

General Application Form

TOWNSHIP OF FRANKLIN,
SOMERSET COUNTY, NJ



- 1) Applicants wishing to appear before the Zoning Board of Adjustment for matters other than for a variance, such as appeals (N.J.S.A. 40:55D-70a), interpretations (N.J.S.A. 40:55D-70b) and certification of pre-existing nonconforming use, shall submit this General Application Form and all applicable data, information, fees, etc. contained or referenced in the General Application Submission Checklist. This General Application Form and the General Application Submission Checklist shall also be used by other parties wishing to appear before the Planning Board or Zoning Board of Adjustment on matters for which the Township does not provide a specific application form and/or checklist.
- 2) The applicant shall pay fees in accordance with Schedule 7, §112-327 and §112-213.B of the Land Development Ordinance, as applicable, and shall pay an initial escrow deposit in accordance with §112-213.A of the Land Development Ordinance as applicable. Deposits and fees shall be made by check to “Franklin Township” and delivered or dropped off at the Township municipal office at 475 DeMott Lane, Somerset, NJ. In case of proposals requiring a combination of approvals, such as subdivision and variance(s), the applicant shall pay an amount equal to the sum of the fees required. In the case of a submission requiring application fee(s) and an escrow deposit, one separate check shall be provided for the required escrow deposit and another check shall be provided equal to the sum of the required fees. Any requests for payment of fees other than via check to “Franklin Township” (e.g., wire transfer or credit card) should be disregarded.
- 3) All information contained in the submission checklist is required. Where the applicant believes a submittal item is not applicable or requests a waiver for submittal of an item, a letter providing justification for non-submittal of the item(s) shall be provided.
- 4) The submission will be reviewed by the Director of Planning or his/her designee to determine whether the submission contains all of the information required along with applicable fees and/or escrow deposit. During this review the Director of Planning or his/her designee shall determine whether all of the submittal items have been provided and/or whether any of the items are not applicable or whether a waiver may be granted with respect to any submittal items. These determinations by the Director of Planning or his/her designee pertain solely to the determination of whether all required materials have been submitted and shall in no way prevent the Board or its professionals from requiring the information during the substantive review of the application/ hearing. If any submittal items are found to be missing, the applicant shall be notified in writing.
- 5) Per §112-320.1 and submittal checklists, **all** application submittals shall be submitted in digital format in .pdf format with no individual file exceeding 29 MB in size. Applicants shall **not** provide digital copies of the W-9 form or the checks.

Per §112-320.1, homeowners submitting on their own behalf shall not be subject to this requirement, however they are encouraged to do so.

Applicants should be aware that any such digital documents may be posted on the Township website. Thus, applicants are *encouraged* to redact personal information such as addresses, phone numbers, email addresses from the *digital* copies of application materials. However, unless otherwise authorized by law, such information shall not be redacted from the submitted hard copies.

- 6) Once the application is deemed to contain all required submittals, the application will be scheduled to appear before the Board. The applicant will be advised in writing.
- 7) When required by law, the applicant must give Public Notice of said hearing in accordance with the requirements of the Municipal Land Use Law. Notification must be completed at least 10 days prior to the scheduled hearing. Information and dates will be supplied to the applicant at the appropriate time for advertising and noticing.
- 8) A public hearing will be conducted on the scheduled date. The hearing may be continued to another meeting date if necessary.

On the evening of the public hearing meeting, the applicant, owner, contract purchaser or person having a real interest in the property, agent or attorney (corporations must be represented by an attorney), shall appear before the Board to submit or present proof in support of the application.

- 9) Applicants represented by engineers and/or architects (or other such professionals) shall be prepared to use the video display systems available in Council Chambers to project hearing exhibits. Use of the video display system improves visibility of these exhibits for the Board, the public and the Township's video broadcast of the hearing. In order to use the video display system available in Council Chambers Applicants shall bring a computing device capable of utilizing a VGA connection or an HDMI connection. Audio connections are available for both connections. Cables are provided, adapters are not. So please insure you have the required adapters to connect to either VGA or HDMA. Per Board bylaws, Applicants who fail to comply with the above are subject to their hearings being adjourned to a subsequent date, subject to the discretion of the Board Chair.
- 10) As part of the hearing procedure, the applicant must present testimony to the Board in reference to the matter before the Board. The Board will then make the determination on the matter before them.
- 11) During the course of the hearing, the Board may require such additional information and/or analyses deemed necessary by the Board to render an informed and reasonable decision.
- 12) Resubmittal of application materials (e.g., plans, reports, etc.) made in response to Board and/or staff reviews and/or comments, shall be accompanied by a written description of the changes made compared to the prior submission. In the case of staff reports, this shall be accomplished by providing a response to each of the review comments with a description of the plan changes and where the plan changes can be found (e.g., sheet or page number). If the application materials have not been revised in response to any such comment, the reason for the non-change shall be provided. The number of copies of this written description should be commensurate with the number of revised plans and shall be provided in digital form (in .pdf format).
- 13) The Board shall render a decision on the matter within the timeframe mandated by the Municipal Land Use Law.
- 14) The action taken will be reduced to writing and presented to the Board for adoption in the form of a resolution at a subsequent meeting. The date of adoption of the resolution is the official date of approval of the application.
- 15) Upon adoption of the resolution by the Board, a copy of the resolution will be forwarded to the applicant within 10 days after adoption. The applicant must proceed to comply will all conditions of approval prior to the issuance of a permit.

FOR OFFICIAL USE ONLY

Planning Board

Zoning Board of Adjustment

Name of Application: _____

Docket Number : _____

PART A

Identify the matter before the Board:

Appeal (N.J.S.A. 40:55D-70a)

Interpretation (N.J.S.A. 40:55D-70b)

Certification of Pre-Existing Nonconforming Use

Other. Describe: _____

Explain, in detail sufficient for the Board to understand the nature of the proposal, issue, appeal, interpretation or matter:

PART B

APPLICANT: Individual Partnership Corporation

APPLICANT: Owner Applicant Other _____

Name _____

Street Address _____ Apt./Ste/Unit # _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

OWNER (if different from Applicant):

Name _____
Street Address _____ Apt./Ste/Unit # _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____
Email _____

PART C

SUBJECT PROPERTY:

Block/s _____ Lot/s _____ Zone _____

Street Address _____

City _____ State _____ Zip Code _____

Has there been any previous appeal, request, or application to this or any other Township Boards involving this property? Yes No

If, yes, state type, docket number, the nature and date of such appeal: _____

How long has the present owner had title to this property? _____

Is the property under contract to be sold? Yes No

If yes, state the date of contract and name of the contract purchaser: _____

PART D

LIST OF PLANS, REPORTS AND OTHER MATERIALS SUBMITTED:

<u>Quantity:</u>	<u>Description of Item:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART E

CONTACT PERSON INFORMATION/ CERTIFICATION

The person indicated below shall serve as the point-of-contact with the Township Department of Planning and Zoning and shall be the sole recipient of official correspondence from the Department. By signing this form, in Part H below, the Applicant and Owner certify that that the party listed below is authorized to act on their behalf as the designated contact person with the Department.

Owner Applicant Attorney Engineer Architect Other

Name _____

Street Address _____ Apt./Ste/Unit # _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

PART F

APPLICANT'S CERTIFICATION

I, _____, of full age, being duly sworn according to law and upon my oath, depose that: I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the individual applicant, or a general partner of the partnership applicant, or an officer of the corporate applicant and I am authorized to sign the application for the partnership or corporation.

Sworn to and subscribed before me this ____ day of _____, 20____

APPLICANT'S SIGNATURE

NOTARY PUBLIC

OWNER'S CERTIFICATION

(If the owner is a corporation, this section must be signed by an authorized corporate officer. If the owner is a partnership, this section must be signed by a general partner.)

I, _____, of full age, being duly sworn according to law and upon my oath depose that: I reside at _____ in the County of _____ and State of _____, and that the above statements contained in this application and in the papers appended thereto are true. I further certify that I am the owner of the property which is the subject of this application, and I am the applicant or I have authorized the applicant to make this application, and I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Sworn to and subscribed before me this _____ day of _____, 20____

OWNER'S SIGNATURE

NOTARY PUBLIC