



## **TOWN OF CLINTON**

INCORPORATED APRIL 5, 1865

43 Leigh St., P.O. Box 5194

Clinton, N.J. 08809-5194

(908) 735-8616 FAX (908) 735-8082

### **PLEASE NOTE:**

If you do not wish to encounter delays in the processing of your application, please be sure it is filed in strict accordance with Chapter 88 of the General Ordinances of The Town of Clinton.

### **YOUR APPLICATION WILL BE PROCESSED IN THE FOLLOWING MANNER:**

- 1). The application must be filed at least 20 business days prior to the next regular scheduled Land Use Board Board Meeting which is the first Tuesday of each month.
- 2). The subcommittee will review the application for completeness prior to the regular meeting.
- 3). At the regular meeting the board will decide if the application is complete and ready to be processed further.
  - If **incomplete** the application and filing fee will be returned to the applicant for refilling.
  - If complete the application will be forwarded to the various reviewing agencies who will review the application for compliance with the ordinance.
  - The board shall set the hearing date for the application at this time.
- 4). After review by the agencies (30 days for subdivisions of 10 lots or less or site plans of 10 acres or less and 60 days for subdivisions of more than 10 lots or site plans of more than 10 acres) the Land Use Board at the hearing shall act upon the application based upon the agencies reports, comments from the applicant and comments from the public.
- 5). Applications found not to be in accordance with the Ordinance will be denied. **It is not the board's intent to grant conditional approvals.**

**Minor Site Plan Qualifications:**

**Application \$ 150.00 & Escrow Fee \$1,000.00 (separate checks)**

**Limited to the following:**

- 1). No Alterations to the façade or roof of an existing bld
- 2). No increase/decrease of FAR of more than 10% or 200SF (whichever is less)
- 3). No Site Grading / Landscaping of more than 250 SF
- 4). Decrease of any parking spaces or increase of less than 5 spaces

**\*\* Minor must have no road installation or off tract improvements**

**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON  
DEVELOPMENT REVIEW CHECKLIST**

Applicant Name: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Phone No.: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

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

Tax Map Street \_\_\_\_\_

Checklist Prepared by (Name of Applicant or Agent): \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_

TO BE COMPLETED BY THE TOWN OF CLINTON	
Application No.: _____	Application Fee Paid: _____
Application Received: _____	Escrow Fee Paid: _____

CHECK TYPE OF APPLICATION BEING SUBMITTED								
VARIANCE 40:55D.70				SITE PLAN			SUBDIVISION	
(a) (b)	(c)	(d)	Minor	Prelim. Major	Final Major	Minor	Prelim Major	Final Major

Application Fee Submitted: \$ \_\_\_\_\_  
 Escrow Deposit Submitted: \$ \_\_\_\_\_

Variance 40:55D.70			Site Plan			Subdivision			All applications must be submitted to the Administrative Officer of the Planning/Zoning Board at least <b>20 Business Days</b> prior to the regularly scheduled Board Meeting.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE TOWN						
(a) (b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ <b>REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>									
✓	✓	✓	✓	✓	✓	✓	✓	✓											
✓	✓	✓	✓	✓	✓	✓	✓	✓											
✓	✓	✓	✓	✓	✓	✓	✓	✓											
		✓	✓	✓	✓	✓	✓	✓											
	✓	✓	✓	✓	✓	✓	✓	✓											
✓	✓	✓		✓			✓												
	✓	✓	✓	✓		✓	✓												
		✓	✓																
		✓	✓	✓		✓	✓												
		✓	✓	✓	✓	✓	✓	✓											

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<b>✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>															
			✓	✓		✓	✓		J. Provide Will Serve letter for Public Utilities including JCP&L and Elizabethtown Gas Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓		✓	✓		K. Four (4) copies of existing Title Search identifying any protective covenants or deed restrictions applying to the land being subdivided or developed along with a copy of the deed(s) of record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						✓			L. Four (4) copies of all deeds with Metes and Bounds description for proposed lots including remaining land use parcel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓		✓	✓		✓	M. Four (4) copies of all deeds with Metes and Bounds description for proposed easement dedications including dedication of addition road right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓		✓	✓		N. Certification from Owner that: 1) the property in question has not been part of a prior Land Use Application or 2) provides list with dates of all prior applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									O. Completed application with appropriate fees and required information submitted directly to these Agencies with copies provided to the TOWN for verification of these submissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓	✓	✓	✓	✓	✓	1. Hunterdon County Planning Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓			✓		2. Hunterdon County Soil Conservation District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓		✓	✓		3. Hunterdon County Department of Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓	P. Certification from the Town of Clinton Tax Collector that all taxes and assessments on the property are paid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓	✓	Q. Report prepared and certified by a Professional Engineer documenting (utilizing NJDEP forms) the result of all attempted soil permeability tests and soil logs conducted on the property in question.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						✓	✓		R. Written verification of proposed tax lot numbers as obtained from the Town of Clinton Tax Assessor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓		✓	✓		S. Four (4) copies and a digital copy of drainage calculations analyzing existing and proposed condition required to comply with Town's Stormwater Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓		✓	✓		T. Four (4) copies and a digital copy of flood hazard calculation with cross sections of existing stream if applicant is not relying upon published survey of flood hazard delineation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓		✓			✓		U. Four (4) copies and a digital copy of the Environmental Impact Statement/Natural Resource Inventory (reference ordinance requirement under Chapter 88). Reference Town of Clinton Environmental Resource Inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		✓		✓		✓	✓			V. Four (4) copies and a digital copy of the Wetlands report prepared by a Professional Wetlands Consultant pursuant to the NJ Wetlands Protection Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓		✓	✓			W. Valid LOI issued by the NJDEP for entire project or FOD LOI issued by the NJDEP for area of proposed development. Board will consider a request for waiver if sufficient evidence is presented to determine that there is no impact on any wetland area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓		X. Written statement submitted by applicant identifying request for waiver of any checklist requirement (if any).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓		Y. Properties located in the designated Carbonate Drainage Area or Carbonate Rock District (referenced ordinance requirements under Chapter 88.64) shall undertake a geologic investigation assessment and submit Four (4) copies and a digital copy of a Phase 1 Checklist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
	✓	✓	✓	✓	✓	✓	✓	✓	1. Eighteen (18) copies and a digital copy of all plans. Documents properly certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	2. Name and address of the owner, application and preparer of plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓		✓			✓		3. Names of all current property owners within 200' of the property and identify source information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									4. Plans must identify the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	a. Name of Development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	b. Total area of development property in acres and square feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	c. Date of original preparation and all revisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	d. North arrow and reference meridian.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	e. Graphic and written scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓	✓		✓	✓		f. Number of proposed lots or size of building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	g. Tract zone and schedule of existing zoning criteria and proposed conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	h. Tax map sheet, block and lot numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓			✓		i. Reference bench mark identified and shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	j. Name of the firms and person preparing plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	5. Certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner of this property and consent to the filing of this application".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	Owner Signature _____ Date _____						
	✓	✓	✓	✓	✓	✓	✓	✓	6. Review block for signature of Town Engineer, Board Secretary and Chairperson.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓		✓	✓	✓	7. Required Hunterdon County Signature Block in accordance to their regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	30'	30'	30'	30'	30'	50'	50'	50'	8. Map drawn at scale of not less than (1"=as noted) sheet size of 18"x24", 24"x36" or 30"x42". All plans must be folded with the title block, date and revision date showing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓		✓	✓	✓	✓		9. Key map drawn at a scale of not less than 400' showing the development and surrounding properties with 1000' radius including zoning boundaries and traffic circulation elements from Master Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									10. Existing Topography shown as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓				✓			a. Contours at 5' intervals. Interpolated for USC and GS Map for entire tract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓						b. Contours at 2' intervals for area of proposed lots or proposed development (verified in field).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
				✓	✓		✓		c. Contours at 2' intervals for entire tract (verified in field).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		d. All elevations based on NAVD 88.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									11. Plans showing existing and proposed streets including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓	✓	✓		a. Field cross-sections at 50' intervals drawn at a scale of 1"=5' vertical; 1"-1'-horizontal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓	✓	✓		b. Centerline plan and profiles drawn at a scale of 1"=50' horizontal; 1"=5' vertical based upon field survey data. Corresponding Plan and Profile information must be shown on the same sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓	✓	✓	✓	c. Centerline curve data including central angle, tangent distance, radius, arc length, chord distance and chord bearing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓							12. Existing property lines showing bearings, distanced and radius with indication of source data and approximate dimensions of proposed lot lines. Based upon deed plotting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓		✓	✓	✓	✓	✓	✓	13. Existing and proposed lot boundary and easement information shown based on NAD 83 with accurate bearing and distance to the nearest 1/100th ft. prepared by a licensed surveyor. All curves shall show radius, arc length, chord bearings and distance, tangent and center angle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓							14. Approximate net and gross lot areas to the nearest 1/10 acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	15. Net/gross lot areas for existing and proposed lots calculated in sq.ft and 1/1000 acre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓	✓	16. Area of all proposed easement calculations in square feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓		17. Location of existing wells and septic systems on site and within 100' of property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									18. Location of all man-made and natural features including but not limited to: list historic buildings within 200', dedicated open space, culverts, structures, drain pipes, water courses, railroads, bridges, wooded areas, rock outcrops, underground storage tanks, fences, wetlands (specific source and notation if there are any wetlands present), swamps, buildings, streets, drainage right-of-way and easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓			✓			19. Plan drawings of all existing and concept of all proposed drainage and utility layouts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		20. Plan and profile drawings of all existing and proposed drainage and utility layouts, drawn at a scale of 1"=50' vertical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		21. Plan drawings of all existing and proposed public water if applicable OR show proposed well location with geologist report verifying a sufficient supply of available potable water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
				✓	✓		✓		22. Plan and Profile drawings of all existing and proposed storm sewer including drainage swales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		23. Plan drawings of all existing and proposed gas services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		24. Plan drawings of all existing electric service with proposed underground service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓		25. Locations of all attempted percolation and soil log data certified by a licensed Professional Engineer corresponding to submission item "S".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	26. Location of any flood hazard areas with delineation and elevation of 100-year flood boundary. Include noted source of flood plain delineation documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									27. Detailed Landscaping plan indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓		✓	✓				✓	a. Existing trees which will remain or be removed including tree preservation details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									b. Proposed landscaping including location, botanical name, common names, size, quantity, planting and staking/guying details, mulched areas specifying type thickness and edge of mulched area. Specify whether plants are container grown, balled and burlapped (B&B) or bare root (BR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		c. Landscaping plan for street shade trees noting location, material type and sizes, planting details and tree preservation details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
							✓		28. Plans meets requirements of Map Filing Law if map rather than deeds are to be filed with the Hunterdon County Clerk's office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								✓	29. Certification as indicated in the Map Filing Law. Plan meets requirements of the Map Filing Law with all required certifications included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓	✓	30. Appropriate details to TOWN, County and State Standards including, but not limited to: sidewalks, curbs, paving, street signs, drainage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓	✓	✓		31. Soil erosion and sediment control plans. If more than 5,000 s.f. of disturbance is proposed as part of this application, show soil types and boundaries pursuant to Hunterdon County Soil Survey, including analysis for development capability and information concerning fill material for any filled soil area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓	✓	✓	✓	✓	✓	✓	✓	32. Plan indicating location and complete purpose of restrictions of any easement or land reserved for any use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓		33. Stormwater Management Plans and Watershed Maps corresponding to submission Item T.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON**  
**DEVELOPMENT REVIEW CHECKLIST**

Variance 40:55D.70			Site Plan			Subdivision			All applications must be submitted to the Administrative Officer of the Planning/Zoning Board at least <b>20 Business Days</b> prior to the regularly scheduled Board Meeting.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE TOWN		
(a) (b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
	✓		✓	✓	✓	✓	✓	✓	34. Plan drawn from actual boundary survey of property and certified as being accurate and true by a licensed New Jersey Land Surveyor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		35. Proposed grading plan including finished floor elevations, elevations at corners of building and paved areas. All proposed grading shown using 2" contour intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		36. Locations, size and details of all existing and proposed signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		37. Lighting plans, including location, type, wattage, height pattern and floor candles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
									38. Architectural Plans should include preliminary floor plans and elevations of each new altered building, façade and height of proposed structure. Also indicated existing/proposed building square footage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓		✓	✓	✓										
									39. Parking and Loading:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				a. Specifications and location of proposed surface paving and curbing, including streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				b. Location capacity and dimensions of existing and proposed off-street parking and loading areas including documentation of ADA compliance for handicap stalls and accessible route.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				c. Calculations of the number of parking spaces required by the Ordinance for standard and ADA parking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				d. Aisle widths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				e. Entrance and exit arrangement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		f. Details of traffic control devices with direction of traffic flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		g. Location of fire lanes and other parking restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓				40. Location of solid waste storage, screening and means of disposal including amount of pick up per week and recycling facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				✓	✓		✓		41. Calculation location, identifications of proposed open spaces, parks and other recreational areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓	✓	✓	✓	✓	✓	✓	42. Land reserved or dedicated to public use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						✓	✓	✓	43. Indicate total number of lots, area of entire tract and area of roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		✓		✓		✓	✓	✓	44. Identify location and description of all physical survey evidence as found in the field, including encroachments, must be noted. Provide a legend indicating monuments found and to be set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON  
DEVELOPMENT REVIEW CHECKLIST**

Variance 40:55D.70			Site Plan			Subdivision			All applications must be submitted to the Administrative Officer of the Planning/Zoning Board at least <b>20 Business Days</b> prior to the regularly scheduled Board Meeting.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE TOWN		
(a) (b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
				✓		✓	✓	✓	45. Plan to include all documents as required by Hunterdon County Planning Board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					✓			✓	46. Four (4) signed and sealed sets and a digital copy of as-built plans and profiles of all roads, utilities and Stormwater facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓	47. A digital copy in Adobe Portable Document Format (PDF) of all application related documents including but not limited to plans, reports, checklists and correspondence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓	✓	48. In accordance with the requirements of §88-102A of the Land Use Ordinance, a consistency determination from the New Jersey Highlands Council in compliance with either §88-102A(1) or §88-102A(2) or proof the applicant is entitled to exclusion under §88-103A or exemption under §88-103B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application deemed incomplete for noted deficiencies under items

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

Application Deemed Complete:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Plan Committee

**Completeness Review and Recommendation by Robert J Clerico PE Board Engineer on** \_\_\_\_\_

**SPECIFIC COMMENTS**

**LEDGEND**

NA - Checklist Item - Information NOT APPLICABLE to this Application  
 NR - Checklist Item NOT REQUIRED for this type of Application  
 RA-W - RECOMMEND APPROVAL of request as Permanent WAIVER  
 RD-W - RECOMMEND DENIAL of requested WAIVER  
 RA-TW - RECOMMEND APPROVAL of request as TEMPORARY WAIVER

PRELIMINARY SITE PLAN APPLICATION

TOWN OF CLINTON

Must be filed with the Secretary of the Land Use Board along with Twenty (20) copies of the Preliminary Site Plan TWENTY-ONE(21) calendar days prior to the regular meeting of the Board.

APPLICATION # \_\_\_\_\_ DATE FILED \_\_\_\_\_ 20 \_\_\_\_

FEE COLLECTED \$ \_\_\_\_\_

Do not write above line

---

Please print or Type: Attorney Identification # \_\_\_\_\_

1. Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

2. Owner (if other than above) \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

3. Interest of Applicant if other than owner  
\_\_\_\_\_

4. Owner's Consent: I (we) hereby authorize \_\_\_\_\_ to file this application and state that I (we) own the property and that it is recorded in. the Hunterdon County Clerk's Office in Book \_\_\_\_\_ Page \_\_\_\_\_

**OWNER'S SIGNATURE** \_\_\_\_\_

5. Site Plan Drawn By \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Profession \_\_\_\_\_ License # \_\_\_\_\_

6. Architectural Plans Drawn By \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_  
License # \_\_\_\_\_  
\_\_\_\_\_

7. LOCATION STREET ADDRESS \_\_\_\_\_

Nearest Intersection \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

8. Purpose of Site Plan (or Exemption) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Where applicable, provide the following:

TYPE OF BUSINESS: \_\_\_\_\_

BUSINESS HOURS: \_\_\_\_\_

NO. OF EMPLOYEES (EACH SHIFT): \_\_\_\_\_

USE OF EACH BUILDING: \_\_\_\_\_

HEIGHT OF BUILDINGS: \_\_\_\_\_ STORIES: \_\_\_\_\_

FLOOR AREA \_\_\_\_\_

PRODUCTS MANUFACTURED \_\_\_\_\_

NO. OF DWELLING UNITS: \_\_\_\_\_

10. Variances or Conditional. Use Required \_\_\_\_\_

Has variance application been filed? Yes No

11.. Requested exemptions from ( ) Site Review ( ) Development Standards

\_\_\_\_\_  
(attach written justification).

12. List maps and other documents (10 copies of each) accompanying this application

13. The Applicant does ( ) does not ( ) hereby grant an extension of time from the date within which the Board must act on this application on for a period of days unlimited ( ).

Date

Signature

\_\_\_\_\_

**ACTION OF LAND USE BOARD:**

**APPLICATION APPROVED** \_\_\_\_\_ **CONDITIONS** \_\_\_\_\_

**APPLICATION DENIED** \_\_\_\_\_ **REASON FOR DENIAL** \_\_\_\_\_

**CHAIRMAN**

**DATE**

## **TOWN OF CLINTON LAND USE FEES**

Informal Discussion (30 Minutes):	\$100.00
Exemption from Site Plan: ( <i>use preliminary site plan application</i> )	\$100.00
Minor Site Plan:	\$150.00
Regulated Use Permit	\$500.00 per lot plus \$100 per structure:
Special Meeting Fee:	\$500.00

### **Subdivision (Land Only)**

Minor Subdivision (Sketch Plat 1 Lot Only)	\$150.00
Major Subdivision (Preliminary Plat 2+)	\$500.00 plus \$100 per lot
Final Plat	\$250.00 plus \$50 per lot
Amendment to Subdivision	\$25% of original fee (\$100 min)

### **Preliminary Site Plan Applications:**

Residential	\$500.00 plus \$100 per lot
Garden Apts, Townhomes, Condos	\$2,000.00 plus \$100 per unit
Industrial Development	\$1,000 plus \$5 per 100SF of Bld
Commercial –C1 Zone	\$350.00 plus \$5 per 100SF of Bld
Commercial- C2 ,C3, C4 Zone	\$1,000.00 plus \$5 per 100 SF of Bld
OB1 & OB2	\$500 plus \$5 per 100 SF of Bld
OB3 & OB4	\$1,000 plus \$5 per 100 SF of Bld

### **Final Site Plan:**

Residential & Commercial (phased)	\$25% of Preliminary Fee
Residential & Commercial (not phased)	\$25% of Preliminary Fee
Amendment to Site Plan	\$25% of Preliminary Fee

### **VARIANCE FEES:**

Sign Variance	\$25.00
Interpretation of Zoning Map or Regulations	\$300.00
Hardship Variance (40:44D-70C)	\$100.00
Use Variance (40:55D-70d)	\$550.00
Direction for Issuance of a permit for a Building or structure in the bed or mapped street Or public drainage way, flood control basin or Public area reserved on an official map	\$550.00

### **ALL APPLICANTS ARE REQUIRED TO ESTABLISH AN ESCROW ACCOUNT- EQUAL TO THE APPLICATION FEE - \$1,000.00 MINIMUM**

**Any Engineering and Professional services that exceed the escrow will be billed by the Town of Clinton to the applicant.**

APPLICANT CONTACT INFORMATION:

Applicant phone number:

Applicant email:

**Attorney:**

Name & Address

Phone #:

Email:

**Engineer:**

Name & Address:

Phone # :

Email :

**Planner:**

Name & Address:

Phone # :

Email :

TOWN OF CLINTON  
COUNTY OF HUNTERDON

ESCROW AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
between \_\_\_\_\_

hereinafter referred to as "Applicant"; and the Land Use Board and/or  
THE TOWN OF CLINTON, hereinafter referred to as the "Municipality".

WHEREAS, the. applicant is proceeding under the Development-  
Ordinances for approval of a subdivision and/or site plan and/or  
variance, on Block \_\_\_\_\_, Lot \_\_\_\_\_, Street \_\_\_\_\_  
and

WHEREAS, the Applicant desires to establish an Escrow Account  
whereby work required to be performed by professionals employed by the  
Municipality, will be paid for by the Applicant as required under the  
provisions of the State Statute and Town Ordinances.

NOW THEREFORE, IT IS mutually agreed between parties that:

**Section 1. Purposes.**

The Municipality authorizes its professional staff to review,  
inspect, report, and study all plans, documents, statements,  
improvements, and provisions made by the Applicant relating to this  
development and conforming to the requirements of the Development  
Ordinances of the Town of Clinton and attend and participate in such  
meetings as part of a continuing review of the application. The  
Municipality directs its professional staff to make all oral and/or  
written reports and Resolutions to the Municipality of its conclusions  
and findings derived from the review, study, investigation and like or  
similar duties performed as elsewhere authorized. The Applicant agrees  
to pay all reasonable and professional fees incurred by the Municipality  
for the performance of the duties outlined above.

**Section 2. Escrow Established.**

The Applicant and the Municipality, in accordance with the provisions  
of this Agreement, hereby create an Escrow Account to be established with  
the Financial Officer of the Town of Clinton.

**Section 3. Escrow Funded.**

Applicant by execution of this Agreement, undertakes and shall pay  
to the Town, to be deposited with the Financial Officer referred to in

Section 2 above, such sums as are required by its Escrow Ordinance. Execution of this Agreement by the Town, acknowledges receipt of the sums referred under this section.

**Section 4. Increase in Escrow.**

If during the existence of this Escrow Account, the funds held in Escrow shall be reduced to 35% of the initial deposit, the Applicant shall upon Notice from the Financial Officer, replenish such funds within 14 days of such Notice. Additionally, until such funds are fully replenished, no further consideration, review, processing or inspections shall be performed by or on behalf of the Municipality until the additional Escrow has been deposited.

The written Notice referred to in this Section shall be sent to:

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

Receipt shall be presumed to have occurred three days after mailing of the Notice to the above address by regular mail. Notice required under this Section shall be given by the Administrative Officer of the Municipality.

**Section 5. Time of Payment.**

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

**Section 6. Municipality Review.**

The Municipality shall review the vouchers submitted by the professionals and Upon making a determination that said services have been performed, the Municipality shall process and pay said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Town. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the Financial Officer from the Escrow established pursuant to this Agreement.



**Section 7. Applicant's Review.**

The Applicant shall have the right to make periodic inspections of the records maintained by the Town to determine the status of the Escrow Account and vouchers charged against such account.

**Section 8. Interest Allocations.**

Any and all interest which results from or arises out of the deposit of the Escrow by the Town shall be disbursed in accordance with N.J.S.A 40:55D-53.1 (Deposits with Municipalities; Escrow; Interest.)

**Section 9. Return of Escrow Balances.**

Upon completion of the project and the payment of all outstanding bills for professional services on behalf of the Town, any remaining balances shall be returned to the applicant as follows:

-Minor Subdivision-upon filing of new Deeds;

-Major Subdivision-completion and acceptance by the Town of required improvements;

-Site Plan-issuance of a Certificate of Occupancy;

and then only after recommendation by the Land Use Board to the Town Council; and authorization of release of the funds by appropriate resolution of the Town Council.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first written' above.

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

Amount Received \_\_\_\_\_ Check # \_\_\_\_\_

Bank: \_\_\_\_\_