

HIGH BRIDGE

BOROUGH

Hunterdon County, New Jersey

www.highbridge.org

Mayor Mark Desire

908-638-6455

Office of the Board Secretary

Variance application and procedure

Variance Procedure

1. The Administrative Officer determines that a variance(s) is necessary.
2. The Applicant completes the necessary documentation contained in the application packet and furnishes the required fees and escrow for the variance to the Administrative Officer; an additional fee for \$10.00 is required for a certified list of property owners within 200 feet of the property. The application fee and the property owner's list fee can be combined on one check; the escrow must be a separate check. Both checks are payable to the Borough of High Bridge.
3. The Administrative Officer will compile a list of property owners within 200 feet of the property for which the application is made, and mail it to the Applicant. This list should be retained for future use. The instructions for noticing will be sent by the Planning/Board of Adjustment Clerk at a later date.
4. The Board has forty-five (45) days from the time the application is submitted to review it for completeness. If the application is not satisfactory, the Applicant will be notified in writing of the deficiencies. Once the deficiencies are addressed, the Applicant will resubmit the application. When the application is resubmitted, the Board has another forty-five (45) days to inspect it for missing items. When the application is deemed complete the Applicant is notified in writing, and the application is scheduled for a Public Hearing. The Planning/Board of Adjustment has one hundred and twenty (120) days from the time the Board deems the application complete to hear and render a decision. Depending on the backlog the Board may request an extension of time from the Applicant. The Clerk will send a packet of information containing instructions for noticing and the time, date and location of hearing.
5. If the Board approves the variance(s) and prior to proceeding with construction, the Applicant must obtain all necessary building permits.

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Variance Application

The Applicant shall provide all the information required as well as any additional information that may be requested by the Board, to aid in reaching a decision.

The following must be submitted for the review process:

1. One original and two (14) copies of the application (attached).
2. Fifteen (15) copies of the plot plan, with drawn to scale the location of all proposed and existing building structures, driveways, landscaping, **septic systems (if applicable)**, **wells (if applicable)** and buffering.
3. Fifteen (15) copies of the construction details.
4. The Applicant shall submit proof that no taxes or assessments for local improvements are due or delinquent on the subject property.
5. The Applicant shall submit the required application filing fee, and when applicable the escrow deposit. This fee is to be determined by the Municipal Land Use Officer.
6. The applicant will be required to obtain a certified list of adjoining property owners within 200 feet from the Municipal Land Use Officer, when public notice is required. This is an additional \$10.00 fee.

NOTE:

- When the application involves the construction of an addition or accessory use to an existing single-family dwelling, the plot plan and construction details may be prepared and signed by the Owner or Applicant.
- When an application involves a site plan it is to be prepared by a NJ licensed Architect or Engineer

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Variance Application

Zoning Board of Adjustment

Block: _____ Lot(s): _____ Zone: _____

Location: _____

Proposed use/construction: _____

Description of work _____

Reason for variance: _____

Applicant: _____ Phone: _____
Please if
unlisted

Address: _____ Fax: _____

Owner: _____ Phone: _____
Please if
unlisted

Address: _____ Fax: _____

Attorney: _____ Phone: _____

Address: _____ Fax: _____

Email: _____

Plans prepared by: _____ Phone: _____

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Address: _____

Fax: _____

Applicant's signature _____

Date _____

Authority of Property Owner (must be completed if Applicant does not own the property)

I, _____, the owner of the subject property have reviewed this application and accompanying information and do hereby grant _____ permission to file this appeal with the High Bridge Borough Administrative Officer.

Signature _____

Date _____

For Office Use Only

Fees paid: _____

Case number: _____

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Applicant Owner Disclosure Statement

The Municipal Land Use Law requires that in certain circumstances an applicant for the Planning Board, Board of Adjustment or the governing body seeking developmental approval, make disclosure about ownership if the applicant is a partner or corporation. A principal purpose of such disclosure is to avoid potential conflicts of interest. Approval shall not be granted unless this kind of disclosure is made.

Please fill out the following disclosure statement and have it signed before a Notary Public. Cross out words which are not applicable.

State of New Jersey, County of _____, _____
(name of person making affidavit)

of full age, being duly sworn according to law on his/her oath, deposes and says:

1. I am a partner, shareholder, or owner of _____, a
(name of applicant or application)
_____ Corporation or partnership with offices at _____ (other
state) _____ (business address)

2. The names and addresses of all persons owning 10% or more of the stock of the corporation, or a 10% or greater ownership interest in the partnership are:

Sworn to and signed before me

On this _____ day _____, 20__

(name of deponent)

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7-2 Fees

- A. The application charge is a flat fee to cover direct administrative expenses and is nonrefundable. The escrow account is established to cover the costs of professional services including engineering, legal, planning and other expenses for the review of the application and for the preparation of required legal documents. Sums not utilized in this process shall be returned to the Applicant. If additional sums are deemed necessary, the Applicant shall be notified of the required additional amount and shall add such sum to the escrow within 14 days of such notice. Statements of the escrow balance shall be available upon request not more often than monthly at a cost of \$10.00 (ten dollars) each.
- B. Where one application for development includes several approved requests, the sum of the individual required fees shall be paid.
- C. 1 In accordance with this subsection, each applicant for subdivision or site plan approval shall pay all reasonable costs for professional review of the application and for preparation of any required legal documentation, including a mandatory Developer's Agreement, plus costs incurred with any informal review of a concept plan which may have preceded the submission of a preliminary application. Additionally, each applicant shall pay all reasonable costs for the municipal inspection and testing of the improvements during installation and/or as constructed.
2. All costs for review and for the preparation of all required legal documentation must be paid before any approved plat, plan or deed is signed; all costs for inspections must be paid before any construction permit is issued; and any remaining costs must be paid before any occupancy of the premises is permitted or a certificate of occupancy is issued.
- D. If an Applicant desires a Court Reporter, the cost of taking testimony and transcribing it and providing a copy of the transcript to the Borough shall be at the expense of the Applicant, who shall arrange for the Reporter's attendance.
- E. The fees and escrow accounts provided for in this section shall be required with respect to any application for development certified as complete on or after November 9, 1987. No other fees for the services described above in paragraph B shall be charged to the proponents of any such application.
- F. Resubmission or extension of preliminary plat:
 - 1. Resubmission: Ten percent (10%) of the original preliminary application fee but, provided that it encompasses the same land as the original submission and further provided that the resubmission is filed within six (6) months of the date of the last Planning Board action on the previous submission or if there was no Planning Board action then within six (6) months of the previous submission.
 - 2. Extension: Ten percent (10%) of the original preliminary application fee for each extension.
- G. Resubmission of final plat: Ten percent (10%) of the original final application fee if it encompasses the same land as the original final subdivision plat and provided that the resubmission is filed within three (3) years of the preliminary approval of the Planning Board.

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- H. Certificate of approval and release of two-year maintenance bond: \$25.00 fee for each lot shown on plat.
- I. Special meeting: Special meetings of the Planning Board or Zoning Board of Adjustment made at the request of any applicant or applicant's authorized representative shall require a fee of \$250.00 to defray the costs of scheduling and holding such special meeting. This fee shall be in addition to all other fees and charges heretofore or hereafter established.
- J. Request to amend zoning map. Any person requesting a zone change shall do so on a Zone Change Request form, available in the Borough Clerk's office, accompanied by a fee of \$250.00. Any such request shall be submitted to the Borough Clerk. Attached to the request shall be an appropriate scaled map identifying the area to be rezoned in specific relation to the neighborhood and to the entire Borough. Zone boundary lines shall be provided for an area within 1,500 feet of the proposed zone change area. Other information to be submitted shall include the rationale why a zone change is requested and the basis for the change.
- K. In the event that the Planning Board or Board of Adjustment finds it necessary to obtain the advice or testimony of specialists or consultants in connection with an application, such specialists or consultants shall be compensated by the Applicant as reasonably required by the Board. Advice or testimony of such consultants shall be given at the hearing with full right of cross examination afforded to the Applicant.

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PROPERTY OWNER'S ESCROW AUTHORIZATION FORM

(THIS FORM MUST BE COMPLETED IF THE APPLICANT DOES NOT OWN THE SUBJECT LOT)

I, _____, the owner of the subject
(print property owner's name)

property, have reviewed this application and accompanying information and do hereby

grant _____
(print authorized agent's name)

permission to file this application with the Borough of High Bridge.

I understand that, as a part of this application, the applicant is required to provide escrow funds to pay for the costs of professional services incurred in reviewing this application. I also understand that if the escrowed funds do not cover the total costs of professional services rendered, and the applicant fails to pay the difference, any balance owed may result in a lien being filed against my property.

Signature of Property Owner

Date

Print Property Owner's Name

Address of Subject Lot

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SITE INSPECTION

Re: Lot _____ Block _____

I, _____, the undersigned property owner, do here authorize High Bridge Borough Officials and Board Members to inspect the property owned by

_____ at _____

High Bridge Borough, New Jersey, in connection with our application to the Board of Adjustment/Planning Board for this property.

(Property Owner or Authorized Agent)

(Title)

Date: _____

Phone Number: _____

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FORM W-9 ATTACHED HERE

<p>W-9 Form (Rev. October 2007) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give form to the requester. Do not send to the IRS.</p>
<p>Print or type See Specific Instructions on page 4</p>	<p>Name (as shown on your income tax return)</p> <hr/> <p>Business name, if different from above</p> <hr/> <p>Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶</p> <p>Address (number, street, and apt. or suite no.)</p> <hr/> <p>City, state, and ZIP code</p> <hr/> <p>List account number(s) here (optional)</p>	
<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.</p> <p>Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>		<p style="text-align: center;">Social security number</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">or</p> <p style="text-align: center;">Employer identification number</p> <p style="text-align: center;">.....</p>
<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. citizen or other U.S. person (defined below). <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.</p>		
<p>Sign Here</p>	<p>Signature of U.S. person ▶</p>	<p>Date ▶</p>
<p>General Instructions</p> <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), Certify that you are not subject to backup withholding, or Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. <p>Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p>		
<p>Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:</p> <ul style="list-style-type: none"> An individual who is a U.S. citizen or U.S. resident alien, A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, An estate (other than a foreign estate), or A domestic trust (as defined in Regulations section 301.7701-7). <p>Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p> <p>The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:</p> <ul style="list-style-type: none"> The U.S. owner of a disregarded entity and not the entity. 		
Cat. No. 10231A	Form W-9 (Rev. 10-2007)	