



## **BOROUGH OF CHESTER**

50 NORTH ROAD  
CHESTER, NEW JERSEY 07930

908-879-3660 EXT. 2123  
WWW.CHESTERBOROUGH.ORG

### **LAND USE BOARD APPLICATION PACKET**

The enclosed packet contains forms and instructions required in order to make an application to the Chester Borough Land Use Board. Please read through the instructions carefully, as they are a guide to the application and hearing process. The items listed below are included with this application package:

#### **INFORMATION AND INSTRUCTIONS**

Planning Board Application Procedures

#### **APPLICATION SUBMISSION**

Land Use Development Application

Escrow Agreement

W-9 Form

Fee Schedule

Ownership Disclosure Statement

Political Contribution Disclosure Statement

Property List Request Form

Checklist

#### **NOTIFICATION**

Notice of Hearing

Affidavit of Service of Notice

Public Notice

## **LAND USE BOARD APPLICATION PROCEDURES**

### **STEP I: APPLICATION SUBMISSION**

- A. Completed Land Use Development Application- 15 Copies
- B. Signed Escrow Agreement and w-9 tax form.
- C. All required Fee and Escrow payments as set forth in the Fee Schedule. Application fees are non-refundable. All checks should be made payable to the "Borough of Chester." Separate checks must be submitted for fees and escrow.
- D. Completed Application Checklist and Required Submission Materials as denoted in the Checklist. All items denoted with an "X" are required for that type of application. If an item on the Checklist is not applicable or inappropriate, a submission waiver must be requested with justification for such a waiver and require appropriate waiver fees.
- E. Property Owners List Request & associated \$10.00 fee.
- F. Request a Tax Search& submit associated \$10.00 fee to the Tax Collector. A search of municipal tax liens will show whether there are any outstanding taxes or liens on the subject property. Documentation of paid taxes must be provided before being deemed complete.
- G. For any Corporation or Partnership applying for a variance for non-residential purposes or to construct a multi-residential swelling of 25 or more units, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock or 10% interest in the partnership and an affidavit verifying its accuracy.
- H. Completed Political Disclosure Statement. Please do not state "not applicable."
- I. A PDF of the plan and application are to be emailed to the Land Use Administrator.
- J. For all non-residential applications, applicants are to mail the application, plans and all supporting documents to the Board Professionals directly.

#### **Attorney:**

Amanda C. Wolfe, Esq.  
Post Polak, P.A.  
425 Eagle Rock Ave  
Suite 200  
Roseland, NJ 07068

#### **Engineer:**

VanCleeef Engineering  
Joe Vuich, PE  
111 Howard Blvd.  
Suite 110  
Mt. Arlington, NJ 07856

#### **Planner:**

Mr. David Banisch, PP  
111 Main Street  
Flemington, NJ 08822

K. Outside Agency Approval

If you require Morris County Planning Board approval, forward the application to the County only after your application is deemed complete. Include your completeness letter with your application to the County.

- L. Inter Office Approval(s). Your application may need review by other departments such as Shade Tree Commission, Historic Preservation, and Board of Health.

**STEP II: COMPLETENESS REVIEW** (within 45 days of submission)

- A. The application will be transmitted to all applicable Borough departments and professionals for review.
- B. Staff and professionals will review the documentation submitted and verify that all required items in the Application Checklist have been submitted.
- C. All required documentation shall be provided, or waivers may be requested from various checklist submission requirements. If the necessary items have not been submitted, a completeness review will be sent to the applicant (within 45 days of submission) indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing. Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date.

**STEP III: PUBLIC NOTIFICATION** (a minimum of 10 days prior to hearing)

Notice must be provided (pursuant to *N.J.S.A. 40:55D-12*) in the official newspaper (The Observer Tribune) and to the property owners within 200 feet of the subject parcel. Please review the following instructions regarding proper notice procedures:

- A. Do not provide notice until you have been formally scheduled for a Land Use Board hearing.
- B. Notice must be provided a minimum of ten (10) days prior to the hearing (not including the date of the meeting) or the application will be rescheduled to a later date, which will require new notice.
- C. Complete the NOTICE OF HEARING:
  - 1. The description of the relief sought must be provided on the form.
  - 2. Copies of the form must be distributed to all persons/entities list on the Property Owners List either by Certified Mail or Hand Delivery in accordance with *N.J.S.A. 40:55D-12*.
  - 3. A copy of the Notice of Hearing must all be provided to all utility companies listed on the supplemental sheet attached to the Property Owners List.
- D. Complete the AFFIDAVIT OF SERVICE OF NOTICE, sign, notarize, and attach original certified mail receipts.
- E. Complete PUBLIC NOTICE of Land Use Board hearing and submit it to the newspaper:
  - 1. Legal notices must be submitted to the Observer Tribune at least five (5) working days prior to the date to be published. *Notice must be published at least 10 days prior to the hearing.*
  - 2. The description of the relief desired should be reflected on the NOTICE OF HEARING.
  - 3. The newspaper will send you an affidavit of proof of publication, which must be submitted to the Land Use Administrator.



#### **STEP IV: SUBMIT PROOF OF NOTICE**

The following items must be submitted to the Land Use Administrator no later than seven (7) days prior to the hearing date.

- A. One copy of the NOTICE OF HEARING, and
- B. The AFFIDAVIT OF SERVICE OF NOTICE, and
- C. Original certified mail receipts, and
- D. The affidavit of proof of publication from the Observer Tribune.

#### **STEP V: PREPARE THE PRESENTATION**

The presentation to the Land Use Board should be brief and concise but present all relevant facts and address the requested variances. Photographs, sketches, witnesses, and/or any other pertinent information may be presented. The burden of proof is on the applicant since they are asking for an exception of the ordinance. The Land Use Board is required to consider certain tests in evaluating your application, as specified in the Municipal Land Use Law (M.L.U.L.).

Staff and professionals will prepare a review of each application, which should be addressed at the hearing. Land Use Board members and the applicant will receive copies of the review prior to the hearing.

Site visits may be required prior to the hearing. If a site visit is warranted, the Land Use Board staff will arrange a time prior to the hearing. If a site visit is required, you may be required to mark out setback requirements, etc.

All applicants or property owners that are incorporated must be represented by an attorney. Any employed professionals and experts for the applicant will be certified that they possess the appropriate New Jersey licenses prior to any testimony at the Land Use Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude their ability to be certified as an expert witness by the Land Use Board.

#### **STEP VI: ATTEND THE HEARING** (within 120 days of being deemed complete)

- A. An application must be heard by the Land Use Board within 120 days of being deemed complete.
- B. The Land Use Board meet the second and fourth (workshop) Thursday of every month, except holidays or otherwise advertised, in the Council Chambers of the Municipal Building at 50 North Road, Chester, NJ 07930. The hearing begins at 7:00pm which is open to the public.

#### **STEP VII: AFTER THE HEARING**

- A. The Resolution will be presented and memorialized by the Land Use Board 45 days of decision. A copy of the resolution will be emailed to the applicant or the applicant's attorney.
- B. Notice of Decision. A Notice of Decision will be submitted by the applicant to the Observer Tribune for publication within ten (10) days of memorialization of the Resolution. A copy will be submitted to the Land Use Administrator.
- C. Time Period for Appeal. Any party, interested in appealing the decision of the Land Use Board, must do so within forty-five (45) days of the publication of the Notice of Decision.
- D. Items to Submit After the Hearing:

1. Conditions of Approval. Any and all conditions of approval must be satisfied (legal documents, additional information, etc.), which should be submitted to the Land Use Board Administrator. Revised as necessary.
2. Conformance Plans. Three (3) copies of revised plans, which address needed completeness items and comments from staff and Board professionals, should be submitted to the Land Use Administrator for review. Revised as necessary.
3. Escrow. Any outstanding bond payments, inspection escrow, and/or review escrow must be submitted prior to the issue of any permits. Should a positive balance remain in the escrow account after the project is complete and all bills are submitted, a written request for the refund of all remaining escrow must be submitted to the Land Use Administrator.
4. Zoning Permit. A Zoning Permit application may be submitted once the above items have been completed. A processing fee of \$25.00 for residential projects or \$50.00 for non-residential projects is required.
5. Council on Affordable Housing Fee (COAH). A COAH Fee may apply for new construction of single-family homes and commercial development, per Borough Ordinance.
6. A pre-construction meeting will be scheduled with the Engineer prior to building permits being issued. Building permits may be applied for at the Construction Department.



BOROUGH OF CHESTER  
50 NORTH ROAD  
CHESTER NJ 07930  
908-879-3660 X 2123

www.chesterborough.org

**LAND USE DEVELOPMENT APPLICATION**

Submission Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

**FOR OFFICE USE ONLY**

TAXES PAID YES/NO \_\_\_\_\_ (INITIAL)

FEES \$ \_\_\_\_\_ PROJ. # \_\_\_\_\_

ESCROW \$ \_\_\_\_\_ ESCR. # \_\_\_\_\_

**1. APPLICANT**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

**2. OWNER**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**3. TYPE OF APPLICATION (check all that apply)**

☐ Minor Subdivision

☐ Preliminary Major Subdivision <sup>1</sup>

☐ Final Major Subdivision

☐ Minor Site Plan

☐ Preliminary Major Site Plan <sup>1</sup>

☐ Final Major Site Plan

☐ Amended Plan

☐ Site Plan Waiver

☐ Concept Plan

☐ Interpretation <sup>1</sup>

☐ Appeal of Administrative Officer's Decision

☐ Certificate of Non-Conformity

☐ Use (d) Variance <sup>1</sup>

☐ Bulk (c) Variance <sup>1</sup>

☐ Conditional Use <sup>1</sup>

☐ Street Vacation Request

☐ Rezoning Request <sup>1</sup>

☐ Other: \_\_\_\_\_

<sup>1</sup> Legal advertisement and notice is required to all property owners within 200 feet.

**4. ATTORNEY (A corporation, partnership, limited liability company or partnership must be represented by a New Jersey Attorney)**

Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_



**5. APPLICANT'S PROFESSIONALS (Engineer, Surveyor, Planner, etc.)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Profession: \_\_\_\_\_

Profession: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_ Fax: (      ) \_\_\_\_\_

Phone: (      ) \_\_\_\_\_ Fax: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**6. LOCATION OF PROPERTY**

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

Zoning District: \_\_\_\_\_ Historic District: \_\_\_\_\_

**7. LAND USE**

Existing Use: \_\_\_\_\_

c. Proposed Use (be specific): \_\_\_\_\_

**8. PROPERTY**

Number of Existing Lots: \_\_\_\_\_

Proposed Form of Ownership:☐ Fee Simple    ☐ Condominium

Number of Proposed Lots: \_\_\_\_\_

☐ Rental    ☐ Cooperative

Are there Existing Deed Restrictions or Easements?

☐ No☐ Yes (please attach copies)

Are there Proposed Deed Restrictions or Easements?

☐ No☐ Yes (please attach copies)**9. UTILITIES (check all that apply)**☐ Public water☐ Public sewer☐ Private well☐ Private septic system**10. PREVIOUS APPLICATIONS**

List all previous or pending applications for this parcel (use additional sheets if necessary): \_\_\_\_\_



**11. ZONING SCHEDULE (complete all that apply)**

Minimum Lot Requirements:	Required	Existing	Proposed
Lot Area:	_____	_____	_____
Lot Width:	_____	_____	_____
Lot Depth:	_____	_____	_____
Lot Coverage:	_____	_____	_____
Impervious Coverage:	_____	_____	_____

**Yard Requirements:****Principal Building**

Front Yard:	_____	_____	_____
One Side Yard:	_____	_____	_____
Both Sides:	_____	_____	_____
Rear Yard:	_____	_____	_____

**Accessory Building**

Front Yard:	_____	_____	_____
Side Yard:	_____	_____	_____
Rear Yard:	_____	_____	_____

Is the property a corner lot?    Yes    No

**Signage Requirements:**

Façade Sign area 1:	_____	_____	_____
Façade Sign area 2:	_____	_____	_____
Façade Sign area 3:	_____	_____	_____

  

\_\_\_\_\_

\_\_\_\_\_

**12. PARKING & LOADING REQUIREMENTS**

Number of Parking Spaces REQUIRED: _____	Number of Loading Spaces REQUIRED: _____
Number of Parking Spaces PROVIDED: _____	Number of Loading Spaces PROVIDED: _____

**13. RELIEF REQUESTED (check all that apply)**

- ☐ Zoning Variances are requested.
- ☐ Exceptions from Municipal Requirements are requested (*N.J.S.A. 40:55D-51*).
- ☐ Exceptions from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.1*).
- ☐ Waivers from New Jersey Residential Site Improvement Standards (R.S.I.S.) are requested (*N.J.A.C. 5:21-3.2*).  
Requires application to and approval of the New Jersey Site Improvement Advisory Board.

*For any type of the above relief requested, a separate exhibit should be attached stating the factual basis, legal theory, and/or previously granted relief.*

**14. SIGNATURE OF APPLICANT**

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 authorized to sign the application for the Corporation, or a General Partner of the partnership application.

SWORN & SUBSCRIBED to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)

\_\_\_\_\_ (notary)

\_\_\_\_\_  
SIGNATURE (applicant)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

**15. CONSENT OF OWNER**

I certify that I am the Owner of the property which is the subject of this application, hereby consent to the making of this application and the approval of the plans submitted herewith. I further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency (If owned by a Corporation, a resolution must be attached authorizing the application and officer signature).

SWORN &amp; SUBSCRIBED to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)

\_\_\_\_\_ (notary)

SIGNATURE (owner)

DATE

PRINT NAME

**16. DISCLOSURE STATEMENT (circle all that apply)**

Pursuant to N.J.S.A. 40:55D-48.1 & 48.2, please answer the following questions:

Is this application to subdivide a parcel of land into six (6) or more lots?	Yes	No
Is this application for a variance to construct a multiple dwelling of twenty-five (25) or more units?	Yes	No
Is this application for approval of a site (or sites) for non-residential purposes?	Yes	No
Is the applicant a corporation?	Yes	No
Is the applicant a limited liability corporation?	Yes	No
Is the applicant a partnership?	Yes	No

If you responded YES to any of the above, please answer the following (use additional sheets if necessary):

List the names and addresses of all stockholders or individual partners owning at least 10% in stock of any class or at least 10% of the interest in partnership (whichever is applicable).

Does a corporation or partnership own 10% or more of the stock in this corporation or partnership? If yes, list the names and addresses of stockholders of that corporation holding 10% or more of the stock or 10% or greater interest in that partnership (whichever is applicable). This requirement is to be followed by every corporate stockholder or partnership, until the names and addresses of the non-corporate stockholders and individual partners with 10% or more ownership have been listed.

SIGNATURE (applicant)

DATE

**17. SURVEY WAIVER CERTIFICATION**

As of the date of this application, I hereby certify that the survey submitted with this application, under the date of \_\_\_\_\_, 20\_\_\_\_ shows and discloses the premises in its entirety, described as Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_; and I further certify that no buildings, fences, or other facilities have been constructed, installed, or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN &amp; SUBSCRIBED to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year)

PRINT NAME

\_\_\_\_\_ of full age, being duly



## ESCROW AGREEMENT

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, (Name) is hereinafter referred to as the "Applicant", the Land Use Board of the Borough of Chester is hereinafter referred to as "Board", and the Borough of Chester in the County of Morris is hereinafter referred to as "Borough".

**WHEREAS**, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances;

**NOW, THEREFORE,**

### SECTION 1. PURPOSES

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

### SECTION 2. ESCROW ESTABLISHED

The Applicant hereby creates an escrow to be established within the Borough.

### SECTION 3. ESCROW FUNDED

The Applicant, upon execution of this agreement, shall pay to the Borough such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

### SECTION 4. INCREASE IN ESCROW FUND

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Land Use Administrator. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Land Use Administrator needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Land Use Board, nor shall any further inspections be performed by or on behalf of the Borough until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by N.J.S.A. 40:55D-1 et seq and particularly N.J.S.A. 40:55D-51 and N.J.S.A. 40:55D-73 thereby barring an applicant from seeking a default approval under N.J.S.A. 40:55D-10.4.

The written notice referred to in this paragraph shall be sent to:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing.

After a period of forty-five (45) days from the notice from the Borough, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional



funds upon demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Borough governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Borough officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

#### **SECTION 5. TIME OF PAYMENT**

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Borough for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

#### **SECTION 6. PAYMENTS FROM ESCROW FUNDS**

The Land Use Administrator shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Land Use Administrator shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

#### **SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES**

Pursuant to N. J. S. A. 40:55D -53. *et seq.* applicants shall notify in writing Chester Borough Land Use Board and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Borough, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Morris County Construction Board of Appeals.

#### **SECTION 8. RETURN OF UNUSED ESCROW FUNDS**

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Land Use Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

**IN WITNESS WHERE OF**, the parties hereto have set their hands and seals the date first written above.

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SIGNATURE (Applicant\*)

*\* If the applicant is a corporation, this signature must be attested to by an attorney.*



# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, 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. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Borough of Chester, NJ  
Wednesday, October 13, 2021

## Chapter 163. Land Development and Procedures

### Article V. General Administrative and Procedural Requirements

#### § 163-29. Inspection fees.

- A. In addition to the fees established in § 163-28 for the review of development applications, there shall also be an inspection fee paid to the Borough for the cost of field inspection the installation of required improvements. Such fees are payable before a building permit is issued for the commencement of any construction prior to final approval of the application for development by the municipal agency, whichever occurs first. The amount of the fee shall be determined by the reference to Schedule 3 hereto. To the extent an inspection reveals deficiencies which require additional Board professional time to obtain corrective action, the cost of the Board's professional's time shall be deemed an additional inspection fee under this subsection. The applicant shall pay such additional inspection fee as set forth in Schedule 3 as provided in this section.
- B. The improvement cost shall be established by the Borough Engineer and shall be based upon the total estimated construction cost that the municipality could reasonably expect to pay a contractor to perform the work.
- C. In the event that during the course of construction of improvements shown upon plans which have been approved as provided in the subdivision or site plan review section additional improvements are proposed to be constructed which are not shown upon such plans, an inspection fee shall be calculated in accordance with the provisions of Schedule 3 for the additional proposed improvement.
- D. In the event that required improvements are not completed and accepted within the required performance period, whether established by the term of a bond or otherwise, the applicant shall pay the Borough additional inspection fees to reflect the increase in cost of such inspection.
- E. All permits or certificates of occupancy are subject to the payment of all fees required.

**FEE SCHEDULE 1**  
**CONVENTIONAL APPLICATION FEES AND ESCROWS**  
[Amended 12-20-1999 by Ord. No. 99-11; Ord. No. 2001-4]

Type of Development	Column A	Column B Administrative
	Application Fee	Professional Review Escrow
1. Minor Subdivision	\$300.00 + \$25/lot	\$2,500.00
2. Concept Plat	\$200.00 + \$20/lot	\$1,000.00
3. Major Subdivision		
A. Preliminary major		
0 to 10 lots	\$600.00	\$3,000.00



**FEE SCHEDULE 1**  
**CONVENTIONAL APPLICATION FEES AND ESCROWS**  
**[Amended 12-20-1999 by Ord. No. 99-11; Ord. No. 2001-4]**

Type of Development	Column A Application Fee	Column B Administrative Professional Review Escrow
11 to 50 lots	\$700.00	\$4,000.00 + \$100/lot
51 to 250 lots	\$1,000.00	\$4,500.00 + \$100/lot
over 250 lots	\$1,500.00	\$5,000.00 + \$100/lot
B. Extension of preliminary - 1/2 of original fee		
C. Final major	\$500.00	\$3,000.00
4. Minor Site Plan		
A. Less than 5,000 sq. ft. of building	\$500.00	\$1,500.00
B. Modifications of less than 10,000 sq. ft. of previously approved site plan	\$500.00	\$2,500.00
C. Historic zone - minor alteration [Added 11-1-2004 by Ord. No. 2004-30]	\$100.00	Not required
5. Major Site Plan		
A. Residential preliminary		
1 to 10 dwelling units	\$350.00	\$175.00/unit
11 to 50 dwelling units	\$500.00	\$200.00/unit
51 to 250 dwelling units	\$750.00	\$250.00/unit
over 250 dwelling units	\$1,500.00	\$300.00/unit
Final residential	\$500.00 + \$50/unit	\$1,000.00 + \$100/unit
B. Retail preliminary		
less than 1001 sq. ft.	\$450.00	\$2,000.00
less than 5001 sq. ft.	\$650.00	\$4,000.00
more than 5001 sq. ft.	\$850.00	*
Final retail	\$500.00	\$1,500.00
C. Office preliminary		
less than 2500 sq. ft.	\$450.00	\$2,000.00
less than 30,000 sq. ft.	\$650.00	\$4,000.00
more than 30,000 sq. ft.	\$850.00	*
Final office	\$500.00	\$1,500.00
D. Industrial preliminary		
less than 10,001 sq. ft.	\$1,000.00	\$4,000.00
more than 10,001 sq. ft.	\$2,000.00	*
Final industrial	\$500.00	\$1,500.00

**FEE SCHEDULE 1**  
**CONVENTIONAL APPLICATION FEES AND ESCROWS**  
 [Amended 12-20-1999 by Ord. No. 99-11; Ord. No. 2001-4]

Type of Development		Column A Application Fee	Column B Administrative Professional Review Escrow
E.	Planned retirement community	\$3,500.00	*
F.	Planned development overall plan	\$3,500.00	*
G.	Other planned developments (as defined in N.J.S.A. 40:55D-6)	\$3,500.00	*
H.	Extension of preliminary - 1/2 of original fee		
I.	Amended preliminary approval	\$350.00	\$1,500.00
J.	Amended final approval	\$350.00	\$1,500.00
6.	Planning Permits Pursuant to N.J.S.A. 40:55D-34 and 40:55D-35	\$250.00	\$750.00
7.	Applications for Variance As set forth in N.J.S.A. 40:55D-70a, appeal from administrative official or agency	\$250.00	\$750.00
8.	Conditional Use All conditions satisfied or heard by Planning Board per N.J.S.A. 40:55D-67	\$500.00	\$2,500.00
9.	Interpretation Pursuant to N.J.S.A. 40:55D-70b	\$150.00	\$500.00
10.	Informal Conceptual Reviews	\$100.00	\$1,000.00
	A Proposed small scale development less than 10 acres		
	B. Proposed large scale development more than 10 acres	\$200.00	\$1,500.00
11.	Bulk Variances pursuant to N.J.S.A. 40:55D-70e		
	A. Single or double undersized lots application involving only 1 lot occupied or to be occupied by only one single-family dwelling.**	\$350.00	\$750.00

**FEE SCHEDULE 1**  
**CONVENTIONAL APPLICATION FEES AND ESCROWS**  
**[Amended 12-20-1999 by Ord. No. 99-11; Ord. No. 2001-4]**

Type of Development	Column A Application Fee	Column B Administrative Professional Review Escrow
B. Application by single or two family homeowner of single lot for bulk variances (homeowner application involving remodeling or expansion of existing home)	\$100.00	\$500.00
12. Use Variances		
A. Application for variance pursuant to N.J.S.A. 40:55D-70d	\$350.00	\$1,500.00
13. Fee for emergency action by the Planning Board or Zoning Board of Adjustment, <sup>[1]</sup> on an application requiring immediate action that affects the health, welfare and safety of the citizens of the Borough	\$500.00	\$500.00
14. Fee for interpretation of conditions of resolutions adopted by the Board * See Complex Development Application Fees, Schedule 2.	\$100.00	\$300.00

\*\* No additional fees or escrow amounts will be required for other bulk variances which may be required because of the undersized lot.

**FEE SCHEDULE 2**  
**COMPLEX DEVELOPMENT APPLICATIONS**  
**[Amended 12-20-1999 by Ord. No. 99-11; 2-7-2000 by Ord. No. 2000-02; Ord. No. 2001-4]**

Type of Complex Development Application	Professional Review Escrow Amount
1. An application for a new planned development overall plan approval pursuant to the planned development option	\$5,000.00
2. An application for preliminary planned retirement community	\$5,000.00
3. An application for preliminary major site plan for:	
A. More than 5,000 sq. ft. of retail	\$5,000.00 space: or
B. More than 30,000 sq. ft. of office	\$5,000.00 space; or
C. More than 10,000 sq. ft. of industrial	\$5,000.00 space



**FEE SCHEDULE 3  
INSPECTION FEES**

**[Amended 2-7-2000 by Ord. No. 2000-02]**

1. Estimated construction costs,  
Chapter 311, P.L. 1991

A. Less than \$10,000.00 \$500.00 or 5%,  
whichever is greater

B. More than \$10,000.00 5% of costs

If estimated construction costs are under \$10,000, the developer can deposit 50%;  
and when deposit drops to 10%, developer must deposit balance of fees.

If estimated construction costs are over \$10,000, developer can deposit 25%; and  
when deposit drops 10%, developer must deposit additional 25% of estimated fees.

[1] *Editor's Note: Ordinance No. 2015-6, adopted 5-19-2015, provided that, "Any and all references within this chapter to the Zoning Board of Adjustment shall be constructed to apply to Planning Board."*

## OWNERSHIP DISCLOSURE STATEMENT

NAME OF CORPORATION, PARTNERSHIP, LLC, OR LLP: \_\_\_\_\_

Listed below are the names and addresses of all owners of 10% or more of the stock/interest\* in the above referenced corporation, partnership, limited liability corporation (LLC) or limited liability partnership (LLP):

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

\*If a corporation or a partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED to before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_ (year)

\_\_\_\_\_ (Notary)

\_\_\_\_\_  
SIGNATURE (OFFICER/PARTNER)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

## POLITICAL CONTRIBUTION DISCLOSURE STATEMENT

1. Application Type Subject to Disclosure. Any applicant to the Chester Borough Land Use Board, including a Use (d) Variance (N.J.S.A. 40:55D-70(d)) or Bulk (c) Variance (N.J.S.A. 40:55D-70(c)) in conjunction with a major subdivision plan or a major site plan.
2. Individuals & Entities Subject to Disclosure Requirements. Any individual or entity listed below that is party to an application for a request for approval of any application type listed in the above paragraph pursuant to the following stock or ownership standard:
  - a. All owners or Developers; and
  - b. All associates of said Developers who would be subject to disclosure pursuant to N.J.S.A. 40:55D-48.1 or 40:55D-48.2.
  - c. All persons or entities holding an option or contract to purchase or other enforceable proprietary interest in such land or project.

Listed below are the date, amount, and the recipient of any and all Contributions made to or on behalf of any Chester Borough candidate, candidate committee, joint candidate committee, or political action committee or political party committee of, or pertaining to, made up to one year prior to filing the application subject to disclosure and/or during the pendency of the application process, and required to be reported pursuant to N.J.S.A. 19:44A-16(f):

☐ APPLICANT: \_\_\_\_\_ ☐ OWNER: \_\_\_\_\_  
Name of Individual Name of Individual

☐ DEVELOPER: \_\_\_\_\_  
Name of Individual Name of Business

POLITICAL CONTRIBUTION RECIPIENT	DATE	AMOUNT

Attach a separate sheet if necessary. Do not write 'not applicable', state 'none' instead.

By signing below, I understand and certify to the above and am aware that if I have misrepresented in whole or in part of this certification, I and/or the business entity, will be liable for any penalty permitted under the law.

\_\_\_\_\_  
SIGNATURE (applicant, owner, or developer) DATE

\_\_\_\_\_  
PRINT NAME



## PROPERTY LIST REQUEST

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

DATE: \_\_\_\_\_ APPLICATION No.: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

A fee of \$10.00 or \$.25/name is required, whichever is greater. Checks or money orders made payable to 'The Borough of Chester' can be submitted to the Department.

FEE RECEIPT No.: \_\_\_\_\_

Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAN	MAJOR				VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)	(c)	(d)					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form along with filing and escrow fees, checklist and waiver justification	COMPLIES			
												N/A			
												WAIVER			
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of ownership or authorization to file application.	COMPLIES			
												N/A			
												WAIVER			
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.	COMPLIES			
												N/A			
												WAIVER			
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site inspection form.	COMPLIES			
												N/A			
												WAIVER			
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of submission to Shade Tree Commission.	COMPLIES			
												N/A			
												WAIVER			
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The names and lot/block numbers of all property owners within 200 feet of the extreme limits of the tract as shown on the most recent tax list prepared by the Borough Tax Assessor.	COMPLIES			
												N/A			
												WAIVER			
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of applications to the Morris County Planning Board, Morris County Soil Conservation District, and/or NJDOT, if applicable, or letter of non-jurisdiction.	COMPLIES			
												N/A			
												WAIVER			
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey prepared by a licensed surveyor of the State of New Jersey depicting: existing features, property boundaries, street lines, setback lines, lots, reservations, easements, dedications, ROW's.	COMPLIES			
												N/A			
												WAIVER			
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans signed and sealed by a N.J. professional engineer and certified by a licensed land surveyor as to existing features and boundaries, folded into eighths with title block revealed.	COMPLIES			
												N/A			
												WAIVER			
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Architectural data, including floor plans, elevations for at least four sides of all proposed buildings and depiction of proposed building materials and external finishes.	COMPLIES			
												N/A			
												WAIVER			
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When approval by another municipality is required, such approval shall be certified on the plat, or evidence shall be submitted that an application has been made for approval.	COMPLIES			
												N/A			
												WAIVER			



Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAN	MAJOR				VARIANCE 40:55D-70				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)	(c)	(d)					
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scale of not less than one inch equals 50 feet on final subdivision plats, and one inch equals 100 feet on minor site plans. Site plans of one acre or less shall utilize a scale not less than one inch equals 20 feet. Drawings shall be one of following standard sheet sizes: 8 1/2"x13"; 11"x17"; 24"x36", 30"x42"	COMPLIES			
												N/A			
												WAIVER			
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key Map showing the location of the tract with reference to the surrounding properties, existing streets and streams within 1,000 feet of the site. Scale not less than 1"=500'	COMPLIES			
												N/A			
												WAIVER			
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of subdivision or development, Borough of Chester Morris County.	COMPLIES			
												N/A			
												WAIVER			
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, title, address and telephone number or subdivider or developer.	COMPLIES			
												N/A			
												WAIVER			
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title block conform to N.J.S.A. 45:8-36, N.J.A.C. 13:40-1, N.J.A.C. 13:40-2, including name, title, address and license number of the professionals who prepared the plot or plan.	COMPLIES			
												N/A			
												WAIVER			
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, title and address of the owner or owners of record. If owner is a corporation, the list of corporate owners shall be submitted.	COMPLIES			
												N/A			
												WAIVER			
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North arrow with reference meridian. Scale (written and graphic).	COMPLIES			
												N/A			
												WAIVER			
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.	COMPLIES			
												N/A			
												WAIVER			
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks containing spaces for signatures of Chairman and Secretary of the Board, and Borough Engineer.	COMPLIES			
												N/A			
												WAIVER			

Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAT	MAJOR				VARIANCE 40:55D-70				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)	(c)	(d)					
21	o	o	o	o	o	o	o	o	o	o	o	Acreage to the nearest hundredth of an acre; distances in feet to the nearest two decimal places for all property lines, bearings given to the nearest 10 seconds. Radii, arcs, central angles and chord bearings and distances of all curves.	COMPLIES		
												N/A			
												WAIVER			
22	o	o	o	o	o	o	o	o	o	o	o	Existing tax map sheet no. and existing block and lot no. of the lots to be subdivided or developed as they appear on the Borough Tax Map. Distance, measured along ROW lines of abutting streets, to the nearest intersection with other public streets.	COMPLIES		
												N/A			
												WAIVER			
23	o	o	o	o	o	o	o	o	o	o	o	Zoning districts affecting the tract and within 200 feet. District names and tabular schedule of requirements and proposed conditions as required by the ordinance, including variance and waiver requests noted on the plat or plan.	COMPLIES		
												N/A			
												WAIVER			
24	o	o	o	o	o	o	o	o	o	o	o	The locations and dimensions of all existing improvements. Indication of structures to remain and to be removed with spot elevations and setbacks of such structures. Location of all existing structures including railroads, bridges, culverts, drain pipes and other man-made installations and wooded areas within 200 feet of the property boundary.	COMPLIES		
												N/A			
												WAIVER			
25	o	o		o	o		o					The location of all existing and proposed storm drainage structures and utility lines whether public or privately owned, with pipe sizes, inverts, grades and direction of flow, location of inlets, manholes and other appurtenances within 200' of the site.	COMPLIES		
												N/A			
												WAIVER			
26	o	o		o	o		o					Separate landscape plan drawn to scale of not more than 1"=20'. The landscape plan shall include the requirements at §163-47.(33) and §163-49G.	COMPLIES		
												N/A			
												WAIVER			



Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAT	MAJOR				VARIANCE 40:55D-70			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		PRELIM	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)	(c)	(d)				
27	o	o		o	o	o	o	o	o	o		COMPLIES		
												N/A		
												WAIVER		
28				o	o	o	o					COMPLIES		
												N/A		
												WAIVER		
29	o	o		o	o	o	o					COMPLIES		
												N/A		
												WAIVER		
30	o	o		o	o	o	o	o	o	o		COMPLIES		
												N/A		
												WAIVER		
31	o	o				o	o					COMPLIES		
												N/A		
												WAIVER		
32	o	o		o	o	o						COMPLIES		
												N/A		
												WAIVER		
33	o	o		o	o	o						COMPLIES		
												N/A		
												WAIVER		
34	o	o	o	o	o	o	o	o	o	o		COMPLIES		
												N/A		
												WAIVER		

Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAN	MAJOR				VARIANCE 40:55D-70				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)	(c)	(d)					
35	o	o	o	o	o	o		o	o		The proposed use of land and the size, height and location and use of all proposed buildings, including all proposed floor elevations and proposed grades.	COMPLIES			
												N/A			
												WAIVER			
36	o	o			o		o			o	Location and size of all proposed signage including design and lighting details. If no signage is proposed, a statement to that effect shall be added to the plan.	COMPLIES			
												N/A			
												WAIVER			
37		o		o	o		o				The proposed location, direction of illumination, power and type of proposed outdoor lighting, including details, intensity in foot-candles on ground and hours of operation. Site lighting to be designed in accordance with §163-47(41).	COMPLIES			
												N/A			
												WAIVER			
38		o		o	o	o	o				The location and design of any off- street parking and loading areas, showing size and location of bays, aisles and barriers.	COMPLIES			
												N/A			
												WAIVER			
39	o	o		o	o		o			o	All means of vehicular and pedestrian access for ingress and egress to and from the site onto public streets, showing the size and location of driveways and curb cuts, including the possible utilization of traffic channels, channelization, acceleration and deceleration lanes, additional width and any other device necessary to prevent difficult traffic situations.	COMPLIES			
												N/A			
												WAIVER			
40	o	o		o	o		o				Plans showing all existing drainage within 500 feet of any boundary. Stormwater management calculations depicting compliance with all state and local codes (See §163-47(34)).	COMPLIES			
												N/A			
												WAIVER			
41	o	o	o	o	o		o			o	The location of all existing and proposed waterlines, valves and hydrants, and all sewer lines or alternative means of sewerage and sewage disposal and treatment in conformance with the applicable standards of the Borough and for the appropriate utility company. Location of all fire protection systems in accordance with §163-47(31).	COMPLIES			
												N/A			
												WAIVER			



Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAT	MAJOR		VARIANCE 40:55D-70				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES		
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)						(c)	(d)
42				o	o		o				COMPLIES		All proposed easements, and public and community areas. All proposed streets and contiguous streets with profiles, indicating grading; and cross sections showing width of roadway, curbs, location and width of sidewalks and location and size of any utility lines conforming to Borough standards and specifications.		
											N/A				
											WAIVER				
43				o		o					COMPLIES		Location and description of existing and proposed permanent monuments, whether set or to be set.		
											N/A				
											WAIVER				
44	o			o		o					COMPLIES		Lot block and street numbers as approved by the Borough Tax Assessor of the Borough of Chester, including lot and block numbers and owners of the abutting properties.		
											N/A				
											WAIVER				
45	o	o		o	o		o				COMPLIES		All areas disturbed by grading or construction with total amount of disturbance in square feet. Soil Erosion and Sediment Control plan including location and details in accordance with State and local codes.		
											N/A				
											WAIVER				
46		o			o		o				COMPLIES		Existing and proposed off street loading areas and trash and recycling locations.		
											N/A				
											WAIVER				
47	o	o		o	o		o				COMPLIES		A Letter of Interpretation or Presence or Absence Determination from the NJDEP concerning freshwater wetlands.		
											N/A				
											WAIVER				
48	o	o		o	o		o				COMPLIES		For each lot not served by public sewer, approval by the Borough Board of Health indicating that the proposed lot(s) can adequately accommodate a septic system in compliance with all state and local regulations. When when a new connection or increased flow to the Borough sanitary system is proposed, an adopted resolution of the Borough Council approving the application.		
											N/A				
											WAIVER				

Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAT	MAJOR				VARIANCE 40:55D-70				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES				
	SUBDIVISION	SITE PLAN		PRELIM	FINAL	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) and (b)						(c)	(d)		
49	o		o	o		o										The location of the portion of the tract which is to be subdivided in relation to the entire tract and in relation to all properties adjoining the tract.	COMPLIES		
																	N/A		
																	WAIVER		
50			o	o		o											COMPLIES		
																	N/A		
																	WAIVER		
51			o	o		o											COMPLIES		
																	N/A		
																	WAIVER		
52	o	o	o	o	o	o	o	o	o	o	o						COMPLIES		
																	N/A		
																	WAIVER		
53						o											COMPLIES		
																	N/A		
																	WAIVER		
54							o										COMPLIES		
																	N/A		
																	WAIVER		
55	o	o		o	o	o	o										COMPLIES		
																	N/A		
																	WAIVER		
56				o	o	o	o										COMPLIES		
																	N/A		
																	WAIVER		
57						o	o										COMPLIES		
																	N/A		
																	WAIVER		
58						o	o										COMPLIES		
																	N/A		
																	WAIVER		
59	o					o		o	o								COMPLIES		
																	N/A		
																	WAIVER		

Borough of Chester  
Appendix A - Checklist  
Land Dev. Ordinance Chapt. 163

ITEM NUMBER	MINOR		CONCEPT SUBD. PLAN	MAJOR		VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES		
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	40:55D-70							
								(a) and (b)						(c)	(d)
60				o	o					Submission of Environmental Impact Statement in accordance with Article VIII	COMPLIES				
											N/A				
											WAIVER				
61					o				o	Submission of Traffic Impact Study	COMPLIES				
											N/A				
											WAIVER				
62	o	o		o	o					Submission of Land Disturbance Permit Application and a Soil Moving Permit Application pursuant to Chapter 197	COMPLIES				
											N/A				
											WAIVER				

NOTE 1: Board may require and ask for additional information.

NOTE 2: Shaded boxes only required for single family residential bulk variances.



## NOTICE OF HEARING

### To Property Owners within 200 feet of Subject Parcel to be heard before the Land Use Board

In accordance with the requirements of the Borough of Chester Ordinances and Municipal Land Use Law N.J.S.A. 40:55D-12 of the Revised Statutes of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Land Use Board Administrator. The application and plans are available for examination in the Department of Construction and Zoning during normal business hours. You may contact the Land Use Board Administrator at (908)879-3660 x 2123 for definitive information on consideration of the application.

Take notice that a public hearing will be conducted before the Land Use Board in connection with this application in the Council Chambers of the Municipal Building located at 50 North Road Chester NJ

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:00 p.m.

#### PROPERTY INVOLVED:

APPLICANT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

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

and any other variances, waivers or approvals deemed necessary by the Land Use Board.

Further take notice that said Land Use Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Land Use Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

## AFFIDAVIT OF SERVICE OF NOTICE

In connection with Application No. \_\_\_\_\_, the undersigned declares that in accordance with the provisions of the Borough of Chester Zoning Ordinance and Municipal Land Use Law N.J.S.A. 40:55D, a notice of a Site Plan and/or Subdivision application and of a public hearing before the Chester Borough Land Use Board has been personally delivered, or sent by Certified Mail, to all property owners within two hundred (200') feet of the boundary line of the property involved. If service is by hand delivery, signature is required of an adult (18 years of age or older).

As of \_\_\_\_\_, 20\_\_\_\_\_, all notices, a copy of which is attached, were either delivered in person or sent by Certified Mail to the property owners listed below and on the accompanying forms which are hereby made part of this declaration:

BLOCK	LOT	ADDRESS	SIGNATURE (if hand delivered)

### AFFIDAVIT

**State of New Jersey**  
**(Morris County )**

\_\_\_\_\_ of full age and being duly sworn according to law upon his oath deposes and says that he is the person executing the foregoing statement and that the facts herein set forth are true and correct.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_\_

SIGNATURE OF NOTARY PUBLIC

SIGNATURE OF PETITIONER

## PUBLIC NOTICE

The Observer Tribune is the official newspaper of the Borough of Chester. If legal notice is required for an application, the notice needs to be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Land Use Board. Below is the contact information for the Observer Tribune and sample formats for legal notices:

THE OBSERVER – TRIBUNE  
100 South Jefferson Road  
Suite 104  
Whippany, NJ 07981  
PHONE: 908-766-3900  
FAX: 908-766-6365  
EMAIL: [legals@recordernewspapers.com](mailto:legals@recordernewspapers.com)

*PLEASE BE ADVISED THAT THE OBSERVER TRIBUNE REQUIRES SUBMISSION OF LEGAL NOTICES FIVE (5) DAYS PRIOR TO THE DATE TO BE PUBLISHED.*

### SAMPLE PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned has applied to the Land Use Board of the Borough of Chester for relief from: \_\_\_\_\_

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

and any other variances, waivers or approvals deemed necessary by the Land Use Board.

On property located at: \_\_\_\_\_

and more specifically known as Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

A Public Hearing will be held regarding Application # \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, at 7:00 PM in the Council Chambers of the Municipal Building, 50 North Road, Chester, NJ at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Construction Department, 50 North Road, Chester, New Jersey from 8:00 AM to 4:00 PM Monday to Friday (Fridays from Memorial Day weekend until Labor Day Weekend 8:00 AM to 2:00 PM). This notice is being given in accordance with the requirements of the Chester Borough Ordinances and Municipal Land Use Law N.J. Statutes Section 40:55D *et. seq.*

Further take notice that said Land Use Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS