

***MOUNT OLIVE TOWNSHIP***  
**DEPARTMENT OF**  
**PLANNING ♦ ZONING ♦ CODE ENFORCEMENT**

**PLANNING BOARD**

**SUBDIVISION APPLICATION**

(Revised September 25, 2013)

**INTRODUCTION**

**Planning Board meetings are scheduled for the second and third Thursday of each month unless otherwise posted. The second and third Thursday public hearings are held at which time the applicant presents the proposal to the Board. Proper legal notice is required for an applicant to be heard and it is the responsibility of the applicant to send notices to the newspaper of record (*The Daily Record*), adjacent property owners, and; where required, other parties, public agencies and entities as required by statute.**

**Workshop session may be held if deemed necessary where plans are reviewed with the Township's Engineer and Planner. No formal testimony is taken at the workshop meeting.**

An original and five copies of the attached subdivision application shall be submitted with requisite plans and fees. The applicant shall file **one (1) set of plans in pdf or similar format, ten (10) full size black line prints and twelve (12) reduced copies of the preliminary site plan** and shall comply with the requirements of the checklist and five (5) copies of the drainage calculations and storm water management plan, etc. **Twenty (20) copies** are required for the Environmental Impact Report and Traffic Study.

The applicant may request that one or more of the submission requirements be waived, which request shall be in writing setting forth the reason(s) for the waiver request. The waiver request shall be considered by the Planning Board in accordance with Township ordinance requirements. The secretary of the Planning Board shall provide each applicant with written documentation of the date of the filing of the application, supporting documents and fees. The application shall be submitted to the Planning Board to determine completeness. Within forty-five (45) days of the date of submission of the application, the Department of Planning shall inform the applicant, in writing, as to the status of the application. If the application is deemed incomplete, the notice shall indicate the deficiencies in the application. Upon submission of the deficient items, the same shall be referred to the Planning Board which shall, within forty-five (45) days from the date of submission of the deficient items, deem the application complete or incomplete.

Notification shall be made in writing and if the application is still deemed to be incomplete the process shall repeat. Nothing herein shall prevent the Planning Board from requesting additional information pursuant to N.J.S.A. 40:55D-10.3.

Once the application is deemed complete it shall be scheduled for the next available public hearing of the Planning Board. The scheduling of the formal review and public hearing at a regular meeting shall be at the discretion of the Planning Board provided that the application is granted or denied within the time periods set forth in the Municipal Land Use Law unless the time periods are extended by permission of the applicant. The notice of completion to the applicant shall state the date at which the application will be discussed at the workshop session.

If the applicant is requested to revise the plans and/or provide additional documentation after consideration of the application at a workshop session or at a regular meeting, the applicant shall submit the amendments and/or additional documentation at least ten (10) days prior to the scheduled hearing at which time the Planning Board will review the additional information and/or revisions.

At least ten (10) days prior to the time appointed for a public hearing, the applicant shall give notice to all owners of property within a 200 foot radius of the property and all other parties as required pursuant to N.J.S.A. 40:55D-12. Notice shall be provided by certified mail return receipt requested to the last known address of the property owner(s) or by handing a copy thereof to the said property owner(s) or officials. **Note: The day of the hearing is not to be included in the 10 day notice period.** All addresses shall be obtained by the applicant from the current tax records of the municipality(s) or from a list of property owners prepared by the Township Tax Assessor's office upon request of the applicant and the payment of the prescribed fee. **Notice should also be published in the official newspaper, The Daily Record, 800 Jefferson Road, Parsippany, New Jersey 07054, Telephone: 1-800-398-8993; Fax: 1-888-516-9470.** Complete and copy enclosed form. Original should be retained and given to Board Secretary.

After completion of above, the following items shall be submitted to the Board Secretary at least 48 hours prior to hearing to prove notice has been served properly:

- ◆ Original Notice to adjoining property owners, completed and signed
- ◆ Original Affidavit of Service, signed and notarized
- ◆ Original list received from Tax Assessor of property owners within 200 feet
- ◆ All white (certified mail) slips
- ◆ Any green cards received
- ◆ Verification from newspaper of publication of notice

<p><b>Please contact this office with any questions you may have: 973 691-0900 ext. 7310 (office) or 973 691-0550 (fax)</b></p>
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**TOWNSHIP OF MOUNT OLIVE  
PLANNING BOARD**

**SUBDIVISION APPLICATION**

- Minor       Preliminary Major       Final Major  
 Combined Preliminary & Final       Amended       Concept

**General Information**

**Applicant:**      **Name** \_\_\_\_\_  
                         **Address/Zip Code** \_\_\_\_\_  
  
                         **Phone/Fax** \_\_\_\_\_

**Owner:**      **Name** \_\_\_\_\_  
                         **Address/Zip Code** \_\_\_\_\_  
  
                         **Phone** \_\_\_\_\_

Relation of owner to subject property of application: (check appropriate box)  
 Owner       Lessee       Purchaser under contract  
 Other (describe) \_\_\_\_\_

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S.A.40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed (See form on page 11).

**Project Engineer/Surveyor**  
                         **Name** \_\_\_\_\_  
                         **Address/Zip Code** \_\_\_\_\_  
  
                         **Phone/Fax** \_\_\_\_\_

**Attorney:**      **Name** \_\_\_\_\_  
                         **Address/Zip Code** \_\_\_\_\_  
  
                         **Phone/Fax** \_\_\_\_\_

**Site Information**

Tax Block(s) \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_ Street Address \_\_\_\_\_

Location of property is approximately \_\_\_\_\_ feet from the intersection of \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_

Use of Property: Existing \_\_\_\_\_  
Proposed \_\_\_\_\_

Zone district containing property:

- AR    RR-AA    RR-A    R-1    R-2    R-3    R-4    R-5    R-3SC    R-5ML
- R-6    R-7    C-1    C-2    C/LI    CR-3    P    PB
- O-R    L-I    G-I    PC-2    L    M
- FTZI    II    III    IV

Historic District:    Yes    No

Total area of tract:   Square feet \_\_\_\_\_   Acres \_\_\_\_\_

Number of lots propose \_\_\_\_\_

Location of property on:

- ◆ State highway    Yes    No
- ◆ County road    Yes    No
- ◆ Within 200 feet of municipal boundary    Yes    No

Prior subdivision approval for property    Yes    No

[If so, indicate nature of project and date of approval]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of lots prior to this application \_\_\_\_\_

Existing or proposed: deed restrictions    Yes    No  
Easements    Yes    No

**Plans & Reports**

List all plans and reports submitted with the application.

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*NOTE: Please see pages 5, 6, 7, 8, & 9 for the subdivision checklist*

- |            |  |                              |                             |
|------------|--|------------------------------|-----------------------------|
| Utilities: | Existing or proposed sanitary sewer        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|            | Existing or proposed central potable water | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|            | Existing or proposed gas lines             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|            | Existing or proposed telephone & cable     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please describe in brief all other site improvements:

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Please provide written confirmation from all utility companies that service will be provided



**TOWNSHIP OF MOUNT OLIVE  
SUBDIVISION APPLICATION SUBMISSION CHECK LIST TO DETERMINE COMPLETENESS**

<b>SUBMIT THE FOLLOWING</b>	<b>MINOR</b>	<b>PRELIMINARY</b>	<b>FINAL</b>
<b>APPLICATION FORMS</b>			
Mt. Olive Planning Board (original and 5 copies)	A	A	A
Morris County Planning Board (1 copy)	A	A	A
Morris County Soil Conservation Dist. “	“	“	“
NJ Dept. of Transportation “	“	“	“
NJ Dept. of Environmental Protection “	“	“	“
NJ Office of State Planning “	“	“	“
<b>PLANS / REPORTS</b>			
Development plans, including tree removal and soil erosion/sediment control plans (twenty copies)	A	A	A
Environmental Impact Report (20 copies)	N/A	A	N/A
Drainage calculations (5 copies)	A	“	“
Storm Water Management Plan “	“	“	“
Traffic study (20 copies)	N/A	“	“
<b>FEES / MISCELLANEOUS</b>			
Fees as provided in schedule attached on page	A	A	A
Written confirmation by authorized personnel confirming service for the following: potable water, sanitary sewer, electric, natural gas, telephone, cable.	A	A	A
Certificate of paid taxes	A	A	A
Deed(s) for land being conveyed to Township for road widening, open space, recreation, utilities and easements.	A	N/A	A
Proposed covenants, deed restrictions, easements – if any.	A	A	A
Test results for on-site septic systems including permeability tests and soil logs as witnessed by Health Dept. with locations and dates. Include here soil types pursuant to MCSCD.	A	A	A

A – Applicable

N/A – Not applicable

**PLEASE NOTE**

All development plans and reports shall be signed and sealed by an appropriate licensed professional authorized to practice in New Jersey. All plan details shall comply with ordinance requirements; if not, a letter explaining the difference and a request for a waiver or a variance shall be submitted. All application forms, plans, architectural renderings and other submitted material and information shall be consistent and complement each other.

No development application shall be accepted unless submitted in plat form, and no plat shall be accepted for consideration unless it conforms to the following requirements as to form, content and accompanying information and complies with the provisions of N.J.S.A. 46-23.1 et seq. (the Map Filing Law), as amended. All plats shall be drawn by a land surveyor as required by law, licensed to practice in the State of New Jersey, and shall bear the signature, seal, license number and address of the land surveyor, except that plats submitted under the preliminary discussion provisions of Section 400-32B and sketch plats of major subdivisions are exempt from this requirement. All drawings of improvements shall be signed and sealed by a licensed professional engineer of the State of New Jersey.

**MINOR SUBDIVISION:** A minor subdivision plat shall be clearly and legibly drawn at a scale of not less than one inch equals one hundred feet. The plat shall show or be accompanied by the following information:

- Existing and proposed lot lines with bearings and dimensions to 0.01 foot.
- Any existing lot lines to be eliminated.
- The area of the original tract to one square foot.
- The area of each proposed lot to one square foot.
- Contours at two foot intervals in areas with less than ten percent slope; five foot intervals in areas with ten percent to twenty percent slope; and ten to twenty foot intervals on slopes in excess of twenty percent. Properties containing slopes in more than one category shall have those contours at ten foot intervals drawn at twice the width as either the two foot or five foot contours.
- Existing structures and uses and the location of well and septic systems.
- The shortest distance between any existing building and a proposed or existing lot line. All front, side and rear yard setback lines shall be shown conforming to the zoning provisions of this chapter as set forth in Article VI and the Zoning Schedule of Limitations.
- All streams, lakes and drainage right-of-ways within the limits of the tract(s) being subdivided, including the location, width and direction of flow of all streams, brooks, wooded areas and drainage rights of way; the location and dimension of all drainage structures; any existing features to be removed or relocated; and flood hazard areas and floodway lines, steep slopes, wetlands and swamps.
- Existing and proposed rights-of-way and easements within and adjoining the tract with dimensions, existing driveways, street names and the purpose for any easement. Sight triangles shall be shown. Copies of the text of any deed restrictions shall be included.
- The names of the owner of the proposed tract and all adjoining property owners as disclosed by the most recent Township tax records.
- The tax map sheet; block and lot numbers for the tract and all adjacent lots; the title; a graphic scale; the North arrow; space for the subdivision application number; the date of the original drawing and the date and substance of each revision.
- Zoning district(s). If the property lies in more than one zoning district, the plat shall indicate all the zoning district lines.
- The names, addresses, signatures and phone numbers of the owner, the subdivider and the person preparing the plat, including the seal of person(s) preparing the plat.
- When no sanitary sewers are proposed, the plat shall show the results of the percolation test(s). Two percolation tests shall have been conducted on each proposed lot and within thirty feet of each other at a site appropriate for the location of a septic filter field. The plat shall show the following data: the date of the test(s), the location of each test, a cross-section of the soil to a depth of at least ten feet below finished grade, the ground water level and the rate of percolation. The test(s) shall be performed at the applicant's expense by a licensed Professional Engineer.
- A key map with North arrow showing the entire development and its relation to surrounding areas at a scale of not less than one inch equals two thousand feet.

**CONCEPT PLAN OF MAJOR SUBDIVISION.** The concept plan shall be based on Tax Map information or some other similarly accurate base at a scale (preferably not less than four hundred feet to the inch) to enable the entire tract to be shown on one sheet and shall show or include the following information:

- The location of that portion which is to be subdivided, in relation to the entire tract.
- All existing structures and wooded areas within the portion to be subdivided and within two hundred feet thereof.
- The names of the owner and of all adjoining property owners as disclosed by the most recent municipal tax records.
- The tax map sheet and block and lot numbers.
- All streets or roads and streams within five hundred feet of the subdivision.

**PRELIMINARY PLAT.** The preliminary plat shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals fifty feet and shall show or be accompanied by the following information:

- Sheet sizes of thirty by forty-two inches; twenty-four by thirty-six inches; fifteen by twenty-one inches; or eight and five-tenths by thirteen inches. If more than one sheet is required to show the entire subdivision, a separate composite map at a reduced size shall be drawn on one sheet showing the entire subdivision and the sheets on which the various sections are shown.
- A key map with the North arrow, showing the entire subdivision in relation to surrounding areas, including the names of principal roads and at a scale of not less than one inch equals two thousand feet.
- A title block with the name of the subdivision; any development names previously associated with the application; the name of the municipality; the Tax Map sheet and block and lot numbers; the dates of preparation and most recent revision; the meridian; the North arrow; a graphic scale; the names, addresses, phone numbers and signatures of the owner, the subdivider and the person(s) who prepared the plat(s), including the seal of the latter; and space for the subdivision application number.
- The names of all property owners within two hundred feet of the extreme limits of the subdivision as disclosed on the most recent municipal tax record.
- Tract acreage to the nearest tenth of an acre; the number of new lots; each lot line dimension; and each lot area to the nearest square foot.
- The existing and proposed contours at two foot intervals. All elevations shall be related to a bench mark noted on the plan and, wherever possible, be based on United States Geological Survey sea level data.
- The location of existing natural features, such as soil types, slopes exceeding ten percent, wooded areas, rock outcroppings, views within the development and the location of individual trees outside wooded areas having a diameter of six inches or more, measured four feet above ground level. Trees and/or tree areas to be retained shall be designated on the plat and shall be protected during construction by fencing along or around the tree dip line. Soil types shall be based on United States Soil Conservation Service categories.
- Existing and proposed streams, lakes, ponds and marsh areas, accompanied by the following data:

When a running stream with a drainage area of one-half square mile or greater is proposed for alteration, improvement or relocation or when a structure or fill is proposed over, under, in or along such a running stream, evidence of approval, required alterations, lack of jurisdiction or denial of the improvement by the NJ Division of Water Policy and Supply shall accompany the plat.

**PRELIMINARY PLAT – (Continued)**

- Cross-sections and profiles of watercourses at an appropriate scale showing the extent of the flood fringe area, top of bank, normal water level and bottom elevations at the following locations:

All watercourses within or adjacent to the development and at any point where a watercourse crosses a boundary of the development. (Profile and cross sections).

At fifty-foot intervals for a distance of three hundred feet upstream and downstream of any existing or proposed culvert or bridge within the development (cross-sections).

At a maximum of one hundred foot intervals, but at no less than two locations along each watercourse which runs through or adjacent to the development (cross-sections).

When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation during construction as well as typical ditch sections and profiles shall be shown on the plat or accompany it. Soil erosion control measures shall comply with township regulations as indicated in Section 400-64 in Article V of this chapter.

- The total upstream acreage in the drainage basis of any watercourse running through or adjacent to a development. For flowing streams, small scale watershed maps developed from United States Geological Survey sheets shall be submitted.
- The total acreage in the drainage basis to the nearest downstream drainage structure and the acreage in that portion of the development which drains to the structure.
- The location and extent of all existing or proposed drainage and conservation easements and flood hazard area and floodway lines.
- The location, extent and water level elevation of all existing or proposed lakes or ponds on or within three hundred feet of the development.
- Plans and computations for any storm drainage systems, including the following:

All existing or proposed storm sewer lines within or on lands or roads adjacent to the development and, for all required off-site and off-tract drainage, improvements showing the size, profile and slope of the lines, direction of flow and the location of each catch basin, inlet, manhole, culvert and headwall.

The location and extent of any proposed dry wells, groundwater recharge basins, detention basins, detention basins, flood control devices, sedimentation basins or other water conservation devices.

- The names, locations and dimensions, including cartway and right of way widths, of all existing streets within a distance of two hundred feet of the boundaries of the development; existing driveways; and any connections from proposed streets, sidewalks and bike routes in the development to any adjoining street(s), sidewalk(s) or bike route(s) and what off-site extensions, if any, will be made to nearly arterial and collector streets as those streets are shown on the adopted Master Plan.
- Plans, cross-sections, center-line profiles, tentative grades and details of all proposed and existing streets in the tract and within three hundred feet of the subdivision, based on the United States Geological Survey data, together with full information as to the disposal of surface drainage, including plans, cross-sections and profiles of streets, storm drains and drainage structures. Typical street cross-sections shall indicate the type and width of pavement and the location of curbs, sidewalks, bike routes, typical underground utilities and shade tree planting. At intersections, the sight triangles, radii of curb lines, crosswalks, and street sign locations shall be shown. Final street naming may be deferred. For streets where curbs and/or sidewalks are to be provided, separate curb and sidewalk profiles shall be required at street intersections.

**PRELIMINARY PLAT (Continued)**

- The names, locations, paved widths, right-of-way widths and purpose(s) of existing and proposed easements, streets, and other rights-of-way in the subdivision. The text of any deed restriction shall be included.
- The location and description of all monuments, existing and tentatively proposed.
- All proposed lot lines and all existing lot lines to remain and those to be eliminated; all setback lines required by the zoning provisions of this chapter, with the dimensions thereof, and any municipal boundary line where the boundary is within the tract or within two hundred feet of the tract. Any lot(s) to be reserved or dedicated to public use shall be identified. Each block shall be numbered and the lots within each block shall be numbered consecutively beginning with one.
- Locations of all existing structures and their use(s) in the tract and within two hundred feet thereof, showing existing and proposed front, rear and side yard setback distances, structures of potential historic significance and an indication of all existing structures and uses to be retained and those to be removed.
- Plans and profiles of proposed improvements and utility layouts (sanitary sewers, storm sewers, erosion control, stormwater control, excavation, etc.) showing location, size, slope, pumping stations and other details, as well as feasible connections to any existing or proposed utility systems. If private utilities are proposed, they shall comply fully with all township, county and state regulations. If service will be provided by an existing utility company, a letter from that company shall be submitted stating that service will be available before occupancy of any proposed structures. When on-lot water or sewage disposal is proposed, the plan for the water system and the results of percolation tests shall be submitted. There shall be required a percolation test that meets all local and state requirements for each and every proposed lot of the subdivision.
- Zoning district(s) and zoning district lines.
- An itemization of all improvements to be made to the site, as required in Article V, and such other improvements, on-site, off-site, and off-tract, as the public interest may require, together with a listing of the work and materials to be used in installing such improvements, including estimated quantities of necessary materials, sufficient to enable the Township Engineer to formulate a performance guarantee estimate.

**FINAL PLAT.** The final plat shall be clearly and legibly drawn at a scale of not less than one inch equals fifty feet and shall be accompanied by the following information:

- Sheet sizes of thirty by forty-two inches; twenty-four by thirty-six inches; fifteen by twenty-one inches; or eight and five-tenths inches. If more than one sheet is required to show the entire subdivision, a separate composite map at a reduced size shall be drawn on one sheet showing the entire subdivision and the sheets on which the various sections are shown.
- The final plan shall show the same information required for preliminary approval, in addition to the following:
- Signature blocks for the approving authority, Municipal Engineer and other endorsements required by law.
- The tract boundary lines; the municipal boundary line if within two hundred feet of the tract being subdivided; street names; all lot lines and other site lines with accurate dimensions, bearing or deflection angles and radii, arcs and chord bearings and distances of all curves based on an actual survey by a land surveyor licensed to practice in the State of New Jersey, with minimum building setback lines and the area of each lot shown to the nearest square foot. All dimensions, both linear and angular, of the exterior tract boundaries shall be based on and calculated from surveyed traversings, which shall have an apparent error of field closure of one to ten thousand or better and shall be corrected by accepted balancing methods to final errorless closure; all final exterior and lot boundaries shall be similarly balanced to final errorless closure. All dimensions, angles and bearings given on the map must be referred to at least two permanent monuments which shall be indicated on the map.
- Block and lot numbers in accordance with established standards and in conformity with the Township Tax Map as approved by the Township Tax Assessor and all street numbers, where appropriate, shall be designated as specified by the approving authority.
- Plans, cross-sections profiles and established grades of all streets and easements as approved by the Township Engineer.
- Plans and center-line profiles of all storm and sanitary sewers and water mains, as approved by the Township Engineer.
- The location and description of all monuments, as required by this chapter and the Map Filing Law, with at least one corner of the subdivision tied to a benchmark, with data on the plat as to how the bearings were determined. There shall be at least one benchmark for each fifty lots.
- By separate exhibits, information regarding required improvements and detailing the stage of completion of installing the improvements, including the following certifications:

By a New Jersey licensed professional land surveyor as to the accuracy of the plat and of the surveyed dimensions.

That the applicant is agent or owner of the land or that the owner has given consent under an option agreement or contract of sale.

The approval of the Municipal Engineer

Any appropriate local, county and state approvals

By the Township Tax Collector, that all taxes are paid to date.

Other certifications that may be required by law.

**MOUNT OLIVE TOWNSHIP FEE SCHEDULE  
APPLICATION REVIEW & ESCROW FEES  
(Revised 6/20/07)**

	APPLICATION FEES	ESCROW REVIEW FEES
<b>SUBDIVISION:</b>		
Minor	2 Lots - \$200.00 plus \$50.00/lot 3 Lots - \$200.00 plus \$50.00/lot	\$2,000.00 \$2,500.00
Preliminary Major	\$300.00 plus \$50.00/lot	\$2,000 plus \$150.00/lot
Final Major	\$300.00 plus \$25.00/lot	\$1,500 plus \$50.00/lot
Combined Preliminary & Final	\$500.00 plus \$50.00/lot	\$3,000 plus \$100.00/lot
<b>CONCEPT PLANS</b>		
Site Plan and Subdivision	\$400.00	\$1,500.00
<b>SITE PLAN:</b>		
<b>CHANGE OF USE: RESIDENTIAL</b>		
Preliminary	\$400.00	\$1,500.00
Final	\$300.00	\$1,000.00
Combined	\$600.00	\$2,000.00
<b>CHANGE OF USE: NON -RESIDENTIAL</b>		
Preliminary	\$600.00	\$3,000.00
Final	\$400.00	\$3,500.00
Combined	\$900.00	\$3,000.00
Revision/Amendment/Miscellaneous	\$400.00/Min.	\$1,000.00/Min.
<b>SITE PLAN: RESIDENTIAL</b>		
Preliminary	\$500.00 (set fee) \$75.00 per D.U.	\$2,000.00 plus \$150.00 per DU
Final	\$500.00 (set fee) \$50.00 per DU	\$1,500.00 plus \$50.00 per DU
Combined	\$800.00 (set fee) \$100.00 per DU	\$3,000.00 plus \$150.00 per DU
<b>SITE PLAN: NON-RESIDENTIAL</b>		
Preliminary	\$400.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$3,000.00 plus \$100.00/1,000 sq. ft.
Final	\$300.00 (set fee) \$50.00 per 1,000 sq. ft. of gross floor area	\$2,000.00 plus \$50.00/1,000 sq. ft.
Combined	\$600.00 (set fee) \$100.00 per 1,000 sq. ft. of gross floor area	\$4,000.00 plus \$100.00/1,000 sq. ft.
	<b>APPLICATION</b>	<b>ESCROW FEE</b>
Zone Change Request	\$1,500.00	\$5,000.00

**AFFIDAVIT OF SERVICE**

State of New Jersey:

County of \_\_\_\_\_:

\_\_\_\_\_ of full age, being sworn according to law, on his oath deposes and says he resides at \_\_\_\_\_ in the (municipality) \_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_ and State of \_\_\_\_\_ and that he did on \_\_\_\_\_, 2013 \_\_\_\_\_ at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected located at \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_. Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Originals of registered receipts, both white and green if returned are attached hereto.

Notices were also served upon: (check if applicable)

- 1. The Clerk of the Township of Mt. Olive
- 2. Morris County Planning Board
- 3. The Director of the State Planning Commission
- 4. The Department of Transportation
- 5. The Clerk of adjoining municipalities
- 6. Other as may be required pursuant to N.J.S.A. 40:55D-12

In addition, attached hereto are:

1. Copy of said notice.
2. List of owners of property 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.
3. Proof of publication of notice in the official newspaper of Mount Olive.

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed to  
Before me this \_\_\_\_\_  
day of \_\_\_\_\_  
2013

\_\_\_\_\_  
(A Notary Public of the State of New Jersey)

**TOWNSHIP OF MOUNT OLIVE  
PLANNING BOARD  
APPLICATION NO. \_\_\_\_\_**

**NOTICE TO PROPERTY OWNERS AND NEWSPAPER OF RECORD**

PLEASE TAKE NOTICE that the undersigned has filed an application for development with the Township of Mount Olive Planning Board so as to permit \_\_\_\_\_

\_\_\_\_\_ on premises known as \_\_\_\_\_ Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Tax Map of the Township of Mount Olive. Said development also seeks approval for the following variances and design waivers from the Township's Land Use Ordinance (if applicable):

\_\_\_\_\_

\_\_\_\_\_

A public hearing has been scheduled for \_\_\_\_\_, 2013, at 7:00 p.m. in the Municipal Building, 204 Flanders-Drakestown Road, Mount Olive, New Jersey, at which time you may appear, either in person or by attorney, and present any objections or comments you may have regarding this matter.

Any maps or documents for which approval is sought shall be on file and available for public inspection in the offices of the Planning Department between the hours of 8:30 a.m. to 4:30 p.m.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Planning Board.

This notice is sent to you by the applicant, by order of the Planning Board.

\_\_\_\_\_  
Applicant

Dated: \_\_\_\_\_

AFFIDAVIT OF OWNERSHIP/AUTHORIZATION

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the Corporation or that I am a general partner of the partnership applicant. (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

I certify that I am the owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant. (If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account. In accordance with Section 400-18(H) of the Mount Olive Land Use Ordinance, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fifteen (15) days.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner

**CERTIFICATE OF OWNERSHIP OF APPLICANT  
AS REQUIRED BY NEW JERSEY LAW  
(P.L. 1977, CHAPTER 336)**

Listed below are names and addresses of all owners of 10% or more of the stock/interest\* in the undersigned applicant corporation/partnership.

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation/partnership so reported, this requirement shall be followed until the names and addresses of the noncorporate stockholders/individual partners exceeding 10% ownership criterion have been listed.

\_\_\_\_\_  
SIGNATURE OF OFFICER/PARTNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF APPLICANT CORPORATION/PARTNERSHIP

**MOUNT OLIVE TOWNSHIP**  
**CERTIFICATE OF PAID TAXES**

**ARTICLE VI (n)**                      **Certificate from Tax Collector that all taxes are paid to date.**

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Block(s)** \_\_\_\_\_                      **Lot(s)** \_\_\_\_\_

**Zone:** \_\_\_\_\_                      **# of Lots** \_\_\_\_\_

**DESCRIPTION: (check)**

**Minor**                        **Major**                        **Sketch**              
**Preliminary**               **Final**           

**TAXES AS RECORDED FOR YEARS 2013**

**First Quarter** \_\_\_\_\_                      **Second Quarter** \_\_\_\_\_

**Third Quarter** \_\_\_\_\_                      **Fourth Quarter** \_\_\_\_\_

**I hereby certify that the above taxes are paid to date.**

\_\_\_\_\_  
**Tax Collector**  
**Mount Olive Township**

\_\_\_\_\_  
**Date**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

**TO:** The Township of Mt. Olive

**RE:** Block \_\_\_\_\_, Lot \_\_\_\_\_

I the undersigned hereby agree to indemnify and hold harmless the Township of Mt. Olive for any accident, injury, or other occurrence or liability which may occur as a result of the issuance of a Certificate of Occupancy for the above stated property to myself, \_\_\_\_\_, owners of said property. This Indemnification and Hold Harmless Agreement is given for the purpose of inducing the Township of Mt. Olive to issue the said Certificate of Occupancy prior to the complete final course of paving on the street within said subdivision (other final improvement) about to be turned over to the Township of Mt. Olive.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF OWNER

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_:

I certify that on \_\_\_\_\_, 2013 \_\_\_\_\_ personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

- 1. is named in and personally signed the attached document; and
- 2. signed, sealed and delivered this document as his or her act and deed.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF OWNER

Prepared by:  
\_\_\_\_\_

**MOUNT OLIVE TOWNSHIP**

**PLANNING BOARD**

**SITE INSPECTION AUTHORIZATION**

I, \_\_\_\_\_, THE UNDERSIGNED PROPERTY OWNER, HEREBY GRANTS PERMISSION FOR MOUNT OLIVE TOWNSHIP OFFICIALS TO CONDUCT A SITE INSPECTION ON LOT \_\_\_\_\_ IN TAX BLOCK \_\_\_\_\_, OTHERWISE KNOWN AS \_\_\_\_\_ IN CONNECTION WITH AN APPLICATION FILED WITH THE PLANNING BOARD FOR THIS PROPERTY.

\_\_\_\_\_  
(Property Owner or Authorized Agent)

DATE: \_\_\_\_\_