

BOROUGH OF CHATHAM**INSTRUCTIONS TO APPLICANTS FOR FILING WITH THE PLANNING BOARD
OR THE ZONING BOARD OF ADJUSTMENT FOR THE BOROUGH OF
CHATHAM**

The Land Development Ordinances for the Borough of Chatham and the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., require the submission of an application by the applicant-property owner for the improvement or further development of any property that requires any variance, any subdivision, or site plan approval for a commercial or business property. All required forms for these applications are attached to this notice.

To submit an application for any property in the Borough of Chatham to either the Planning Board or Zoning Board of Adjustment, it is necessary for a complete application to be filed with the appropriate Board Administrative Secretary.

All applications require the completion of the application form and the additional submissions and materials required from the checklist(s) attached to the application form, which are based upon the type of improvements and/or further work or development which is involved in the applicant's request. All application materials must be collated.

In addition to all submission items required in the application form and checklist(s) attached, all filing fees and required escrows must be paid to the appropriate Board Administrative Secretary at the time the application is submitted.

An application must be confirmed as a valid submission by the appropriate Board Administrative Secretary before any further processing of the application by the Zoning Officer.

For purposes of completeness review, the applicant is directed to submit three (3) copies of the appropriate plans and application materials. Thereafter, if the application is determined to be complete by the Zoning Officer, the applicant shall submit additional copies of the appropriate plans and application materials.

A complete application will not be scheduled for public hearing until the required number of plans and application materials are submitted to the appropriate Board Administrative Secretary.

**BOROUGH OF CHATHAM
INSTRUCTIONS CONTINUED**

- 1. PLANS MUST SHOW ALL ROOM DIMENSIONS**
- 2. PLANS MUST SHOW THE EXISTING AND PROPOSED STRUCTURES**
- 3. SURVEY EXISTING AND PROPOSED**
- 4. ALL PAPERWORK, DOCUMENTS, EXHIBITS AND POSTER BOARDS MUST HAVE APPLICANT'S NAME, ADDRESS, BLOCK AND LOT**
- 5. PLEASE HAVE POSTER BOARDS WITH REMOVABLE PICTURES OR SEPARATE PICTURES LABELED WITH APPLICANT'S NAME AND ADDRESS (BLOCK & LOT)**
- 6. PLANS AND SURVEYS MUST BE LABELED WITH NAME AND ADDRESS (BLOCK & LOT)**
- 7. NEW REVISED PLANS MUST BE LABELED WITH NEW DATE, NAME AND ADDRESS (BLOCK & LOT)**
- 8. MUST HAVE ALL YOUR NOTICES (PROPERTY OWNERS) AND (NEWSPAPER) COMPLETED 10 DAYS PRIOR TO MEETING DATE**
- 9. CHATHAM COURIER NEWSPAPER IS PUBLISHED ONCE A WEEK ONLY ON THURSDAY**
- 10. MUST HAVE DENIAL LETTER FROM ZONING OFFICER WITH DESCRIPTION OF ORDINANCE NUMBER WHICH IS IN VIOLATION OF BOROUGH ORDINANCE AND VARIANCE DESCRIPTION**
- 11. 17 COPIES (3 COPIES FOR INITIAL COMPLETENESS REVIEW) OF ALL PLANS, SURVEYS, TAX MAP, LETTER OF PRINCIPAL AND POINTS, APPLICATION. ALL APPLICATION MATERIALS MUST BE COLLATED.**

BOROUGH OF CHATHAM

Borough of Chatham, Fairmount Avenue, Chatham, New Jersey 07928

APPLICATION FOR DEVELOPMENT

[] Planning Board
 [] Board of Adjustment
 App. Number: _____ Date of First Submission: _____
 Valid Application Date: _____
 Completeness Date: _____

1. PROPERTY INFORMATION

Address: _____ Zone: _____
 Tax Map Number: _____ Block: _____ Lot(s): _____
 Present Use: _____

Has there been any previous application involving these premises by the applicant or any prior owner of the property? () Yes () No () Unknown
 If yes, nature of application, date and determination: _____

Does the applicant own adjacent property? () Yes () No If yes, address of property: _____

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
 () Yes [attach copies] () No () Proposed

2. APPLICANT INFORMATION

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax: _____ Email: _____
 Applicant is a(n): () Individual () Partnership () Corporation

CONTACT FOR APPLICATION

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax: _____ Email: _____

3. DISCLOSURE STATEMENT

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 application 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 in the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed. (Attach pages as necessary to comply).

Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____
Name: _____	Address: _____	Interest: _____

4. OWNER'S INFORMATION

If the Owner is other than the applicant, provide the following information on the Owner(s):
 Owner's Name: _____
 Address: _____ Telephone Number: _____

OWNER MUST SIGN AUTHORIZATION BELOW

5. APPLICANT'S ATTORNEY (Corporations must be represented by an attorney)

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

6. APPLICANT'S ENGINEER

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

7. APPLICANT'S ARCHITECT

Name: _____
Address: _____
Phone #: _____ Fax: _____ Email: _____

8. NATURE OF THE APPLICATION (Check applicable items)

- Conceptual subdivision plan
- Minor subdivision
- Major subdivision preliminary
- Major subdivision, final
- Amendment to approved plat
- Lot line adjustment
- Conditional use
- Use variance
- Variance, residential fence or deck
- Variance, other residential
- Variance, other non-residential
- Zone change
- Conceptual site plan
- Site plan approval, preliminary residential
- Site plan approval, preliminary non-residential
- Site plan approval, final
- Amendments to approved site plans
- Change of permitted use with waiver of site plan
- Wireless telecommunications application
- Appeal from administrative decision
- Interpretation of zoning ordinance

9. BRIEF DESCRIPTION OF PROJECT: Indicate type of improvement, alteration, structure, or use proposed; describe all structures, improvements, and uses now on the property. For any non-residential, business, or commercial use provide hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other information important for consideration:

10. DOES THE APPLICATION COMPLY WITH ALL REQUIREMENTS OF THE ZONE: If not, state violation, article, section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary. Attach any letter or document from the Zoning Official or any other office of the Borough of Chatham which has been issued to you regarding this property.

11. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

Signature of the Applicant: _____ Date: _____

IF THIS APPLICATION IS SUBMITTED BY ANYONE OTHER THAN THE OWNER, THE OWNER MUST EXECUTE THE CONSENT WHICH IS ATTACHED TO THIS APPLICATION.

OWNER'S CONSENT TO APPLICATION

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.

Owner

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

A Notary Public of the State of New Jersey

**BOROUGH OF CHATHAM
PLANNING BOARD AND BOARD OF ADJUSTMENT
PERMISSION TO ENTER APPLICANT'S PROPERTY**

We, the undersigned Applicants, have made an application for development, variances or other relief before the Chatham Borough Board members, the appropriate Borough (Planning Board) (Board of Adjustment). We understand that the Board members, the appropriate Borough officials, and any counsel or other experts retained by the Board must have an opportunity to go on our property and examine the same, in order to be able to fully understand and evaluate our application.

We therefore grant permission to the members of the Board before which we will be appearing, their counsel and retained experts, the Borough Construction Official, the Borough Engineer, the Borough fire warden, and any other appropriate Borough officials, to come on our property during daylight hours in order to make a thorough examination of the same for the purpose of more effectively deciding our application. We understand that in all cases the Board members and others referred to here:

- 1. Will carry, available for inspection by the Applicants, photograph identification cards or other documentation that may readily identify them.
- 2. In all cases where the property contains Applicants' residence, they shall ring doorbell and announce their presence before proceeding with their inspections.
- 3. Wherever possible, they will call the Applicants in advance before coming to the property.

Date: _____

Applicant

Applicant

**BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST A - GENERAL REQUIREMENTS FOR ALL APPLICATIONS FOR
DEVELOPMENT***

*This Checklist shall not be applicable to Requests for Interpretation, Appeals of a Decision of a Borough Official, or Change of Permitted Use with Request for Waiver of Site Plan. Checklists E and F are required for these applications.

Item	Checklist A – General Requirements	Submitted	For Borough Use
	<u>FOR ALL ITEMS ON EACH CHECKLIST, SEVENTEEN (17) COPIES OF EACH ITEM MUST BE SUBMITTED UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u>		
1.	Completed and signed Application for Development, including the Permission to Enter Applicant's Property, and submission of applicable Checklist(s)		
2.	Payment of required application and escrow fees from listing of application charges and escrow deposits attached		
3.	Property survey <u>signed and sealed by land surveyor or engineer</u> , which must be dated within 5 years from the date of the <u>application and which must show all current improvements and conditions on the property, including the location of all fences, decks, etc.</u>		
4.	Certificate from the Borough Tax Collector that taxes for the property have been paid current – 4 copies		
5.	Letter from Borough Water and Sewer Department that all Borough fees and charges are paid current – 4 copies		
6.	Certified list of all property owners within 200 feet of the property from Borough Tax Assessor's office – 4 copies		
7.	Photographs of the property from the front, back and both sides.		
8.	Copies of any prior resolutions of approval for this property from either the Planning Board of the Zoning Board of Adjustment – 4 copies		
9.	Copies of any letters or notices received from any Borough official, office, board, or agency – 4 copies		
10.	Name, address, and phone number of any witness or experts who will be presenting testimony or reports regarding this application – attach hereto copies of all such reports – 4 copies		
11.	Copies of any and all approvals received from any other governmental agency, and if any permits have been issued attach hereto full and complete copies of any and all such notices, documents, approvals, or permits – 4 copies		
12.	<u>Copies of any deed restrictions or easements that affect the property</u>		
13.	Proposed notice to affected property owners and/or to be published for hearing		
14.	<u>Statement of reasons why the application is necessary and all facts and information that would support an approval</u>		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST B – “C” VARIANCES FOR DECKS AND FENCES ON SINGLE-FAMILY
AND TWO-FAMILY RESIDENTIAL PROPERTIES**

Item	Checklist B – General Requirements	Submitted	For Borough Use
	<u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u>		
1.	Letter from Zoning Officer of Building Department denying your permit - approval		
2.	Plans to scale for the deck on sheets no larger than 2 feet by 3 feet. Height-elevation of deck. Detailed description of the proposed fence as to height, type of fence (open vs. solid), complete construction details. Present survey and separate survey with the location of the deck or fence proposed accurately measured and marked with setbacks noted. Attach any brochures or other materials that show the details and materials to be used for the deck or fence.		
3.	Landscaping plan showing existing landscaping and locations of any proposed plantings and/or buffer areas to be provided.		
4.	If any lighting is proposed, location, mounting height, fixture type, and description of such lighting in detail		
5.	Statement as to any existing structure of improvement that will be removed from the property as part of the installation of the deck and/or fence now being proposed		

BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3

**CHECKLIST C – PLAN REQUIREMENTS FOR ALL APPLICATIONS FOR
DEVELOPMENT***
**CONCEPTUAL SITE PLAN AND/OR SUBDIVISION REVIEW
PRELIMINARY SITE PLAN OR SUBDIVISION APPROVAL
AND ALL VARIANCES (NOT COVERED IN CHECKLIST B)**

*This checklist shall not apply to:

- 1) "C" Variance Relief for Decks and Fences for Single-Family and Two-Family Residences (Use Checklist B)
- 2) Change of Permitted Use with Request for Waiver of Site Plan (Use Checklist E)
- 3) Requests for Interpretation, Appeals of a Decision of a Borough Official (Use Checklist F)

Item	Checklist C – General Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Floor Plans for each floor of the building or structure <u>with clearly displayed dimensions of all rooms, perimeters</u>		
2.	Building facades of elevations for all sides of the building or structure <u>with roof height measurements included</u>		
3.	Written statement of reasons why variance(s) is/are necessary		
Item	For Subdivision and Preliminary Site Plan Plan Details Required	Submitted	For Borough Use
1.	Plans neat and accurate, with consecutive numbering and descriptive label §165-162(A)(1)		
2.	Identification block §165-162(A)(2)		
3.	Plans certified with identity of preparer with dates of preparation and revision §165-162(A)(3) and (A)(4)		
4.	Standard sheet sizes: 8 x 13 inches, 15 by 21 inches, or 24 by 36 inches §165-162(A)(1)		
5.	Proper scale §165-162(A)(6)		
6.	Key Map, North arrow on each page, reference meridian, 200' list of property owners with names and addresses §165-162(A)(7), (A)(8), and (A)(9)		

Item	Plan Details Required	Submitted	For Borough Use
7.	Zoning analysis showing required, existing, and proposed zoning conditions, variances and design waivers identified §165-162(A)(10)		
8.	Show existing and proposed dimensions and values for lot area, lot frontage, lot width, lot depth, front yard setback, rear yard setback, total lot coverage, lot coverage ratio, total building coverage, building coverage ratio, floor area spaces, and floor area ratio §165-162(A)(11)		
9.	Show existing and proposed additional floor area for each floor, basement, attic, porch area and garage area, and proposed additional floor area for the basement and each floor and attic §165-162(A)(12)		
10.	Signature block with necessary signatures on first page of plans §165-162(A)(13)		
11.	Dimensions in feet and inches, area values in square feet, ratios in percent to two decimal places §165-162(B)(1)		
12.	Width, depth, and height dimensions in feet and inches §165-162(B)(2)		
13.	Proposed location and size of all structures, <u>mechanicals</u> , and <u>any and all</u> improvements §165-162(B)(3)		
14.	Bearing and dimensions of boundary lines and angle between intersecting lines, in degrees, minutes, and seconds §165-162(B)(4)		
15.	Indication of any reference corners and location <u>dimensions</u> and kind of each permanent property monument §165-162(B)(5)		
16.	Location of Zoning District boundaries within 200 feet of development §165-162(B)(6)		
17.	Location of Municipal boundary lines within 200 feet of development §165+162(B)(7)		
18.	Proposed front, side, and rear yard setbacks, and second story overhanging setbacks, distances in feet to two decimal places §165-162(B)(8)		
19.	Lot frontage, width, depth and area 165-162(B)(9)		
20.	Any street or roadway access and proposed directions of travel §165-162(B)(10)		
21.	Location and size (width and depth) of base height, from the original ground elevation to top element §165-162(B)(11)		
22.	Location, size, materials, method of attachment, and description of any signs, in accordance with Article XIII §165-162(B)(12)		
23.	Location, size, and description of any exterior lighting, with direction of illumination, power, and candlepower diagram, showing conformance with Section 165-78 §165-162(B)(13)		
24.	Location, size and description of all existing and proposed utilities §165-162(B)(14)		
25.	<p>Floor plans and gross floor area (both total and footprint) §165-162(B)(15)</p> <p><u>Footprint = the area encompassed by a building's outer wall at ground level</u></p> <p><u>Gross floor area (floor area, gross) = The aggregate sum of the horizontal areas of all enclosed floors of a building or buildings, measured from the exterior face of the exterior walls of all enclosed portions of the building, including, but not limited to closets, stairs, foyers, and storage areas. All attic, cellar or basement space(s) occupied for storage or other ancillary uses with the exception of mechanical equipment shall also be included in gross floor area</u></p>		
26.	Façade (elevation) drawings of proposed and existing buildings §165-162(B)(16)		

Item	Plan Details Required	Submitted	For Borough Use
27.	Spot elevations (at building corners) and first floor building elevation §165-162(B)(17)		
28.	Fences and walls – <u>height</u> , locations, dimensions, setbacks, materials §165-162(B)(18)		
29.	Curbing, sidewalks, driveways, loading area §165-162(B)(19)		
30.	Refuse Storage – locations, type, dimensions, proposed enclosures, volume of storage §165-162(B)(20)		
31.	Existing and proposed public improvements, easements, rights of way, and restrictions of record, with accurate metes and bounds descriptions for same §165-162(B)(21)		
32.	Depiction of any existing natural features on the property and within 200 feet of each boundary line §165-162(B)(22)		
33.	Wetlands, wetlands delineations and buffers, water courses, conservation areas and easements, wellheads, floodplain area, underground tanks and other environmental items §165-162(B)(23)		
34.	Stormwater management structure, dry wells, culverts, outlets and other details for stormwater drainage and management §165-162(B)(24)		
35.	Steep slopes, <u>contours</u> , elevations, and calculations in accordance with Section 165-14(D)(2), 165-14(D)(3), and 165-14(G); §165-162(B)(25)		
36.	Loading and unloading area(s) §165-162(B)(26)		
37.	Parking layout plan accordance with Section 165-163© §165-162(B)(27)		
38.	Existing trees depiction for trees 8 inches and over in diameter at 3' above ground elevation §165-162(B)(28)		
39.	Landscaping plan in accordance with Section 165-163(D) §165-162(B)(29)		
40.	Soil erosion and sediment control plan §165-162(B)(30)		
41.	Written statement describing requests and basis for all Checklist waivers		
Item	Other Requirements	Submitted	For Borough Use
42.	Written environmental statement including all documentation outlined in §165-161(B) – 4 copies		
43.	Wetlands- written statement, report, and/or documentation §165-161(B)(23) – 4 copies		
44.	Stormwater management addressed in accordance with §165-161(B) – 4 copies		
45.	Traffic impact study in accordance with §165-163(B)		
46.	Parking management report in accordance with §165-161(C)		
47.	Documentation showing compliance with Well Head Protection Areas (Article IX) and Flood Damage prevention (Article XI)		
48.	Written statement describing requests and basis for all Checklist waivers		

BOROUGH OF CHATHAM, NEW JERSEY

**LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3**

**CHECKLIST D – REQUIREMENTS FOR FINAL SITE PLAN
AND/OR FINAL MINOR OR MAJOR SUBDIVISION**

Item	Checklist D – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed application form and Checklist D		
2.	List of all Application filing fees and escrows and receipt showing payment – 4 copies		
3.	Certification that taxes are current from the Tax Collector and proof that water and sewer charges are current – 4 copies		
4.	All prior resolution and approvals regarding the subject property – <u>4 copies</u>		
5.	List of all other governmental approvals and copies of all permits, approvals, and exemptions from government unit – 4 copies		
6.	Written certification regarding improvements <u>are</u> installed in accordance with preliminary plan approval; if changes have occurred, documentation that no new variance or waiver relief is required and that the Zoning Officer administratively approved changes		
7.	Statement from Borough Engineer regarding utilities and drainage, improvements, inspections, and performance guarantees (§165-161(C))		
8.	Applicant’s written certification regarding any unfinished or incomplete improvements, proof of payment and satisfaction of all bonding requirements as required by the Borough Engineer and Ordinances §165-161(C)(10)		
9.	Engineering plans, architectural details and drawings in accordance with Sections 165-162 and 165-163 and Checklist C		
10.	As-built survey in accordance with Sections 165-163(A) and 165-161(C)		
11.	Any document, plan, or other items required <u>as required by</u> preliminary approval – 4 copies		
12.	Written statement describing requests and basis for any Checklist waivers		

BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3

**CHECKLIST E – APPLICATION FOR CHANGE OF PERMITTED USE
WITH REQUEST FOR WAIVER OF SITE PLAN
BEFORE BOROUGH PLANNING BOARD**

Item	Checklist E – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed Borough Application form and Checklist E		
2.	List of required filing fees and escrows and proof of payment		
3.	Four (4) copies of certificates that property taxes are paid and four (4) copies of letter(s) indicating that water and sewer fees are paid		
4.	Written statement of the prior use of the premises or building in question		
5.	Written statement describing the proposed use of the space of building in question, including a description of day-to-day business operations, including hours of operation, staffing levels, deliveries, use of off-street parking or other parking lots for proposed business, and other relevant operational details.		
6.	Written confirmation that no exterior changes (other than signage) are proposed		
7.	Architectural or hand-drawn floor plan(s) showing proposed interior layout, uses, storage/refuse areas, ingress and egress must be satisfactory to the Borough Engineer		
8.	Survey of property which must be within past five years <u>and which shows all improvements and current conditions on the property</u>		
9.	Most recent Site Plan if available, with required sign details, including plans, renderings or photographs in question		
10.	Signage plan, with required sign details, including plans, renderings or photographs of same		
11.	Photographs of building or premises to be occupied from all adjoining property lines		
12.	Copies of review and comments of Borough Sign Committee and Borough Historic Preservation Commission		
13.	Statement of how all waste and recycling will be handled, and describe and locate on the property all waste and recycling receptacles		

BOROUGH OF CHATHAM, NEW JERSEY
LAND DEVELOPMENT CHECKLIST
AS AUTHORIZED UNDER N.J.S.A. 40:55D-10.3

**CHECKLIST F – REQUEST FOR INTERPRETATION OF
BOROUGH ORDINANCE OR APPEAL FROM DECISION OF
BOROUGH OFFICIAL BEFORE ZONING BOARD OF ADJUSTMENT**

Item	Checklist F – Requirements	Submitted	For Borough Use
	<p><u>FOR ALL ITEMS ON CHECKLIST, FILE SEVENTEEN (17) COPIES OF EACH ITEM UNLESS OTHERWISE SPECIFIED. ALL APPLICATION MATERIALS MUST BE COLLATED.</u></p> <p>SEE BOROUGH ORDINANCES FOR FURTHER DETAILS</p>		
1.	Completed and signed Borough Application and Checklist F		
2.	Proof of payment of filing fees and escrows, <u>proof that taxes, water charges are current</u>		
3.	A copy of the decision, action or interpretation being appealed		
4.	<u>Written</u> statement of applicant's interest in the property, <u>with documents that confirm such interest</u>		
5.	Property survey as dated within five (5) years of submission and certification by owner that survey accurately represents <u>all structures and improvements on the property and</u> current site conditions		
6.	Written statement of applicant's factual, legal, zoning and/or planning positions upon which the Application or Appeal is based		
7.	Statements, plan(s), photographs, or other documents providing tangible pictorial or supporting information of the proposed structure, work, or use involved		
8.	Photographs of the property in question from all adjoining street and property lines		
9.	List of all witnesses who will appear at hearing, name, address, phone number, and attach copies of any reports		

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

BOROUGH OF CHATHAM ZONING BOARD

NOTICE OF HEARING ON APPLICATION

TO: _____ OWNERS OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Zoning Board for the Borough of Chatham for _____ approval so as to permit:

_____ on the premises at _____ and designated as Lot _____ Block _____ on the Borough of Chatham Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

Any required variances and/or waivers required for this application are as follows:

_____ A public hearing has been scheduled for _____, 20____, at 7:30pm, in the Chatham Borough Municipal Building, Council Chambers, Third Floor, 54 Fairmount Avenue, Chatham, New Jersey 07928, and when the case is presented, any comments, testimony, or objections which you may have to the granting of the relief sought in the application will be heard.

All application materials, maps, reports, and related materials regarding this application are on file with the Board Administrative Secretary for the Borough of Chatham and are available for inspection Monday through Friday during regular business hours.

This notice is sent to you by the applicant by order of the Zoning Board for the Borough of Chatham.

Respectfully,

(Applicant)

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER

BOROUGH OF CHATHAM ZONING BOARD

TAKE NOTICE that on the _____ day of _____, 20____, at 7:30 p.m. a hearing will be held before the Zoning Board of Adjustment for the Borough of Chatham at the Chatham Borough Municipal Building in the Council Chambers, Third Floor of 54 Fairmount Avenue, Chatham, New Jersey 07928, on the application of the undersigned for approval so as to permit _____

_____ on the premises located at _____ and designated as Block _____ Lot _____ on the Borough of Chatham Tax Map.

Any required variances and/or waivers required for this application are as follows:

All application materials, plans, and relevant documents or papers pertaining to this application are on file with the Board Administrative Secretary and are available for inspection Monday through Friday during regular business hours.

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

(Name of Applicant)

Publication Date: _____

NOTICE SERVED ON OWNERS WITHIN 200 FEET ETC.

BOROUGH OF CHATHAM PLANNING BOARD

NOTICE OF HEARING ON APPLICATION

TO: _____ OWNERS OF PREMISES _____

PLEASE TAKE NOTICE:

That the undersigned has filed an application for development with the Planning Board for the Borough of Chatham for _____ approval so as to permit:

on the premises at _____ and designated as Lot _____ Block _____ on the Borough of Chatham Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity.

Any required variances and/or waivers required for this application are as follows:

A public hearing has been scheduled for _____, 20__, at 7:30pm, in the Chatham Borough Municipal Building, Council Chambers, Third Floor, 54 Fairmount Avenue, Chatham, New Jersey 07928, and when the case is called you may appear either in person, or by agent or attorney, and participate in the case and present any comments, testimony, or objections which you may have as to the granting of the relief sought in the application.

All application materials, maps, reports, and related materials regarding this application are on file with the Board Administrative Secretary for the Borough of Chatham and are available for inspection Monday through Friday during regular business hours.

This notice is sent to you by the applicant by order of the Planning Board for the Borough of Chatham.

Respectfully,

(Applicant)

NOTICE TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER
BOROUGH OF CHATHAM PLANNING BOARD

TAKE NOTICE that on the _____ day of _____, 20____, at 7:30 p.m. a hearing will be held before the Planning Board for the Borough of Chatham at the Chatham Borough Municipal Building in the Council Chambers, Third Floor of 54 Fairmount Avenue, Chatham, New Jersey 07928, on the application of the undersigned for approval so as to permit

_____ on the premises located at _____

and designated as Block _____ Lot _____ on the Borough of Chatham Tax Map.

Any required variances and/or waivers required for this application are as follows:

All application materials, plans, and relevant documents or papers pertaining to this application are on file with the Board Administrative Secretary and are available for inspection Monday through Friday during regular business hours.

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

(Name of Applicant)

Publication Date: _____