

# BOROUGH OF SOMERVILLE

## DEVELOPMENT APPLICATION AND APPEAL FORM

**Instructions to applicants:** All applicants are required to complete Parts I, II, III and IV. The various attachments must be completed if they apply to your application. If any parts of the form do not apply to your application, please state “not applicable”, “none”, etc. If you have any questions, please contact the Board Secretary.

### PART I. APPLICATION AND OWNER INFORMATION

A. Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

B. Applicant Address \_\_\_\_\_

C. Applicant Telephone No. \_\_\_\_\_

Applicant's Email \_\_\_\_\_

D. Applicant's Attorney Name \_\_\_\_\_ [ ] Not Applicable

E. Applicant's Attorney Address \_\_\_\_\_

F. Attorney Telephone No. \_\_\_\_\_

Attorney's E-mail \_\_\_\_\_

G. Property Owner's Name \_\_\_\_\_

H. Property Owner's Address \_\_\_\_\_

I. Applicant's interest in land, if not the owner (e.g., contractor purchaser, owner's agent)

\_\_\_\_\_ [ ] Not Applicable

J. Applicant's ownership. If the applicant is a corporation or partnership applying for permission to subdivide a parcel of land into six (6) or more lots, or applying for a variance to construct a multiple dwelling of twenty-five (25) or family units or for approval of a site to be used for commercial purposes, a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class must be identified in accordance with §102-66.

[ ] Not applicable

**PART II. PROPERTY INFORMATION**

A. Address of Subject Property \_\_\_\_\_

B. Tax Map Block Number(s) \_\_\_\_\_ Lot Numbers(s) \_\_\_\_\_

C. Zone District(s) \_\_\_\_\_

D. Does the owner or applicant now own or have any interest in any other property that adjoins the premises which are the subject of this application?

(Check one) Yes [ ] No [ ]

If yes, describe the adjacent property by reference to the current tax map. \_\_\_\_\_

E. Are there any deed restrictions, protective covenants, easements, etc. affecting the subject property?

(Check one) Yes [ ] No [ ]

If yes, attach a description on a separate sheet.

F. Has there been a previous application or appeal to the Board of Adjustment, Planning Board or Borough Council involving these premises?

(Check one) Yes [ ] No [ ]

If yes, please attach a copy of the resolution(s).

G. Describe the existing use and improvements.

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**PART III. DEVELOPMENT INFORMATION**

A. Proposed Use (check all that apply)

- Single Family Residence
  - Other (provide an explanation, describing the nature of materials and/or services involved, the days and hours of operation, the number of operators and employees, etc.)
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B. Describe the proposed improvements, including buildings, paving, utilities, storm drainage, lighting, signs, landscaping, fencing, etc. and any alterations to existing improvements.

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C. Required approvals from other governmental agencies other than Planning Board or Board of Adjustment (check all that apply).

Borough of Somerville

- Architectural Review Board (ARB)
- Health Dept
- Fire Official
- Construction Code Official
- Other

Local & County Agencies

- Somerset County Planning Board
- Bridgewater Township
- Hillsborough Township
- Raritan Borough
- Other

State and Federal Agencies (if approval is required, state nature of approval)

- N.J. Department of Environmental Protection
- N.J. Department of Transportation
- Somerset union Soil Conservation District
- Other

D. Persons and agencies for which notice of a public hearing is required (check all that apply)

- None. Application is exempt from hearing and notice (see §102-9 and 11)
- Property owners within 200 feet of subject property (see §102-12B (1))
- Adjacent municipality (see §102-12B (3))
- Regional Center municipality (see §102-12B (3))
- Somerset County Planning Board (see §102-12B (4))
- N.J. Commissioner or Transportation (see §102-12B (5))
- N.J. State Planning Commission (see §102-12B (6))
- Public Utility, cable television or local utility company (see §102-12B (7))

**PART IV. SIGNATURES AND AUTHORIZATIONS**

A. Certification by Applicant/Appellant.

The undersigned applicant does hereby certify that all the statements contained in this application are true to the best of my knowledge.

\_\_\_\_\_  
Applicant/Appellant  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Appellant  
(Printed or typed name)

B. Owner Consent. If the applicant is not the property owner, the following consent must be signed by the property owner.

I/We the undersigned hereby affirm that this application is being made with my/our consent and knowledge and that the information contained herein is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Owner  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner  
(Printed or typed name)

C. Authorization of Agent. If the applicant is not the property owner, contract purchaser or other person having a proprietary interest in the subject property, the following authorization must be signed by the property owner.

I/We the undersigned, hereby affirm that the applicant named in Part I of this application form is authorized to act as my/our agent in this matter, and I/we agree to any and all terms and conditions that may be imposed on the subject property as a result of this application, to the maximum extent permitted by law.

\_\_\_\_\_  
Owner  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner  
(Printed or typed name)

**ATTACHMENT**

**PROPOSED VIOLATIONS OF THE LAND USE ORDINANCE (Chapter 102)**

- A. The following violations of Chapter 102 are proposed by this application (reference the proposed violations by section and paragraph number in the ordinance):

Violations of design standards (§102-79 through §102-94)

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Violations of zoning regulations (§102-98 through §102-121)

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Violations of official map regulations (§102-124 through §102-125)

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- B. On a separate sheet, indicate the reasons why you believe that the Board should grant relief of the above ordinance requirements, using the following criteria:

Permit for Area on Official Map (see §102-35E (1) and (3))

Permit for Lot not Abutting Street (see §102-36E (1) and (2))

“C” Variance (see §102-37F (1), (2) and (3))

“D” Variance (see §102-38F (1) (a), (b) and (c))

Exception from Design Standards – subdivisions and site plans only (see §102-63)

**ATTACHMENT**  
**REQUEST FOR WAIVER OF SUBMISSION REQUIREMENTS**

A. Submission requirements for which a waiver is requested (see checklists for various applications)

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B. Indicate the reasons why you believe that the above submission requirements are not relevant or necessary for the Board to take action on this application.

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## COMPLETENESS CHECKLISTS

### Minor Site Plans Reviewed only by Architectural Review Board and Site Plan Waiver Committee.

Minor site plans which are submitted to only the Site Plan Waiver Committee or Architectural Review Board shall be required to submit the following information:

#### § 102-70.

I NA W C

- A. Twelve (12) copies of the appropriate application form(s), completed and signed. If any item on the form is not applicable to the applicant, it shall be indicated on the application form(s) by the words "not applicable", "none" or other appropriate language.
- B. Twelve (12) copies of the site plan.
- C. Written description of the application, including a description of the proposed use and improvements.
- D. Receipt indicating that applicable fees and initial escrow deposits are paid.
- E. Certificate from the Tax Collector indicating that all taxes and assessments for the subject property are paid up to and including the most recent collection period.

#### § 102-74.

I NA W C

- A. Location of proposed parking, loading, access and circulation improvements, signs, exterior lighting and landscaping. Existing improvements shall be shown to the extent that such improvements affect or are affected by the proposed development and/or are necessary to determine compliance with this chapter.
- B. If interior renovations or alterations are proposed, floor plans for existing and proposed buildings, showing the use and layout of internal space, at a scale of not exceeding eight (8) feet per inch.
- C. If alterations to the existing building facade are proposed, facade elevations showing the extent and nature of the construction.
- D. If revisions to existing topography are proposed, or if the building entrance or finished floor elevation is proposed to be revised, existing and proposed contours and/or spot elevations portraying the change.
- E. If the application involves a sidewalk cafe, the following additional information:
  - (1) A statement that no alcohol will be served to or consumed by patrons outdoors.
  - (2) The proposed hours of operation.

I = Incomplete

NA = Not Applicable

W = Waiver Request

C = Complete

## COMPLETENESS CHECKLISTS

### Minor Site Plans Reviewed only by Architectural Review Board and Site Plan Waiver Committee (continued).

I NA W C

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|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (3) | The maximum anticipated seating capacity, including the number and location of tables, walls, planters or barricades.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (4) | Proof of liability insurance for the sidewalk cafe portion, which names the Borough of Somerville as an additional insured.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (5) | The location of any utility shut-offs, vents or sidewalk vault covers, bus stops, litter containers, fire hydrants, public telephones, street furniture, or elevators located in the vicinity of the proposed cafe. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (6) | Detailed design drawings or photographs of the proposed railing or landscaped border which will be used to separate the cafe from the sidewalk area. Colors of material shall be noted in detail.                   |

I = Incomplete

NA = Not Applicable

W = Waiver Request

C = Complete



**Borough of Somerville**

**Request for  
Official List of Persons to Be Served  
(In Accordance With N.J.S. 40:55D-12c)  
\$10.00 FEE**

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I am requesting a certified list of property owners within 200 feet of:

Block \_\_\_\_\_ Lot \_\_\_\_\_ Address: \_\_\_\_\_

The certified list can be mailed, e-mailed or picked up in person. Please check your preference:

Mail to:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail to: \_\_\_\_\_

I will pick the list up when it is complete please call me at (\_\_\_\_) \_\_\_\_\_  
to arrange for pick up.

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

\_\_\_\_\_  
Requestor's Phone #

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

\_\_\_\_\_  
Date