

DIRECTIONS FOR FILLING OUT A LAND USE BOARD APPLICATION

- Page 1. All of the requirements that need to be completed 10 days before your meeting date.
- Page 2. The Land Development Application must be completed. *wording from zoning permit.
- Wherever you see asterisks* fill in with the same wording that is on your original Zoning Permit from Bill Donegan under (reason for denial.) * will be on page 2, 6, and 7.
- Page 3. Must be signed on the bottom by the applicant. Fill out the top of the page only if you are a corporation.
- Page 4. Must be filled out if you are not the owner of the property in question, you must get the owners signature. If you are the owner, sign yourself. The bottom of page 4 must be signed by the applicant (owner) to give permission for the board members to walk onto the property in question. Also, the bottom of page 4 states that escrow has been give for the payment of the professionals.
- Page 5. Must be filled out from the Tax Collector's Office. This page states all taxes are paid up to date.
- Page 6. Fill out the date of the meeting along with the (*wording on your zoning permit) for your zoning application, and in plain English, state what you are planning to do. Also, fill in your Block and Lot. When this page is complete, you will call the New Jersey herald at (973) 383-1500 and they will give you their fax number. This is the page you must fax to them so that your notice will be in the newspaper 10 days before the hearing. You can do this sooner than 10 days if you desire.
- Page 7. You will send this page to everyone on your 200 Foot List that is given to you by the Tax Assessor. Please photo copy page 7 and fill in the Name and Address of everyone on your list (*wording on your zoning permit). This may have to be copied many times. When you are finished mailing notices, you must bring the Certified Mail receipts (Green and White Copies) to the Secretary to prove that the mailing has been done.
- Page 8. Use this page only if you want to get signatures of the neighbors on your list instead of mailing notice.
- Page 9. The Secretary needs the original page when everything is complete. This page must be filled out by a Notary. The Secretary will also need a copy of your newspaper notice.
- PLEASE NOTE THAT THE APPLICATION MUST BE COMPLETE 10 DAYS BEFORE THE MEETING DATE. IF ANYTHING IS MISSING IT CAN BE DEAMED INCOMPLETE AND NOT HEARD.

Borough of Hopatcong
Municipal Building
111 River Styx Road
Hopatcong, NJ 07843
Phone: 973-770-1200, Fax: 973-770-0301

LAND USE BOARD MEETINGS ARE HELD THE 1ST AND 3RD TUESDAY OF THE MONTH AT
7:30 P.M. IN THE COURT ROOM OF THE MUNICIPAL BUILDING

To complete your application you need to provide the Land Use Board Secretary with:

1. A copy of the Zoning Permit denial signed by the Zoning Officer and his completed rider.
2. BOARD OF HEALTH APPROVAL
3. One original copy of a complete Land Development Application & any other pertinent information for the Board.
4. 16 sets of plans including floor plan layout and profiles of dwelling both showing before and after, 16 copies of survey or plot plan indicating dwelling dimensions, setback, septic & well locations, driveway dimensions & location, a complete copy of the Land Development Application.
5. The application fee to go before the Board for a hearing is \$ _____. This must be paid by cash or check.
6. An escrow of \$ _____ must be paid by cash or check. This is for and professional fees incurred as a result of your application.
7. W-9 Form is required by law. This information is for bank use only. (not public)
8. Certification from the Tax Collector that taxes are current on the property (see form on page 5)
9. Request for 200 Foot List filed with the Tax Assessor (cost \$10.00)
10. Application to Sussex County if necessary.
11. Storm Water Management Plan (if applicable; see copy of Hopatcong Ordinance 242-73 – 242-86)

Your application has been scheduled for the Land Use Board at 7:30 P.M. in the Hopatcong Municipal Building on TUESDAY, _____

In order to be included in the Agenda the following paperwork must be submitted to the Secretary 10 days before the meeting.

1. A notice of this hearing must be advertised in the legal notice section of the New Jersey Herald at least 10 days before the hearing. The form for this is on page 6. Proof of this advertisement from the NJ Herald is required before the hearing. The phone number of the New Jersey Herald is (973) 383-1500
2. Everyone on the 200 foot list you received from the Tax Assessor must be notified by **certified mail** (see page 7 for form letter) of the hearing date or you can hand deliver the letter and have them sign for the letter on page 8. All variances must be listed on the letter under paragraph one. Your proposed construction must be listed under paragraph two. The white **postal slips** and/or proof of hand delivery, a **copy of the letter** and the **Affidavit of Service** (page 9) must be submitted to the Land Use Board Secretary **10 days before the meeting.**
3. If your property is within 300 feet of Lake Hopatcong, you need to send a copy of your Zoning Permit and plans with the 200' notice letter to the Lake Hopatcong Commission, 117 Lakeside Blvd., Landing, NJ 07850, phone (973) 601-1070 by certified mail or hand deliver with proof.

Borough of Hopatcong
Municipal Building
111 River Styx Road
Hopatcong, NJ 07843
Phone: 973-770-1200, Fax: 973-770-0301

**LAND USE BOARD
LAND DEVELOPMENT APPLICATION**

APPLICANT

Name: _____
Address: _____
Telephone No. _____

SUBJECT PROPERTY

Location/Address: _____
Block: _____ Lot(s) _____ Zone District _____

DIRECTIONS TO PROPERTY FOR BOROUGH HALL

APPLICATION

- Variance Relief – Hardship or benefit (N.J.S.A. 40:55D-70c(1),(2))
- Variance Relief – Use (N.J.S.A. 40:55D-70d)
- Conditional Use Permit (N.J.S.A. 40:55D-67)
- Construction on Unimproved Road (N.J.S.A. 40:55D-36)
- Appeal for decision of Administrative Officer (N.J.S.A. 40:55D-70a)
- Map of Ordinance Interpretation or Special Question (N.J.S.A. 40:55D-70b)

Section(s) of Ordinance from which a variance is requested (attach additional pages if necessary):

Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use(s) of the premises (attach pages as needed):

AUTHORIZATION BY OWNER OF PROPERTY AUTHORIZING NON-OWNER TO MAKE THIS APPLICATION

I certify that I am the Owner of the property which is the subject of this application, and that I have authorized _____, the applicant, to make this application and that I agree to be bound by this application, the representations made and decision in the same manner as if I were the applicant. I further certify that I am the individual Owner or that I am an Officer of the Corporate Owner and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership Owner. I hereby authorize members of the LAND USE BOARD and their staff to conduct a site visit of the premises which are the subject of this application.

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

(Signature of Owner)

I GIVER PERMISSION TO THE MEMBERS OF THE LAND USE BOARD AND THEIR STAFF TO CONDUCT AN INSPECTION OF PROPERTY.

(Signature of Owner)

I understand that the sum of \$ _____ has been deposited in an escrow account in accordance with Chapter 58-28 of the Code of the Borough of Hopatcong. I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with review of submitted materials. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the additional amount and shall add that sum to the escrow account within fifteen (15) days.

Date

Signature of Applicant

TO TAX COLLECTOR:

Please furnish me with information as to whether there are any existing liens on the following property:

BLOCK: _____ LOT: _____

LOCATION: _____

OWNER'S NAME: _____

APPLICANT'S NAME: _____

.....

TO BE COMPLETED BY TAX COLLECTOR:

Taxes on this property are paid through:

Tax Collector

Date

Borough of Hopatcong
Municipal Building
111 River Styx Road
Hopatcong, NJ 07843
Phone: 973-770-1200, Fax: 973-770-0301

REQUEST FOR 200 FOOT LIST

Name: _____

Mailing Address: _____

Phone Number: _____

Property Address: _____

Block: _____ Lot: _____

Description of Proposed Work: _____

Signature Date

The Assessor's Office has 7 business days to complete this request

.....

FOR OFFICE USE

Variances Required: _____

Authorized By: _____ Date: _____

Date Paid: _____ Rev. Receipt: _____

Date to Assessor: _____ Date Completed: _____

**NOTICE OF HEARING TO OTHER PROPERTY OWNERS
WITHIN 200 FEET
BOROUGH OF HOPATCONG, SUSSEX COUNTY, NEW JERSEY**

TO: _____
OWNER OF PREMISES: _____

PLEASE TAKE NOTICE _____, the undersigned, has filed an appeal or application for development with the Land Use Board of the Borough of Hopatcong, Sussex County, New Jersey for the following variances:

The variance(s) (is) (are) from the requirements of the Zoning Ordinance as to permit:

on the premises at _____ designated as Block _____, Lot _____ on the Borough Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for _____ at 7:30 PM, in the Hopatcong Municipal Building, 111 River Styx Road, Hopatcong, Sussex County, New Jersey. When the case is called, you may appear and present evidence or testimony in support or opposition to the granting of the relief sought in the petition.

The Petition and supporting documents will be on file in the office of the Building Inspector in the Hopatcong Municipal Building and are available for inspection 10 days before the hearing date.

This notice is sent to you by the applicant in compliance with Borough Code and State Statute 40:55D-11.

Respectfully,

(Applicant)

**LAND USE BOARD
BOROUGH OF HOPATCONG**

NOTICE: Please list the names and addresses of the owners served personally. Please be sure to have the owner of the Block and Lot involved sign the form below.
PLEASE TYPE OR PRINT CLEARLY THE NAMES AND ADDRESSES.
This form is to be returned to the Board Secretary.

	NAME AND ADDRESS	SIGNATURE	DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

AFFIDAVIT OF SERVICE

State of New Jersey
County of _____

_____ of full age, being duly sworn according to the law, on his oath deposes and says that he resides at:

_____ in the municipality of _____, County of _____, and State of _____

_____ and that he did on _____, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property affected.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto. Notice was also served on the Clerk of the Borough of Hopatcong as required by Statue. A copy of said notice is attached hereto.

Notice was also published in the official newspaper of the municipality as required by law.

Signature of Owner or Agent

Sworn and subscribed to
Before me this _____
Day of _____, _____

Notary Public of New Jersey

**BOROUGH OF HOPATCONG
LAND USE BOARD**

TAKE NOTICE that a hearing will be held on _____ before the Borough of Hopatcong Zoning Board of Adjustment in Municipal Building, Hopatcong, Sussex County on the application of the undersigned for a variance(s)

permitting:

_____ on premises

located at:

and designated as Block _____ Lot _____ on the Borough of Hopatcong Tax Map.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the LAND USE BOARD.

The application and supporting documents will be on file in the Building Department Office located at the Borough of Hopatcong Municipal Building, 111 River Styx Road, Hopatcong, NJ ten days prior to hearing, and are available for inspection during regular office hours.

The hearing will be at 7:30PM at the Hopatcong Municipal Building on the aforementioned date.

(Name of Applicant)

Publication Date