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.

--------------------------------------------------------------------------------------------------------------------------

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.
BOROUGH OF ROSELAND

Application No.____

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:

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>PROPOSED</th>
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</thead>
<tbody>
<tr>
<td>________________________</td>
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</tr>
</tbody>
</table>

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.
Form W-9  
Request for Taxpayer Identification Number and Certification  

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/described entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/saloon proprietor
   - Corporation
   - Single-member LLC
   - Limited liability company. Enter the tax classification (C-corporation, S-S corporation, P-partnership)
   - Other

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 5):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   - Applies to accounts maintained outside the U.S.

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. 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 5.

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.

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 check 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/w9.

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)
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.
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 nonprofit organization that is a member of the investment community as a nonline 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 payee listed above, 1 through 13.

IF the payment is for … THEN the payment is exempt for …

| Interest and dividends payments | All exempt payees except for 7 |
| Broker transactions | Exempt payees 1 through 4 and 6 through 11 and all C corporations. 8 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 | Generally, exempt payees 1 through 6 |
| Payments made in settlement of payment card or third party network transactions | Exempt payees 1 through 4 |

1See Form 1099-MISC, Miscellaneous Income, and its instructions.

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 for 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.

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(g)(10)
E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(g)(10)
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 581 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 requestor 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 a TIN 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. 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 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 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 requestor. 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 requestor 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 requestor.

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-9.
BOROUGH OF ROSELAND

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY ]
] ss.
COUNTY OF ESSEX ]

__________________________ being of full age, being duly sworn according to law on oath, deposes and says, that the deponent resides at ________________, in the municipality of ________________, in the County of ________________, and the State of ________________; that ________________ is the owner in fee of all that certain lot, piece or parcel of land situated, lying, and being the municipality aforesaid, and known and designated as Block __________, Lot(s) ________________.

__________________________
Owner's Signature

Sworn to and subscribed before me this ______ day of ___________, 199__.

__________________________
Notary Public

If anyone other than the above owner is making this application, the following authorization must be executed:

__________________________ is hereby authorized to make the within application.

__________________________          ______________________
Date                                      Owner's Signature
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: ___________________________

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: __________________________
_______________________________
_______________________________
_______________________________
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
PRELIMINARY PLATS AND PRELIMINARY SITE PLANS

APPLICANT: ________________________________

APPLICATION #: ____________________________

SITE ADDRESS: ______________________________

BLOCK: ________ LOT: __________

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<tr>
<th>COMPLETE</th>
<th>INCOMPLETE</th>
<th>WAIVER REQUESTED</th>
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1. Plans drawn at a scale of 1" equals 50' for a tract up to forty acres in size, 1" equals 100' for a tract over forty acres in size, on one of the following sheet sizes: 8 1/2" x 13", 15" x 21", or 24" x 36".

2. The application shall be in bound sets of drawings broken down to the following:
   a. Title sheet
   b. Site survey and layout plan
   c. Clearing, grading and drainage plan
   d. Landscape plan
   e. Lighting, signing and striping plan
   f. Erosion and sedimentation control plan
   g. Utilities plan
   h. Building plans and elevations
   i. Construction details
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<tr>
<td>3.</td>
<td>A key map showing a scale of 1&quot; equals not more than 2,000'.</td>
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<tr>
<td>4.</td>
<td>Name and address of the attorney representing parties.</td>
</tr>
<tr>
<td>5.</td>
<td>Graphic scale and north arrow.</td>
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<tr>
<td>6.</td>
<td>Revision box.</td>
</tr>
<tr>
<td>7.</td>
<td>Signature block.</td>
</tr>
<tr>
<td>8.</td>
<td>A schedule of applicable zoning regulations.</td>
</tr>
<tr>
<td>9.</td>
<td>All existing tract boundary or lot lines with lengths of courses and bearings.</td>
</tr>
<tr>
<td>10.</td>
<td>Existing block and lot number(s) from the municipal tax map.</td>
</tr>
<tr>
<td>11.</td>
<td>Name and address of the owner and the names and addresses of all property owners within 200 feet and lot and block number of each bordering lot.</td>
</tr>
<tr>
<td>12.</td>
<td>Municipal boundaries within 200 feet and names of the municipalities.</td>
</tr>
<tr>
<td>13.</td>
<td>Zoning district boundaries.</td>
</tr>
<tr>
<td>14.</td>
<td>The location of any portion which is to be developed in relation to the entire tract.</td>
</tr>
<tr>
<td>15.</td>
<td>Acreage of the tract.</td>
</tr>
<tr>
<td>16.</td>
<td>Existing contours at two foot intervals where slopes are less than 15% and at five foot intervals when 15% or more.</td>
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</tr>
<tr>
<td>17.</td>
<td>Locations of all existing structures showing front, rear and side yard setback distances.</td>
</tr>
<tr>
<td>18.</td>
<td>The locations and dimensions of all existing railroads, bridges, culverts, water and sewer mains, gas lines and light power lines within the tract and within 200'.</td>
</tr>
<tr>
<td>19.</td>
<td>The locations and extent of existing easements or rights-of-way.</td>
</tr>
<tr>
<td>20.</td>
<td>The names and location of all streets within the tract and within 200 feet of it.</td>
</tr>
<tr>
<td>21.</td>
<td>The location and species of trees having a diameter of six (6&quot;) or more and the location of all wooded areas.</td>
</tr>
<tr>
<td>22.</td>
<td>All existing water courses, lakes, ponds, and drainage rights-of-way within the tract or within 200' of it.</td>
</tr>
<tr>
<td>23.</td>
<td>Unique natural features or historic sites within the tract and within 200' of it.</td>
</tr>
<tr>
<td>24.</td>
<td>The boundaries and dimensions of proposed new lot(s) and proposed block and lot numbers.</td>
</tr>
<tr>
<td>25.</td>
<td>A sketch of the proposed layout or disposition of any remaining lands.</td>
</tr>
<tr>
<td>26.</td>
<td>Public property and property proposed to be dedicated in the tract, outlined and described.</td>
</tr>
<tr>
<td>27.</td>
<td>The location and use of property to be reserved by covenant in the deed for the common use of all property owners.</td>
</tr>
<tr>
<td>28.</td>
<td>All proposed easements or rights-of-way.</td>
</tr>
</tbody>
</table>
29. Proposed grading at 2' intervals where slopes are less than 15% and at 5' intervals when slopes are 15% or more.

30. For site plans, the location of proposed buildings, signs and lighting facilities with dimensions.

31. For site plans the location and design of any off-street parking or loading areas.

32. All means of vehicular ingress and egress, the size and location of driveways and curb cuts, traffic signs, signals, channelization, acceleration and deceleration lanes.

33. Plans, typical cross sections, centerline profiles, tentative grades and details of all street curbing, sidewalks, storm drains, and drainage structures. Sight triangles, radius of curvatures and street sign locations shall be indicated at intersections.

34. Plans of proposed improvements and utility layouts, sewers, storm drains, water, gas, telephone, and electricity, showing feasible connections to any proposed utility system.

35. Plans and computation for any storm drainage system.

36. Evidence of approval or of the request for approval if a stream is proposed for alteration, improvement or relocation.

37. If ditches, streams or water courses are to be altered, improved or relocated, the method of stabilizing slopes and measures to control erosion and siltation.

38. Proposed shade trees, screening, buffering and, in the case of site plans, landscaping, shown on a separate landscaping plan.
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<td>39.</td>
<td>The proposed location, direction of illumination, power, and type of proposed outdoor lighting.</td>
</tr>
<tr>
<td>40.</td>
<td>For a site plan, preliminary elevations and plans of all buildings showing architectural treatment, floor elevations and proposed methods of energy conservation and the locations, dimension and legend(s) of all proposed signs. For a subdivision, the approximate basement and first floor elevation for each house.</td>
</tr>
<tr>
<td>41.</td>
<td>Proposed permanent monuments as per the Map Filing Act.</td>
</tr>
</tbody>
</table>
BOROUGH OF ROSELAND
FINIAL PLATS AND FINAL SITE PLANS

APPLICANT: ________________________________

APPLICATION #: __________________________

SITE ADDRESS: ____________________________

BLOCK: _______ LOT: _______

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<th>COMPLETE</th>
<th>INCOMPLETE</th>
<th>WAIVER REQUESTED</th>
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<tr>
<td>1.</td>
<td>All details stipulated in Article 307 C. of Land Use Ordinance.</td>
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<tr>
<td>2.</td>
<td>All additional details required at the time of preliminary approval.</td>
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<tr>
<td>3.</td>
<td>Detailed architectural and engineering data including:</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>a. An architect's rendering of each building and sign, showing front, side and rear elevations.</td>
<td></td>
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<tr>
<td></td>
<td>b. Final cross sections, profiles and established grades.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>c. Final plans and profiles of all storm and sanitary sewers and water mains.</td>
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<tr>
<td></td>
<td>d. All dimensions of the exterior boundaries of any subdivision.</td>
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<tr>
<td></td>
<td>e. Two copies of &quot;As Built&quot; drawings for utilities and site improvements.</td>
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<tr>
<td>4.</td>
<td>The final submission shall be accompanied by the following documents:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. A final application comparison report.</td>
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</tbody>
</table>
b. Organization documents.
c. Other covenants and easements.
d. Maintenance agreements.
e. Offer of dedication.
f. Performance guarantee.
BOROUGH OF ROSELAND
DEVELOPMENT IMPACT STATEMENT

APPLICANT: ____________________________________________

APPLICATION #: _______________________________________

SITE ADDRESS: _________________________________________

BLOCK: _______ LOT: _______

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>INCOMPLETE</th>
<th>WAIVER REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sewerage Facilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Water Supply.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Drainage.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Recycling.</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Air Pollution.</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Noise (see Article 500, Section 505 Performance Standards).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Economic Analysis.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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: ______

<table>
<thead>
<tr>
<th></th>
<th>COMPLETE</th>
<th>INCOMPLETE</th>
<th>WAIVER REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Certification that the applicant is the owner or purchaser under contract for the land.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Certificate from the Tax Collector that all taxes and assessments for local improvements are paid to date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF ____________________

______________________, 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
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
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. Our office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.
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. 4:24-4.1 et seq.). I understand that the fee for this review is $50.00 (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) ____________________________

(Mailing Address) ____________________________________________

Property Owner’s Signature ____________________________________

Street Address of Activity/Project ______________________________

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)

<table>
<thead>
<tr>
<th>One Lot (total disturbance)</th>
<th>Review/Certification Fee</th>
<th>Plus Inspection Fee</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 ft. sq. - 0.5 acres</td>
<td>$400.00</td>
<td>Plus $100.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>&gt;0.5 acres - &lt; 1.0 acres</td>
<td>$400.00</td>
<td>Plus $200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>&gt; 1 acre disturbance</td>
<td>$450.00</td>
<td>Plus $300.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No. of Lots</th>
<th>Review/Certification Fee</th>
<th>Plus Inspection per lot</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 lot</td>
<td>$400.00</td>
<td>Plus $100.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>2 to 3</td>
<td>$400.00</td>
<td>Plus $150.00</td>
<td>$550.00</td>
</tr>
<tr>
<td>4 to 10</td>
<td>$750.00</td>
<td>Plus $150.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>11 to 25</td>
<td>$1,200.00</td>
<td>Plus $150.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>25 to 50</td>
<td>$2,000.00</td>
<td>Plus $150.00</td>
<td>$2,150.00</td>
</tr>
<tr>
<td>51 to 99</td>
<td>$2,750.00</td>
<td>Plus $150.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>100 Plus</td>
<td>$3,000.00</td>
<td>Plus $150.00</td>
<td>$3,150.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No. of Bldgs.</th>
<th>Review/Certification Fee</th>
<th>Plus Inspection per bldg.</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Building</td>
<td>$400.00</td>
<td>Plus $200.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>2 to 5</td>
<td>$600.00</td>
<td>Plus $200.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>6 to 15</td>
<td>$850.00</td>
<td>Plus $200.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>15 to 30</td>
<td>$1,400.00</td>
<td>Plus $200.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>31 to 50</td>
<td>$1,650.00</td>
<td>Plus $200.00</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>51 to 99</td>
<td>$1,850.00</td>
<td>Plus $200.00</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>100 +</td>
<td>$2,400.00</td>
<td>Plus $200.00</td>
<td>$2,600.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total disturbance</th>
<th>Review/Certification Fee</th>
<th>Plus Inspection per acre</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 Sq. Ft. - 1.0 Acre</td>
<td>$450.00</td>
<td>Plus $200.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>1+ to 4.0 Acres</td>
<td>$600.00</td>
<td>Plus $200.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>4+ to 11.0 Acres</td>
<td>$800.00</td>
<td>Plus $200.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>11+ to 25.0 Acres</td>
<td>$1,050.00</td>
<td>Plus $200.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>25+ to 50.0 Acres</td>
<td>$1,300.00</td>
<td>Plus $200.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>50+ to 99.0 Acres</td>
<td>$1,600.00</td>
<td>Plus $200.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>99 Acres</td>
<td>$2,000.00</td>
<td>Plus $200.00</td>
<td>$2,200.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total disturbance</th>
<th>Review/Certification Fee</th>
<th>Plus Inspection per acre</th>
<th>Fee Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000 sq.ft. - 1.0 acres</td>
<td>$400.00</td>
<td>Plus $150.00</td>
<td>$550.00</td>
</tr>
<tr>
<td>1+ to 10.0 Acres</td>
<td>$550.00</td>
<td>Plus $150.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>10+ to 20.0 Acres</td>
<td>$800.00</td>
<td>Plus $150.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>20+ to 50.0 Acres</td>
<td>$1,200.00</td>
<td>Plus $150.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>50+ Acres</td>
<td>$1,500.00</td>
<td>Plus $150.00</td>
<td>$1,650.00</td>
</tr>
</tbody>
</table>

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, roads, utilities, soil stockpile, demolition and landscaping areas. Private ventures 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.

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

30-701
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 § 1; 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

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. *Nonresidential.*
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 $25.00
(Ord. No. 13-2004)