

**Borough of Bernardsville**  
 166 Mine Brook Road  
 Bernardsville, NJ 07924  
 Somerset County

Administration (908) 766-3000 Fax (908) 766-2401  
 Engineering (908) 766-3850 Fax (908) 766-2788

**APPLICATION FOR: SITE PLANS**

1st Draft 5/4/01; 2<sup>nd</sup> 5/11/01; Adopted 5/24/2001; Fees/Escrows rev. 1/12/11 (Ord.2010-1576); Consent Rev. 2/26/15

For Official Use: Application # \_\_\_\_\_ Date Received: \_\_\_\_\_ (Doesn't indicate complete application)  
 Fee: \$ \_\_\_\_\_, Received: \_\_\_\_\_ Escrow: \$ \_\_\_\_\_, Received: \_\_\_\_\_

Property Location: Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ Street Address \_\_\_\_\_  
 Zone \_\_\_\_\_ Tract Area \_\_\_\_\_  
 Applicant's name(s): \_\_\_\_\_ Owner's name(s): \_\_\_\_\_

**APPLICATION TYPE; FEE & ESCROW DEPOSIT (CHECK ALL THAT APPLY):**

**Note: Fees are not refundable.**

- Concept Plan (reviewed at sub-committee / work meeting, as opposed to public meeting)**
- No Fee or Escrow if review by Board's Engineer/Attorney/Planner is not needed or requested.
- If Professional Review requested or needed:  Fee: \$ 250  Escrow: \$ 1,500
  
- Minor Residential Site Plan (including in-house & detached accessory apartments; professional use)**
- Fee: \$ 500 + \$ 600 if "bulk" Variance(s) = \$ \_\_\_\_\_
- Escrow: \$ 2,000 + \$ 1,500 if "bulk" Variance(s) = \$ \_\_\_\_\_
  
- Non-Residential Site Plan Review/Waiver (ie: facade changes without site work, building expansion or variances)**
- No Fee or Escrow if review done at subcommittee mtg. & review by Board's Engineer/Attorney/Planner is not needed
- If Public mtg, needed and/or Professional Review needed or requested:  Fee: \$ 250  Escrow: \$ 1,000
  
- Minor Non-residential Site Plan (including outdoor dining)**
- Fee: \$ 750 + \$ 600 if "bulk" Variance(s) = \$ \_\_\_\_\_
- Escrow: \$ 2,500 + \$ 1,500 if "bulk" Variance(s) = \$ \_\_\_\_\_
  
- Major Non-Residential Site Plan - Preliminary**  Check if Amendment
- Fee (from attached schedule): \_\_\_\_\_
- Escrow (from attached schedule): \_\_\_\_\_
  
- Major Non-Residential Site Plan - Final**  Check if Amendment
- Fee (from attached schedule): \_\_\_\_\_
- Escrow (from attached schedule): \_\_\_\_\_
  
- Preliminary Multi-Family Site Plan**  Check if Amendment
- Fee: \$1,000 + \$100/unit x \_\_\_\_\_ units, + \$ 600 if "bulk" Variance(s) = \$ \_\_\_\_\_
- Escrow: \$5,000 + \$100/unit x \_\_\_\_\_ units, + \$ 1,500 if "bulk" Variance(s) = \$ \_\_\_\_\_

Final Multi-Family Site Plan

Check if Amendment

Fee: \$1,000 + \$50/unit x \_\_\_\_\_ units = \$ \_\_\_\_\_

Escrow \$5,000 + \$50/unit x \_\_\_\_\_ units = \$ \_\_\_\_\_

(Add variance fee & escrow IF not done at time of preliminary approval.)

1. Applicant's Name(s):

Address:

Telephone No.:

FAX No.:

Interest of Applicant, if other than owner:

Check one:  Individual;  Corporation;  Partnership;  Limited Liability Company

Other (Specify): \_\_\_\_\_

Attach list of names & addresses of shareholders or partners if/as required per NJSA 40:55D-48.1, 48.2 (10% or more).

2. Owner's name(s):

Purchase Date:

Address:

Telephone No:

FAX No.:

3. If Applicant is represented by a New Jersey attorney:

Attorney's Name:

Address:

Telephone No.:

FAX No.:

4. Name(s) and address(es) of NJ licensed professionals (e.g. architect, engineer, planner) preparing plans and/or reports (Attach sheet if necessary):

Name:

Profession:

Address:

Phone:

FAX No.:

Name:

Profession:

Address:

Phone

FAX No.:

Name:

Profession:

Address:

Phone:

FAX No.:

5. Number of Proposed Lots: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

6. Current use:

7. Proposed use/brief project description (use attachment if/as needed):

8. Is a new  Public Road\* or  Private Road\* proposed?

\*Or extension of same.

9. (a) Check  if zoning variance(s) required.

(b) Check  if exceptions to the application or municipal requirements are requested (N.J.S.A. 40:55D-51).

(c) Check  if exceptions to the NJ Residential Site Improvement Standards (RSIS, N.J.A.C. 5:21-3.1) requested.

(d) Check  if waivers from the NJ RSIS (N.J.A.C. 5:21-3.2) are requested. (Such waivers require application to, and approval of the N.J. Site Improvement Advisory Board.).

**NOTE:** If any of the above four (9a, b, c, d) are required, attach hereto separate statement for each category of relief sought, stating the factual basis and legal theory.

10. Does the  Owner or  Applicant own any land contiguous to the subject lot(s). If yes, describe:
11. (a) Are there any existing Deed Restrictions? (Check box that applies)  NO  YES (Attach copy of existing restrictions.)  
 (b) Are any Deed Restrictions proposed? (Check box that applies)  NO  YES (Attach copy of proposed restrictions)
12. Contemplated form of ownership (Check all that apply):  
 Fee Simple  Condominium
13. Briefly describe and include dates for any prior or currently pending proceedings by the applicant or others (if known), before this Planning Board or Zoning Board or any other federal, state or local board or agency involving the property which is the subject of this application. (Attach sheet if necessary)
14. List any documents accompanying this application (Attach sheet if necessary)  
 16 sets of plans required - Mandatory  
 Completed Checklist Required - Mandatory  
 Tax Collector's Certification indicating status of taxes - Mandatory  
 Other - List:

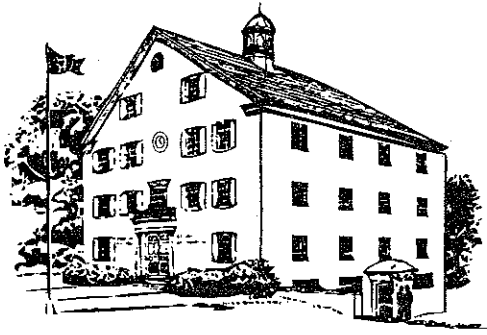
**APPLICANT'S SIGNATURE(S)**

Signature	Date	Signature	Date
Type or print name		Type or print name	

**CONSENT OF OWNER**

I (we), the undersigned, being the owner(s) of the lot or tract described in this application, hereby authorize the applicant to make this application. I (we) further agree to be bound by the application and related materials, and any representations or stipulations made by, or on behalf of the applicant, and the conditions of the Board, in the same manner as if I(we) were the applicant. I (we) further consent to the inspection of this property in connection with this application as deemed necessary by the municipal agency. *(If owned by a corporation or limited liability company, must be signed by an authorized corporate officer. If applicant is a partnership, must be signed by a general partner.)*

Signature	Date	Signature	Date
Type or print name		Type or print name	



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## FEE SCHEDULE/CALCULATION SHEET FOR MAJOR SITE PLANS\* (EFFECTIVE JANUARY 6, 2011)

**\*NOTE:** The following calculation sheet is for Preliminary & Final Site Plans, for which fees and escrows do not appear on the first page of the application form. The schedules below assume any/all necessary variances are sought at the time of Preliminary Approval. If any are sought at the time of final approval, the appropriate additional fees/escrows apply.

All areas to be rounded to the nearest 1,000 SF Gross Floor Area (GFA)

### PRELIMINARY, MAJOR, NON-RESIDENTIAL SITE PLAN:

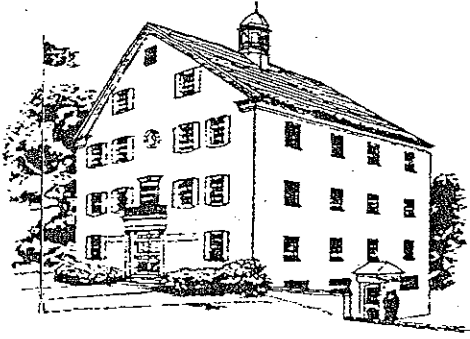
**Fee:** 1<sup>st</sup> 2,000 SF of affected land area \$500.00  
 + ( \_\_\_\_\_ SF of affected land area - 2,000 SF)/1,000 x \$20.00 = \_\_\_\_\_  
 + 1<sup>st</sup> 1,000 SF of Structures \$500.00  
 + ( \_\_\_\_\_ SF of affected building area - 1,000 SF)/1,000 x \$20.00 = \_\_\_\_\_  
 + Variance Fee: \$600.00 if bulk variance(s) &/or \$2,000 if use variance(s) = \_\_\_\_\_  
**TOTAL FEE =** \_\_\_\_\_

**Escrow:** \$ 5,000 + (\$ 200/1,000 SF x \_\_\_\_\_ SF of new/altered GFA) = \_\_\_\_\_  
 + Variance Escrow: \$1,500 if bulk variance(s) &/or \$2,000 if use variance(s) = \_\_\_\_\_  
**TOTAL ESCROW =** \_\_\_\_\_

### FINAL, MAJOR, NON-RESIDENTIAL SITE PLAN:

**Fee:** 1<sup>st</sup> 2,000 SF of affected land area \$100.00  
 + ( \_\_\_\_\_ SF of affected land area - 2,000 SF)/1,000 x \$10.00 = \_\_\_\_\_  
 + 1<sup>st</sup> 1,000 SF of Structures \$100.00  
 + ( \_\_\_\_\_ SF new/affected GFA - 1,000 SF)/1,000 x \$10.00 = \_\_\_\_\_  
**TOTAL FEE =** \_\_\_\_\_

**Escrow:** 25% of Preliminary  
 0.25(\$5,000 + \$200/1,000 SF x \_\_\_\_\_ SF new/altered GFA) = \_\_\_\_\_



# Borough of Bernardsville

Incorporated June 2, 1924

Somerset County

Route U.S. 202, P.O. Box 158

Bernardsville, NJ 07924

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## TO ALL APPLICANTS (New Construction and Additions)

Please be advised that your application for new construction (new building or addition) may be subject to an additional fee if your application goes to either the Planning Board or Board of Adjustment), as per Borough Ordinances ~~#95-1018~~ #2008-1503 and ~~95-1029~~. These ordinances are the Borough's response to the Fair Housing Act of 1985, N.J.S.A. 52:27d-301 and the State Constitution, subject to COAH rules.

This fee is based on the total assessed value (market value) of your home when the work is completed. You will pay fifty percent of the calculated fee at issue of building permits. The remaining fee will be paid at issuance of the Certificate of Occupancy.

For further information please do not hesitate to call the Construction Department at (908) 766-3850 ext. 158.

**APPLICANTS PLEASE NOTE:**

All Major Site Plans and Major Subdivisions, as well as Minor Subdivisions and Minor Site Plans involving variances require public notice prior to the Public Hearing as per Article 4-7 of the Borough of Bernardsville Development Regulations, Ordinance No. 581.

**4-7 Hearings: Public Notice Required.** Public notice on an application for development shall be given except for (1) concept plans of site plans and subdivisions, (2) minor site plans, (3) minor subdivisions pursuant to N.J.S.A. 40:55D-47.

Whenever an application for development seeks or requires relief pursuant to N.J.S.A. 40:55D-60, a public notice shall be required.

Whenever a public notice of a hearing is required, the applicant shall give notice thereof as follows:

**4-7.1** Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.

**4-7.2** The public notice of the hearing shall be given to the owners of all real property within the State of New Jersey shown on the current tax duplicate located within 200 feet in all directions of the property which is the subject of such hearing. Notice shall be given by serving a copy thereof on the property owner as shown on said current tax duplicate, or his agent in charge of the property or by mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. This requirement shall be deemed satisfied by notice to the condominium association, in the case of any unit owner whose unit has a unit above or below it, or to the horizontal property regime, in the case of any co-owner whose apartment has an apartment above or below it. Notice to a condominium association, horizontal property regime, community trust or homeowner's association, because of its ownership of common elements or areas located within 200 feet of the property which is the subject of the hearing, may be made in the same manner as to a corporation without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

**4-7.3** Notice of all hearings on applications for development involving property located within 200' of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to 4-7.2 of this Article to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.

**4-7.4** Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other county land or situate within 200' of a municipal boundary.

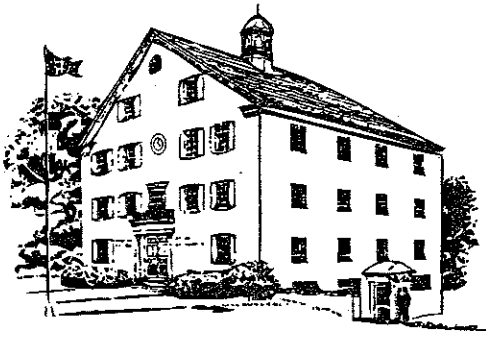
**4-7.5** Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.

**4-7.6** Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to N.J.S.A. 40:55D-10b.

**4-7.7** All notices hereinabove specified in this section shall be given at least ten days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of such service with the Board holding the hearing on the application for development.

**4-7.8** Any notice made by certified mail as hereinabove required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14.

**4-7.9 Form of Notice.** All notices required to be given pursuant to the terms of this ordinance shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the Municipal Tax Assessor's Office and the location and times at which any maps and documents for which approval is sought are available as required by law.



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### NOTICE TO APPLICANTS

#### TREE ORDINANCE REQUIREMENTS RELATIVE TO SUBDIVISIONS & SITE PLANS

Please note that based on the tree removal & protection ordinance (the latest version being ordinance #2008-1500, adopted Nov. 24, 2008, as revised by ordinance 2010-1561) a number of specific items are required to be addressed on the plans and a specific application to the Tree Conservation Officer (through the Shade Tree Committee) is required.

The entire ordinance is attached and should be reviewed in it's entirety. The section relevant specifically to subdivisions and site plans start on page 10 (13-9). Said section along with sections 9-10.9 (relevant to site plans, see below) and 10-8.20 (relative to subdivisions, see below), of the Land Development Ordinance, make it clear that a tree removal permit application and specified plan provisions are required to be submitted as part of an application for subdivision or site plan approval.

#### **9-10.9 Trees.**

All site plans shall comply with tree removal requirements for major and minor subdivisions and site plans set forth in Section 13-10 (now 13-9) of the Borough Code and all other applicable sections of the Borough Tree Removal and Protection Ordinance set forth in Code Chapter XIII. (Ord. No. 2002-1298 §§ 6)

#### **10-8.20 Trees.**

All subdivisions shall comply with tree removal requirements for major and minor subdivisions and site plans set forth in Section 13-10 (now 13-9) of the Borough Code and all other applicable sections of the Borough Tree Removal and Protection Ordinance set forth in Code Chapter XIII. (Ord. No. 2002-1298 §§ 6)

CC: Theresa Lyons, Board of Adjustment Admin. Officer  
Shade Tree Committee

C:\MyFiles\TREE ORD - Notice to Applicants.wpd