

**ROSELAND PLANNING BOARD**  
**PROCEDURES AND INSTRUCTIONS**

1. Completed applications and plans are to be filed with the Board Secretary (Melissa Barnes) no later than the second Thursday of the month by 4:00 p.m. for placement on the agenda for the **following month's meeting**. A list of submittal and meeting dates is attached.
2. All applications for development shall be reviewed at a meeting held on the Friday following the third Thursday of each month.

The Board Secretary shall notify the applicant in writing within ten (10) days after the review meeting to advise whether the application has been deemed Complete or Incomplete. If deemed Incomplete the applicant will be informed as to what items are missing.

3. Applications deemed Complete would be forwarded to the Technical Review Committee for review.
4. Copies of all applications deemed Complete shall also be sent to the Construction Official for review and comment with said comments to be returned within ten (10) days.

5. **SUBMITTALS:**

- a. Eighteen (18) copies of the application form.
- b. Eighteen (18) copies of the development plan drawn in accordance with the requirements of the Borough Land Use Ordinance. **PLANS MUST BE SUBMITTED FOLDED.**
- c. Eighteen (18) copies of the checklist. This checklist must be filled out. It is a summarized version of all items to be shown on the plans. Please refer to the Borough Land Use Ordinance for **full details**.
- d. Fees: **Two** checks must be submitted, one for the application fee and one for the review fee. Refer to the attached fee schedule to determine the appropriate amounts. **CHECKS SHOULD BE MADE PAYABLE TO THE BOROUGH OF ROSELAND.**
- e. Eighteen (18) copies of proof of paid taxes. Contact the Borough Tax Office, 140 Eagle Rock Avenue, Roseland (973-226-8080) for this information.
- f. Eighteen (18) copies of Corporate Disclosure if applicable.

- g. Eighteen (18) copies of a Letter of Authorization from the property owner if the applicant is not the owner.
- h. Eighteen (18) copies of a list and notice to public utilities and cable television companies that possess a right-of-way or easement situated within the subject property limits.
- i. Eighteen (18) copies of the application to the Essex County Planning Board as proof of filing. (A copy of this application is included and must be submitted to them as per their instructions on the form.)
- j. Eighteen (18) copies of the Hudson-Essex-Passaic Soil Conservation District Application as proof of filing. This is only applicable if 5,000 square feet or more of land is being disturbed for construction and/or improvements. (Forms can be obtained through their local office located at 15 Bloomfield Avenue, North Caldwell, New Jersey - 973-364-0786.
- k. Proof of Public Notice shall be submitted to the Secretary of the Planning Board before the day of the scheduled meeting to hear the application.

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**PLEASE BE ADVISED OF THE FOLLOWING:**

- 1. Once approval is granted for certain types of applications (site plans, conditional uses and/or subdivisions) an inspection fee must be submitted based on the engineer's estimate of site improvements. Information is outlined in the fee schedule.
- 2. Also, upon approval of an application, a mylar of the approved plan must be submitted to the Planning Board.

APPLICATION NO: \_\_\_\_\_

**ROSELAND PLANNING BOARD  
MAJOR SUBDIVISION APPLICATION  
PRELIMINARY**

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

2. OWNER OF PROPERTY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

3. INTEREST OF APPLICANT IF OTHER THAN OWNER: \_\_\_\_\_

4. PROPERTY INFORMATION: BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ ZONE \_\_\_\_\_

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

AREA OF ENTIRE TRACT: \_\_\_\_\_ NUMBER OF PROPOSED LOTS: \_\_\_\_\_

DO ALL PROPOSED LOTS COMPLY WITH ZONE REQUIREMENTS: \_\_\_\_\_

WILL SUBDIVISION REQUIRE EXTENSION OF ROADS OR UTILITIES: \_\_\_\_\_

LINEAL FEET OF NEW STREETS: \_\_\_\_\_

NAME OF DEVELOPMENT: \_\_\_\_\_

TYPE OF HOMES: \_\_\_\_\_ PRICE RANGE: \_\_\_\_\_

5. MAP PREPARED BY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

6. NAME OF ATTORNEY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

7. REMARKS OR EXPLANATIONS: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

APPLICATION NO: \_\_\_\_\_

**ROSELAND PLANNING BOARD  
MAJOR SUBDIVISION APPLICATION  
FINAL**

PRELIMINARY APPROVAL GRANTED: \_\_\_\_\_

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

2. OWNER OF PROPERTY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

3. INTEREST OF APPLICANT IF OTHER THAN OWNER: \_\_\_\_\_

4. PROPERTY INFORMATION: BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_ ZONE \_\_\_\_\_

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

AREA OF ENTIRE TRACT: \_\_\_\_\_

NUMBER OF LOTS AS APPROVED ON PRELIMINARY PLANS: \_\_\_\_\_

LINEAL FEET OF NEW STREETS: \_\_\_\_\_

NAME OF DEVELOPMENT: \_\_\_\_\_

TYPE OF HOMES: \_\_\_\_\_ PRICE RANGE: \_\_\_\_\_

5. IF LOTS ARE TO BE DEVELOPED IN SECTIONS, HOW MANY SECTIONS ARE

PROPOSED: \_\_\_\_\_ NUMBER OF LOTS IN EACH SECTION: \_\_\_\_\_

6. DOES THE FINAL PLAN FOLLOW EXACTLY THE PRELIMINARY PLAN? \_\_\_\_\_

IF NOT, INDICATE CHANGES: \_\_\_\_\_

7. MAP PREPARED BY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

8. NAME OF ATTORNEY: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

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

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

\_\_\_\_\_  
DATE

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

**BOROUGH OF ROSELAND**

Application For: \_\_\_\_\_

To: Planning Board ( )      Zoning Board of Adjustment ( )

Name of Applicant: \_\_\_\_\_

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

Owner of Property: \_\_\_\_\_

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

Property Information: Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

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

Area of Entire Tract: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Type of Construction Proposed: \_\_\_\_\_

Proposed Use of Building: \_\_\_\_\_

Area of Building: \_\_\_\_\_ S.F. No. of Stories: \_\_\_\_\_ No. of Parking Spaces: \_\_\_\_\_

No. of Employees: \_\_\_\_\_ Will Construction Require Extension of Roads or Utilities: \_\_\_\_\_

Do All Lots Comply With Zoning Requirements: \_\_\_\_\_

Does Proposed Construction Comply With Zoning Requirements: \_\_\_\_\_

Site Plan Prepared By: \_\_\_\_\_

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

Remarks or Explanations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Undersigned hereby certifies that all information submitted is accurate.

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

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

## ROSELAND PLANNING BOARD

### VARIANCE APPLICATION

1. NAME OF APPLICANT: \_\_\_\_\_

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

2. PROPERTY INFORMATION: BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONE: \_\_\_\_\_

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

3. THE APPLICANT HEREBY APPLIES FOR A VARIANCE FROM SCHEDULE 1 OF THE ROSELAND ZONING ORDINANCE. APPLICANT SEEKS RELIEF FROM THE FOLLOWING REQUIREMENTS:

#### REQUIRED

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#### PROPOSED

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4. USE OF ANY PROPOSED STRUCTURE: \_\_\_\_\_

SIZE OF PROPOSED STRUCTURE: \_\_\_\_\_

NUMBER OF STORIES OF PROPOSED STRUCTURE: \_\_\_\_\_

5. ATTACH ARGUMENTS TO SUPPORT THIS APPEAL.

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

\_\_\_\_\_  
DATE

**BILLING DESIGNATION**

Applicant: \_\_\_\_\_

I direct that copies of vouchers charged to my escrow deposit, as provided by the  
Municipal Land Use Law, be sent to:

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **ESCROW ACCOUNT FOR REVIEW FEES**

Applicant:

In order to set up the Escrow Account for your application in the proper way, it will be necessary for you to fill out and sign the attached W-9 Form (Name, Address and Part I), and return it to the Planning Board office as part of the submittal process.

If you have any questions about this matter, please address them to the Secretary to the Planning Board.



## 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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 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 generally 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 instructions for line 1 and 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:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

## General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.



## BOROUGH OF ROSELAND

### CORPORATION OR PARTNERSHIP FORM

A Corporation or Partnership applying to the Planning Board for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units, or for approval of a site to be used for commercial purposes shall list below the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be, as required by N.J.S.A. 40:55D-48.1.

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

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

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

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

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

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

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

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

Please Note: "No Planning Board, Board of Adjustment or Municipal Governing Body shall approve the application of any Corporation or Partnership which does not comply with this act" as per N.J.S.A. 40:55D-48.1 et.seq., P.L. 1977, Chapter 335, Section 3.

Comments: \_\_\_\_\_

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# BOROUGH of ROSELAND

ESSEX COUNTY - NEW JERSEY

PLANNING BOARD

300 EAGLE ROCK AVENUE 07068

(973) 226-6565

FAX: (973) 226-8520

## BOROUGH OF ROSELAND

### PLANNING BOARD

I hereby give my permission for the Borough of Roseland  
Municipal Agencies and their agents, including Board members, staff and  
experts to come upon and inspect these premises with respect to this  
application for \_\_\_\_\_

at \_\_\_\_\_

On Lot(s) \_\_\_\_\_, in Block \_\_\_\_\_.

Owner's Signature: \_\_\_\_\_

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

BOROUGH OF ROSELAND

MINOR SUBDIVISION OR SKETCH PLAT OF MAJOR SUBDIVISION

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

APPLICATION #: \_\_\_\_\_

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

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

	COMPLETE	INCOMPLETE	WAIVER REQUEST
1. Plans drawn at a scale of not more than 50 feet to the inch and on one of the following size sheets: 8-1/2" x 13", 15" x 21" or 24" x 36".			
2. A key map showing all streets within one-half mile at a scale of 1" equals not more than 2,000'.			
3. Title Block			
4. Name and address of owner and authorized agent, if any.			
5. Signature of applicant, or the signed consent of the owner.			
6. Graphic scale and north arrow.			
7. Revision box.			
8. Block and lot number(s) of the lot(s) from the municipal tax map.			

9. A map of the entire tract showing the location of that portion to be subdivided or developed, all distances and all roads abutting or transversing the property.	COMPLETE	INCOM.	WAIVER
10. The name of all adjoining property owners from Borough tax records.			
11. Any municipal limits within 200 feet and names of adjoining municipalities.			
12. The location of existing and proposed property lines, streets, buildings, parking spaces, driveways, water courses, culverts, drain pipes, any natural features and treed areas, within the tract and within 200 feet.			
13. Area in square feet of all existing and proposed lots.			
14. Bearings and distances of all sides.			
15. Sufficient elevations or contours to determine the general slope and natural drainage of the land.			
16. All streets within the development or within 200 feet of it.			
17. The location and width of all existing and proposed utility and drainage easements. For a proposed building, site plans for water supply, sewage disposal and storm drainage.			
18. Zone district boundaries.			
19. Proposed buffer and landscaped areas, types and sizes of plantings, staking and mulching details.			
20. Delineation of floodplain and wetlands areas.			

	COMPLETE	INCOM.	WAIVER
21. A copy of any protective covenants or deed restrictions.			
22. A sketch of the proposed layout or disposition of remaining lands.			
23. For plats involving a corner lot, the required sight triangle easement.			
24. Zoning Schedule.			

Summarized from Article 300, Section 305 (Pages 300-3 -300-5).



BOROUGH OF ROSELAND  
DEVELOPMENT IMPACT STATEMENT

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

APPLICATION #: \_\_\_\_\_

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

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

	COMPLETE	INCOMPLETE	WAIVER REQUESTED
1. Sewerage Facilities.			
2. Water Supply.			
3. Drainage.			
4. Solid Waste Disposal.			
5. Recycling.			
6. Air Pollution.			
7. Noise (see Article 500, Section 505 Performance Standards).			
8. Critical Impact Areas.			
9. Traffic and Circulation.			
10. Economic Analysis.			

11. Any and all other information and data necessary to meet any requirements of this Ordinance not listed above.		

BOROUGH OF ROSELAND  
CERTIFICATION AND DOCUMENTS

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

APPLICATION #: \_\_\_\_\_

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

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

	COMPLETE	INCOMPLETE	WAIVER REQUESTED
1. Certification that the applicant is the owner or purchaser under contract for the land.			
2. Certificate from the Tax Collector that all taxes and assessments for local improvements are paid to date.			
3. Certification from the Board of Health approving the method and type of sewage disposal if public sewage disposal and/or water supply are not used.			
4. In a development served by public water, hydrants are to be located and fire flows are to be such that they meet the minimum standards of the Insurance Services Office of New Jersey and certification to that effect from that agency shall be submitted.			
5. Domestic water supplies for each house shall have a residual pressure in the water main in front of the dwelling of not less than 30 psi. Certification to that effect from either the serving utility or the Insurance Services Office of New Jersey shall be submitted.			

6. Where water or sewage service is to be obtained from a private or public utility system, certification from the appropriate agency that it has consented to such method of service and copies of all agreements or written consents from utilities undertaking to provide such services is required.			
7. A copy of all existing protective covenants or deed restrictions of every nature affecting the premises sought to be developed or any part thereof and including a statement as to whether such deeds or covenants are of record. A copy or abstract of the deed or deeds or other instruments by which title is derived with the names of all owners shall also be presented with the application.			
8. Corporate Disclosure.			

**SAMPLE LEGAL NOTICE FOR NEWSPAPER**

**BOROUGH OF ROSELAND  
PLANNING BOARD**

PLEASE TAKE NOTICE THAT ON \_\_\_\_\_, AT 7:00 PM  
IN THE BOROUGH HALL, 19 HARRISON AVENUE, ROSELAND, NEW JERSEY,  
A HEARING WILL BE HELD BEFORE THE PLANNING BOARD ON AN  
APPLICATION FOR \_\_\_\_\_  
AT: \_\_\_\_\_  
BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_ ZONE: \_\_\_\_\_  
BY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

WAIVER(S) OR VARIANCE(S) WILL BE REQUESTED FROM THE FOLLOWING  
SECTION(S) OF THE BOROUGH OF ROSELAND ZONING ORDINANCE: \_\_\_\_\_  
\_\_\_\_\_

ALL PERSONS INTERESTED IN SAID HEARING MAY APPEAR AT SAID TIME  
AND PLACE AND PARTICIPATE IN ACCORDANCE WITH THE RULES AND  
REGULATIONS OF THE PLANNING BOARD. ALL MAPS AND DOCUMENTS FOR  
THIS APPLICATION SHALL BE ON FILE AND AVAILABLE FOR PUBLIC  
INSPECTION AT LEAST TEN (10) DAYS BEFORE THE HEARING, DURING THE  
HOURS OF 8:30 AM TO 4:30 PM IN THE OFFICE OF THE PLANNING BOARD,  
300 EAGLE ROCK AVENUE, ROSELAND, NEW JERSEY.

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

**BOROUGH OF ROSELAND**

**NOTICE ON PROPERTY OWNERS WITHIN 200 FEET**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE TAKE NOTICE** that the undersigned has filed an application for development with the Planning Board of the Borough of Roseland so as to permit:

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

on the premises at \_\_\_\_\_

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

A public hearing will be held on \_\_\_\_\_, at 7:00 p.m. in the Borough Hall at 19 Harrison Avenue, Roseland, NJ, and when the case is called, you may appear either in person, or by agent or attorney, and present any comments or objections which you may have pertaining to this application.

The application and plans are on file in the office of the Planning Board, 300 Eagle Rock Avenue, Roseland, between the hours of 8:30 am and 4:30 p.m., and are available for public inspection.

This notice is sent to you by the applicant in accordance with the requirements of the Municipal Land Use Law.

Respectfully,

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

**BOROUGH OF ROSELAND**

**AFFIDAVIT OF SERVICE**

STATE OF NEW JERSEY

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

\_\_\_\_\_ of full age, being duly sworn according to law, on his/her oath deposes and says that he/she resides at \_\_\_\_\_ in the (municipality) of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_, and that he did on \_\_\_\_\_, 19\_\_\_\_, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of property affected by Application # \_\_\_\_\_, located at \_\_\_\_\_, Block \_\_\_\_\_, Lot (s) \_\_\_\_\_.

Said notice was given by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

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

A copy of said notice(s) are attached hereto.

Notice was also published in the official newspaper of the municipality as required by law and a copy of proof of publication of notice is attached.

Attached to this affidavit is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Borough Clerk of the Borough of Roseland.

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

Sworn and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

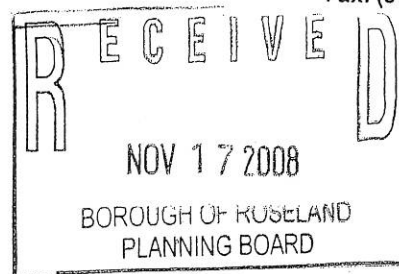
\_\_\_\_\_  
Notary Public



## HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT

15 BLOOMFIELD AVENUE  
NORTH CALDWELL NJ 07006  
Telephone: (973) 364-0786  
Fax: (973) 364-0784

RECEIVED



TO: Municipal Construction Officials  
FROM: Glen Van Olden, District Manager  
DATE: 11/14/2008  
RE: New Exemption Form & Exemption Fee Effective January 1, 2009

As we discussed, it is recommended that each applicant provide your office with a Certification letter for Soil Erosion & Sediment Control Plans or with a district authorized Request for 251 Exemption prior to issuing any municipal permits.

You should be aware that *as of 1/1/09* our district will now charge a nominal **\$50 fee to process "Exemption Requests"**. An updated copy of our Exemption Application is attached for your convenience.

The NJ State Soil Conservation Committee approved a new fee schedule (attached) for the Hudson-Essex-Passaic Soil Conservation District. Please know that this is the first increase our district has received in eighteen years. These **new fees shall be effective January 1, 2009.**

All **administratively complete** application packages or Exemption Requests received prior to January 1, 2009 shall not be affected by the fee increase. All Exemption Requests or application packages received on or after January 1, 2009 must be submitted with the newly approved corresponding fee.

All checks for Exemption Requests and Soil Erosion & Sediment Control Plan applications should be made payable to HEP-SCD.

If you require additional information or assistance you may call us or e-mail us at [information@hepscd.org](mailto:information@hepscd.org). Our office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.





## HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT

15 BLOOMFIELD AVENUE  
NORTH CALDWELL NJ 07006  
Telephone: (973) 364-0786  
Fax: (973) 364-0784

### REQUEST FOR 251 EXEMPTION – Submit with a Site Plan

I request that the subject land disturbance activity be reviewed for exempt status under the NJ Soil Erosion and Sediment Control Act (N.J.S.A. 4:24-et.seq.). I understand that the fee for this review is \$50 (check payable to HEP-SCD) and should the activity not be deemed exempt, I will need to submit a formal application, a signed and sealed Site Plan to include a Soil Erosion & Sediment Control Plan, and the appropriate fee. I agree that if the proposed activity changes from the site plan submitted with this application, it will render this exemption, if granted, void and will require a reassessment of my exemption status by the District. Exemption means the subject land disturbance is exempt from formal Soil Erosion & Sediment Control Plan certification and the applicant will assume responsibility for the use of appropriate soil erosion control measures.

Property Owner's Name (Please Print)	Telephone	Fax	
(Mailing Address)	Town	State	Zip Code
Property Owner's Signature	Date	E-mail	
Street Address of Activity/Project	Municipality	Tax Block(s)	Tax Lot(s)

Category: (Check one)

\_\_\_\_\_ Commercial or residential construction or land disturbing activities whereby the total soil disturbance\* including excavation and demolition, clearing, grading, filling, utilities, public facilities is **less than 5,000 square feet**.

\_\_\_\_\_ Construction of **ONE isolated Single Family Dwelling** disturbing more than 5,000 square feet on a previously undeveloped **single** lot existing prior to 1/1/1976 **and** having no demolition, additional proposed structures or disturbance on adjoining lot(s), and no off-site improvements or alterations on any adjacent property.

\* "Total Soil Disturbance" means the sum of dwelling, drives, walks, walls, utilities, landscaping, etc.

Allow 3-5 Days for Processing.

Received by \_\_\_\_\_  
District Staff \_\_\_\_\_ Date \_\_\_\_\_

Fee: \$50.00 Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

\*\*\*\*\*  
For District Use Only

\_\_\_\_\_ Exempt \_\_\_\_\_ **Not Exempt** Verified by: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized by: \_\_\_\_\_ Date \_\_\_\_\_  
District Manager

COMMENTS: \_\_\_\_\_

# HUDSON-ESSEX-PASSAIC SOIL CONSERVATION DISTRICT

## FEE SCHEDULE (revised 7/1/08) - **EFFECTIVE 1/1/09**

### (Cat. "A1") ONE SINGLE FAMILY DWELLING

With demolition, subdivision or offsite improvements (i.e. easement)

One Lot (total disturbance)	Review/Certification Fee	Plus	Inspection Fee	Total Fee
5000 ft. sq. - 0.5 acres	\$400.00	Plus	\$100.00	\$500.00
>0.5 acres - < 1.0 acres	\$400.00	Plus	\$200.00	\$600.00
> 1 acre disturbance	\$450.00	Plus	\$300.00	\$750.00

### (Cat. "A2") SINGLE FAMILY DWELLINGS & TWO FAMILY DWELLINGS

No. of Lots	Review/Certification Fee	Plus	Inspection per lot	Fee Total
1 lot	\$400.00	Plus	\$100.00	\$500.00
2 to 3	\$400.00	Plus	\$150.00	\$400 + \$150 per lot
4 to 10	\$750.00	Plus	\$150.00	\$750 + \$150 per lot
11 to 25	\$1,200.00	Plus	\$150.00	\$1200 + \$150 per lot
26 to 50	\$2,000.00	Plus	\$150.00	\$2000 + \$150 per lot
51 to 99	\$2,750.00	Plus	\$150.00	\$2700 + \$150 per lot
100 Plus	\$3,000.00	Plus	\$150.00	\$3000 + \$150 per lot

### (Cat. "B") MULTI-FAMILY DWELLINGS (including TOWNHOUSES)

No. of Bldgs.	Review/Certification Fee	Plus	Inspection Per bldg.	Fee Total
1 Building	\$400.00	Plus	\$200.00	\$600.00
2 to 5	\$600.00	Plus	\$200.00	\$600 + \$200 per bldg.
6 to 15	\$850.00	Plus	\$200.00	\$850 + \$200 per bldg.
16 to 30	\$1,400.00	Plus	\$200.00	\$1400 + \$200 per bldg.
31 to 50	\$1,650.00	Plus	\$200.00	\$1650 + \$200 per bldg.
51 to 99	\$1,850.00	Plus	\$200.00	\$1850 + \$200 per bldg.
100 +	\$2,400.00	Plus	\$200.00	\$2400 + \$200 per bldg.

### (Cat. "C") SITE PLANS, COMMERCIAL, INDUSTRIAL, APT. BLDGS. , CONDOS (Round Fee Up To Whole Acre)

Total disturbance	Review/Certification Fee	Plus	Inspection per acre	Fee Total
5000 Sq.Ft. - 1.0 Acre	\$450.00	Plus	\$200.00	\$650.00
1+ to 4.0 Acres	\$600.00	Plus	\$200.00	\$600 + \$200 per acre
4+ to 11.0 Acres	\$800.00	Plus	\$200.00	\$800 + \$200 per acre
11+ to 25.0 Acres	\$1,050.00	Plus	\$200.00	\$1050 + \$200 per acre
25+ to 50.0 Acres	\$1,300.00	Plus	\$200.00	\$1300 + \$200 per acre
50+ to 99.0 Acres	\$1,600.00	Plus	\$200.00	\$1600 + \$200 per acre
99+ Acres	\$2,000.00	Plus	\$200.00	\$2000 + \$200 per acre

### (Cat. "D") DEMO, LAND GRADING, LANDFILLS, ROADS & DRAINAGE, ALL OTHER (Round Fee Up To Whole Acre)

Total disturbance	Review/Certification Fee	Plus	Inspection per acre	Fee Total
5000 sq.ft. - 1.0 acres	\$400.00	Plus	\$150.00	\$550.00
1+ to 10.0 Acres	\$650.00	Plus	\$150.00	\$650 + \$150 per acre
10+ to 20.0 Acres	\$800.00	Plus	\$150.00	\$800 + \$150 per acre
20+ to 50.0 Acres	\$1,200.00	Plus	\$150.00	\$1200 + \$150 per acre
50+ Acres	\$1,500.00	Plus	\$150.00	\$1500 + \$150 per acre

For Categories C & D please round up to the next whole acre (no partial acres) for fee determination. The area of disturbance shall include structures, walks, drives, walls, roadways, utilities, soil stockpile, demolition and landscaping areas. Private venture projects in Wayne, NJ submit "Review" fee only due to Township inspection. Submit privately owned projects in Newark, NJ to the Newark Engineering Department.

## Article VII Fees and Deposits\*

### 30-701 FEES PAYABLE TO BOROUGH.

All fees as hereinafter required shall be payable to the Borough of Roseland, and unless otherwise required herein, are to be submitted to the Secretary or Administrative Officer at the time of filing any application for development. All permits, determinations, resolutions or certificates of approval are subject to the payment of all fees provided for in this Article and no approvals shall be given by the Board or any certificates, permits or transcripts issued by designated personnel, until proof has been submitted to them that the requisite fees, have in fact, been paid to the Borough. (Ord. No. 35-97 § 1)

### 30-702 SCHEDULE OF FEES.

There is hereby established in connection with various applications for development and other matters which are the subjects of this chapter, the following schedule of fees which shall be computed and due cumulatively.

#### 30-702.1 Filing Fee.

a. An application to the Planning Board or Zoning Board of Adjustment shall be accompanied by a filing fee, which shall be used to defray the administrative costs of processing the application as follows:

Minor subdivision plat	\$100.
Major subdivision sketch plat	\$100.
Major subdivision preliminary plat	\$500.+\$50. each additional lot
Major subdivision final plat	\$250.+\$25. each additional lot
Conceptual site plan and/or subdivision	\$200.
Minor site plan	\$100.

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\*Editor's Note: See also Article X, Mandatory Development Fees (COAH) Regulations.

Preliminary site plan	\$500. first acre + \$75. additional acres + \$.05 s.f. total floor area
Final site plan	\$250.+ \$.05 s.f. total floor area
Amended site plan	\$100.
C variances	\$ 75. Residential
C variances - per each variance	\$ 75. Nonresidential
Conditional uses	\$250.
D variances	\$250.
Interpretations/Appeals	\$100.

Where an application to a Board involves more than one (1) of the above listed matters, the fees shall be computed by addition of all appropriate filing fee amounts.

b. *Publication Fee.* Publication of hearings or decisions of Governing Body on an appeal pursuant to N.J.S.A. 40:55D-10i and 17g, Cost of Publication.  
(Ord. No. 35-97 § 1; New)

### **30-702.2 Appeals to the Governing Body.**

Appeals for relief pursuant to N.J.S.A. 40:55D-17, as made to the Borough Council, shall be accompanied by a fee due, in addition to any other applicable fees hereunder, of one hundred (\$100.00) dollars. (New)

### **30-702.3 Review Deposit.**

a. In addition to the required filing fees pursuant to subsection 30-702.1, the applicant shall deposit adequate sums to cover the cost of review services provided by the Borough Engineer, Planning Consultant, Attorney and other professionals whose services are deemed necessary in connection with the application by the Board as well as the cost of any stenographic recording, publication or notice. The Borough Clerk shall place the deposit in a trust account in the name of the applicant and shall charge thereto all disbursements in connection with the costs referred to above. The amount of the deposit shall be determined as follows:

1. Initial review deposit: \$1,000.00, to be made prior to the submission of an application and review of any development application by the professional staff. The initial review deposit shall be credited toward the review deposit required for development.

2. Minor subdivision: \$1,000.00.

3. Preliminary major subdivision: \$750.00 per lot: minimum \$3,000.00
4. Final major subdivision: \$500.00 per lot; minimum \$2,000.00
5. Preliminary site plan: \$250.00 for each 1000 square feet or part thereof of floor area for commercial or industrial uses: \$350.00 per dwelling unit for residential uses; minimum for any use \$3,000.00
6. Final site plan: \$125.00 for each 1,000 square feet or part thereof of floor area for commercial or industrial uses; \$75.00 per dwelling unit for residential uses; minimum for any use \$2,000.00
7. C variance (each variance): \$1,000.00, except for detached one (1) or two (2) family dwellings unit uses
8. Informal review pursuant to N.J.S.A. 40:55D-10.1: \$1000.00
9. Conditional use: \$3000.00
10. Appeal pursuant to N.J.S.A. 40:55D-70a: \$1000.00
11. Interpretation or special question pursuant to N.J.S.A. 40:55D-70b: \$1,000.00
12. D variance: \$5,000.00
13. Review deposit: a review deposit shall be required with each application. Unless otherwise specified in this section, the minimum deposit shall be \$1,000.00.
  - b. Where an application to a Board involves more than one (1) of the above listed matters, the escrow shall be computed by addition of all appropriate review fee amounts.
  - c. For purposes of determining the amount of deposit, if only a portion of the property is to be developed and said property can be further subdivided or developed under the terms of this chapter, the lot area shall be construed to be an area which may be subdivided and/or developed under the terms of this chapter wherein all proposed buildings and improvements would meet all required setback, open space, drainage, landscaping and off-street parking requirements.
  - d. Any of the aforesaid deposit remaining in the trust account upon completion of the application procedure shall be returned to the applicant.
  - e. In the event the funds in the trust account should become deplete prior to the completion of the application procedure and additional funds required for the purpose referred to above, the applicant shall deposit sufficient additional funds.

f. The Borough agency shall not process and/or take action on the application unless all fees and deposits required in the manner described above shall have been paid by the applicant.

(Ord. No. 35-97 § 1; Ord. No. 10-2001 § I; New)

#### **30-702.4 Request for Special Meeting.**

In the event an applicant requests a special meeting and the request is granted by the Board, the applicant shall pay an additional fee for each such meeting in the amount of two hundred fifty (\$250.00) dollars. Such fee must be paid no later than ten (10) days prior to the scheduled meeting. (Ord. No. 35-97 § 1)

#### **30-702.5 Inspection**

a. *Inspection Deposit.* The applicant shall deposit, prior issuance of a Zoning permit for a subdivision or site plan, adequate sums to cover the cost of inspection services provided by the Borough Engineer, Planning Consultant and other personnel whose services are deemed necessary in connection with improvements to be installed for the project. The Borough Clerk shall place the deposit in an escrow account in the name of the applicant and shall charge thereto all disbursements in connection with costs referred to above. The amount of the deposit shall be five hundred (\$500.00) dollars plus three and one-half (3.5%) percent of the cost of the necessary improvements as estimated by the Borough Engineer.

1. Any of the aforesaid deposit remaining in the escrow account upon completion of the application procedure shall be returned to the applicant.

2. In the event the funds in the escrow account should become depleted prior to the completion of the application procedure and additional funds required for the purposes referred to above, the applicant shall deposit sufficient additional funds.

(New)

#### **30-702.6 Zoning Permits.**

a. *Residential.*

Fences	\$ 10.00
Signs (each)	\$ 10.00
Non-Structure (i.e. driveways, walks, patios)	\$ 10.00
Non-Attached Structure (i.e., sheds, garages, swimming pools)	\$ 15.00
Attached Structure (i.e. garages, porches, additions, decks)	\$ 25.00

# LAND DEVELOPMENT

30-702.6

New Structures (principal structure on lot or for principal use)	\$ 50.00
Conditional Use	\$ 25.00
Subdivisions - less than 5 acres	\$ 75.00
Subdivisions - 5 acres and over	\$ 125.00
Any item not covered above	\$ 25.00
b. <i>Nonresidential.</i>	
Fences	\$ 15.00
Signs (each)	\$ 15.00
Additions on existing buildings	\$ 50.00
New Structure - principal structure on lot or for principal use	\$ 75.00
Change in Use	\$ 25.00
Site Plan - less than 5 acres	\$ 75.00
Site Plan 5 acres and over	\$ 125.00
Land Development Ordinance	\$ 35.00
Any item not covered above (Ord. No. 13-2004)	\$ 25.00