

## 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 1<sup>ST</sup> AND 3<sup>RD</sup> 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.