



CITY OF ELIZABETH, NEW JERSEY

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
Bureau of Planning & Zoning, Land Use Division
50 WINFIELD SCOTT PLAZA, Room 403, ELIZABETH, NJ 07201 (908) 820-4023 (908) 820-4241(FAX)

EDUARDO J. RODRIGUEZ
Director

BRIDGET S. ZELLNER
Business Administrator

J. CHRISTIAN BOLLWAGE
Mayor

APRIL 11, 2014

DEAR APPLICANT:

PLEASE BE ADVISED, THAT IN ORDER FOR YOUR APPLICATION TO BE PROCESSED AND PLACED ON OUR CURRENT AGENDA, ALL DOCUMENTS PERTAINING TO THE PROJECT MUST BE IN THE **PLANNING AND ZONING OFFICE, LAND USE DIVISION**, AT LEAST **(20) TWENTY DAYS** PRIOR TO THE NEXT SCHEDULED MEETING DATE.

PLEASE SUBMIT TO THIS OFFICE THE FOLLOWING:

1. **ONE** APPLICATION WITH ORIGINAL SIGNATURES, AND RAISED SEALS;
2. **THREE** COPIES OF ORIGINAL APPLICATION;
3. **FOUR** SETS OF PLANS WITH ORIGINAL SIGNATURES AND SEALS;
4. **FOUR** SURVEYS OF THE PROPERTY IN QUESTION;
5. ALL APPLICABLE FEES BY **TWO SEPARATE CHECKS**, ONE FOR ESCROW FEES FOR PROFESSIONAL SERVICES, AND ONE FOR APPLICATION FEES, (**payable to the CITY OF ELIZABETH**);
6. (REQUEST A COPY OF THE LATEST FEE ORDINANCE), FOR ACCURACY;
7. W-9, WITH ORIGINAL SIGNATURE, AND ID NUMBER, OR PROOF OF EXEMPTION FROM PAYMENT OF APPLICATION/ESCROW FEES;
8. PLEASE SUBMIT FOUR SEPARATE PACKAGES OF APPLICATION, AND PLAN.

** If you have any questions regarding COAH and its requirements please consult with your attorney. Thank you in advance for your cooperation,

Sincerely, Marta Rivera,
Principal Planning Aide/Board Clerk

**Revised September 8, 2005
Revised October 31, 2006
Revised March 3, 2010
Revised November 1, 2011
Revised April 11, 2014



mrivera@elizabethnj.org
www.elizabethnj.org

MARTA RIVERA
PRINCIPAL PLANNING AIDE
Division of Land Use
Planning & Zoning Boards Clerk

TEL: (908) 820-4023
FAX: (908) 820-4241

CITY OF ELIZABETH
DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT
50 WINFIELD SCOTT PLAZA
ELIZABETH, N.J. 07201

HARBOR

Engineers



CONSULTANTS, INC.

Planners

Surveyors

Victor Vinegra
P.E., P.L.S., P.P.

320 North Avenue East, Cranford, NJ 07016
Voice (908) 276-2715 • Fax (908) 709-1738
e-mail: victor_v@harborconsultantsinc.com

HARBOR

Engineers



CONSULTANTS, INC.

Planners

Surveyors

Anthony G. Gallerano, P.E., P.P.
Principal Engineer

320 North Avenue East, Cranford, NJ 07016
Voice (908) 276-2715 • Fax (908) 709-1738
e-mail: tony_g@harborconsultantsinc.com

APPLICATION FEES

ORDINANCE # 4149
EFFECTIVE 9/16/10 MAR.

45. Commercial garage	22.00	
46. Private gasoline pump	29.00	

SECTION 59. That Chapter 17.52.010, Land Development Code, Public Hearings, of the Code of the City of Elizabeth is amended as follows:

Fees for hearings before the planning and zoning boards shall be as follows:

- A. Where a public notice is required, eight hundred forty dollars (\$840.00) to accompany the application;
- B. Where a public notice is not required, six hundred dollars (\$600.00) to accompany the application;
- C. Where a hearing is adjourned to a subsequent session, eight hundred forty dollars (\$840.00) to be paid prior to commencement of the adjourned hearing.

SECTION 60. That Chapter 17.52.020, Land Development Code, Municipal Fees for applications for development, of the Code of the City of Elizabeth is amended as follows:

Municipal fees for application for development shall be paid upon filing of an application for development. Such fees shall be as follows:

- A. Direction to issue a building permit pursuant to Section 17.08.100 of this title, four hundred eighty dollars (\$480.00);
- B. Revisions, amendments, resubmissions or other alterations of required documents or exhibits, maps or technical reports, six hundred dollars (\$600.00), other documents, two hundred forty dollars (\$240.00);
- C. All other applications as per the table below:

TABLE INSET:

Item	Municipal Application Fees	
Minor Subdivisions		
Residential		
Two-lot minor subdivision, lot line adjustment	\$600.00	
Nonresidential, commercial/industrial		
Subdivisions include minors	Same as major subdivisions	
Major Subdivisions	Preliminary	Final
Major subdivision, three lots and greater		
Residential	\$900.00 base, plus \$65.00 per each additional lot	\$720.00

Nonresidential, commercial/industrial		
Subdivisions include minors	\$960.00 base, plus \$120.00 per each additional lot	\$720.00
Site Plan Applications		
Residential		
1 to 6 dwelling units	\$960.00	\$720.00
6 to 20 dwelling units	\$1080.00	\$840.00
20 to 50 dwelling units	\$1,440.00	\$960.00
over 50 dwelling units	\$2,400.00	\$1080.00
Nonresidential, commercial/retail/industrial.		
Lot area shall be calculated by the total lot area of property		
0 to 20,000 square feet	\$960.00	\$720.00
20,000 to 50,000 square feet	\$1,200.00	\$840.00
50,000 to 100,000 square feet	\$1,440.00	\$960.00
over 100,000 square feet	\$2,400.00	\$1080.00
Concept Plan		
Residential minor and major subdivision	\$600.00 (no hearing fee required)	
Commercial and all nonresidential site plans	\$1,200.00 (no hearing fee required)	
General Development Plans	\$960.00	
Variances		
1. All use "D" variances, bulk "C" variances and conditional use applications under N.J.S.A. 40:55D-70 not requiring a site plan or subdivision approval shall be nine hundred sixty dollars (\$960.00).		
2. Use "D" variance, "C" variance and conditional use applications when requested along with a site plan or subdivision, an additional six hundred dollars (\$600.00).		
3. Site plans or subdivisions submitted which require a design waiver, an additional three hundred sixty dollars (\$360.00).		

SECTION 61. That Chapter 17.52.040, Land Development Code, List of adjoining property owners, of the Code of the City of Elizabeth is amended as follows:

The fee for a list of property owners to be notified of a public hearing shall be twelve dollars (\$12.00).

SECTION 62. That Chapter 17.52.050, Land Development Code, Duplicate recordings of hearings, of the Code of the City of Elizabeth is amended as follows:

The fee for a duplicate recording of a hearing shall be twelve dollars (\$12.00) per session.

SECTION 63. That Chapter 17.52.060, Land Development Code, Fee schedule certificates of occupancy for existing uses, of the Code of the City of Elizabeth is amended as follows:

A. The fee for a certificate of continued occupancy for existing uses shall be:

TABLE INSET:

For residential or commercial uses the fee shall be	\$60.00
Each additional unit shall be	\$20.00 per unit
Industrial shall be	\$.0012 per sq. ft. of floor area, including all floor and basements, the minimum fee shall be fifty dollars (\$50.00), the maximum fee shall be eight hundred fifty dollars (\$850.00).

SECTION 64. That Chapter 17.52.080, Land Development Code, Special Meeting, of the Code of the City of Elizabeth is amended as follows:

When a hearing is conducted at a special meeting session, a fee of one thousand two hundred fifty dollars (\$1,250.00) shall be paid prior to commencement of the special meeting. When two or more hearings are conducted at a special session, the fee shall be prorated among the applicants based on hearing duration.

**17.52.100 Fees for professional services—
Deposits with municipality—
Escrow—Interest.**

A. Fees for Professional Services. Prospective developers shall bear the cost of professional services in connection with land development matters under consideration by the planning board, zoning board or the city council.

1. The land development matters shall include, but not be limited to, appeals, interpretations, application approvals, amendments to the land development control ordinance, conceptual plan reviews and amendments to the land use element of the master plan.

2. The professional services shall be those services which are provided on a contractual basis rather than by city employees and shall include, but not be limited to, inspections, investigations, reviews and attendance at

meetings by planners, engineers, architects, landscape architects, attorneys and other personnel and experts deemed necessary with respect to action on such land development matters.

3. Payment of the costs shall be based on a schedule adopted by resolution and shall be in addition to other fees established pursuant to the land development control ordinance.

B. Deposits. Prospective developers shall supply initial escrow funds to cover the cost of professional services per the table listed in this subsection. These are initial deposits, certain applications because of their complexity may require additional funding. No application shall be deemed complete unless the following fees are submitted:

1. Initial Escrow Fees.

Item	Initial Escrow to be Posted
Minor Subdivisions	
Without a site plan review	
Residential	
Two-lot minor subdivision, lot line adjustment	\$750.00
Nonresidential, commercial/industrial	
Subdivisions include minors	Same as major subdivisions
Major Subdivisions	
Major subdivision, three lots and greater	
Residential	\$1,500.00 base, plus \$300.00 per each additional lot
Nonresidential, commercial/industrial	
Subdivisions include minors	\$1,500.00 base, plus \$600.00 per each additional lot
Site Plan Applications	
Residential	
1 to 3 dwelling units	\$2,500.00
3 to 20 dwelling units	\$4,000.00
20 to 50 dwelling units	\$5,000.00
over 50 dwelling units	\$6,000.00
Nonresidential, commercial/retail/industrial	
Lot area shall be calculated by the total lot area of property	
0 to 20,000 square feet	\$3,500.00
20,000 to 50,000 square feet	\$4,500.00
50,000 to 100,000 square feet	\$6,500.00
over 100,000 square feet	\$10,000.00
Concept Plan	
Residential minor and major subdivision	\$500.00
Commercial and all nonresidential site plans	\$1,000.00
General Development Plans	\$2,000.00
Variances	
All variances under N.J.S.A. 40:55D-70 and conditional use applications not requiring a site plan or subdivision approval shall be one thousand dollars (\$1,000.00)	

C. Escrow. All moneys deposited shall be placed in an escrow account and administered in accordance with procedures established by the municipal chief financial officer. Escrow deposits must be submitted to the administrative officer prior to the application being reviewed for completeness. An application will not be considered to be complete or placed on the agenda for public hearing until the required escrow deposit has been satisfied.

D. Appeals. Appeals shall be made to the governing body in accordance with state law and shall be remedied by the commissioner of planning and zoning.

E. Nonpayment. Action on land development matters shall be deferred where a prospective developer has not complied with the requirements of this section. Municipal action on the related development matter shall not be delayed as a result of any appeal. Where deposits have not been made or where fees have not been paid in accordance with this section:

1. Approving authorities shall not process applications, conduct hearings or take action on an application;

2. Signatures of municipal officials shall not be affixed to any subdivision plat or deed, site plan, zoning permits, building permits or certificates of occupancy.
(Ord. 3764 § 1 (part); 2005: prior code § 40-195)

SECTION FOUR

Section 17.36.110 "Yard Dimensions" shall be amended as follows:

Paragraph A and subsections A.1, A.2 and A.3 shall be repealed and replaced with the following section:

A. The following requirements for yard dimensions shall apply to residential projects in the R-1, R-2, R-2C, R-3, R-3A, R-4, C-1, C-2, C-3, C-3A, C-4, M-1 and M-2 Zones:

1. Front yard setback: Twenty (20) feet minimum, measured from the street line to the most outward front building projection, excluding projections permitted under Paragraph B.
2. Side yard setback: minimum twelve (12) percent of required lot width but not less than (3'-1") feet.
3. Rear yard setback: twenty five (25) percent of the lot depth but not less than twenty five (25) feet, measured from the rear lot line to the most outward rear building projection, excluding projections permitted under Paragraph B.
4. Requirements specific to corner lots (corner lots shall be considered to have two front yards, one rear yard and one side yard):
 - a. Front yard setback: twenty (20) feet minimum measured from the shortest street line to the most outward rear building projection, excluding projections permitted under Paragraph B.
 - b. Interior side yard setback: minimum twelve (12) percent of required lot width but not less than three (3'-1") feet.
 - c. Corner side yard setback: fifteen (15) feet minimum or eighteen (18) feet minimum for corner side yards containing a driveway.
 - d. Rear yard: twenty five (25) percent of the lot depth but not less than twenty five (25) feet, measured from the rear lot line to the most outward rear building projection, excluding projections permitted under Paragraph B.
5. The following requirements for yard dimensions shall apply to nonresidential projects in the C-1, C-2, C-3, C-3A, C-4, M-1 and M-2 Zones:
 - a. Minimum front yard setback: prevailing.
 - b. Minimum side yard setback: prevailing with a 20' minimum when adjacent to a residential zone, noncommercial use or a non-industrial use.
 - c. Minimum rear yard setback: prevailing with a 25' minimum when adjacent to a residential zone, noncommercial use or a non-industrial use.

The following paragraphs shall be added:

E. Impervious lot coverage: maximum seventy (70) percent of lot area for residential lots and seventy five percent (75) for commercial and industrial lots. Impervious surface is defined as a surface that is resistant to infiltration by water, including but not limited to roofs, pavement and sidewalks.

F. Building coverage:

1. Principal buildings and structures: forty five percent (45) of lot area for residential lots and sixty five (65) percent of lot area for commercial and industrial lots.
2. Accessory buildings and structures: ten (10) percent of lot area.

Paragraph D shall be repealed and replaced with the following section:

- A. Open space shall be provided for all projects containing three or more dwelling units. Mixed use projects shall provide open space for the residential component.
- B. Open space for all residential units except, one and two family dwellings, shall be 300 square feet per unit.
- C. Open space shall be limited to the following:
1. Exterior yards, courts and recreational areas, not devoted to auto usage, with a minimum dimension of twenty (20) feet in width or length.
 2. Balconies and porches with a minimum dimension of five (5) feet in depth.
 3. Interior multi-family communal spaces, exclusive of passageways, with a minimum dimension of ten (10) feet.
- D. A minimum of fifty (50) percent of the total required open space is required to be exterior or lawn area suitable for recreational use.
- E. An exception to building height shall be permitted up to one story and ten (10) feet for rooftop enclosures solely for the purpose of providing open space.

SECTION FIVE

Section 17.36.130 "Visibility at intersections" shall be repealed and replaced with the following sections:

At all street intersections, no obstruction to vision between a plane three feet above the established grade of the street at the property line and a plane ten (10) feet above said grade shall be erected on a lot within a triangle. This Sight Triangle shall be created by measuring 25 feet along each Right of Way (ROW) line from there intersecting points. A typical sight triangle at a 90 degree intersection shall be 25'x25'x35', 35 feet being the diagonal line.

SECTION SIX

Section 17.40.040 "Number of parking and loading spaces required" shall be amended as follows:

1. Residential subsection of Table I shall be repealed and replaced with the following:

All residential developments shall comply with the requirements of the Residential Site Improvement Standards. Tandem parking may be permitted for dwelling structures containing no more than three units. No more than two parking spaces will be permitted to be in tandem configuration. Curbside parking shall be permitted to be credited toward the required parking at the discretion of the planning board, zoning board of adjustment or the administrative authority. Curbside parking which exists only along the frontage of the property in question may be counted.

SECTION SEVEN

Schedule III "Conditional Uses" shall be amended as follows:

1. Paragraphs A, B and Q shall be repealed in their entirety.
2. Table #1 "Residential Lot Widths and Dimensions" shall be repealed in its entirety.

SECTION EIGHT

If any section or provision of this ordinance shall be held invalid in any court the same shall not effect the other sections or provisions of this ordinance except a so far as the section or provision is declared invalid and shall be inseparable from the remainder of any portion thereof.

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[Your Legal Intelligence]

(1)

NJ Governor Signs Legislation Extending NJ Permit Extension Act Protection Period

by Pepper Hamilton LLP ([/profile/pepper_hamilton_docs/](#)) on 9/21/2012

Pepper Hamilton LLP
Attorneys at Law

[author: Thomas M. Letzlia ([/LegalStaff_preview.aspx?LegalStaffKey=156&LegalStaffTypeKey=1](#))]

After keeping the real estate development community on edge for several weeks, on September 21, New Jersey Gov. Chris Christie finally signed into law legislation (A-1338 and S-743) that amends the New Jersey Permit Extension Act to extend the expiration date of certain development approvals to December 31, 2014. The extension period for approvals covered under the Act was due to expire on December 31, 2012. The Act covers a broad range of municipal, county, regional and state governmental approvals.

The legislation also amends the Act to provide the following:

- Expands the definition of "approval" to include agreements with a municipality, county, municipal authority, sewerage authority or other governmental authority for the use or reservation of sewerage capacity.
- The Act does not extend approvals or permits within an environmentally sensitive area. The new law excludes from the "environmentally sensitive area" definition what it calls an "extension area," which includes (a) areas designated as Planning Area 1, Planning Area 2, Planning Area 3, Planning Area 4A, a designated center or a designated growth center in an endorsed plan until June 30, 2013 or until the State Planning Commission revises and readopts the New Jersey State Strategic Plan and adopts implementing regulations, whichever is later; (b) a smart growth area and planning area in a master plan adopted by the New Jersey Meadowlands Commission; (c) regional growth areas, villages and towns designated in the comprehensive management plan prepared and adopted by the Pinelands Commission; (d) the Planning Area of the New Jersey Highlands; (e) an urban enterprise zone; (f) an area determined to be in need of redevelopment and as approved by the New Jersey Department of Community Affairs; or (g) similar areas designated by the Department of Environmental Protection. The law makes clear the legislative intent of the Act that approvals for projects in these designated areas are to remain valid through the full extension period, retroactive to the original enactment date of the Act.

The additional two-year extension of existing approvals should help keep alive planned projects that have stalled due to the weak economy. Please contact the author at Pepper Hamilton with any questions about the New Jersey Permit Extension Act as recently amended and its application to a particular project.

Published in: Environmental Law Updates (<http://www.jdsupra.com/law-news/environmental-law/>), Commercial Real Estate Updates (<http://www.jdsupra.com/law-news/commercial-real-estate/>), Residential Real Estate Updates (<http://www.jdsupra.com/law-news/residential-real-estate-law/>), Zoning, Planning & Land Use Updates (<http://www.jdsupra.com/law-news/zoning-planning-land-use/>), Construction Law Updates (<http://www.jdsupra.com/law-news/construction-law/>)

DISCLAIMER: Because of the generality of this update, the information provided herein may not be applicable in all situations and should not be acted upon without specific legal advice based on particular situations.

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AccuTrack Account holder: please fill in this top section before giving to your client for completion.

AccuTrack Account Number: 093029

Master Account Name: CITY OF ELIZABETH

Client Account Number: _____

Form **W-9**
(Rev. April 1990)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give this form to the requester. Do NOT send to IRS.

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.)

Address (number and street)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see *How To Obtain a TIN*, below.

Social security number

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OR

Employer identification number

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Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II For Payees Exempt From Backup Withholding (See Instructions)

Requester's name and address (optional)

Certification.—Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see *Signing the Certification under Specific Instructions*, on page 2.)

Please Sign Here

Signature ►

Date ►

Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What Is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- (1) You do not furnish your TIN to the requester, or

- (2) IRS notifies the requester that you furnished an incorrect TIN, or
- (3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- (4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or
- (5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments under Specific Instructions*, on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is

AN ORDINANCE TO AMEND CHAPTER 40 OF THE CODE OF THE CITY OF ELIZABETH ENTITLED "LAND DEVELOPMENT CONTROL" FOR THE PURPOSE OF REVISING THE DEVELOPMENT APPLICATION COMPLETENESS CHECKLIST BY AMENDING SECTIONS 3 AND 83 AND REPEALING SECTIONS 91 THROUGH 93.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELIZABETH:

WHEREAS, it is intended that the requirements for a complete application be simplified and made more relevant to the review process.

SECTION 1. Chapter 40 Section 83 is hereby amended to read as follows:

§40-83. Incomplete applications. An application for development shall be deemed to be complete for the purpose of commencing the period within which Board action is to be taken upon submission unless the Board or the Board's designee determines that it does not fulfill the criteria for a complete application. The Board may subsequently require corrections, additions or revisions to the documents as needed to make an informed decision as to whether the application is entitled to approval.

A. Notification. The Board or the Board's designee shall have notified the applicant in writing of the deficiencies of the submitted application within forty-five (45) days of such application.

B. Waivers. The applicant may request that one or more of the completeness requirements be waived, in which event the Board or its authorized committee shall grant or deny the request within forty-five (45) days.

C. Checklist. All applicants shall be provided with the criteria for a complete application which shall serve as a checklist.

D. Criteria for basic application documents shall be as follows.

(1) All development applications shall include the following documents:

- (a) Completed application forms with original signature of the applicant or an authorized representative and notarized;
- (b) Evidence of payment of required fees;
- (c) Disclosure Statement of all ownership interests pursuant to N.J.S.A. 40:55D-48.1 et seq.;
- (d) A development proposal containing the minimum elements as required and specified herein (The approving authority may, at its discretion, require building elevation drawings with specifications of facade materials);

- (2) In addition, Final Major Subdivision and Site Plan applications shall include the following documents.
 - (a) A statement as to the fulfillment of all conditions imposed by preliminary approval to which is appended a certified copy of the approving resolution;
 - (b) Completed engineering plans;
 - (c) A statement as to the installation of required improvements indicating whether the improvements have been installed, or that guarantees have been posted, or that guarantees are to be a condition of approval to which is appended the certifications of the Municipal Engineer or Municipal Clerk as appropriate;
 - (d) Certification showing all current tax/water rents paid.

- (3) In addition, applications for other than Final Subdivision and Final Site Plan shall include the following additional documents.
 - (a) A statement as to the existence and nature of protective covenants and deed restrictions;
 - (b) A Tax Map sheet(s) showing the property in question and all properties within 400 feet;
 - (c) A current survey showing all property lines with dimensions and bearings and depicting existing conditions;

E. Development proposals shall contain the following minimum elements.

- (1) Variances proposals shall include the following elements.
 - (a) Building Layout Plan; and
 - (b) other plans and schedules as required to demonstrate the nature of the relief sought.
 - (c) Zoning Schedule;

- (2) Minor Subdivision proposals shall include the following elements.
 - (a) Zoning Schedule; and
 - (b) Utility Plan;

- (3) Preliminary Major Subdivision proposals shall include the following elements.
 - (a) Zoning Schedule;
 - (b) Proposed property lines with dimensions and bearings;
 - (c) Building Layout Plan;
 - (d) Drainage Schedule;
 - (e) Drainage Plan;
 - (f) Utilities Plan; and
 - (g) for areas within the public rights-of-way:
 - [1] Pavement Plan;
 - [2] Lighting Schedule;
 - [3] Landscape Schedule;
 - [4] Landscape Plan.

- (4) Preliminary Site Plan proposals shall include the following elements:
- (a) Zoning Schedule;
 - (b) Building Layout Plan;
 - (c) Drainage Schedule;
 - (d) Drainage Plan;
 - (e) Utilities Plan;
 - (f) Pavement Striping Schedule;
 - (g) Pavement Plan;
 - (h) Lighting Schedule;
 - (i) Landscape Schedule;
 - (j) Landscape Plan

F. Proposal elements shall be prepared in accord with the format and content specifications for plans and schedules as follows. Schedule shall clearly note items which are variances from zoning requirements or exceptions from design standards.

- (1) Sheets for any drawing subject to site plan or subdivision approval shall conform to the following specifications.
- (a) All engineering drawings shall have individual sheets folded to fit within an 8-1/2" x 11" area.
 - (b) All preliminary site plans, subdivision sketch plats and plot plans shall be submitted on standard 8-1/2" x 11" sheets.
 - (c) Maps to be recorded with the county shall be on a sheet size meeting one of four standards:
 - [1] eight and one-half by thirteen (8-1/2 x 13) inches;
 - [2] thirty by forty-two (30 x 42) inches;
 - [3] twenty-four by thirty-six (24 x 36) inches;
 - [4] of fifteen by twenty-one (15 x 21) inches;
 - (d) A title block shall contain:
 - [1] title of proposal;
 - [2] Name and address of applicant;
 - [3] Name, address and seal of architect/engineer/surveyor;
 - [4] Date prepared with revision dates and descriptions;
 - (e) Orientation shall be provided by
 - [1] graphic scale,
 - [2] numeric scale,
 - [3] north arrow; and
 - [4] key map with reference to all streets within three thousand (3,000) feet at a scale of not more than 2,500 feet to the inch to be provided on at least one sheet of any set;
- (2) Zoning Schedules shall be titled and arranged in columns describing limits, proposed conditions, and compliance/variance status for:
- (a) Building Height;
 - (b) Front street setback;

- (c) Rear street setback;
 - (d) Property line setback;
 - (e) Building coverage;
 - (f) Parking;
 - (g) Loading;
 - (h) any other code requirements;
-
- (3) Building Layout Plan drawings shall be titled and keyed to a legend depicting:
- (a) Building lines with setback dimensions and heights;
 - (b) Building projection lines with dimensions, heights or clearances;
 - (c) New construction;
 - (d) Reconstruction;
 - (e) Demolition;
- (4) Drainage Schedules shall be titled and arranged in columns describing:
- (a) Runoff coefficient and limit;
 - (b) design storm frequency;
- (5) Drainage Plan drawings shall be titled and keyed to a legend depicting:
- (a) Drainage areas with discharge points and flow direction;
 - (b) Open and piped interconnections between areas;
 - (c) Location and height of terraced and bermed areas;
 - (d) Depth of sheet flow in pedestrian areas for design storm shown in one inch contours;
- (e) Utilities Plan Drawings shall be titled and keyed to a legend depicting:
- (f) Water service, hydrants and meters;
 - (g) Sanitary sewer service;
 - (h) Gas service and meters;
 - (i) Electric service and transformers;
 - (j) Heating fuel tanks;
- (6) Pavement Striping Schedules shall be titled and arranged in columns describing:
- (a) Parking stall category (resident, employee, customer-short term, customer-long-term, wheelchair accessible)
 - (b) Parking stall width;
 - (c) Stall angle;
 - (d) Stall depth and overhang depth;
 - (e) Pedestrian aisle width along side of stalls;
 - (f) Driveway aisle width;
- (7) Pavement Plan drawings for vehicular areas shall be titled and keyed to a legend depicting:
- (a) Curbing with type of material;
 - (b) Driveway aprons and driveways within public rights-of-way with pavement type;

- (c) Parking stalls, aisles and driveways outside public rights-of-way with pavement type;
 - (d) Sight distance triangle minimums for intersections of vehicular drives with streets, parking aisles, walls, building corners and walks.
- (8) Lighting schedules shall be titled and arranged in columns describing:
- (a) Functional area (parking/pedestrian area, driveway/aisle intersections, pedestrian hazards; building entry, loading dock);
 - (b) Level (peak, off-hour, late-night security);
 - (c) Minimum point illumination ;
 - (d) Maximum uniformity ratio of average illumination to minimum;
 - (e) Maximum uniformity ratio of maximum illumination to minimum;
 - (f) Fixture type (Flood, spot, cut-off [minimum 81 degrees]);
 - (g) Height limit for features;
- (9) Landscaping Schedules shall be titled and arranged in columns describing:
- (a) Planting types (deciduous, coniferous, tree, shrub, groundcover)
 - (b) Minimum planting size;
 - (c) Planting condition (bare root, balled, canned)
- (10) Landscape Plan drawings shall be titled and keyed to a legend depicting:
- (a) Building entrances and exits;
 - (b) Walks, patios and other paved surfaces showing material type;
 - (c) Outdoor storage enclosures for refuse and recyclables;
 - (d) Exterior utilitarian appurtenances which require visual screening (air conditions, transformers, meters, etc.)
 - (e) Fences and walls with height and function (screening, security, or delineative and classified as decorative or utilitarian);
 - (f) Other landscape structures (patios, walks, pools)
 - (g) Existing trees over eighteen (18) inches' caliper;
 - (h) Shade tree canopy drip line at maturity;
 - (i) Screen planting areas with height at maturity;
 - (j) Ground cover planting areas;
 - (k) Decorative planting beds;

F. Engineering Plan drawings shall contain the following

- (1) For any street improvements: plans, cross sections and center-line profile;
- (2) For any public utilities: plans and profiles with any easements delineated;
- (3) For any pavement: profiles and material specifications;
- (4) For any drainage facilities: contours or spot elevations, profiles and specifications including pipe sizes, invert elevations and capacity.

- (5) For any exterior lighting: location, mounting, fixture type and specifications for wattage and isofootcandle pattern;
- (6) For any walls or fences: profiles and specifications;
- (7) For any planting: expanded planting schedule, including quantity, common and botanical name, height or caliper at time of planting, root condition, seasonal restrictions on installation; specifications for installation including profiles; and mixture of seeding.

SECTION 2. Chapter 40 Section 3 is hereby amended to delete the definition "Complete Application".

SECTION 3. Chapter 40 Sections 40-01 through 40-93 are hereby repealed in their entirety.

SECTION 4. Applications filed prior to the effective date of this ordinance and not found to be incomplete prior to action by the Planning Board, Zoning Board or City Council shall not be governed by the provisions of this ordinance.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and are hereby, to the extent of such inconsistency, repealed.

SECTION 6. If any portion or clause of this ordinance is declared invalid for any reason whatsoever, same shall not affect the validity or constitutionality of any other part or portion of this ordinance.

SECTION 7. The effective date of this ordinance shall be twenty (20) days after its final passage by City Council and approval by the Mayor and publication and filing with the Union County Planning Board and in the manner provided by law.

LAND USE APPLICATIONS

FILING REQUIREMENTS

When filing Land Use Applications with the Elizabeth Planning Board, the following numbers of applications and plans must be submitted:

Four (4) sets of plans plus original and three (3) copies of application to be submitted initially (the original is kept on file at the Planning Board Office and the other three (3) are sent to the Board's professionals for review).

Upon being deemed complete, nineteen (19) more copies of the plans and nineteen (19) more copies of the application to be forwarded to the Planning Board Secretary.

Application fees and escrow deposit will accompany the initial submission to the Planning Board consequently, initial submission must also contain a completed W-9 form to allow the City to deposit the Escrow check.

APPLICATION FOR BOARD ACTION
DCP FORM #00, PAGE 1 of 5
(Revised March 14, 1988)

Planning Board _____

Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING

APPLICATION IS HEREBY MADE FOR:

1. _____ Appeal of Administrative Action Pursuant to Section C.40:55-70a (Attach Form #01)
2. _____ Appeal for Interpretation Pursuant to Section C.40:55D-70b (Attach Form #02)
3. _____ Application for Hearing (Attach Form #00)
4. _____ Relief from Zoning Requirements Pursuant to Section C.40:55D-70c (Attach Form #03)
5. _____ Use Variance Pursuant to Section C.40:55D-70d (Attach Form #04)
6. _____ Conditional Use Authorization Pursuant to Section C.40:55D-67 (Attach Form #05)
7. _____ Approval of Subdivision (Attach Form #06)
8. _____ Final Approval of Major Subdivision (Attach Form #07)
9. _____ Preliminary Approval of Site Plan (Attach Form #08)
10. _____ Final Approval of Site Plan (Attach Form #09)
11. _____ Direction to Issue a Building Permit Pursuant to Section 602 or 604 of the Elizabeth Development Control Ordinance
12. _____ Hearing Application Checklist (Attach Form #18)

NOTE: IF AN APPLICATION FOR DEVELOPMENT HAS BEEN SUBMITTED FOR THIS PROPERTY WITHIN THE LAST TEN YEARS, PLEASE PROVIDE THE FOLLOWING INFORMATION:

DATE OF APPLICATION

TYPE OF DEVELOPMENT

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 2 of 5 Zoning Board _____
(Revised March 14, 1988)

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

PROJECT'S GENERAL INFORMATION

PROPERTY:

Address
Owner (s)
Address (es)

Date of Purchase _____ Property Tax Account # - _____

APPLICANT:

Name
Address
Contact Person
Telephone ()

PROPOSED OWNERSHIP STATUS*:

Proprietorship _____ Partnership _____ Corporation _____
Lessee _____ Contingent Purchaser _____
Other _____ (Explain) _____

PROJECT'S ATTORNEY:

Name Telephone () -
Firm
Address

PROJECT'S ARCHITECT:

Name Telephone () -
Firm
Address

New Jersey License #

PROJECT'S ENGINEER:

Name Telephone () -
Firm
Address
New Jersey License #

PROJECT'S LAND SURVEYOR:

Name Telephone () -
Firm
Address
New Jersey License #

*Note: If the applicant is not the proprietor, then the applicant is required to submit a letter signed by the property owner, authorizing the filling and processing of this application (attach Form #13). Corporations and partnerships must attach Form #14. **CORPORATIONS MUST BE REPRESENTED BY AN ATTORNEY.**

APPLICATION FOR BOARD ACTION
 DCP FORM #00, PAGE 3 of 5
 (Revised March 14, 1988)

Planning Board _____
 Zoning Board _____

Application # _____
 Date Filed _____
 Received by _____
 Hearing Date _____
 Final Hearing _____

APPLICATION FOR BOARD HEARING (cont'd)

PHYSICAL DEVELOPMENT INTENT

Property Description
 Address
 Owner (s)

Property Tax Account # -
 Lot Area sf

Zoning -
 Tract Area sq. ft.

FRONTAGE:	STREET	LINEAR FEET
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Lot A Lot B	STRUCTURES:		CONSTRUCTION TYPE	USE** TYPE	FLOOR AREA (Sq. Ft.)	EFF. UNITS	# OF BR / UNIT						
	INTENT*	STORIES					1	2	3	4	5		
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

*Note: Definition of Intent
 A: Addition to Existing
 B: New Construction
 C: Existing to Remain
 D: To Be Demolished

**Note: Definition of Use Type
 R: Residential
 C: Commercial
 W: Warehousing
 M: Manufacturing
 A: Accessory
 I: Institutional
 O: Office

BUILDING LOTS (Please complete if property is to be subdivided):

Proposed Lot #	LOT AREA (Sq. Ft.)	LOT FRONTAGE (Sq. Ft.)
A	_____	_____
B	_____	_____
_____	_____	_____
_____	_____	_____

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 4 of 5
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

CERTIFICATION FOR EXEMPTION FROM SITE PLAN APPROVAL (Please complete for projects other than
one or two family residence):

NOT APPLICABLE FOR TWO-FAMILY HOUSES

- | | <u>YES</u> | <u>NO</u> | |
|----|------------|-----------|---|
| 1. | _____ | _____ | Will the development require conditional use authorization ? |
| 2. | _____ | _____ | Will the project involve a use requiring screening ? |
| 3. | _____ | _____ | Does the lot width exceed 80 feet and will there be a change of use from one Schedule II Category to another ? |
| 4. | _____ | _____ | Will the building construction or reconstruction cover more than 300 square feet ? |
| 5. | _____ | _____ | Will the lot have 5 or more parking stalls and will stalls, aisles or driveways be established, altered or eliminated ? |
| 6. | _____ | _____ | Will the development involve the removal of soil exceeding 1 foot in depth ? |
| 7. | _____ | _____ | Will 5,000 square feet or more of residential open space be provided ? |

Note: A Yes response to one or more of the above questions indicates the need for a site plan review or a certification from the City Engineer, City Planner and Zoning Administrator that improvements meet the criteria for exemption from site plan hearing requirements.

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #00, PAGE 5 of 5
(Revised March 14, 1988) Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

APPLICATION FOR BOARD HEARING (con't)

Present Use Category: _____
Principal Use (s): _____
Major Accessory Use (s): _____

Proposed Use Category:
Principal Use (s)
Major Accessory Use (s)

USE:
Describe the PRESENT USE of the property including both indoor and outdoor activities:

Describe the PROPOSED USE of the property including both indoor and outdoor activities:

REQUIRED ATTACHMENTS:

- | | <u>YES</u> | <u>NO</u> | |
|----|------------|-----------|---|
| 1. | _____ | _____ | Is a new public street right-of-way proposed? If yes, please attach description. |
| 2. | _____ | _____ | Are off-tract facilities proposed? If yes, please attach description. |
| 3. | _____ | _____ | Are there any deed restrictions which affect the subject property in effect or contemplated? If yes, please attach description. |
| 4. | _____ | _____ | Is the subject property located in "A" Flood Hazard Area? If yes, please attach copy of necessary permit or waiver. |
| 5. | _____ | _____ | Is the subject property within 500 feet of a tidal water body? If yes, please attach a copy of the necessary permit or waiver. |

I hereby depose and say that all the statements contained in these papers submitted herewith are true and correct. I also authorize City Officials and Board members to have physical access to the property and any structures on the property as necessary for the purpose of gathering information relevant to this application.

NOTARY PUBLIC _____
DATE: _____

APPLICANT'S SIGNATURE _____

DATE: _____

STAMP OF NOTARY PUBLIC

DCP FORM #01
(Revised 6/1085)
Appeal of Administrative Action with
respect to Zoning Article

Application No. _____
Date Filed _____
Filing Fee NONE
Received By _____

DO NOT WRITE ABOVE LINE

Appeal is hereby made, pursuant to Section 40:55D-70.a. of the New Jersey Municipal Land Use Law, of an Administrative Action based on or made in the enforcement of the Zoning Article of the Development Control Ordinance of the City of Elizabeth.

1. Administrative Officer (being appealed) _____

2. Officer's Decision (being appealed)

3. Listing of all papers and plans constituting record:

4. The following arguments are urged in support of this appeal:

NO NOTIFICATION OF HEARING IS REQUIRED FOR THIS APPEAL

APPLICATION FOR BOARD ACTION
DCP FORM #02, PAGE-1 OF 1
(Revised March 14, 1988)

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Filing Fee \$ NONE
Received By _____
Hearing Date _____

APPEAL FOR INTERPRETATION

=====

Appeal for interpretation of the Zoning Article, Zoning Map or Official Map Article of the Development Control Ordinance of the City of Elizabeth pursuant to Section 40:55D-70.b of the New Jersey Municipal Land Use Law.

1. Specific Provisions for Interpretation:

2. Description of Circumstances Involved and Drawings or Plans Submitted:

3. Listing of Papers, Plans, and Maps Constituting Record:

4. The Following Arguments are Urged in Support of this Appeal:

FORM #03
 APPEAL FOR RELIEF
 FROM ZONING REQUIREMENTS
 Revised (3/25/83)

Application No. _____
 Date Filed: _____
 Filing Fee: _____
 Received By: _____

Appeal is hereby made, pursuant to Section C.40:55D-70c of the New Jersey Municipal Land Use Law, for permission to vary requirements of the zoning article of the Development Control Ordinance of the City of Elizabeth as follows:

<u>SECTION</u>	<u>REQUIREMENTS</u>	<u>RELIEF REQUESTED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Arguments must be submitted in support of the requested relief. On a separate sheet, for each variance requested, explain fully how the physical characteristics of the property in question prevents compliance with the strict application of the code requirements creating an undue hardship for the applicant.

Public Hearing Notification Information:

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the City agency holding the hearing at least two (2) days prior to the date of the hearing.

- | | Yes | No |
|--|-------|-------|
| a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) | _____ | _____ |
| b) Is the subject property adjacent to an existing or proposed county road or adjoining other County land? If yes, County Planning Board shall be notified of hearing by applicant. (Note 1) | _____ | _____ |
| c) Is the subject property adjacent to a State highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2) | _____ | _____ |

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF PROPERTY IN QUESTION. _____

4. Disclosure Information

Yes

No

Is applicant and/or owner a corporation or partnership and does the application involve variances to construct a multiple dwelling of 25 or more family dwellings? If yes, submit disclosure of all stockholders holding 10% or more stock or partners with 10% or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et seq. (Form #14)

NOTES:

"1" Union County Planning Board, Attn: Union County Department Engineering and Planning, Union County Administration Building, Elizabethtown Plaza, Elizabeth, N.J. 07207

"2" New Jersey Department of Transportation, 1035 Parkway Avenue, P.O. Box 101, Trenton, N.J. 08625

DO NOT WRITE ABOVE LINE

Request is hereby made pursuant to Section C. 40:55D-70d of New Jersey Municipal Land Use Law to the Board for permission to permit _____

as a use in _____ Zone which is specifically prohibited by the Development Control Ordinance of the City of Elizabeth.

1. Arguments must be submitted in support of the requested "Use Variance". On a separate sheet, describe reasons why the requested use variance should be granted by the Board.

2. Public Hearing Notification Information
Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.

- | | Yes | or | No |
|--|-------|----|-------|
| a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. (Note 1) | _____ | | _____ |
| b) Is the subject property adjacent to an existing or proposed county road or adjoining other county land? If yes, County Planning Board shall be notified of hearing by applicant. (Note 1) | _____ | | _____ |
| c) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Note 2) | _____ | | _____ |

THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF PROPERTY IN QUESTIONS. _____

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Filing Fee \$ _____
Received by _____
Hearing Date _____
Final Hearing _____

CONDITIONAL USE AUTHORIZATION

Request is hereby made pursuant to Section C.40:55D-67 of the New Jersey Land Use Law to the Board for authorization of:

As a use in _____ Zone which is conditionally permitted by the Development Control Ordinance of the City of Elizabeth.

A. The following is a description of the proposed use:

B. Does the proposed use meet all the required conditions of the Development Control Code of the City of Elizabeth? _____

C. PUBLIC HEARING NOTIFICATION INFORMATION: THE APPLICANT SHALL NOTIFY ALL OWNERS OF PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS OF PROPERTY IN QUESTION. Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the City Agency holding the hearing at least two (2) days prior to the date of the hearing.

	<u>YES</u>	<u>NO</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Is the subject property located within two hundred (200) feet of any municipal boundary? If yes, the City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant (please see Note 1).

Is the subject property adjacent to an existing or proposed county road or adjoining other county land? If yes, the County Planning Board shall be notified of hearing by applicant (please see Note 1).

Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing (please see Note 2).

APPLICATION FOR BOARD ACTION
DCP FORM #05, PAGE-2 OF 2
(Revised March 14, 1988)

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

CONDITIONAL USE AUTHORIZATION

NOTE 1:

If the subject property is located within two-hundred (200) feet of a municipal boundary, or if the subject property is adjacent to a county road or land, the applicant should file Form #15 and submit it to:

Union County Planning Board
Union County Department of Engineering & Planning
Union County Administrative Building
Elizabethtown Plaza
Elizabeth, N.J. 07201

NOTE 2:

If the subject property is located adjacent to a state highway or property, the applicant should file Form #15 and submit it to:

New Jersey Department of Transportation
1035 Parkway Avenue
P.O. Box 101
Trenton, N.J. 08625

Do not write above this line

Application is hereby made for approval of the proposed Subdivision Plat for the land herein described.

1.	Plan Description	Prepared by	Date	For Official Use Only

2. Classification of Subdivision. Indicate major or minor
 ANY YES RESPONSE INDICATES THAT IT IS A MAJOR SUBDIVISION. Yes No

- a) Does the subdivision involve the creation of more than two lots?
- b) Does the subdivision involve the creation of any new streets?
- c) Does the subdivision involve the extension of any off-tract improvements?

3. Notification Information.

Notification of the hearing shall be given to the Union County Planning Board by the applicant and a copy of the sub-division submitted to the Union County Planning Board by the local Board.

4. Public Hearing Notification Information. - If Public Hearing has been waived omit this section.

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the City agency holding the hearing at least two (2) days prior to the date of the hearing.

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. Yes No
- b) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing (Form #15). Yes No
- c) THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO-HUNDRED FEET (200') IN ALL DIRECTIONS OF PROPERTY IN QUESTION. Yes No

5. Disclosure Information:

Is the applicant and/or owner a corporation or partnership and does the subdivision involves six (6) or more lots? If yes, submit disclosure of all stockholders holding 10% or more stock or partners with 10% or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. Seq. (Form #14)

=====

APPLICATION IS HEREBY MADE FOR FINAL APPROVAL OF A PROPOSED SUBDIVISION AS SHOWN AND DESCRIBED ON THE ACOMPANYING MAPS AND DOCUMENTS.

1. Date of preliminary approval: _____. Date of any extensions granted (attach documentation): _____. Pursuant to N.J.S.A. 40:55D-49, preliminary approvals of major subdivisions expire three years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

2. Does the plat follow exactly the plat granted preliminary approval in regards to development plans, area covered, and other details? If not, indicate material changes (attach copy if necessary).

3. Have all conditions of preliminary approval been met? (Yes or No) _____. Attach evidence of compliance if not included on plat. If conditions have not been met, specify reasons.

4. Are there any deed restrictions that apply or are contemplated? (Yes or No) _____. If yes, attach copy.

5. Person to whom signed documents is to be issued:

Name: _____

Address: _____

Phone: () _____

Check One:

Applicant will pick up

Documents should be mailed

DO NOT WRITE ABOVE LINE

Application is hereby made for approval of the proposed Site Plan for the land herein described.

1.	Plan Description	Prepared By	Date	For Official Use Only

2. Notification Information

Does the proposed development provide or is it required to provide five (5) or more parking spaces and located adjacent to an existing or proposed county road? If yes, County Planning Board shall be notified of hearing by the applicant and a copy of the site plan shall be submitted to the County Planning Board by the local Board.

Yes No

3. Public Hearing Notification Information - If Public Hearing has been waived omit this Section.

Notice shall be given by the applicant at least ten (10) days prior to the date of the hearing to the following parties where applicable. Notice shall be by personal service or certified mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed with the city agency holding the hearing at least two (2) days prior to the date of the hearing.

- a) Is the subject property located within two hundred feet (200') of any municipal boundary? If yes, City Clerk of adjacent municipality and County Planning Board shall be notified of hearing by applicant. _____
- b) Is the subject property adjacent to a state highway? If yes, applicant shall notify the Commissioner of Transportation of the hearing. (Form #15) _____

THE APPLICANT SHALL NOTIFY ALL PROPERTY OWNERS LOCATED IN THE STATE AND WITHIN TWO HUNDRED FEET (200') IN ALL DIRECTIONS OF PROPERTY IN QUESTION.

4. Disclosure Information

Is applicant and/or owner a corporation or partnership and does the subdivision involve six (6) or more lots? If yes, submit disclosure of all stockholders holding 10% or more stock or partners with 10% or greater interest in the partnership pursuant to N.J.S.A. 40:55D-48.1 et. seq. (Form #14)

DCP FORM #09
Application for
Final Approval of Site Plan
(Revised 6-10-85)

Application No: _____
Date Filed: _____
Received by: _____

DO NOT WRITE ABOVE LINE

Application is hereby made for final approval of the proposed site plan for the land hereinafter more particularly described.

1. Date of preliminary approval: _____ Date of any extensions granted (attach documentation): _____ Preliminary site plan approval pursuant to N.J.S.A. 40:55D-49, expire three years from the date of preliminary approval. The applicant may apply to the reviewing Board for extensions for additional periods of at least one (1) year but not to exceed a total extension of two (2) years.

- | | <u>Contact Persons</u> | <u>Phone</u> |
|-------|------------------------|--------------|
| 2. a. | Drainage Plan | |
| b. | Paving Plan | |
| c. | Utility Plan | |
| d. | Landscaping Plan | |
| e. | Sign Plan | |
| f. | Lighting Plan | |
| g. | Elevation Drawing | |

3. Does the final plan follow exactly the plan granted preliminary approval in regard to development plans, area covered, and other details? (Yes or No) _____. If not, indicate material changes (attach copy if necessary).

4. Have all conditions of preliminary approval been met? (Yes or No) _____. Attach evidence of compliance if not included on plans. If conditions have not been met, specify reasons.

NO CONDITIONS WERE IMPOSED BY THE BOARD DURING THE PRELIMINARY SITE PLAN APPROVAL PROCESS.

5. Person to whom final approved plan is to be issued:

Name:
Address:

Phone: ()

Check One:

____ Applicant will pick up
____ Documents should be mailed

DCP FORM #10
(Revised 3/24/33)

Date submitted _____
Filing Fee: _____
Received by: _____

Request for list of Property Owners

DO NOT WRITE ABOVE LINE

Request is hereby made for a list of property owners within two hundred feet (200')
in all directions of property hereinafter described.

Location: _____

Applicant's Name: _____

Tax Account #: _____

Signature of Applicant

Date

APPLICATION FOR BOARD ACTION Planning Board _____
DCP FORM #12, PAGE-1 OF 1 Zoning Board _____
(Revised March 14, 1988)

Application # _____
Date Filed _____
Received by _____
Hearing Date _____

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY SERVED UPON YOU THAT AN APPLICATION FOR DEVELOPMENT
(APPLICATION # _____) FOR THE PREMISES IN A _____ ZONE, AND LOCATED
AT _____

HAS BEEN SUBMITTED BY _____
OWNER _____ / LESSEE _____ / CONTIGENT PURCHASER _____ / OTHER _____

(EXPLAIN) _____
WHICH INVOLVES _____

AND REQUIRES THE GRANTING OF _____

THE ELIZABETH PLANNING BOARD _____ / ZONING BOARD OF ADJUSTMENT _____ WILL CONDUCT
A PUBLIC HEARING ON THIS MATTER ON _____, AT _____ P.M., AT THE

ELIZABETH CITY COUNCIL CHAMBERS, CITY HALL, 50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW
JERSEY. ANY PERSON AFFECTED BY THIS APPLICATION WILL HAVE THE OPPORTUNITY TO

PRESENT ANY OBJECTIONS TO THE PROPOSED DEVELOPMENT. HOWEVER, THE BOARD
RESERVES THE RIGHT TO EXCLUDE REPETITIOUS TESTIMONY. ALL DOCUMENTS RELATING TO

THIS APPLICATION MAY BE INSPECTED BY THE PUBLIC MONDAY THROUGH FRIDAY, BETWEEN
THE HOURS OF 9:00 A.M. AND 4:00 P.M. IN THE OFFICE OF THE BOARD, ZONING AND LAND USE

CONTROL DIVISION, 50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY.

(SIGNATURE OF APPLICANT) (DATE)

PUBLIC HEARING NOTIFICATION INFORMATION: NOTICE SHALL BE GIVEN BY THE APPLICANT NO
LATER THAN _____. THE APPLICANT SHALL NOTIFY ALL OWNERS OF
PROPERTY LOCATED IN THE STATE AND WITHIN TWO HUNDRED (200) FEET IN ALL DIRECTIONS
OF PROPERTY IN QUESTION. NOTICE SHALL BE GIVEN BY THE APPLICANT AT LEAST TEN (10)
DAYS PRIOR TO THE DATE OF THE HEARING. NOTICE SHALL BE BY PERSONAL SERVICE OR
CERTIFIED MAIL. AN AFFIDAVIT OF PROOF OF SERVICE DEMONSTRATING COMPLIANCE WITH
THIS REQUIREMENT SHALL BE FILED WITH THE CITY AGENCY HOLDING THE HEARING NO LATER
THAN _____ WHICH IS AT LEAST TWO (2) DAYS PRIOR TO THE DATE OF THE
HEARING.

APPLICATION FOR BOARD ACTION
DCP FORM #13, PAGE-1 OF 1
(Revised March 14, 1988)

Planning Board _____
Zoning Board _____

Application # _____
Date Filed _____
Received by _____
Hearing Date _____
Final Hearing _____

OWNER'S CONSENT FORM

=====

I, _____ AM THE OWNER OF THE PREMISES KNOWN AS _____

_____, TAX-ACCOUNT NUMBER _____ FOR WHICH AN APPLICATION OF

DEVELOPMENT HAS BEEN SUBMITTED BY _____

OWNER _____ / LESSEE _____ / CONTINGENT PURCHASER _____ / OTHER _____

(EXPLAIN) _____

WHICH INVOLVES _____

AND REQUIRES THE GRANTING OF _____

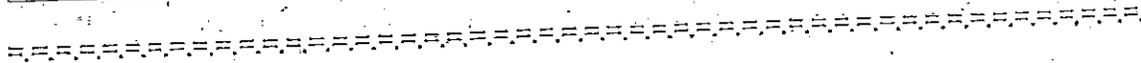
I HEREBY CERTIFY THAT I HAVE READ THE APPLICATION AND GRANT PERMISSION TO THE APPLICANT TO PROCEED BEFORE THE PROPER BOARD. I FURTHER CERTIFY THAT I AM AWARE THAT THE ENTIRE PROPERTY IS SUBJECT TO THE ACTIONS OF THE REVIEWING BOARD WHICH MAY AFFECT THE PROPERTY RIGHTS OF MYSELF OR MY SUCCESSORS, AND THAT, AS THE OWNER OF SAID PROPERTY, I AM ULTIMATELY RESPONSIBLE FOR COMPLYING WITH ANY AND ALL CONDITIONS IMPOSED BY THE REVIEWING BOARD. I FURTHER CERTIFY THAT I AM AWARE THAT INFORMATION REGARDING THE APPLICATION AND ANY PROSPECTIVE CONDITIONS OF APPROVAL WILL BE AVAILABLE FOR PUBLIC INSPECTION FOR TEN (10) DAYS PRIOR TO THE HEARING AND THAT THE ACTUAL DECISION CONTAINING THE CONDITIONS IMPOSED WILL BE AVAILABLE FOR PUBLIC INSPECTION NOT LATER THAN TEN (10) DAYS AFTER SAID HEARING. INFORMATION IS AVAILABLE DURING NORMAL BUSINESS HOURS AT THE OFFICE OF THE DIVISION OF ZONING AND LAND USE CONTROL, 50 WINFIELD SCOTT PLAZA, ELIZABETH, NEW JERSEY 07201.

NOTARY PUBLIC
DATE _____

OWNER'S SIGNATURE
DATE _____

STAMP OF NOTARY PUBLIC

DISCLOSURE AFFIDAVIT



PURSUANT TO THE REQUIREMENTS OF NEW JERSEY STATUTE 40:55D-48.1 ET. SEQ, I,

(NAME, & TITLE) _____ HEREBY

CERTIFY THAT THE FOLLOWING IS A TRUE AND COMPLETE LIST OF THE NAMES AND ADDRESSES OF ALL INDIVIDUALS WHO OWN TEN PERCENT (10%) OR MORE STOCK OR

OTHER INTEREST IN (NAME OF CORPORATION/ PARTNERSHIP) _____

_____ WHICH IS A CORPORATION/ PARTNERSHIP WITH OWNERSHIP INTERESTS IN THE PROPERTY LOCATED AT _____

_____ FOR WHICH AN APPLICATION HAS BEEN FILED WITH THE CITY OF ELIZABETH PLANNING BOARD _____ / ZONING BOARD OF ADJUSTMENT _____

I FULLY UNDERSTAND THAT FAILURE TO DISCLOSE ANY AND/ OR ALL OWNERSHIP PARTIES WITH TEN PERCENT (10%) OR MORE INTEREST IN THE CORPORATION/ PARTNERSHIP OR DELIBERATELY MISREPRESENTING ANY FACTS THEREON IS SUFFICIENT GROUNDS FOR DISAPPROVAL OF THE APPLICATION BY THE BOARD AND CAN RESULT IN A FINE AS PROVIDED FOR BY THE STATUTE.

	NAME	ADDRESS	% OF STOCK OR OTHER OWNERSHIP INTEREST
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

NOTE: If Additional Space is Required, Please Attach Separate Sheet.

NOTARY PUBLIC
DATE _____

APPLICANT'S SIGNATURE
DATE _____

SEAL OF NOTARY PUBLIC

FORM 7-15

NOTICE OF HEARING TO STATE COMMISSIONER OF TRANSPORTATION

Application No. _____

TO: STATE COMMISSIONER OF TRANSPORTATION
New Jersey Department of Transportation
1035 Parkway Avenue, P.O. Box 101
Trenton, N.J. 08625

PLEASE TAKE NOTICE

That _____, the undersigned is an applicant the _____ of the
(Applicant)
City of Elizabeth for Relief from (Application for) _____

To permit _____

at _____

of _____, which property fronts upon a state highway. A hearing in this matter
will be held on _____ at _____ p.m. at _____ Applicant is seeking a

hardship _____, Use Variance _____, Subdivision _____, Site plan

_____ conditional use _____ approval. This notice is given pursuant to the provisions of N.J.S.A.

AQ:55D-12

Applicant's Signature _____

NOTE: Notice shall be given by the applicant no later than _____ which is at least ten (10)
days prior to the date of the hearing. Notice shall be by personal service or certified or registered
mail. An affidavit of proof of service demonstrating compliance with this requirement shall be filed
with the City agency holding the hearing no later than _____ which is at least two (2)
days prior to the date of the hearing.

UNION COUNTY LAND DEVELOPMENT STANDARDS FEE SCHEDULE

1. Application fees * shall be charged for the review of all land subdivisions and site plans submitted to the County's Bureau of Land & Facilities Planning in accordance with the following:

Subdivisions

A minor subdivision which does not abut a county road or affect a county drainage facility	\$100
A minor subdivision which abuts a county road or affects a county drainage facility	\$200
A major subdivision which does not abut a county road or affect a county drainage facility	\$300
A major subdivision which abuts a county road or affects a county drainage facility	\$300 plus \$20 per lot

Site Plans

A site plan which does not abut a county road or affect a county drainage facility and includes less than one acre of impervious surface	\$100
Site plan not abutting a county road or affecting a county drainage facility which contains one (1) or more acres of impervious surface	\$500
A site plan which abuts a county road or affects a county drainage facility	\$300 plus \$10 per parking space (Warehouse use: \$250.00 + \$5.00 per 1000 sq. ft. of floor area)

Plan Revisions (if submitted within one year from date of original action)

- 1st revision: 25% of original fee
2nd and each subsequent revision: 50% of original fee

* Note: The Land Development application fee schedule was revised according to the Union County Board of Chosen Freeholders Resolution # 628-2006 effective

July 21, 2006.

2. A fee will not be charged for informal reviews and any comments shall be non-binding.
3. The applicant shall make payment by check or money order payable to the "County of Union, NJ". Application fees shall be non-refundable. However, the fee may be returned to the applicant upon written request provided that a formal request was not made by the County's Bureau of Land & Facilities Planning for a time extension to continue its review. Fees may be collected by the County or the local municipality for forwarding to the County.
4. Fees shall not be charged for the review of plans submitted by state, county, municipal governments and public agencies. Churches, hospitals and non-profit institutions exempt from the local application fee will be exempt from any county review fee.
5. Copies of the Land Development Standards will be available from the County for a fee of \$5.00.

DEVELOPMENT REVIEW APPLICATION FORM

COUNTY OF UNION, NEW JERSEY

NOTICE TO APPLICANT: Please forward two (2) copies of the plan, supporting documentation and this application form to the Union County Bureau of Land & Facilities Planning, Department of Economic Development, Administration Building, 6th Floor, Elizabethtown Plaza, Elizabeth, NJ, 07207, Telephone: (908) 527-4086.

1. TYPE OF DEVELOPMENT: (check one)

A. Subdivision: _____

_____ Minor Exempt Subdivision

_____ Minor Subdivision

_____ Major Subdivision

B. Site Plan: _____

Is this a revised plan/plat? Yes () or No () Circle One: Plan or Plat

2. LOCATION OF DEVELOPMENT: Municipality: _____

Street or Road: _____

Tax Map: Block # _____ Lot # _____

3. APPLICANT: _____

Address: _____

Telephone # _____ Email Address: _____

4. PROPERTY OWNER: _____

Address: _____

Telephone # _____ Email Address _____

5. ATTORNEY: _____

Address: _____

Telephone # _____ Email Address _____

6. ENGINEER: _____

Address: _____

Telephone # _____ Email Address _____

7. ARCHITECT: _____

Address: _____

Telephone # _____ Email Address _____

8. LAND SURVEYOR: _____

Address: _____

Telephone # _____ Email Address _____

9. DEVELOPMENT INFORMATION:

- a. Project Name (if any): _____
- b. No. of existing lots* _____ No. of proposed lots* _____
- c. Area of entire tract _____
- d. Area conveyed by present owner* _____
- e. Area of impervious surface (sq. ft.) _____
- f. No. of parking spaces _____
- g. Zoning district _____
- h. Existing use _____
- i. Proposed use _____
- j. No. of housing lots for sale* _____
- h. No. of multi-family residential units _____
- i. Sq. ft. of building area for commercial use _____
- j. Sq. ft. of building area for industrial use _____
- k. Sq. ft. of building area of other use _____
- l. Municipal Site Plan/Subdivision Approval Date _____
- m. Status of Municipal Approval _____
- n. Has the Applicant or Developer previously applied to Union County for approval of the proposed development? Yes () or No () If so, when? _____

10. Signatures

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

Any additional information, which the applicant may wish to note may be provided on a separate sheet.

NOTE: Submission of this application to Union County does not exclude the possibility for the need of any technical studies or reports to support or substantiate the proposed development identified in this application. Any application information requested would be provided by the applicant. Our acknowledgement of the application as complete does not exclude the possibility of a need for any future technical studies.

***Subdivision applications only.**

Please call the Union County Bureau of Land Facilities Planning at (908) 527-4268 or (908) 527-4086.

Planning Board _____

Zoning Board _____

Application # _____
Date Filed _____
Received By _____
Hearing Date _____

AFFIDAVIT OF PROOF OF SERVICE

NOTE: PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE CITY AGENCY HOLDING THE HEARING AT LEAST TWO (2) DAYS PRIOR TO THE MEETING OR THE CASE WILL NOT BE HEARD BY THE BOARD.

STATE OF NEW JERSEY
COUNTY OF UNION

(NAME & TITLE) _____ OF
FULL AGE, BEING DULY SWORN ACCORDING TO LAW, DEPOSES AND SAYS, THAT HE
RESIDES AT _____ IN
THE MUNICIPALITY OF _____ AND
THE STATE OF _____, THAT HE IS THE APPLICANT IN A
PROCEEDING BEFORE THE PLANNING BOARD _____ / ZONING BOARD OF ADJUSTMENT
OF THE CITY OF ELIZABETH, NEW JERSEY, BEING AN APPLICATION UNDER THE
DEVELOPMENT CONTROL ORDINANCE, AND WHICH HAS THE APPLICATION # _____
AND IN REFERENCE TO THE PREMISES LOCATED AT _____
; THAT ON _____, 19____, HE GAVE WRITTEN NOTICE
OF THE HEARING ON THIS APPLICATION TO EACH AND ALL OF THE PERSONS UPON
WHOM SERVICE MUST BE MADE, IN THE REQUIRED FORM AND ACCORDING TO THE
ATTACHED LISTS, AND IN THE MANNER INDICATED THEREON.

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY
OF _____ 19____

APPLICANT'S SIGNATURE _____
DATE _____

SEAL OF NOTARY PUBLIC

NOTE TO APPLICANT: ATTACH LIST OF ALL PERSONS SERVED INDICATING THE METHOD USED. CERTIFIED MAIL RECIEPTS AND/OR SIGNATURES SHOULD BE SUBMITTED AS DOCUMENTATION.

REQUEST FOR EXTENSION OF TIME TO FILE PLAT

Do not write above line

Request is hereby made to the _____ for
good cause to extend the period for recording of the
plat for an additional period not to exceed 190 days
from the date of signing of the plat.

1. Location _____
2. Applicant's Name _____
3. Address _____
_____ Phone _____
4. Plat # _____
5. Date of signing of plat: _____
6. Requested extension to: (Date) _____
7. Reason for delay in filing: _____

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER

DATE

CONSENT TO EXTENSION OF TIME FOR DECISION

Do not write above line

It appearing that, due to the nature of applicant's application # _____
filed on _____, 19__ in reference to the premises at _____

which involves _____

and requires the granting of _____

the _____ will not be able to properly review the application by

_____, 19__, when the statutory time for approval expires;

It is on this _____ day of _____, 19__

agreed by and between the applicant, _____,

and the _____ of the City of Elizabeth, New Jersey that the

time for decision shall be extended to _____, 19__.

(Attorney for) APPLICANT

Secretary of the Board

It is hereby represented that the applicant, _____, will develop the property located at _____ Elizabeth, New Jersey in accordance with the following design standards except as specifically authorized by resolution of the approving Board.

ARTICLE VIII
Design Standards

§ 40-100. Minimum standards established.

The following shall be deemed the minimum standards for development.

§ 40-101. Blocks.

- A. Block length and width or acreage within bounding roads shall be such as to accommodate the size lot required in the area by Article IX, Zone Controls, and to provide for convenient access, circulation control and safety of street traffic.
- B. In blocks over one thousand (1,000) feet long, pedestrian crosswalks may be required in locations deemed necessary by the Planning Board. Such walkway shall be ten (10) feet wide and shall be straight from street to street.
- C. For commercial or group-housing use, block size shall be sufficient to meet all area and yard requirements for such use.

§ 40-102. Lots.

- A. Lot dimensions and area shall not be less than the requirements of Zoning Article IX, Zone Controls.
- B. Insofar as is practical, side lot lines shall be at right angles to straight streets and radial to curved streets.
- C. Each lot must front upon an approved street at least fifty (50) feet in width, except lots fronting on streets described in § 40-103D(4) and (5) of this Article.
- D. Where extra width has been dedicated for widening of existing streets, lots shall begin at such extra-width line, and all setbacks shall be measured from such line.
- E. Where there is a question as to the suitability of a lot or lots for their intended use due to factors such as rock formations, flood conditions or similar circumstances, the approving authority may, after adequate investigation, withhold approval of such lots.

§ 40-103. Streets.

- A. The arrangement of streets not shown on the Master Plan or Official Map shall be such as to provide for the appropriate extension of existing streets.
- B. Minor streets shall be so designed as to discourage through traffic.
- C. Subdivisions abutting arterial streets shall provide a marginal service road or reverse frontage with a buffer strip for planting or some other means of separation of through and local traffic as the Planning Board may determine appropriate.
- D. Right-of-way width.

- (1) The right-of-way width shall be measured from lot line to lot line and shall not be less than the following:
 - (a) Arterial streets: eighty (80) feet.
 - (b) Collector streets: sixty (60) feet.
 - (c) Minor streets: fifty (50) feet.
 - (d) Marginal access streets: forty (40) feet.

- (2) The right-of-way width for internal roads and alleys in multifamily and commercial development shall be determined on an individual basis and shall in all cases be of sufficient width and design to safely accommodate the maximum traffic, parking and loading needs and maximum access for fire-fighting equipment.

- E. No subdivision showing reserve strips controlling access to streets shall be approved except when the control and disposal of land comprising such strips has been placed with City Council under conditions approved by the Planning Board.
- F. Subdivisions that adjoin or include existing streets that do not conform to widths as shown on the Master Plan or Official Map or the street width requirements of this Article shall dedicate additional width along either one (1) or both sides of said road. If the subdivision is along one (1) side only, one-half (1/2) of the required extra width shall be dedicated.
- G. Grades of arterial and collector streets shall not exceed four percent (4%). Grades on other streets shall not exceed ten percent (10%). No streets shall have a minimum grade of less than one-half of one percent (1/2 of 1%).
- H. Street intersections shall be as nearly at right angles as is possible, and in no case shall be less than sixty degrees (60°). The block corners at intersections shall be rounded at the curbline with a curve having a radius of not less than twenty (20) feet.
- I. Street jogs with center-line offset of less than twenty-five (25) feet shall be prohibited.
- J. A tangent at least one hundred (100) feet long shall be introduced between reverse curves on arterial and collector streets.
- K. When connecting street lines deflect from each other at any one (1) point by more than ten degrees (10°) and not more than forty-five degrees (45°), they shall be connected by a curve with a radius of not less than one hundred (100) feet for minor streets and three hundred (300) feet for arterial and collector streets.
- L. All changes in grade shall be connected by vertical curves of sufficient radius to provide a smooth transition and proper sight distance.
- M. Dead-end streets (cul-de-sac) shall not be longer than six hundred (600) feet and shall provide a turnaround at the end with a radius of not less than fifty (50) feet and tangent whenever possible to the right side of the street. If a dead-end street is of a temporary nature, a similar turnaround shall be provided and provisions made for future extension of the street and reversion of the excess right-of-way to the adjoining properties.
- N. No street shall have a name which will duplicate or so nearly duplicate as to be confused with the names of existing streets. The continuation of an existing street shall have the same name.

§ 40-104. Driveways.

- A. Access drives or driveways shall not be less than ten (10) feet wide for one-way traffic heading in the same direction and twenty (20) feet wide for two-way traffic in opposing directions. No access drive or driveway shall be obstructed and no architectural feature shall be permitted to project into the minimum established width of an access drive or driveway. If building depth is more than fifty (50) feet, there must be a pedestrian walkway.

B. Curbside openings for ten-foot wide access driveways or egress driveways shall be a minimum of sixteen (16) feet. Curbside openings for twenty-foot-wide access or egress driveways shall be a minimum of twenty-eight (28) feet.

40-105. Parking. (Amended 12-28-82 by Ord. No. 1546)

In all districts every parcel of land or part thereof used as a public or private parking area or parking garage, excluding one- and two-family residential developments, shall be developed and maintained in accordance with the following requirements. Plans for such areas shall be reviewed by the City Engineer and Planning Board to ensure compliance with these regulations.

A. Stall dimensions.

- (1) For all principal uses, each off-street parking area shall have a required depth of nineteen (19) feet, exclusive of access drives or required aisles.
- (2) For all principal uses, each off-street parking space shall have the following minimum stall widths:

Use Group	Minimum Parking Stall Width
A-I, K, L, N, R	10 feet 0 inches
J, O-Q, T-W	9 feet 6 inches
M	9 feet 0 inches
X-CC	8 feet 6 inches

B. Ingress and egress.

- (1) For each off-street parking space, there shall be adequate provision for ingress and egress, conforming to standards as set forth in Parking, published by Reinhold Publishing Corporation, New York, New York, Copyright 1958.
- (2) All driveways, aisles and any other vehicular circulation area shall be designed to accommodate the following minimum turning radii:

Type of Vehicle	Radius	
	Inside	Outside
Autos (vehicle length to 20 feet)	15 feet	26 feet
Straight trucks (vehicle length to 35 feet)	20 feet 6 inches	38 feet 0 inches
Semitrailer (vehicle length to 50 feet)	26 feet	50 feet

Setbacks.

- (1) No off-street parking area or portion thereof shall be allowed within ten (10) feet of a street right-of-way line.
- (2) No off-street parking area or portion thereof shall be located closer than ten (10) feet to any dwelling, school, hospital or institution for human care located on an adjacent or adjoining lot.
- (3) No off-street parking area or portion thereof, including driveways and aisles, shall be located closer than three (3) feet to any side or rear lot line or any principal or accessory structure.

D. Safety islands. A ten-foot safety island shall be provided between the end of a parking bay and any driveway, aisle or any other area as required by the Planning Board or City Engineer.

E. Curbing.

- (1) Poured-in-place concrete curbing shall be used in all off-street parking areas to separate vehicular from nonvehicular areas, as required and specified by the City Engineer.
- (2) Where site improvements are placed within vehicular areas, poured-in-place concrete curbing shall be installed at a minimum radius of two (2) feet from the edge of said improvements, as required and specified by the City Engineer.

F. Obstructions.

- (1) Each off-street parking space shall maintain an unobstructed area equal to the required length of said space times the minimum width of said space.
- (2) Curbing where installed two (2) feet from the head of a parking space, to serve as a wheelstop, shall not be considered an obstruction in said space.

G. Surfacing. Any off-street parking area shall be surfaced with an asphaltic or portland cement pavement or similar durable and dustless surface, as specified and approved by the City Engineer. Each parking space shall be delineated with painted markings to provide for orderly and safe parking of vehicles.

H. Roof parking. Parking shall be permitted on the roof of any structure, provided that a four-foot wall, sufficient to contain headlight glare and constructed of materials which are consistent with the architectural character of the structure, shall be constructed around the entire perimeter of the roof.

I. Drainage. Any off-street parking area shall be graded and drained so as to dispose of all surface water without detriment to surrounding uses, as required by the City Engineer.

§ 40-106. Illumination.

A. Illumination levels at ground level.

- (1) Minimum average design illumination levels shall be:
 - (a) Parking areas:
 - (1) Industrial: one and five-tenths (1.5) footcandle.
 - (2) Other uses: two (2) footcandle.
 - (b) Loading area: five (5) footcandle.
 - (c) Pedestrian areas: one and five-tenths (1.5) footcandle.
 - (d) Driveway entrances: three (3) footcandle.
 - (e) Gasoline pump islands and service area: twenty (20) footcandle.

(f) Streets:

- (1) Arterial: one and four-tenths (1.4) footcandle.
- (2) Collector: nine-tenths (0.9) footcandle.
- (3) Minor: six-tenths (0.6) footcandle.
- (g) Intersections shall be at least the sum of minimum illumination of the intersecting streets.
- (2) Minimum illumination at a point shall be not less than one-third (1/3) of the above minimum design levels.
- (3) Maximum average design illumination levels shall not be greater than four (4) times the above minimum design levels.
- (4) Maximum illumination at property lines from ground level and above shall not exceed one (1) footcandle.

B. Location of sources.

- (1) Sources of illumination shall be shielded so as not to be visible at property lines at an elevation of four (4) feet and above.
- (2) Lighting shall be so arranged as to reflect the light away from adjoining premises.

C. Poles for all but street-related lighting.

- (1) Poles shall be rustproof metal or decorative wood, utilizing underground wiring.
- (2) Height of poles for:
 - (a) Pedestrian areas shall be not more than fifteen (15) feet.
 - (b) Parking, driveway and loading areas shall not be greater than twenty-five (25) feet or the maximum permitted building height, whichever is less.

§ 40-107. Landscaping.

- A. All street trees and on-site deciduous shade trees shall be not less than two-inch caliper measured one (1) foot above the root crown at the time of planting. Shade trees shall be located on the street line so as not to interfere with utilities or sidewalks.
- B. Evergreen trees shall not be less than four (4) feet in height at the time of planting.
- C. Deciduous trees shall not be less than seven (7) feet in height at the time of planting.
- D. Shrubs shall not be less than two (2) feet in height at the time of planting.
- E. All plants shall conform to the standards as set forth in American Standard for Nursery Stock, published by the American Association of Nurserymen, Inc., 855 Southern Building, Washington, D.C.
- F. All planting shall conform with the United States Department of Agriculture map of hardiness zones for this area.
- G. Trees when planted shall be balled and burlapped and properly staked.

Notary Public

Applicant's Signature

Date