



## **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.**

# The Town of Clinton

**P.O. BOX 5194  
CLINTON, NEW JERSEY 08809  
(908) 735-8616**

## **LAND USE BOARD TIMELINE SUMMARY:**

- 1). Submittal of **4 Copies** of the application, fees and **18 copies of the accompanying documents** at **least 20 business days** prior to the next meeting date.(zoning application, plans, surveys, escrow agreements, etc.).
- 2). Submit a digital copy of all documents to the Board Secretary.
- 3). Completeness Hearing will be scheduled for the next available meeting date. Applicant should attend completeness hearing.

**Once the application has been deemed complete and a public hearing date has been scheduled the applicant should complete the following:**

- 4). Order the 200- foot list from the Town Clerk. (the list can take up to 10 days to obtain)
- 5). You must provide notice to the following at least **10 days prior to the public hearing:**  
  
The Official Newspaper (The Hunterdon Review)  
  
By Certified Mail to the properties on the 200- foot list and the public utilities on the list.
- 6). A copy of the newspaper publication (notarized by The Hunterdon Review) and  
A copy of the certified receipts along with a copy of the 200-foot list must be provided to me no later than the **Friday prior to the meeting date.**

**A detailed list of instructions are attached.**

**Rules & Procedures**

The Land Use Board is a quasi-judicial body which decides on applications for variances based upon the testimony of all parties, including the applicant, expert witnesses, objectors and upon any maps or documents properly put in evidence.

Since the Board sits in a quasi-judicial capacity, it is neither the prosecutor for the applicant nor the objector. It is the applicant's responsibility to make sure the needed evidence is presented. It is the objector's responsibility to make sure the appropriate facts sustaining any objection are brought forth in the evidence.

Any Person interested in finding out more about the application or any person wishing to object may pose proper questions to the applicant and the applicants witnesses and at the close of the applicant's case may then be sworn in to give testimony or may present witnesses or proper documentary evidence in opposition to the application.

An applicant or interested person or objector may appear with an attorney. An attorney is required if the applicant is incorporated.

The Land Use Board shall consist of seven voting members appointed by the Town Council, with the qualifications for the terms and for the purposes as prescribed by the laws of the State of New Jersey and the Zoning Ordinance of the Town of Clinton.

The Board shall have those powers as outlined in the Zoning Ordinance of the Town of Clinton and as prescribed by the laws of New Jersey. Copies may be obtained for a fee of \$20.00 from the Town Clerk.

**HEARINGS**

Section 1. It is the intention of the Board to complete the hearing on one application before commencing a subsequent hearing.

Section 2. Applications will generally be heard on a "first-come, first-heard" basis. Applications filed at or

about the same time having been deemed complete will be heard with preference given to N.J.S.A. 40:55D-70a-c requests for relief over N.J.S.A. 40:55D-70d.

Section 3. The Chair, nonetheless, reserves the right to limit the time allocated to any application in order to assure compliance with the Municipal Land Use Law.

Section 4. Applicants shall at the commencement of the hearing submit a pre-number list of exhibits. The first four exhibits shall be A-1, the Application and supporting document on file not less than ten (10) days prior to the hearing; A-2 the Certified List of Property Owners; A-3 Proof of Mailing; A-4 Proof of Publication.

Section 5. Nothing herein shall preclude the Board from scheduling hearings in a sequence based on other factors, nor shall the Board be precluded from seeking extensions of time to act from an application based on the particularized needs of the applicant or the Board.

#### **DIRECTIONS TO APPLICANT**

- 1 An Application to the Land Use Board for relief as may be provided by the Board may be taken by any person or any officer or Board of the Town of Clinton affected by such a decision.
- 2 The applicant, before making an application to the Land Use Board for relief shall first have made an application to the Zoning Officer of the Town of Clinton in such manner and form as directed by the Zoning Officer, for a permit to create a use or to erect, alter or move a building or

structure, not in conformity with the provisions of the Zoning Ordinance.

- 3 Communications and applications shall be addressed to or delivered to the Secretary of the Land Use Board.
- 4 Any Communications purporting to be an application to the Board shall be regarded as mere notice of intention to seek relief, until the applicant has conformed to the rules of this section.
- 5 The application must be signed by the owner of the property, or if not signed, then the applicant must file with the application an "authorization to make the application" signed by the owner.
- 6 Every application shall be accompanied by all the data required per the checklist requirements. One of the copies shall be filed with the Zoning Officer and the others with the Secretary of the Land Use Board.
- 7 The required fee shall be paid to the Secretary at the time of filing the application and a receipt for such payment shall be attached to the copy of the application filed with the secretary of the Board of Adjustment. The fee shall be returned to the applicant if, by written notice to the Secretary, the application is withdrawn before proceedings for publication have been undertaken and before any expense fee has been incurred by the Board in connection with the case.

### **Application**

- 8 Four(4) copies of the application shall be submitted to the Secretary of the Land Use Board on forms supplied by the Town Clerk or the Secretary of the Land Use Board of the Town of Clinton. A copy of the application shall be sent to the Zoning Officer by the applicant at the same time.

Submit a digital copy of all documents to the Board Secretary.

All applications must be submitted to the Secretary of the Land Use Board twenty (20) business days prior to the next meeting date.

Each copy of the application should have attached a map or plotting of the property, showing all improvements and must be signed or consented to by the landowner.

All drawings, other than those prepared by the applicant, must be sealed by a land surveyor licensed by the State of New Jersey.

All inquiries should be directed to the Board Secretary.

- 9 Upon receipt by the Secretary of the Land Use Board of Eighteen (18) copies of the map or plotting and the fee, the application shall be given a case number and shall be placed on the calendar.
- 10 On the filing of a copy of the application with all required data with the Zoning Officer, the Zoning Officer shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed was taken.
- 11 Upon receipt of the application the applicant will be placed on the agenda for a completeness hearing. After completeness has been determined the applicant will be notified of a public hearing date.
- 12 Pursuant to the law as required, the applicant must publish his own notice in the official newspaper of the Town of Clinton at least ten (10) days prior to the date of the scheduled public meeting
- 13 The names and addresses of all owners of property situated within or without the municipality, as shown by the recent tax lists of the municipality or municipalities, whose property or properties as shown by said lists, are located within 200 feet of the property to be affected should be obtained from the Town Clerk for a fee of \$10.00. At least Ten (10) days prior to the time appointed for said hearing, applicant shall give personal notice to all owners of property situated within or without the municipality. Such notice shall be given by sending written notice thereof by certified mail to the last known address of the said property owner.

Ascertain if applicant's property fronts on a county road or adjoins other county land, if so notice must be given by certified mail to the County Planning Board at least ten (10) days prior to the public hearing date.

Ascertain if applicant's property is within 200 feet of adjoining municipalities, if so notice must be given by certified mail at least ten (10) days prior to the public hearing date to the clerk of the adjoining municipality.

Applicant shall be responsible for notifying appropriate State and Federal authorities where necessary.

Applicant shall by affidavit present satisfactory proof to the Board of Adjustment at the time of the hearing that said notices have been duly served as aforesaid.

Applicant shall furnish the Board with the notice, which was sent to the property owners within 200 feet. Also, the certified return receipts showing that said property owners have been notified.

Applicant shall furnish the Board with a certified list from the Town Clerk of property owners located within 200 feet of the property in question.

- 14 The application should contain a clear explanation of what the applicant proposes to do with his property or a concise description of the relief requesting under the zoning ordinance and shall include a reference to the section under which the variance or the relief is requested, as well as identification of the property by tax lot and block.

# *Notice Property Owner*

NOTICE IS HEREBY GIVEN THAT THE UNDERSIGNED HAS APPLIED TO THE LAND USE BOARD OF THE TOWN OF CLINTON FOR A VARIANCE FROM THE TERMS OF THE ZONING ORDINANCE OF THE TOWN OF CLINTON TO PERMIT:

ON THE PROPERTY KNOWN AS BLOCK \_\_\_\_\_ LOTS (S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

WHICH IS WITHIN 200 FEET OF PROPERTY OWNED BY YOU.

THE APPLICANT WILL SEEK RELIEF IDENTIFIED ABOVE AT THE TIME OF THE HEARING AS WELL AS ANY AND ALL OTHER RELIEF WHICH THE BOARD MAY DETERMINE IS NECESSARY.

A HEARING ON THIS APPLICATION WILL BE HELD BY THE LAND USE BOARD OF THE TOWN OF CLINTON IN THE MUNICIPAL BUILDING, 43 LEIGH STREET, CLINTON NJ ON \_\_\_\_\_EVENING

\_\_\_\_\_, 20\_\_\_\_, AT 7:00PM. ALL INTERESTED PARTIES WILL BE HEARD.

YOU MAY REVIEW THE APPROPRIATE FILES DURING NORMAL BUSINESS HOURS 9:00AM TO 3:00PM MONDAY THROUGH FRIDAY AT THE OFFICE OF THE BOARD SECRETARY MUNICIPAL ANNEX BUILDING 47 LEIGH STREET, CLINTON NJ 08809

\_\_\_\_\_  
APPLICANT

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



**Legal Advertisement in Newspaper**

NOTICE IS HEREBY GIVEN THAT THE UNDERSIGNED HAS APPLIED TO THE  
LAND USE BOARD OF THE TOWN OF CLINTON FOR A VARIANCE  
FROM THE TERMS OF THE ZONING ORDINANCE OF THE TOWN OF CLINTON  
TO PERMIT:

ON THE PROPERTY KNOWN AS BLOCK \_\_\_\_\_ LOTS (S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_

WHICH IS WITHIN 200 FEET OF PROPERTY OWNED BY YOU.

THE APPLICANT WILL SEEK RELIEF IDENTIFIED ABOVE AT THE TIME OF THE  
HEARING AS WELL AS ANY AND ALL OTHER RELIEF WHICH THE BOARD MAY  
DETERMINE IS NECESSARY.

A HEARING ON THIS APPLICATION WILL BE HELD BY THE LAND USE BOARD  
OF THE TOWN OF CLINTON IN THE MUNICIPAL BUILDING, 43  
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YOU MAY REVIEW THE APPROPRIATE FILES DURING NORMAL BUSINESS HOURS  
9:00AM TO 3:00PM MONDAY THROUGH FRIDAY AT THE OFFICE OF THE BOARD  
SECRETARY MUNICIPAL ANNEX BUILDING 47 LEIGH STREET, CLINTON NJ 08809

\_\_\_\_\_  
APPLICANT

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

# Affidavit

STATE OF NEW JERSEY

COUNTY OF HUNTERDON

} SS.

\_\_\_\_\_ OF FULL  
AGE BEING DULY SWORN ACCORDING TO LAW, DEPOSES AND SAYS THAT HE  
RESIDES AT \_\_\_\_\_ IN THE  
\_\_\_\_\_ OF \_\_\_\_\_ COUNTY  
OF \_\_\_\_\_ AND THE STATE OF \_\_\_\_\_, THAT  
\_\_\_\_\_ HAS SUBMITTED AN APPLICATION TO THE LAND  
USE BOARD FROM THE TERMS OF THE ZONING ORDINANCE OF THE TOWN OF  
CLINTON, IN CONNECTION WITH THE PROPERTY KNOWN AS BLOCK \_\_\_\_\_  
LOT (S) \_\_\_\_\_ ADDRESS \_\_\_\_\_

---

**AND THAT WRITTEN NOTICE OF THE HEARING ON THIS APPLICATION WAS  
GIVEN TO EACH AND ALL OF THE OWNERS OF PROPERTY AFFECTED, IN THE  
FORM ATTACHED, AND ACCORDING TO THE ATTACHED LISTS, AND IN THE  
MANNER AND ON THE DATES INDICATED THEREON.**

SIGNATURE \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

**Town of Clinton  
VARIANCE APPLICATION**

No. \_\_\_\_\_ (date filed) \_\_\_\_\_ Fee deposited \_\_\_\_\_ Attorney ID # \_\_\_\_\_

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(DO NOT WRITE ABOVE THIS LINE)

**INSTRUCTIONS**

Application for appeals to the Land Use Board of The Town of Clinton must be made on this form and filed with the Secretary of the Board along with Twenty (20) Copies of Plot Plan/ Site Plan.

**Additional information may be required by the Board.**

After filing the application you will be notified of the date the hearing will be held on your application together with detailed instructions concerning the procedure you must follow to give notice of the hearing to adjoining property owners.

In the event a variance is granted, you are hereby notified that said variance shall expire unless work is commenced and diligently prosecuted within nine (9) months from the date of the granting of the variance.

1. Name of Applicant: \_\_\_\_\_

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

2. Name & address of present owner (if other than No.1 above)

3. Interest of applicant if other than owner: \_\_\_\_\_

4. Description of property: \_\_\_\_\_

How Zoned: \_\_\_\_\_

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

Tax Map Block No. \_\_\_\_\_ Lot No: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ Size of Building \_\_\_\_\_

Number, Size & Use of accessory buildings: \_\_\_\_\_

Height of Building: \_\_\_\_\_ #of Stories: \_\_\_\_\_

Setback from front property line: \_\_\_\_\_ feet Rear yard: \_\_\_\_\_ feet.

From side lot lines: \_\_\_\_\_ feet, and \_\_\_\_\_ feet.

Prevailing setback of adjoining buildings with block: \_\_\_\_\_

5. Attach a plot plan showing the block and lot numbers, dimensions of lot, dimensions of present and proposed structures, and location of all structures in relation to all other structures and to property lines and plans of any proposed buildings.

6. Specify the relief sought from the Board under NJSA. 40:55D- 70 et seq.

7. Has there been any previous appeal involving these premises? If so, state character of appeal and date of disposition.

8. If variance is under NJSA. 40:55D-70 (c) give details on any of the following which may apply:

(a) Exceptional narrowness, shallowness, or slope of property:

(b) Exceptional topographic conditions:

(c) Other extraordinary and exceptional situations or conditions of the property:

(d) Exceptional and undue hardships upon the owner of property:

9. If the use is not permitted in the zone NJSA 40:55D-70(d)-specify the details on the following:

(a) How this is a particular case:

(b) What are the special reasons for the variance:

10. Specify how the relief requested, if granted, can be granted without substantial detriment to the public good and without substantially impairing the intent and plan of the zoning ordinance, and how it would affect the following purposes of zoning.

(a) To Lessen congestion in the streets:

(b) Secure safety from fire, flood, panic and other dangers:

( c) Promote health, morals and the general welfare:

(d) Provide adequate light and air:

(e) Prevent the overcrowding of land or buildings:

(f) Avoid undue concentration of population:

(g) Other:

11. The applicant does hereby grant an extension of time from the date within which the Land Use Board must act on this application for a period of \_\_\_\_\_.

## AFFIDAVIT OF APPLICANT

STATE OF NEW JERSEY}  
: SS.  
COUNTY OF HUNTERDON}

, of full age, being duly sworn according to law,

on oath deposes and says that all of the above statements are true.

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

---

Notary Public of New Jersey

Signature of Applicant

## Authorization

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

To:        Land Use Board

\_\_\_\_\_ is hereby authorized to make  
the attached application to the Land Use Board.

\_\_\_\_\_  
Signature of owner:

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

**PLEASE BE ADVISED THAT THE NOTICE IN THE NEWSPAPER MUST APPEAR AT LEAST 10 DAYS PRIOR TO YOUR SCHEDULED PUBLIC HEARING. ALL NOTICES TO THE 200-FOOT LIST AND PUBLIC UTILITIES MUST BE SENT BY CERTIFIED MAIL AT LEAST 10 BUSINESS DAYS PRIOR TO YOUR SCHEDULED PUBLIC HEARING.**

**Items to be delivered to the office by the Friday before the Tuesday Meeting:**

- 1). Copy of notice sent to all public utilities, residences & businesses on the 200 foot notice that was supplied by the Town Clerk.
- 2). Original Affidavit signed and notarized
- 3). Copy of notice sent to the newspaper and the notarized form from the newspaper.
- 4). Copy of the 200-foot list supplied by the Town Clerk
- 5). Original white certified receipts

**If you have any questions please contact the Board Secretary Allison Witt at 908-735-2275.**



**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>									
✓	✓	✓	✓	✓	✓	✓	✓	✓	A. Application and escrow fee with separate computation calculation.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓	B. Four (4) copies of the completed application form. Four (4) copies of completed checklist.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓	✓	✓	✓	✓	✓	✓	C. Applicant's Disclosure Statement if filed as a corporation.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓	✓	D. A list identifying specific variances. Include narrative explanation outlining the basis for the requested relief.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓	✓	E. Certification from the Town of Clinton Water and Sewer Departments, that sewer charges, and/or late fees, interest and other assessments are paid to-date.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
✓	✓	✓		✓			✓		F. Certified list of property owners within 200'.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓		✓	✓		G. Signed escrow agreement.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓		✓		H. Certification and Will Serve letters from the Town of Clinton Water Sewer Department that the water and sewer systems possess sufficient uncommitted capacity to accommodate the proposed development.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			✓	✓	✓	✓	✓	✓	I. Provide Will Serve and Review letters from Town of Clinton Fire Fire Official and South Branch Emergency Services.				<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 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"/>

**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	<b>✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>	PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED	
		✓		✓		✓	✓			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"/>

**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON**  
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(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>															
	✓	✓	✓	✓	✓	✓	✓	✓	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"/>

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<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"/>

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<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



## **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: \_\_\_\_\_