

**INSTRUCTION PACKET FOR APPLICANTS
BEFORE THE
TOWNSHIP OF CRANBURY'S
PLANNING OR ZONING BOARD OF ADJUSTMENT**

You are encouraged to discuss your application with the Planning Consultant or the Zoning Officer for referral to the proper board for the approvals needed. We encourage you at anytime contact the office of Planning and Zoning, Administrative Officer, any time prior to filing an application for development.

The application form should be complete and returned to the Planning/Zoning Administrative Officer of the appropriate Board as soon as possible, so that the application may be scheduled at the earliest date.

Before being placed on the Board agenda all applicants are encouraged to appear before the Township Development Review Committee (DRC), before being placed on a Board agenda, to review the subject application. Application completeness shall be determined at that time.

1. The applicant shall file with **ONE (1) ORIGINAL and EIGHT (8)** copies of the application together with a like number of supporting documents submitted with the application **COLLATED** to the Planning/Zoning Administrative Officer.
2. Send one copy to Board Attorney in order to perform conflict check - Trishka Waterbury Cecil, Esquire, Mason, Griffin & Pierson, P.C., 101 Poor Farm Road, Princeton, NJ 08540.
3. When the application and all checklist items have been completed and filed with the (PB/ZBA) Administrative Officer, together with the appropriate fees, W9 and a certification from the tax collector that the taxes have been paid, the applicant will be notified of the date for the Development Review Committee (DRC) meeting for review of completeness. It is suggested that the applicant be present at this DRC meeting to discuss the application.

If your application is deemed incomplete, you will be issued a letter of incompleteness with instructions on resubmission to the DRC. Again, the applicant shall file an original and **EIGHT (8)** copies of the application together with a like number of revised documents submitted with the application. **The revised submission package must include a typed list of the revisions made. The revised submission will not be accepted without this list along with the appropriate resubmittal fees.**

The application number shall appear on all papers, maps, plats or plans and other documents submitted for processing in conjunction with the application.

3. At that time, the applicant will be notified whether or not his/her application is **tentatively complete** and asked to submit **Seventeen (17) copies of your application, plans, reports and all associated paperwork to the (PB/ZBA) Administrative Officer (COLLATED)**. Submission must be made as seventeen (17) complete sets; separate submissions will not be accepted. In addition, submit one copy each of the same (one copy to the appropriate attorney for whichever board application is going before), complete full size sets to the following:

David J Hoder, PE, PP, CPWM, CME
Hoder Associates
548 Ridge Road
Fair Haven, NJ 07704

Andrew Feranda, Traffic Consultant
Shropshire Associates LLC
277 White Horse Pike, Suite 203
Atco, NJ 08004

Richard Preiss, Board Planner
Phillips Preiss Grygiel, LLC.
33-41 Newark Street
Third Floor, Suite D
Hoboken, NJ 07030

Trishka W. Cecil, Esquire (REDUCED PLANS)
Mason, Griffin & Pierson, P.C.
101 Poor Farm Road
Princeton, NJ 08540

4. Upon Submission of the above sets, the application will be deemed complete and the applicant will be notified the date of his/her hearing before the Zoning Board of Adjustment or Planning Board. The applicant will serve required notice of the property owners, utilities, and others required to receive notice, pursuant State Statue. All necessary forms are provided in the application.
5. **The applicant shall give notice, at least but no later than ten (10) days prior (not including the date of the meeting) to the date of the Planning Board or Zoning Board hearing, as follows:**
- a. Public notice shall be made by the applicant in either The Cranbury Press or Trenton Times, of a legal advertisement, and proof of such publication in the form of an affidavit to be obtained from the newspaper shall be submitted to the Board as hereinafter set forth. It is suggested to call each newspaper to receive associated costs and publication deadlines, noting that one paper is a weekly published paper and the other is a daily published paper. It is important that your public notice is published not later than ten (10) days before, not including the date of the meeting. Failure to do will result in your application being delayed.

- b. Notice shall be given to the owners of all real property, as shown in the current tax duplicate or duplicates, located in the State and within 200' in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which the applicant's land is located. This requirement is deemed to have been satisfied when condominiums or horizontal property regimes are within 200' of Applicant's property by making service in the following manner:
- (1) If the Applicant's property abuts a condominium and the owner of any unit is within 200' of the Applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
 - (2) If the Applicant's property abuts a horizontal property regime and an apartment of the co-owner is within 200' of the Applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regimes.
 - (3) If the Applicant is the owner of a condominium unit or co-owner of an apartment, notice shall be given to all other unit owners or apartment co-owners within 200' of the unit or apartment owner or co-owner by the Applicant.

Names and addresses of such property owners located within (Board's municipality) may be procured by making written request to the Tax Assessor and payment of a fee not to exceed \$.25 per name or \$10.00, whichever is greater. If there are other property owners who have land within 200', but not within Cranbury Township, those names and addresses must be procured from the administrative officer of the municipality within which the property is located. Such notice shall be given by:

- (1) serving a copy thereof on the owner, as shown on the said current tax duplicated, or his agent in charge of the property, or
- (2) 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.

Where a condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped area, driveways, parking lots, recreation facilities, etc., which are common elements or areas, that are within 200' of the property which is the subject of a hearing, notice 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.

- c. 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 to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.

- d. 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 road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other county land, or situated within 200' of a municipal boundary.
 - e. 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.
 - f. 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 1500 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-10 (b).
 - g. The applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.
 - h. Any notice made by certified mail as herein above required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.
5. The applicant shall file a list of property owners served, and indicate the lot and block number of each owner served and designate the method of service on the form provided. The form shall be filled in completely, and the Affidavit of Service shall be signed, notarize, and files with the Planning/Zoning Board Administrative Secretary at least three (3) days prior to the date of the scheduled hearing. Failure to do so may delay the applicant's hearing date. To the Affidavit of Service shall be appended a complete form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality I that the property is located, may also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.
6. If the applicant does not own the property described in the application, the Affidavit of Ownership must be complete on the form provided and file either with the application or with the Proof of Service.
7. The applicant shall file with the application twenty copies (20) copies of a plot plan or survey to scale, not less than one inch equals 50 feet, which shall show all properties within 200' of the

subject properties and shall include:

- (1) North point
- (2) Lot lines, with dimensions
- (3) Lot area in total square feet or acreage to the nearest hundredth, (e.g. 13.57)
- (4) Tax Map Block and Lot numbers
- (5) Zoning district(s)
- (6) Name of the road or roads on which the lot fronts
- (7) Easements and right-of-way, if any
- (8) Location of streams, if any
- (9) Location of all existing buildings, if any
- (10) Location of the proposed structure or change, showing the front, rear and side yard dimensions
- (11) Building area allowed - (draw lines showing required front, rear and side yard set backs)
- (12) Location, arrangement and dimensions of parking area, driveway or service area, if any
- (13) Names of adjoining property owners
- (14) Location of all buildings on all adjoining properties (including set backs)

NOTE: If the plot plan is prepared by other than a surveyor, engineer or architect, it must be accompanied by an affidavit certifying that all of the information shown on the plan is correct.

9. The Applicant shall file, with the application, proof that no taxes or easements for local improvements are due or delinquent on the property for which the application is made. Such proof shall be in the form of a certification from the Cranbury Township Tax Collector and/or Certified Financial Officer.
10. The applicant, together with the certification required in paragraph #9 above, must be filed with the Planning/Zoning Administrative Officer at least twenty (20) days prior to the hearing date.
11. All corporate applications must be represented by an attorney admitted to practice law in the State of New Jersey.

Other applicants may proceed either with or without an attorney. However, persons without an attorney must be physically present at the hearing.

12. The case of the applicant will be ready for hearing when the applicant has completed all of the following steps pursuant to these instructions:
 - a. Original and twenty (20) copies of the application form.
 - b. Certification of Tax Collector that taxes have been paid.

- c. Twenty (20) copies of the plot plan or survey. (Note requirement of N.J.S.A. 40:55D-10(b) requiring maps and documents for public inspection at least ten (10) days before the date of the hearing in the office of the Planning/Zoning Administrative Officer.
 - d. Affidavit of Ownership (if applicable).
 - e. Affidavit of Service, Form of Notice, List of Property Owners served, together with Post Office receipts where services is made by certified or registered mail, and Proof of Publication of the legal advertisement placed in either the Cranbury Press or Trenton Times.
13. ***In the event that the fully authorized membership of the Board is not present at the hearing, the Applicant may request an adjournment of his appeal to the next regular meeting of the Board. An Applicant may request that the Board consider his application at a meeting other than a regular meeting. Such a request should be set forth the reasons that a special meeting is required. If a special meeting is held at al Applicant's request, the Applicant shall be responsible in advance of a special meeting application fee of \$500.00 for each meeting held, not regularly scheduled in order to cover the Township's expenses.***