



Borough of Chatham

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

Property owners must submit an application for the approval of any improvements or further development that requires a variance, subdivision, or site plan approval in accordance with and subject to the procedures in the Municipal Land Use Law, N.J.S.A.40:55D-1, et. seq., and the Land Development Ordinances for the Borough of Chatham. This document outlines the instructions for submitting a complete application to either the Planning Board or the Zoning Board of Adjustment. Forms 1C, 1D and 1E must be completed prior to the application being submitted. (see individual forms for details)

1. Application Submission to the Board Administrative Secretary (three complete sets):
 - a. Complete the application form and attach all required plans and materials. Refer to the checklist(s) provided.
 - b. Payment of the applicable filing fees and required escrows. (submit one copy of W-9)
 - c. Required Information on Plans and Materials:
 - i. Show all room dimensions on the plans.
 - ii. Plans should clearly indicate the existing and proposed structures.
 - iii. Include surveys for both existing and proposed conditions.
 - iv. Ensure that all paperwork, documents and exhibits contain the applicant's name, address, block, and lot.
2. Denial Letter and Variance Description:
 - a. Include the denial letter from the Zoning Officer, stating the ordinance number(s) that the application violates, and a description of the variance required or sought.
3. Completeness:
 - a. When the application is determined to be completed by the Administrative Secretary, the applicant will be emailed a completeness letter and certificate.
 - b. Then the applicant will submit the required number of additional copies (14 copies for Zoning Board of Adjustment, 17 copies for Planning Board) of all plans, surveys, tax map, letter of principal and points, and the application to the Board Administrative Secretary (do not include the W-9 form). The same should be emailed to boroughclerk@chathamborough.org so that it can be posted online.
 - c. Collate all application materials.
4. Hearing Date:
 - a. Once all additional copies are received and reviewed, the Board Administrative Secretary will assign a hearing date and inform the applicant.

5. Notices and Publications:

- a. Once the hearing date is determined prepare the notice for publication and distribution to the addresses listed on the 200' list and email the Board Administrative Secretary for approval. (appendix 1G)
- b. Once reviewed and approved please proceed with publication and mailing of the notice.
 - i. Notice must be published at least 10 days prior to the hearing (Chatham Courier is published only on Thursdays, with a deadline of Tuesday prior to publication at 11 am.)
 - ii. Mailings must be sent certified and must be complete no later than 10 days before the meeting date.

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6. As soon as received please email the Board Secretary a scanned version of the hearing notice and the certified mail receipts. (originals should be brought to the hearing to be filed with application along with appendix 1F, affidavit of service)

Please review these instructions carefully and ensure that all requirements are met when submitting your land use application. Incomplete applications may be returned if not complete. If you have any questions or require further clarification, please contact the Board Administrative Secretary, Vanessa Nienhouse, RMC, Boroughclerk@chathamborough.org