



# Borough of Emerson

LAND USE BOARD APPLICATION PACKET

PREPARED BY THE BOROUGH OF EMERSON LAND USE BOARD

January 2021

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# LAND USE APPLICATION INSTRUCTIONS

To assist you in completing and submitting your Land Use application to the Emerson Land Use Board, please refer to the forms included in this packet and the following 10 steps provided below.

## **STEP 1 –PREPARE YOUR APPLICATION:**

- To begin, please review the “Application for Development” form on page 6-9, and complete to the best of your ability. To assemble a thorough and complete ‘application’, +please attach your Application for Development form with all other relevant, additional forms as described herein, in addition to any fee payment or architectural plans, as required.
  
- All applicants are required to submit the "Application for Development" form, which can be found on page 6-9. All applications must include everything found on Checklist A, found on page 10. The additional submission requirements for each application can be found on pages 10 &11.
  
- Please request a Certification of Payment of Taxes from the Borough Tax Collector (see Form F, page 17). This certification confirming that all taxes are paid and current must be provided before an application will be deemed complete.
  
- For any corporation or partnership applying for a variance for non-residential purposes or to construct a multi-residential dwelling of twenty-five (25) or more housing units, you must obtain and submit a list of the names and addresses of all stockholders or individual partners owning at least 5% of its stock of any class, or 5% interest in the partnership, along with an affidavit verifying its accuracy.
  
- When the tasks noted above are completed, please deliver your completed application to our Borough Clerk. Your application will then be reviewed by the Land Use Secretary. An application will not be considered eligible for review until all required forms, fees and architectural plans are submitted – preferably all together.
  
- A written waiver request – written by applicant – is required if an applicant does not provide all of the submission requirements for their application.

## **STEP 2 – COMPLETENESS REVIEW:**

- First, your application and all documentation submitted will be reviewed by the Land Use Secretary to ensure that all items required for submission, as noted in the Application Checklist, have been included with the submitted application.
  
- Once submitted, your application will be officially shared on your behalf, with all applicable Borough departments and professionals for proper review.

- If any required items have not been submitted, a "Completeness Review" will be sent to the applicant within forty-five (45) days of submission, indicating which items are outstanding. The required outstanding items must be addressed prior to being scheduled for a hearing.
- A hearing will not be scheduled until all required items are received. A written waiver request would be required if an applicant fails to provide an application with its required items and documentation.
- Once all necessary items are submitted, the application will be deemed complete and formally scheduled for a hearing date during a regularly scheduled Land Use Board meeting. The Board Secretary will notify you, the applicant, of the date that your application is scheduled to be heard by the Emerson Land Use Board.

### **STEP 3 – PUBLISH YOUR HEARING NOTICE:**

- Once you have your hearing date, and no earlier, you are responsible for issuing a Notice of your upcoming hearing by the Land Use Board to The Record – Bergen County newspaper. You can do so by emailing the Notice to [berlegal@gannett.com](mailto:berlegal@gannett.com). Please see Form D on page 15 for a sample Notice
- This Notice must appear in The Record at least ten (10) calendar days before your hearing date. If the notice does *not* appear in The Record at least ten-days (10) in advance of the hearing, the application will not be heard on the scheduled date.
- Once you've submitted notice to The Record newspaper, they will send you proof of publication. Please provide this proof (usually PDF via email) to the Land Use Board Secretary, prior to your hearing date.

### **STEP 4 – ISSUE NOTICE TO PROPERTY OWNERS:**

- In addition to publication of Notice in The Record, you must give Notice of the Public Hearing, Form C page 14, at least ten (10) days prior to the meeting date to the following parties:
  1. To all property owners located within two-hundred feet (200 feet) in all directions of the property associated with the application
  2. To the Borough Clerk of any adjoining municipality within two hundred (200 feet) of the property, if any.
  3. To the Bergen County Land Use Board, only in the event the property fronts on an existing or proposed County Road or adjoins other County land or is situated within two hundred (200) feet of a municipal boundary
  4. To the Commissioner of Transportation of the State of New Jersey, if the property is adjacent to a State Highway.

5. To the State Planning Commission, if the application relates to the development of property in excess of one-hundred fifty (150) acres or five hundred (500) dwelling units, including architectural plans and relevant documents filed with the Borough.

#### **STEP 5 – PROVIDE HEARING NOTICE BY MAIL:**

- You are required by statute to notify all property owners within two hundred (200) feet of the property of your scheduled hearing. You can obtain a certified list of the property owners within two hundred (200) feet of the subject property from the Tax Assessor's Office. To so do, simply complete the Property List Request form enclosed in this packet and pay a fee of ten dollars (\$10) to the Borough of Emerson. The Property List Request Form can be found on page 12, also known as Form A.
  
- Should the application need a certified list of property owners in adjoining municipalities, the applicant must contact that specific municipality to request a certified list.
  
- Notice of the hearing must either be made by certified mail, with “Return Receipt Requested”, or by personal service, as set forth in NJSA 40:55D-12.
  
- Notice to a partnership owner shall be made by service upon any partner. Notice to a corporate owner shall be made by service upon its president, vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.
  
- To assist you, this packet includes a sample letter (also known as Form C page 14) that you can use as a template to inform area property owners of your upcoming hearing date. **NOTICE BY THE APPLICANT TO AFFECTED PROPERTY OWNERS MUST BE GIVEN AT LEAST 10 DAYS PRIOR TO THE DATE OF THE HEARING – FAILURE TO GIVE TIMELY NOTICE WILL RESULT IN A POSTPONEMENT OF THE HEARING.**
  
- Once notice has been provided to all required parties, please file an Affidavit of Proof of Service (see Form E, page 16) with the Emerson Land Use Board.

#### **STEP 6 – ASSEMBLE PROOF OF NOTICE:**

- The applicant must prepare an Affidavit of Proof of Service to prove that notice of the hearing was properly mailed to all owners of property within two hundred (200) feet of the subject property. The affidavit should follow the form of the sample affidavit, provided on page 16 also known as “Form E.”
  
- Copies of all certified mail slips with postal date stamp must be submitted along with your Affidavit of Service (Form E, page 16) to the Land Use Board Secretary.

- If more than one person serves notice to property owners, then separate affidavits must be prepared listing the property owners served by each person.
- It is recommended that the applicant distribute all notices to all required property owners, prepares the necessary affidavit, and presents it for review by the Board prior to expiration of time for service – which is ten days (10) prior to the hearing -- to provide sufficient time to correct any errors. This will help prevent any postponement of your hearing, including any additional costs that may be incurred.
- Affidavits must be presented to the Board for review no later than two days (2) before the scheduled hearing.

#### **STEP 7 – OBTAIN PROOF OF PAYMENT OF TAXES:**

- Every application to the Land Use Board must be accompanied by Certification from the Borough of Emerson Tax Collector, showing that no taxes or assessments for local improvements are due or delinquent for the property associated with the application, Form F page 17.
- The applicant must obtain a tax statement from the Tax Collector and submit to the Land Use Board Secretary. If it is shown that taxes or assessments are delinquent, any approval or other relief granted by the Board must be conditioned upon either the prompt payment of such taxes or assessments or the making of adequate provisions for the payment thereof.

#### **STEP 8 – ATTEND SCHEDULED HEARING:**

- The applicant is required to appear before the Land Use Board in person or be represented by an attorney or designated representative to present their case before the
- All applicants or property owners that are incorporated MUST be represented by an attorney with the exception of sole proprietorships. Any employed professionals and experts appearing on behalf of the applicant must confirm that they possess the appropriate New Jersey licenses prior to any testimony at any Land Use Board hearing. The lack of a New Jersey license does not prohibit an individual from testifying but will preclude her or his ability to be noted as a “certified expert witness” by the Land Use Board.

#### **STEP 9 – LAND USE BOARD MEETING SCHEDULE**

- To ensure timely review and feedback, an application must be heard by the Emerson Land Use Board within one hundred twenty (120) days of being deemed as complete.
- The Emerson Land Use Board holds regularly scheduled meetings on the first and third Thursday, except holidays, in January, February, March, April, May, June, September and October. There is only one meeting during July, August, November and December. Meetings are held at 7:30 PM, in the Council Chambers, located on the second floor of Emerson Borough Hall, located at 146 Linwood Avenue, Emerson, New Jersey 07630. If the Board is unable to meet in-person, the Board will schedule and host meetings virtually and notify the public accordingly.

- Ahead of every meeting, the Land Use Board agenda is posted on the Borough of Emerson website at [www.emersonnj.org](http://www.emersonnj.org). and on the physical bulletin board inside Borough Hall. Per state statute, this agenda is posted 48 hours before the meeting.

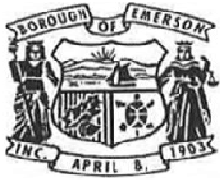
#### **STEP 10 – RECEIVE DECISION FROM LAND USE BOARD:**

- **The Resolution.** The Resolution will be presented and memorialized by the Land Use Board within forty-five (45) days of decision. A copy of the resolution will be mailed to the applicant, applicant's attorney and any expert/professionals, as listed on the application as well as the Building Department and the Tax Assessor..
- **Notice of Decision.** A Notice of Decision will be submitted by the Land Use Board to The Record for publication within ten (10) days of the memorialization of the Resolution
- **Time Period for Appeal.** Any party interested in appealing the decision of the Land Use Board, must do so within forty-five (45) days of the publication of the Notice of Decision

#### **CONTACT & NEXT STEPS:**

If you have any questions, please call or email Marie Shust, Board Secretary, [boardsec@emersonnj.org](mailto:boardsec@emersonnj.org), (201) 262-6086, Ext. 1351.

**APPLICATION FOR DEVELOPMENT**



**Borough of Emerson**

Land Use Board  
Emerson Borough Hall  
Second Floor Council Chambers  
146 Linwood Avenue  
Emerson, New Jersey 07630

Marie Shust  
Land Use Board Secretary  
Boardsec@emersonnj.org  
(201) 262-6086 Ext. 1351

**APPLICATION FOR DEVELOPMENT**

Date Filed \_\_\_\_\_ Date Received: \_\_\_\_\_  
Application Number \_\_\_\_\_ Completeness Date: \_\_\_\_\_

**PROPERTY INFORMATION:**

Address \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

**1 APPLICANTS' INFORMATION**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_

Applicant is a(n) \_\_\_\_\_  
 Individual    Corporation    LLC    Partnership

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**2 OWNERS INFORMATION (If different from applicant's)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_

\*If the Applicant is not the Recorded Owner, describe the Applicant's interest in the subject property, giving the date that the Applicant will become owner of record.

**3. DISCLOSURE STATEMENT FOR CORPORATIONS AND PARTNERSHIPS**

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 5% of the stock in a corporate applicant or 5% interest in any partnership application must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 5% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 5% ownership criterion have been disclosed. (Attach pages as necessary to comply).

Name _____	Address _____	% Interest _____	_____
Name _____	Address _____	% Interest _____	_____
Name _____	Address _____	% Interest _____	_____
Name _____	Address _____	% Interest _____	_____

**4 APPLICANT'S REGISTERED AGENT (If the Applicant is a Corporatopn, LLC or aPartnership)**

Agent's 'Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_

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**5 APPLICANT'S ATTORNEY ( Corporations oand LLC's must be represented by an attorney)**

Attorney's 'Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_

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**6 APPLICANT'S ENGINEER**

Attorney's 'Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
E-mail \_\_\_\_\_

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**7 APPLICANT'S ARCHITECT**

Attorney's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
 E-mail \_\_\_\_\_

**8 NATURE OF THE APPLICATION (Check applicable items)**

<input type="checkbox"/> Commercial Addition	<input type="checkbox"/> Deck or Fence variance
<input type="checkbox"/> Commercial New Construction	<input type="checkbox"/> Above-ground Pool
<input type="checkbox"/> Commercial Use Variance	<input type="checkbox"/> Home Occupational sign
<input type="checkbox"/> Residential Addition	<input type="checkbox"/> All Other Signs
<input type="checkbox"/> Residential New Construction	<input type="checkbox"/> Special Meeting Request
<input type="checkbox"/> Residential use Variance	<input type="checkbox"/> Tree Management
<input type="checkbox"/> Minor Subdivision without variance	<input type="checkbox"/> Minor Site Plan without variance
<input type="checkbox"/> Minor Subdivision with variance	<input type="checkbox"/> Minor Site Plan with variance
<input type="checkbox"/> Major Subdivision without variance	<input type="checkbox"/> Major Site Plan without variance
<input type="checkbox"/> Major Subdivision with variance	<input type="checkbox"/> Major Site Plan with variance

**9 PRESENT USE:** Describe briefly all buildings or structures now existing on the premises and their current use.

Has there been any previous application involving these premises? \_\_\_ Yes \_\_\_ No

If yes,

\_\_\_\_\_

Is there adjacent property in common ownership? \_\_\_ Yes \_\_\_ No

If yes, provide the address of the property. \_\_\_\_\_

Are there any

\_\_\_ Yes \_\_\_ No \_\_\_\_\_ Proposed

If yes or proposed, attached copies.

**DESCRIPTION OF PROJECT:** Describe briefly the Applicant's intentions concerning the proposed character of development. Where applicable, indicate type of use proposed, size of structures, hours of operation, number of employees, number of parking spaces, intention to sell or rent, and any other

10

Is there any demolition contemplated?  Yes  No  
If yes, describe same \_\_\_\_\_

Has an application been made to any other government body or bodies in relation to this Application?  Yes  No  
If yes, attach copies of all application forms and any and all correspondence.

11

**PUBLIC USE:** Is any portion of the premises subject to this application intended to be dedicated or reserved for public use?  Yes  No

12 **BOROUGH REQUIREMENTS:**

Is the Applicant willing and able, in the event of approval of its site plan, to undertake and complete installation, in accordance with the requirements and specifications of the Borough of Emerson, and to furnish bonding and surety company performance bonds for the following. If yes, check applicable item.

- Street Paving
- Curbs
- Sidewalks
- Other requirements of the Planning Board

- Drainage Facilities
- Catch Basins
- Shade Trees

13 **ORDINANCE REQUIREMENTS:**

Does this application comply with all requirements of the Zoning Ordinances?  Yes  No

If not, state violation, article, section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary.

14

**SUBMITTED MATERIALS:** List all plans, drawings, documents, reports, and other information that are being submitted as part of this application. Use a separate sheet if necessary.

By submitting this application, the Applicant agrees to provide a copy of any transcript of any meeting of the Emerson Land Use Board taken by a stenographer, if requested by the Emerson Land Use Board, without any cost to the Emerson Land Use Board.

I hereby affirm that all of the above and statements contained in the papers submitted herewith are true.

**Name of Applicant or Agent:** \_\_\_\_\_

**Signature of Applicant or Agent:** \_\_\_\_\_



# Borough of Emerson

Land Use Board  
Emerson Borough Hall  
Second Floor Council Chambers 146 Linwood Avenue  
Emerson, New Jersey 07630

Marie Shust

## APPLICATION CHECKLISTS & MANDATORY

For your reference, the following checklists list the items that are required for submission to ensure a complete application to the Land Use Board. Please review carefully, as specific items apply based on your application type. If relevant, the applicant may request that certain items be waived by the Board.

### **CHECKLIST A: GENERAL REQUIREMENTS FOR ALL APPLICATIONS**

1. Application Fee and Escrow Deposit (two separate checks).
2. A copy of the latest Deed that associates the property to the applicant, if applicable.
3. Fourteen (14) copies of the completed Application for Development, plus an electronic copy of all documents emailed to boardsec@emersonnj.org.
4. Certification of Payment of property taxes and proof no taxes are due or delinquent on the subject property.
5. Tree Removal Application Form (FORM 'B')
6. If applicable, a list of stockholders owning five percent (5%) of the stock or having five percent (5%) interest in the corporation; or partnership that owns the subject property, if there are any other than those listed on the application.
7. Written request for waivers for an item provided in a checklist.
<b>AFTER YOU HAVE RECEIVED YOUR HEARING DATE AND MADE YOUR NOTIFICATIONS:</b>
8. Proof of notice to area property owners as required ten (10) days prior to the public hearing date, by assembling and providing the following documentation: (a) Copy of your Affidavit of Service (Form E); and (b) Certified list of property owners to complete your certified mailing; and All copies of all U.S. Postal Service receipts from your certified mailing.
9. Proof of Public Notice to The Record as required by law, ten (10) days prior to the public hearing date.

**CHECKLIST B: SITE PLAN or SUBDIVISION WITH VARIANCE**

1. All items listed in <b>Checklist A: General Requirements for All Applications.</b>
2. Fourteen (14) copies of Plot Plan, plus an electronic copy emailed to boardsec@emersonnj.org. The plot plan must be prepared by a licensed surveyor, engineer, architect or professional planner.
3. The Plot Plan meets the following requirements: <p style="margin-left: 40px;">(a) Must be at a scale of not less than one (1) inch equals twenty (20) feet; and</p> <p style="margin-left: 40px;">(b) show the location of existing and proposed buildings and structures and outlines the existing structures and wooded areas within two hundred (200) feet of all boundaries of the subject property; and</p> <p style="margin-left: 40px;">(c) show the existing and proposed yard setbacks, property lines, other pertinent dimensions and all other data required in a site plan submitted pursuant to Chapter 236 of the Code of the Borough of Emerson.</p>
4. Fourteen (14) copies of a Zoning Chart, either separately or printed on the site plan, plus an electronic copy sent to boardsec@emersonnj.org. The Zoning Chart must list the required and proposed features by ordinance section number with variance required. The zoning chart is available online or by request to the Land Use Board Secretary or is provided by the preparer of the site plan.

**CHECKLIST C: MINOR SUBDIVISION WITHOUT VARIANCE**

1. All items listed in <b>Checklist A: General Requirements for All Applications.</b>
2. Fourteen (14) copies of the proposed minor subdivision lot plan, plus an electronic copy sent to boardsec@emersonnj.org, as specified by Chapter 252 of the Code of the Borough of Emerson.

**CHECKLIST D: PRELIMINARY APPROVAL OF SITE PLAN or MAJOR SUBDIVISION WITH or WITHOUT VARIANCE**

1. All items listed in <b>Checklist A: General Requirements for All Applications.</b>
2. Fourteen (14) copies of the preliminary Plot Plan showing site plan and/or subdivision proposal, in accordance with Chapter 252 of the Code of the Borough of Emerson, plus an electronic copy sent to boardsec@emersonnj.org.

**CHECKLIST E: FINAL APPROVAL OF SITE PLAN or MAJOR SUBDIVISION WITH or WITHOUT VARIANCE**

1. All items listed in <b>Checklist A: General Requirements for All Applications.</b>
2. Original tracing with signature lines and five (5) prints of approved preliminary Plot Plans with corrections, noting items required by preliminary resolution of approval drawn in and noted on the print.
3. Proof of execution of a Developer's Agreement. This is specific to the application and is typically prepared by Applicant's counsel.
4. Proof of posting of performance and/or maintenance bonds or guarantees, if required.
5. Copies of recorded easements, rights-of-way or conveyances of open space or public easements, if required by preliminary approval.
6. Bergen County Planning Board approval. Applicant will receive a letter from the Bergen County Planning Board and shall submit the same to the Board.
7. Department of Environmental Protection approval, stream encroachment easements, where required.
8. Bergen County Soil Erosion and Sediment Control Plan approval, where required.
9. Federal Army Corps of Engineer approval, specific for wetland development.

# PROPERTY LIST REQUEST FORM (FORM A)

Tax Assessor  
146 Linwood Ave.  
Emerson, NJ 07530

I am requesting a certified list of property owners within two hundred (200) feet of the below listed property

Date: \_\_\_\_\_ Application Number \_\_\_\_\_

Owner: \_\_\_\_\_

Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Requestor's name \_\_\_\_\_

Requestor's Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature

Date:

# TREE REMOVAL APPLICATION FORM (FORM B)

Chapter 266-11 C of the Emerson Borough Code states that "any person developing his/her property as a subdivision, site plan, planned unit development, multi-residential development, or single family lot exceeding one acre in area" shall be required to submit a tree management plan. Residential lots of one acre in area or less, provided that no more than 75% of the existing trees are to be removed, and which are not part of a major or minor subdivision, shall be exempt from a management plan (see Chapter 266-10).

All such management plans shall meet the requirements set forth in Chapter 266, Article II of the Emerson Borough Code. Failure to meet any of these requirements shall result in the rejection of the management plan. No tree removal permit shall be issued unless a complete tree management plan has been approved by the Borough of Emerson Land Use Board.

Date \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_

Address of Tree Location \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Signature of Owner (consenting to application): \_\_\_\_\_

**If the person requesting tree removal is not the owner of the tree, please fill out the below**

Requestor's Name \_\_\_\_\_

Requestor's Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

BE sure to include your Engineer's tree management site survey showing trees to be removed, and any trees to be planted.

**FOR BOROUGH OFFICIAL USE ONLY**

Tree Management survey attached?	Yes	_____	No	_____
Tree Management survey approved?	Yes	_____	No	_____
<b>Reviewed by;</b>	_____			
Approved by:	_____			

## SAMPLE NOTICE OF HEARING (FORM C)

**To:** Property owners within two-hundred feet of subject property to be heard before Emerson Land Use Board

**PLEASE TAKE NOTICE** that the undersigned has filed an appeal or application for development with the Land Use Board of the Borough of Emerson for the relief hereinafter described, so as to permit the following:

**[Include description of the use and/or construction contemplated here]**

The subject property is commonly described as [address] and designated as Lot \_\_\_\_ and Block \_\_\_\_\_ on the Borough Tax Map, and this notice is sent to you as an owner of property located within two hundred (200) feet of the subject property.

***[Include description of the required relief sought, such as site plan review, variances and/or waivers needed, as related to you by the Zoning Officer here.]***

**TAKE FURTHER NOTICE** that the undersigned seeks the following relief:

To the extent the application gives rise to other variances or design waivers that are presently unknown, applicant shall be seeking approval for them as well.

A Public Hearing has been set down for  
Date \_\_\_\_\_ Time \_\_\_\_\_

Emerson Borough Hall, Second Floor Council Chambers, 146 Linwood Avenue, Emerson, New Jersey.

All persons or property owners interested in this application will be heard at the aforesaid time and place. You may appear in person or by attorney and present any objections which you may have to the granting of the subject application or appeal.

All documents relating to this application may be inspected between the hours of 8:30 A.M. to 4:30 P.M. in the office of the Borough Clerk, Emerson Borough Hall, 146 Linwood Avenue, Emerson, New Jersey, and/or on the Emerson website under Land Use Board.

. Respectfully,  
(Applicant)

## SAMPLE NEWSPAPER NOTICE (FORM D)

**PLEASE TAKE NOTICE** that the undersigned has filed an application or appeal for development with the Land Use Board of the Borough of Emerson as hereinafter described, so as to permit the following:

*[Include description of the use and/or construction contemplated here]*

The subject property is commonly described as [address] and designated as Lot \_\_\_\_\_ and Block \_\_\_\_\_ on the Borough Tax Mapk and this notice is sent to you as an owner\_of property located within two hundred (200) feet of the ubject property.

***[Include description of the required relief sought, such as site plan review, variances and/or waivers needed, as related to you by the Zoning Officer here.]***

**TAKE FURTHER NOTICE** that the undersigned seeks the following relief:

To the extent the application gives rise to other variances or design waivers that are presently unknown, applicant shall be seeking approval for them as well.

A Public Hearing has been set down for

Date \_\_\_\_\_ Time \_\_\_\_\_

Emerson Borough Hall, Second Floor Council Chambers, 146 Linwood Avenue, Emerson, New Jersey.

All persons or property owners interested in this application will be heard at the aforesaid time and place. You may appear in person or by attorney and present any objections which you may have to the granting of the subject application or appeal.

All documents relating to this application may be inspected between the hours of 8:30 A.M. to 4:30 P.M. in the office of the Borough Clerk, Emerson Borough Hall, 146 Linwood Avenue, Emerson, New Jersey, and/or on th Emerson website under Land Use Board.

. Respectfully,

(Applicant)

# AFFIDAVIT OF PROOF OF SERVICE (FORM E)

RE: Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Lot No. \_\_\_\_\_ and Block No. \_\_\_\_\_:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being of full age and being duly sworn according to law, deposes and says that I reside at \_\_\_\_\_

\_\_\_\_\_ in the Borough of \_\_\_\_\_, in the County of \_\_\_\_\_ the State of \_\_\_\_\_ that I am the applicant in a proceeding before the Land Use Board, Borough of Emerson, being an application for a Site Plan/Subdivision/Variance from the Land Use or Zoning Ordinance which relates to the premises located at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, I gave written notice of the above referenced development application to each and all of the persons upon whom service must be made, as set forth on the Lists of Property Owners to be served (Exhibit A attached), using the Notice of Hearing to Property Owners attached hereto (Exhibit B). Each notice to property owners was sent by certified mail, return receipt requested. True copies of U.S. Postal Service receipts for certified mail are annexed hereto (Exhibit C).

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

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

Signature of Notary: \_\_\_\_\_

A Notary Public of New Jersey Seal

# REQUEST FOR VERIFICATION OF PAID TAXES FORM F

## Request for Certification of Payment of Taxes

To The Tax Assessor:  
146 Linwood Ave.  
Emerson, NJ 07630

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

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

Applicant's signature \_\_\_\_\_

# LAND USE APPLICATION FEE GUIDE

## APPLICATION AND ESCROW DEPOSITS

To complete your application for submission and review, you must submit two separate checks – one for the application fee and the other to cover the escrow deposit. The application fee and escrow deposit requirements for 2021-2022 are based on the following fee guide:

APPLICATION FOR;	Application Fee
Commercial Additions	\$400
Commercial New Construction	\$1,000
Commercial Use Variance	\$750
Residential Additions (including in-ground pools)	\$100
Residential New Construction	\$200
Residential Use Variance	\$300
Minor Subdivision, without variance	\$250
Minor Subdivision, with variance	\$400
Major Subdivision, without variance	\$400
Major Subdivision, with variance	\$750, plus \$75 per lot
Minor Site Plan, with or without variance	By acre as per ordinance (fee and escrow deposit)
Major Site Plan, with or without variance	By acre as per ordinance (fee and escrow deposit)
Deck Variance	\$50
Fence Variance	\$50
Above-ground Pool	\$50
Home Occupational Sign	\$50
All Other Signs	\$250
Special Meeting Request, Residential	\$375 (plus additional fees for attorney, secretary, etc.)
Special Meeting Request, Commercial	1000 (plus additional fees for attorney, secretary, etc.)
APPLICATION FOR:	Escrow Deposit
Site Plan, Residential	\$1,000
Site Plan, Commercial	\$5,000
Developers, Single Family Homes	\$5,000
Developers, Multifamily Homes	\$3,000 per unit
Subdivision, Residential	\$5,000
Subdivision, Commercial	\$5,000
Other commercial, professional, business and nonprofit entity applications	\$5,000
Other residential applications and any other applications not listed above	\$1,500

Thank you for completing this Land Use Board application packet.

If you have any questions, please call or email  
Marie Shust, Board Secretary  
boardsec@emersonnj.org, (201) 262-6086, Ext. 1351.

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