must be emailed for the Central Planning Board and sent in paper form to the Zoning Board of Adjustment.
- c. If the applicant chooses to present with a computer, he/she must let the Board Secretary know at least five (5) days in advance of the meeting date in order to prepare/setup the room.

AFTER THE HEARING:

1. RESOLUTION

A resolution of the board's decision will be sent to the applicant or the applicant's attorney.

2. NEWSPAPER NOTICE

Pursuant to N.J.S.A. 40:55d-101, the applicant must publish any decision of the board pertaining to his/her application in a newspaper of general circulation within ten (10) days of the decision.

3. NOTICE OF HEARING TO ADJOINING MUNICIPALITIES

For an application involving property located within 200' of an adjoining municipality, notices shall be given personal service or certified mail to the Clerk of such a municipality.

4. FINAL DRAWINGS

At least four (4) sets of full size drawings and one (1) set of half size drawings shall be submitted to the Board Secretary and shall reflect all conditions of approval.

5. DIGITAL SUBMISSION REQUIREMENT

In addition to paper submission, there is a digital submission requirement. All required documents shall also be submitted digitally on a CD (compact disk) or USB drive, which shall be submitted with other required documentation. The digital files shall be combined into a single Adobe Portable Document File (PDF file format).

6. PERFORMANCE GUARANTEE REQUIREMENTS

As a condition of final site plan approval, the Central Planning Board/ Zoning Board of Adjustment may require and shall accept in accordance with the standards adopted by state law a performance guarantee for the purpose of assuring the installation and maintenance of tract improvements.

The furnishing of a Performance Guarantee/Bond or Letter of Credit in the favor of the City of Newark in an amount not to exceed one hundred twenty percent (120%) of the cost of installation for improvements which may be deemed necessary or appropriate including: street, grading, pavement, gutters, curbs, street lighting, landscape, walkways, drainage system and sidewalk etc.

No project shall commence and no permits shall be issued unless the developer has installed or furnished the Central Planning Board/Zoning Board of Adjustment with a Performance Guarantee/Bond of a sufficient amount as established by the Department of Engineering, who shall review the improvements required by the Central Planning Board/ Zoning Board of Adjustment which are to be bonded and itemized by costs. Such itemization should be the basis for determining the amount of performance guarantee and/ or maintenance guarantee required by the Boards.

The Performance Guarantee/Bond or Letter of Credit is to be posted to the Central Planning Board/ Zoning Board of Adjustment. It is to be obtained from a third party. The City of Newark is unable to accept checks in the bond amount.

PLAN DRAWING INSTRUCTIONS:

All plans shall be prepared by a New Jersey Licensed Professional Architect, Engineer or Surveyor, in accordance with their specialization, and must be signed and sealed. All applications shall be neat, legible, concise, and acceptable to the Central Planning Board and Zoning Board of Adjustment. All documents are to be submitted by the applicant or their legal representative.

SURVEY MAP REQUIREMENTS:

1. A survey of the site shall be performed by a New Jersey Licensed Surveyor pursuant to N.J.S.A. 45:8.
2. A title block pursuant to N.J.S. A. 13:40-2 in bottom right hand corner listing street address block & lot numbers and land area (as listed in the Tax Assessor's records).
3. A certification by the surveyor that work was performed by him/her or his/her supervision or that the survey was based upon an existing metes and bounds description which description shall accompany the survey.

4. Bearings to the nearest ten (10) seconds and distance to the nearest hundredth for all property lines. It shall be indicated whether true North or magnetic North is used.
5. The location of any existing monuments used for the survey
6. The address, block and lot numbers of the property as shown on the most current city tax map shall be in the title block.
7. The areas of the site in square feet and acres to the nearest hundredth.
8. Existing site elevations and contour lines at two (2) foot intervals. If an assumed datum is used its location should be clearly indicated.
9. The natural site characteristics such as :
 - Streams, drainage ditches, and lakes
 - Existing vegetation with particular emphasis on trees of two (2'') inches caliper or greater
 - Marsh vegetation
10. The present surface drainage including any culverts or channelized streams.
11. The location, size and nature of all existing buildings, structures and impervious areas. (sidewalks, driveways, parking areas with setback distances shown, etc.).
12. The locations, dimensions and nature of all right-of ways and easements.
13. Cross sections and longitudinal sections of the site showing the main characteristics.
14. A legend shall indicate all symbols used on the survey sheet.
15. All lot areas in square feet.
16. Utility locations.

SITE PLAN DRAWING REQUIREMENTS:

A. COVER SHEET

1. A locational key map at a scale of 1"=1000' with a north directional arrow, a graphic scale, the names of all streets and right-of-ways within a 3000'' radius of the site
2. A title block pursuant to N.J.A.C. 13:40-1 in the bottom right hand corner of the page
3. The street address, block and lot numbers of the site as shown on the current city tax map and the zoning designation of the property in the title block at the bottom right corner of the cover page
4. A block diagram at a suitable scale of all properties within a 200' radius of the site including the names of all streets, blocks and lot numbers, zoning designations and existing land uses and building footprints.
5. All listing of all variances, waivers, conditional use approvals and all other municipal, state and federal exceptions to requirements that are requested in chart form showing, requirement, project provisions and whether variances or waivers are needed.

6. A brief explanation of the project including but not limited to:
 - ❑ The existing use
 - ❑ No. # of proposed uses (residential, commercial & industrial)
 - ❑ No. # of dwelling units
 - ❑ No. # of parking spaces
 - ❑ Square footage of buildings.
 - ❑ The types of commercial or industrial uses
 - ❑ Hours of operation
 - ❑ Employees
 - ❑ All other information necessary to provide a clear picture of intended uses
7. Statement whether or not the site is in a flood area

B. SITE PLAN PAGES

1. A title pursuant to N.J.S.A. 13:40-1.
2. Distances of all property boundary buildings
3. Location, dimensions and setbacks of all proposed buildings
4. Type, dimensions and construction details of fencing, retaining walls, pavement, curbs, handicap access ramps, driveways and walkways, parking areas, and loading docks, etc.
5. Area diagram, showing the area of the lot, building, parking and circulation, landscape etc. Including each dimension and the metes and bounds boundary of the property
6. All existing buildings and structures to be removed shall be indicated by dashed lines
7. Building elevations including finished floor elevations and the datum upon which these are based as well as exterior construction materials for walls, windows, fenestrations, and decorative details.
8. Floor plans for all areas of buildings with room size measurements, showing width and depth of each room in feet.
9. Names and width of all adjacent streets showing direction of vehicular traffic flow and all utilities within existing streets
10. Location dimensions of all streets vacated or indicated to be vacated and nature of all easements and right-of-ways
11. The location, species, sizes and quantities of all proposed and existing plantings. Existing live trees over three (3) inches in caliper shall be preserved. A separate landscaping plan may be submitted
12. Area description and their percentage to the total lot area for the floor area, landscaping area, parking and circulation area. Indicated gross floor area and leasable area

13. A layout of all on site traffic and/or parking arrangements including circulation patterns for pedestrian and vehicular traffic and measurements for all travel ways and parking spaces.
14. A legend including nature of all symbols used on the site plan
15. Original and finished grade elevations with specific attention to ingress and egress corners, parking areas, drainage channels, sidewalks, ramps and loading docks
16. Provision for handicapped persons such as parking facilities accompanied with easy accessibility through sidewalks and ramps, housing units, etc, as required by the barrier design regulations N.J.A.C. Title 17
17. The location, types and height of all existing and proposed exterior on site and adjacent right-of-way lighting with isolux contours of illumination showing affects on buildings, sidewalks, parking areas, signs and any spill over effects, etc. The construction details of all proposed fixtures. Lighting design shall conform to the current illuminations engineering society lighting handbook
18. The location, size and nature and construction of all on site signage with elevation depiction, material types, sizes, and illumination methods
19. Facilities for the storage and collection of refuse and recyclable materials for the site including details of walls or fences used for screening purposes of well as measures to assure protection from infestation of rats and vermin, etc. This is applicable to all multi-family projects with 25 or more dwelling units and commercial projects. Provisions for collection of refuse shall also be provided.
20. Soil erosion and sedimentation control plan as required by the Newark Soil Erosion and Sedimentation Control Ordinance
21. Adjacent utility poles and their size.
22. Details of requirements necessary to ensure flood protection as required by the Newark flood damage prevention ordinance
23. Cross section of any retaining walls, and slopes on plans
24. Proposed building dimensions and setbacks on plans
25. Fencing plan with detailed depictions of types and heights of fences and gates to be used at each location
26. Driveway plans with measurements for curb cut widths and driveway spacing

C. STORM DRAINAGE AND PUBLIC UTILITY PLAN PAGES FOR MAJOR SITE PLAN

1. Title block pursuant to N.J.A.C. 13:40.1
2. Calculations of sanitary flow for each point of connection to the municipal sewerage system including discharge rates and vehicles
3. Run-off calculations for storm water discharge to the municipal sewerage, drainage ditch, or stream shall be submitted along with the rate and velocity at the point of discharge and the reservoir and routing calculations as required to meet the design criteria established in this ordinance

4. Finished grade elevations, path of overland flow, drainage and sub-basin areas, including a break down of impervious and pervious areas and the totals of each surface water storage areas, etc. Shall be clearly delineated and consistent with run-off calculations
5. The location distance from the nearest manhole, size, slope and nature of all storm water facilities including construction details of manholes, catch basins, inlets, storage areas, Dutch drains, dry wells, recharge basin, or any other method of storm water control in accordance with title 38 which will meet the objective outlined in the design criteria of the ordinance. If recharge basins or dry wells, etc., are utilized, percolation tests of the site are to be performed and certification of tests is to accompany the plan along with the records and locations of the test and any other information essential to the test such as depth to bedrock, soil etc.
6. The location, size and type of existing and proposed sewer and water lines, gas and fuel lines, pumping facilities and construction details including meter diagrams and meter locations, depth to pipe, benching, fill materials, shut off valves and vapor recovery systems
7. The location, type, size, inverts and slope of all sanitary utilities such as building laterals, grease traps, oil separators, clean cuts, manholes monitoring points or any other appurtenance required
8. The location, size and type of utilities within adjacent streets, including water mains, sewer electric power lines, street lights, fire hydrants, gas lines, valves and water meters, catch basins, conduits, etc.

D. SOIL EROSION & SEDIMENT CONTROL PLAN PAGES

1. Municipal streets must be protected from soil sedimentation. This can be accomplished with bales anchored to the ground at the perimeter of the site or by constructing a berm of dirt established by mulch or stone
2. All access drives to the site must be protected during construction by large size gravel or stone on less than six (6) inches deep
3. Proposed or existing drainage inlets on site must be protected during construction to prevent accumulation of sediment in the conduit. These inlets may be capped or equipped with a filter protection by bay hailes or a stone berm.
4. All disturbed areas to be paved must be stabilized by application of a stone or other sub-base immediately after grading utility installation
5. If soil is to be stockpiled on site, the approximate location must be indicated on the plan. If the soil is to be stockpiled for more than thirty (30) days, stabilization measures, such as hay mulch, mulch, must be implemented

6. If soil is to be removed from the site, the method to accomplish removal and the places to which the soil will be removed must be provided. Authorization and certification for deposition must be obtained from the coil to which the soil is delivered
7. Measures for dust control must be implemented to prevent blowing dust, especially in nearby residential uses
8. Lime and fertilizer types and rates
9. Seed mix composition and rate, certified sod and planting species and spacing
10. Temporary mulch and mulch anchoring over seeding type and rate, permanent mulch between planting type and rate of depth

GENERAL SUBDIVISION PLAT REQUIREMENTS

1. Subdivision plat details shall be clearly and legibly drawn and certified by a land surveyor licensed to practice in the State of New Jersey.
2. Please submit six (6) sets of the before and after subdivision plats. Within this plat include the area in square feet and acres both before and after. Make sure that both before and after also include all lot numbers.
3. Please submit six (6) copies of the block diagram showing all properties within a radius of two hundred feet (200') from all corners of the property in question
4. Please submit six (6) copies of the metes and bounds description of all existing and proposed lots. This should include one (1) before description and one (1) after description for all lots whose lines are being altered. Metes and Bounds descriptions shall be included on all plats.
5. Property Owner name must be listed.
6. The plat shall be drawn on sheets of 15x21 as measured from the cutting edge and shall show elements of this article on a before subdivision and after subdivision plat on a single sheet and so designated. If one sheet is not of sufficient size to contain the entire territory, the plat may be divided into sections to be shown on separate sheets of equal size with references on each sheet to the adjoining sheets
7. Street address, block and lot number, tax assessment volume and sheet number, the name(s) and addresses of the record owner(s) and owner(s) agent if any shall also appear
8. Graphic and written scale shall not be smaller than 1''-100': the north arrow, geographic reference meridian drawing and the date of the survey must also appear
9. Key map showing the subdivision tract boundary lines and the surrounding area within 200' feet of the extreme boundaries of the subdivision
10. The right-of-way-lines of street, street names and width easements and other right-of-way lines along with their purpose, all lot lines, other site lines and areas dedicated for public use with accurate

dimensions, bearings and radii, are lengths and central angles for all curves sufficient to enable the definite location of all lines and boundaries

11. Please submit four (4) copies of the “before” and “after” subdivision plats. It should contain all of the information and required changes requested during preliminary review of sketch plat. The final plat should be prepared in accordance to the New Jersey Map filing law (1960) N.J.S.A. 46:233-9.9 et. seq. And the title block regulations for professional engineers and land surveyor’s N.J.A.C. 13:40-1, and N.J.A.C. 13:40-2.
12. Final approval of a major subdivision shall expire ninety five (95) days from the date of signing plat.
13. Approval for a minor subdivision shall expire one hundred ninety (190) days from the date of planning board approval unless within such a period a plat in conformity with such approval and the provisions of the map filing law (C.46:23-9.9et. seq.) or a deed, clearly describing the approved minor subdivision is filed by the applicant with the following: the county recording officer, the municipal engineer, and the municipal tax assessor.
14. No subdivision plat shall be accepted for filing by the County Recording Officer until it has been approved by the Central Planning Board as indicated on the instrument by the signature of the Chairman and Secretary of the Central Planning Board/Zoning Board of Adjustment

PRELIMINARY AND FINAL MAJOR SUBDIVISION PLAT SUBMISSION DETAILS

1. Preliminary Subdivision

The following shall be added to the plat:

i. Licensed Land Surveyor

I hereby certify that this map and survey has been made under my supervision and complies with the provisions of “The Map Filing Law.”
(Include the following if applicable) I do further certify that the monuments as designated and shown hereon have been set.

Licensed Land Surveyor and No.
(Affixed Seal)

ii. *City Clerk*

If monuments are to be set at a later date, the following endorsement shall be shown on the map. I hereby certify that a bond has been given to the municipality, guaranteeing the future setting of the monuments shown on this map and so designated.

City Clerk

iii. *City Engineer*

I have carefully examined this map and find it conforms with the provisions of “The Map Filing Law” and the municipal ordinances and requirements applicable thereto.

City Engineer
(Affixed Seal)

iv. *Central Planning Board*

We hereby certify that this map has been approved by the Central Planning Board of the City of Newark on the _____ day of ____20____ and the map complies with the provisions of “The Map Filing Law” (NJSA46:23-9.9 et seq.). This certification shall expire if this map is not filed in the Office of the Register of Essex County on or before the _____ day of _____, 20____.

Secretary, Central Planning Board

v. *Owner*

I (we), the undersigned, having an interest in the title of the property covered by this subdivision map, do hereby consent to the filing of this map in the Office of the Register of Essex County.

Name (Sign and Printed)

2. Final Subdivision

The following items shall also be included in addition to the requirements of the preliminary subdivision for the final subdivision plat details submission.

- a. Show entire subdivision and the surrounding area within two hundred (200) feet of the extreme boundaries of the subdivision.
- b. Contours at two (2) feet intervals for slopes averaging ten (10%) percent or less and at five (5) foot intervals for greater slopes. All contour lines shall be referenced to the United States Geological Survey Datum.
- c. Existing zone and zoning information requirements along with plans.
- d. Typical cross-section which clearly indicates the type and width of pavement and locations of curb, sidewalks and planting strips (proposed cross section). Existing and proposed profiles shall be shown.
- f. Plans and profiles of proposed utility layout (storm sewers, sanitary sewers, water and gas mains, and electrical facilities) showing feasible connections to existing or proposed utility systems.
- g. Existing monument locations.
- h. The final plat shall be accompanied by a written statement by the Director of the Department of Engineering that he or she has received a map showing all improvements, both proposed and existing, in exact location and elevation, identifying those portions already installed and those to be installed and that the sub-divider has complied with either or both of the following requirements:
 - i. Installed all improvements in accordance with the requirements of this Chapter.
 - ii. Posted a monument bond with the Central Planning Board, in an amount determined by the City Surveyor, to assure the completion of all required improvements to existing monuments.

SPECIAL REQUIREMENTS FOR UNIQUE PROJECT TYPES:

- ❑ If application is for a church, auditorium, theater or other place of public assembly plans shall indicate all entrances and exits, seating arrangements, number of seats proposed, interior and exterior alterations.
- ❑ If application is for a use which emits odors, dust fumes or vapors, plans shall indicate exhaust system. A spray booth shall be shown if use includes spraying of paint, lacquer, enamel or similar substances
- ❑ If application is for an automobile repair & fender repair and painting, plans shall include the location of spray booth, exhaust system and all exits
- ❑ If hazardous materials shall be used, processed, stored or manufactured on site, a statement of containment and disposal of hazardous materials is required.

NON-REFUNDABLE APPLICATION FEES

1. There shall be a non-refundable fee for applications to the Newark Central Planning Board and the Zoning Board of Adjustment, as provided by law and established herein. The fees provided for shall be non-refundable and are for purposes of offsetting the administrative and clerical costs of processing applications and administering these Boards.
2. Applicable Fees. Every application for review or hearing before the Zoning Board of Adjustment, or the Central Planning Board shall be initially accompanied by a check for \$150.00. Balance due will be determined upon the Board Staff's review in accordance with the amount(s) as provided in the Schedule of Fees included herein and based upon the initial submission package. If future submissions result in additional fees, such fees shall be calculated at that time. This balance will be due within 30 days of issuance of the first review checklist. If not received within 30 days, review will cease until payment is submitted.
3. Copies of resolutions rendered by either the Zoning Board of Adjustment or the Central Planning Board shall be available to any person requesting them at their sole cost and expense. Any applicant shall receive a copy of the decision rendered at no additional cost. Minutes of either the Board of Adjustment or the Planning Board shall also be available on request to any person or applicant at their sole cost and expense. Amounts charged shall be as provided for in the City's ordinance regulating photocopy and documents fees.
4. Performance guarantees may be required by the Zoning Board of Adjustment or the Central Planning Board pursuant to N.J.S.A. 40:55D-53 separate from application fees.

SCHEDULE OF FEES

Application Type	Application Fees
Minor Site Plan	\$750
Preliminary Major Site Plan: Residential 3-10 dwellings	\$750
Preliminary Major Final Site Plan: Residential 11-50 dwellings	\$1,000
Preliminary Major Site Plan: Residential 51-100 dwellings	\$1,500
Preliminary Major Site Plan: Residential over 100 dwellings	\$2,500
Preliminary Major Site Plan: Commercial, less than 5000 square feet	\$750
Preliminary Major Site Plan: Commercial & Industrial 5000-20,000 square feet	\$1,500
Preliminary Major Site Plan: Commercial & Industrial 20,001-100,000 square feet	\$2,750
Preliminary Major Site Plan: Commercial & Industrial more than 100,000 sq. feet	\$5,000
Final Major Site Plan: Residential 3-10 dwellings	\$375
Final Major Site Plan: Residential 11-50 dwellings	\$500
Final Major Site Plan: Residential 51-100 dwellings	\$750
Final Major Site Plan: Residential over 100 dwellings	\$1,250
Final Major Site Plan: Commercial less than 5000 square feet	\$375
Final Major Site Plan: Commercial & Industrial 5000-20,000 square feet	\$750
Final Major Site Plan: Commercial & Industrial 20,001-100,000 square feet	\$1,375
Final Major Site Plan: Commercial & Industrial More than 100,000 sq. feet	\$2,500
Minor Subdivision: 2 acres or less	\$900
Minor Subdivision: Over 2 acres	\$1,800
Preliminary Major Subdivision	\$2,300
Final Major Subdivision	\$1,150
Conditional Use	\$500 in addition to any other fees
“a” & “b” Appeals and Interpretations As per NJSA 40:55D-70 a & b	\$150
“c” Variance as per NJSA 40:55D-70(c) & deviation from redevelopment plan	\$300 per “c” variance
“d” Variance as per NJSA 40:55D-70 (d)	\$2,000 per d variance
Extension of Variance Approval	\$300
Special Meeting of CPB or BOA	\$3,000

**NEWARK CENTRAL PLANNING BOARD
NOTICE OF HEARING
Form of Notice for Newspaper**

Application # _____ Filed _____ Date: _____

Please take notice that the undersigned has applied to the Central Planning Board of the City of Newark for a (Type of Application) at premises (Add address and Tax Block and lot) in order to

_____ .

Any person or persons affected by this application may have an opportunity to be heard at the Public Hearing of the Central Planning Board on _____20____, at 6:30 P.M., and thereafter on such other dates as such hearing may be continued, in the Municipal Council Chamber, 2nd Floor, City Hall, 920 Broad Street, Newark, New Jersey 07102 at which time you may appear either in person, by agent or by attorney and present any comments which you may have regarding this application.

All documents relating to this application may be inspected by the Public between the hours of 8:30 A.M. and 4:30 P.M. in the Office of Boards, City Hall, Room 112, 920 Broad Street, Newark, New Jersey 07102.

The applicant, by order of the Board of Adjustment, sends this notice to you.

Respectfully,

Applicant

THIS NOTICE MUST BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE CITY OF NEWARK, NEW JERSEY AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING AND PROOF OF SERVICE MUST BE SUBMITTED TO THE BOARD OF ADJUSTMENT TWO (2) DAYS PRIOR TO HEARING OR CASE WILL BE NOT HEARD.

**BOARD OF ADJUSTMENT
NOTICE OF HEARING
Form of Notice for Newspaper**

Application # _____ Filed _____ Date: _____

Please take notice that the undersigned has appealed to the Board of Adjustment of the City of Newark for a Variance from the terms of the Zoning Ordinance so as to permit on premises (Add address and Block and Lot):

_____ .

Any person or persons affected by this application may have an opportunity to be heard at the Public Hearing of _____20____, at 7:00 P.M., and thereafter on such other dates as such hearing may be continued, in the Municipal Council Chamber, 2nd Floor, City Hall, 920 Broad Street, Newark, New Jersey 07102 at which time you may appear either in person, by agent or by attorney and present any objections which you may have to granting this Variance.

All documents relating to this application may be inspected by the Public between the hours of 8:30 A.M. and 4:30 P.M. in the Office of Boards, City Hall, Room 112, 920 Broad Street, Newark, New Jersey 07102.

The applicant, by order of the Board of Adjustment, sends this notice to you.

Respectfully,

Applicant

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**NEWARK CENTRAL PLANNING BOARD
NOTICE OF HEARING TO PROPERTY OWNERS**

Application # _____ Filed _____ Date: _____

To _____ Owner of Premises _____.

Please take notice that the undersigned has applied to the Central Planning Board of the City of Newark for a (Type of Application) at premises (Add address and Tax Block and lot) in order to

_____ ,

which is within 200 feet of property owned or resided by you. Any person or persons affected by this application may have an opportunity to be heard at the Public Hearing of the Central Planning Board on _____20____, at 6:30 P.M., and thereafter on such other dates as such hearing may be continued, in the Municipal Council Chamber, 2nd Floor, City Hall, 920 Broad Street, Newark, New Jersey 07102 at which time you may appear either in person, by agent or by attorney and present any comments which you may have regarding this application.

All documents relating to this application may be inspected by the Public between the hours of 8:30 A.M. and 4:30 P.M. in the Office of Boards, City Hall, Room 112, 920 Broad Street, Newark, New Jersey 07102.

The applicant, by order of the Central Planning Board, sends this notice to you.

Respectfully,

Applicant

THIS NOTICE MUST BE PERSONALLY SERVED OR SENT BY CERTIFIED OR REGISTERED MAIL AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF HEARING AND PROOF OF SERVICE MUST BE GIVEN TO THE CENTRAL PLANNING BOARD AT LEAST TWO DAYS BEFORE THE HEARING.

**BOARD OF ADJUSTMENT
NOTICE OF HEARING TO PROPERTY OWNERS**

Calendar # _____ Filed _____ Date: _____

To _____ Owner of Premises _____.

Please take notice that the undersigned has appealed to the Board of Adjustment of the City of Newark for a Variance from the terms of the Zoning Ordinance so as to permit on premises (add address and Block and Lot):

_____ ,

which is within 200 feet of property owned or resided by you. Any person or persons affected by this application may have an opportunity to be heard at the Public Hearing of _____20____, at 7:00 P.M., and thereafter on such other dates as such hearing may be continued, in the Municipal Council Chamber, 2nd Floor, City Hall, 920 Broad Street, Newark, New Jersey 07102 at which time you may appear either in person, by agent or by attorney and present any objections which you may have to granting this Variance.

All documents relating to this application may be inspected by the Public between the hours of 8:30 A.M. and 4:30 P.M. in the Office of Boards, City Hall, Room 112, 920 Broad Street, Newark, New Jersey 07102.

The applicant, by order of the Board of Adjustment, sends this notice to you.

Respectfully,

Applicant

THIS NOTICE MUST BE PERSONALLY SERVED OR SENT BY CERTIFIED MAIL AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE HEARING AND PROOF OF SERVICE MUST BE SUBMITTED TO THE BOARD OF ADJUSTMENT TWO (2) DAYS PRIOR TO HEARING OR CASE WILL NOT BE HEARD.

**AFFIDAVIT OF PROOF OF SERVICE
NEWARK CENTRAL PLANNING BOARD
CITY OF NEWARK, NEW JERSEY**

Application No. _____

Filed _____

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE OR ORDINANCE MUST BE FILED AND VERIFIED WITH THE BOARD SECRETARY AT LEAST TWO (2) DAYS PRIOR TO THE HEARING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)

) **S.S.**

COUNTY OF ESSEX)

_____ of full age, being duly sworn according to law, deposes and says, that she () he () resides at _____ municipality of _____ County of _____ and State of _____ that she () he () is () are () the applicant (s) in a proceeding before the Central Planning Board of the City of Newark, New Jersey, being an application under the _____ and which bares the application # _____ and relates to premises more commonly known as _____ that she () he () did on _____ 20_____ at least ten (10) days prior to the hearing date of this application did give personal notice to all property owners within 200 feet of the property which is the subject of this application and municipal utilities.

- Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail.
- Copies of the registered receipts are attached hereto as Exhibit "A".
- In addition, notices were also served upon: (Check if applicable)

- () The Clerk of the municipality _____ of County of _____.
- () County Planning Board.
- () The Department of Transportation.

A copy of said notices are attached hereto as Exhibit "B". Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit as Exhibit "C" is a list of owners within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the City of Newark, which is annexed hereto as Exhibit "D".

(Applicant) (To be signed by the person who served this notice)

Sworn to before me this _____ day of _____.

A Notary Public of the State of New Jersey

**AFFIDAVIT OF PROOF OF SERVICE
BOARD OF ADJUSTMENT
CITY OF NEWARK, NEW JERSEY**

Application No# _____

Filed _____

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE OR ORDINANCE MUST BE FILED AND VERIFIED WITH THE BOARD SECRETARY AT LEAST TWO (2) DAYS PRIOR TO THE HEARING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)

) S.S.

COUNTY OF ESSEX)

_____ of full age, being duly sworn according to law, deposes and says, that she () he () resides at _____

In the municipality of _____ County of _____

and State of _____: that _____ is the appellant in a proceeding before the Board of Adjustment, City of Newark, being an appeal under the Zoning Ordinance, and which has the Calendar No _____, and relates to premises _____, Newark, NJ that on or before _____ 20____, which is at least 10 days prior to the date of hearing, he/she gave written notice of the hearing on this appeal to each and all of the owners of property affected by said appeal, in the form hereinafter set forth, and according to the attached lists, and in the manner indicated therein and posted such notice in a prominent place in a lobby or hall of all residential properties of more than four units; and the notice published in an official newspaper of general circulation in the City of Newark.

A copy of said notices are attached hereto as Exhibit "B".

Respectfully,

(Applicant) (To be signed by the person who served this notice)

Sworn to before me, this _____ day of _____ 20____.

A Notary Public of the State of New Jersey

**AFFIDAVIT OF PROOF OF SERVICE
NEWARK PUBLIC SIGN NOTICE
CITY OF NEWARK, NEW JERSEY**

Application No.: _____

Filed on: _____

APPLICANT SHALL COMPLETE THE FOLLOWING AFFIDAVIT AND MAIL OR DELIVER IT TO: NEWARK PLANNING OFFICE, 920 BROAD STREET, ROOM 112, NEWARK, NEW JERSEY, NO LATER THAN 5 DAYS AFTER THE SIGN POSTING.

I, _____(applicant), hereby certify that on _____(date of sign installation) I installed a notice of public hearing sign at the property known as _____(address) for which the major development application number _____ is being considered by the _____(approval entity) on _____(date of hearing).

I also hereby agree to meet the specifications and general requirements of the sign content as stated in Section 40:15-11-4(2)(c) of the Newark Zoning and Land Use Regulations.

Attached to this affidavit as Exhibit "E" is the photo(s) of the sign(s) as it was installed on the property and agree to the responsibility of maintaining the integrity and accuracy of the sign.

I also hereby agree to maintain the sign in place for a period of 10 days before each public hearing and for its subsequent removal thereafter.

Date: _____

Applicant/Representative Signature: _____

Phone number: _____