

MEETING AGENDA OF MAYOR AND COUNCIL OF HIGH BRIDGE BOROUGH

MEETING DATE September 24, 2015 **EXECUTIVE SESSION** 7:00PM
REGULAR COUNCIL 7:30 PM
MEETING PLACE High Bridge Firehouse 7 Maryland Ave.

Actual meeting may contain discussion of items not mentioned on the agenda and alternatively any items specifically listed may be omitted.

1. CALL TO ORDER:

Mayor calls meeting to order and makes the following statement: “Pursuant to the Open Public Meetings Act, Posting a notice of said meeting in the space provided for such announcements at the Borough Hall on September 15, 2015. 2. Posting Notice on the Boroughs Web Site. 3. Providing a Notice to the Hunterdon County Democrat and/or the Express Times, the official newspaper(s) of the Borough of High Bridge on Tuesday, September, 2015 Action may be taken.”

2. FLAG SALUTE: Led by Mayor or Presiding Officer.

3. ROLL CALL:

Roll Call Vote						P=Present A=Absent							
Hughes		Scarcia		Shippo		Stemple		Strange		Zappa		Mayor Desire	

4. EXECUTIVE SESSION: Contract Negotiations Hatch Mott, RESOLUTION # 189E-2015:

A. Mayor Desire asks for a motion to move into Executive Session

Motion to Move into Executive Session:				Second:									
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent							
Hughes		Scarcia		Shippo		Stemple		Strange		Zappa			

B. Mayor Desire asks for a motion to move into Open Session

Motion to Return to Open Session:				Second:									
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent							
Hughes		Scarcia		Shippo		Stemple		Strange		Zappa			

5. READING AND APPROVAL OF MINUTES: - None.

6. VISITORS:

- A.** Owners of 100 West Main Street.
- B.** High Bridge Business Association regarding Farmers Market

7. PUBLIC COMMENTS:

It is the policy of the Borough Council that all public comments on an issue shall be limited to five (5) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

8. CONSENT AGENDA:

All matters listed under the Consent Agenda are considered to be routine by the Borough Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent Agenda and will be considered separately.

RESOLUTION #	TITLE	PURPOSE
<u>189-2015</u>	Tax Overpayment Refund	Authorize Tax Collector refund of overpaid property taxes for Block 8 Lot 7
<u>190-2015</u>	Tax Overpayment Refund	Authorize Tax Collector refund of overpaid property taxes for Block 39.03 Lot 316
<u>191-2015:</u>	Tax Overpayment Refund	Authorize Tax Collector to refund overpaid taxes for Block 24 Lot 13
<u>192-2015:</u>	Utility Billing Adjustment	Authorize Utility Collector to adjust account to reflect actual reading from estimates
<u>193-2015</u>	Approve Zoning Variance Application	Authorize use of revised Board of Adjustment Application.
<u>194-2015</u>	Authorize Sewer & Water connection	Request for sewer water at Block 14 Lot 2 with payment of Connection fee
Motion to Approve Resolutions 189 – 194:		Second:
Roll Call Vote		Y=Yes; N=No; A=Abstain; At=Absent
Hughes	Scarcia	Shippo
		Stemple
		Strange
		Zappa

9. COUNCIL COMMITTEE AND SPECIAL ASSIGNMENT: Monthly Report

Next reports due September 24, 2015, Semi-annual liaison reports from Councilwoman Scarcia and Councilman Stemple

<u>Governing Body Member or Appointed Official</u>	<u>DEPARTMENT</u>
Councilman Zappa	<u>Planning & Engineering</u>
Councilwoman Hughes	<u>Public Health, Environmental, Solid Waste / Recycling, Open Space, & Cultural & Heritage</u>
Councilwoman Scarcia	<u>Information, Economic Development, Events</u>
Councilman Strange	<u>Emergency Services, Education & Municipal Court-</u>
Councilwoman Shippo	<u>Department Of Public Works & Recreation</u>
Councilman Stemple	<u>Finance & Golf</u>
John Gregory	<u>Administrator’s Report:</u>
Mayor Mark Desire	<u>Executive Services</u>

10. WRITTEN COMMUNICATIONS:

- A.** Email from Elena Viada
- B.** Email From Planner regarding Viada email
- C.** Email from County Health Department Regarding 100 W. Main

11. NEW BUSINESS:

12. UNFINISHED BUSINESS:

13. NEW ORDINANCES – Amendments to and Introduction of Ordinances

A. Mayor Desire asks for a motion to introduce amendment to Ordinance #2015-29

<u>PURPOSE:</u>		<u>Amendment add to clarify application process per Planning Board Recommendation</u>							
<u>Motion to Introduce:</u>				<u>Second:</u>					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shippo		Strange		Zappa	

Mayor Desire states that the amendment to Ordinance #2015-29 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 8, 2015.

B. Mayor Desire asks for a motion to introduce amendment to Ordinance #2015-30

<u>PURPOSE:</u>		<u>Amended engine braking ordinance, to allow for safety concerns, and permit engine braking on Mill St..</u>							
<u>Motion to Introduce:</u>				<u>Second:</u>					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shippo		Strange		Zappa	

Mayor Desire states that the amendment to Ordinance #2015-30 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 8, 2015.

C. Mayor Desire asks for a motion to open the Public Hearing on Ordinance # 2015-31

<u>PURPOSE:</u>		<u>Provide increased overnight parking opportunities without permit but require removal of cars during snow events.</u>							
<u>Motion to Introduce:</u>				<u>Second:</u>					
Roll Call Vote						Y=Yes; N=No; A=Abstain; At=Absent			
Hughes		Scarcia		Shippo		Strange		Zappa	

Mayor Desire states that the amendment to Ordinance #2015-31 shall be published in summary in the Express Times and/or the Hunterdon County Democrat along with the Public Hearing date of October 08, 2015.

14. PUBLIC HEARING: 2ND READINGS.

15. DISCUSSION ITEMS:

16. PUBLIC COMMENTS:

It is the policy of the Borough Council that all public comments on an issue shall be limited to one minute (1) per person. No debating between residents. Comments should be addressed to Mayor and Council at the public microphone.

17. LEGAL ISSUES:

NONE

18. BILL LIST:

Approval of Bills as signed and listed on the Bill Payment List.

Total Amount: \$ _____

Motion to Approve:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

19. EXECUTIVE SESSION: Reopen Executive Session if Needed OR Move to Adjourn.

RESOLUTION # 189E-2015:

Motion to Move into Executive Session:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

Motion to Return to Open Session:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

20. ADJOURNMENT:

Mayor Desire or presiding officer asks if there is any further business.

Motion to Adjourn:				Second:			
Roll Call Vote				Y=Yes; N=No; A=Abstain; At=Absent			
Hughes	Scarcia	Shipps	Stemple	Strange	Zappa		

Next Council Meeting, October 8 2015 REGULAR MEETING, 7:30PM, Fire House, 7 Maryland Ave., High Bridge, NJ.

EXECUTIVE SESSION ITEMS: (space for members of council and clerk to take notes on each item)

**BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

AUTHORIZING REFUND OF OVERPAYMENT TAXES

NO. 189-2015

ADOPTED: August 13, 2015

WHEREAS, the High Bridge Tax Collector has received excess funds for the 2015 tax payment; and

WHEREAS, a reduction in the valuation of the property has resulted in an overpayment for taxes due in 2015;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that the Tax Collector is hereby authorized to issue said refund of overpayment as follows:

<u>Block</u>	<u>Lot</u>	<u>Qualifier</u>	<u>Amount</u>	<u>Issued To:</u>
8	7		\$6,198.69	High Bridge Village LLC

**BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

AUTHORIZING REFUND OF OVERPAYMENT ON TAXES

NO. 190-2015

ADOPTED: September 24, 2015

WHEREAS, the High Bridge Tax Collector has received excess funds for the 2015 3rd quarter tax payment; and

WHEREAS, the property taxes for 2015 were up to date prior to receipt of said payment or a credit balance has existed on the account for prior years, or the amount received exceeded the amount due.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that the Tax Collector is hereby authorized to issue said refund of overpayment as follows:

<u>Block</u>	<u>Lot</u>	<u>Qualifier</u>	<u>Amount</u>	<u>Issued To:</u>
39.03	316		\$1,930.92	Absolute Escrow Company

**BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

AUTHORIZING REFUND OF OVERPAYMENT ON TAXES

NO. 191-2015

ADOPTED: September 24, 2015

WHEREAS, the High Bridge Tax Collector has received excess funds for the 2015 tax payment; and

WHEREAS, a reduction in the valuation of the property has resulted in an overpayment for taxes due in 2015;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon that the Tax Collector is hereby authorized to issue said refund of overpayment as follows:

<u>Block</u>	<u>Lot</u>	<u>Qualifier</u>	<u>Amount</u>	<u>Issued To:</u>
24	13		\$ 562.14	Christopher & Mary-Anne Hagan

**RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

AUTHORIZATION OF UTILITY BILLING ADJUSTMENTS

NUMBER: 192-2015

ADOPTED: SEPTEMBER 25, 2015

WHEREAS, estimated readings were done on certain properties for more than 2 consecutive quarters due to the inability to collect accurate readings and;

WHEREAS, the utility collector has now received actual readings for said properties and deemed it practicable to adjust the third quarter amount due where the estimated readings exceeded the actual readings by 25,000 gallons or greater and;

WHEREAS, the utility collector may remove charges that were erroneously charged to an account such as on/off fees and may also change the status of accounts regarding commercial/residential billing as necessary and;

WHEREAS, the utility collector may amend the status of an account concerning reserve capacity as necessary;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey does hereby authorize the utility collector to perform the following billing adjustments:

ID	Gallons Overbilled	Water Adjustment	Sewer Adjustment	Solid Waste Adjustment	Total
12711	38	\$ 187.76	\$ 167.96		\$ 355.72
8666	448	\$ 3,903.90	\$ 1,980.16		\$ 5,884.06
12239	150	\$ 897.49	\$ 667.42		\$ 1,564.91
12454	54	\$ 245.03	\$ 243.10		\$ 488.13
8955	78	\$ 361.26	\$ 344.76		\$ 706.02
385	27	\$ 96.06	\$ 123.76		\$ 219.82
4171	35	\$ 167.45	\$ 154.70		\$ 322.15
4630	268	\$ 2,590.28	\$ 1,301.73		\$ 3,892.01
2343	31	\$ 117.58	\$ 0.00		\$ 117.58
3435	224	\$ 1,499.52	\$ 994.50		\$ 2,494.02
113	32	\$ 147.14	\$ 141.44		\$ 288.58
3386	71	\$ 464.63	\$ 358.02		\$ 822.65
10584	64	\$ 447.95	\$ 282.88		\$ 730.83
3386	71	\$ 464.63	\$ 358.02		\$ 822.65
18	On/off	\$ 15.00			\$ 15.00
15423	Commercial			\$ 130.40	\$ 130.40
184	Reserve		\$ 200.00		\$ 200.00

**RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

Approval of Board of Adjustment Applications for Various Projects

NUMBER: 193-2015

ADOPTED: September 24, 2015

WHEREAS, the applications currently available are not current or user friendly, and

WHEREAS, a new application was developed to increase efficiency and avoid confusion

NOW, THEREFORE, BE IT REOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby approves the new Board of Adjustment Application as attached.

**RESOLUTION
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

Authorize Block 14 Lot 2 Church Street to Connect to the Water and Sewer System.

NUMBER: 194-2015

ADOPTED: September 24, 2015

WHEREAS, a request has been made to hook up water and sewer Block 14 Lot 2, and

WHEREAS, the Borough has sufficient capacity to allow this property to connect to the system.

NOW, THEREFORE, BE IT REOLVED by the Mayor and Council of the Borough of High Bridge, in the County of Hunterdon and the State of New Jersey, hereby authorizes the owners of Block 14 Lot 2 on Church Street to connect to the Borough's Water and Sewer utility provided all permits are filed, fees paid, and application approved by the Planning Board.

Introduction August 13, 2015
Publication (summary)
Planning Board August 17, 2015 (*Tentative*)
Adoption September 10, 2015 (*Tentative*)
Publication (Title)

Ordinance 2015-29
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

Amend Ordinance 2014-16 Section 405. Regulations for DB, Downtown Business

WHEREAS, Ordinance 2014-16 Section 405; (B), subsection 11 allows for; *mixed use structures with a combination of two (2) or more of the permitted principal uses within the DB Zone.* and

WHEREAS, this section presently does not provide for mixed use Owner-Occupied in the DB Zone;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey that Subsection 12 Live-Work Units be added to section 405.B. to include Section 12 as follows:

12. *Live-work units, which are buildings that provide residential and work space within the same structure typically with work space on the ground floor and residential above.*
 - a) *The work space shall comprise of no less than Fifteen percent (15%) of the principal building's 1st floor square footage.*
 - b) *The building shall be owner-occupied. Employees shall include the property owner and may include non-residents.*
 - c) *The owner shall file a Continuing Certificate of Occupancy application with the Planning Board Zoning Official prior to converting to a Live-Work unit. (Changes are Underlined)*
 - d) *The owner shall comply with all current Borough and State; land, building, and fire codes.*
 - e) *The "work" portion of the unit shall contain permitted non-residential uses listed under Section 405.B. Uses not mentioned in Section 405.B. are strictly prohibited.*

Introduction **November 20, 2014**
Adoption **December 18, 2014**

ORDINANCE #2014-16

**AMENDING CHAPTER 145 OF THE CODE OF BOROUGH OF HIGH BRIDGE, COUNTY OF HUNTERDON
AND STATE OF NEW JERSEY, THE LAND USE AND DEVELOPMENT ORDINANCE**

I. Rezone:

- a. Rezone the homes between Center Street and Mill Street from McDonald Street to the Columbia Trail, Block 7 lots 5 through 19, from DB Zone to the R-4 Zone as single-family detached homes are not a permitted use in the DB Zone.
- b. Rezone a portion of the C Zone along 513 to the MUC Zone. Block 30 lots 1-21 excluding lot 18, Block 24 Lots 11 -20, and Block lots 50.02 and 50.04

II. Parking

Section 306. Off-Street Parking and Loading.

A. Parking Space Size.

B. Required Number of Parking Spaces: DB Zone.

1. Single-Family Homes – the number of parking spaces shall be provided in accordance with the Residential Site Improvement Standards.
2. Properties with non-residential and apartment uses in the same building – the number of parking spaces shall be provided in accordance with the Residential Site Improvement Standards. No parking shall be required for the non-residential uses.
 - a. At least half of the required parking shall be located on-site.
 - b. The remaining spaces shall be located in one of the public parking lots. The property owner shall purchase a parking permit for each of the off-site parking spaces annually.
3. Properties with non-residential uses only, where the number of employees is less than five during the peak shift – two (2) off-street parking spaces.
4. Properties with non-residential uses only, where the number of employees is six or more during the peak shift – to be determined by the Land Use Board. Factors to be considered include type of tenants, total number of employees, tenant operations, etc.

C. Required Number of Parking Spaces: All Other Zones.

D. Required Number of Loading Spaces.

○

III. DB Zone Changes:

Section 405. Regulations for DB, Downtown Business.

B. Permitted Principal Uses.

1. Retail stores, which sell goods or merchandise to the general public. This **excludes** gas and/or service stations.
2. Personal service establishments, except the following:
 - a. Tattoo parlors and/or body piercing.
 - b. Massage parlors.
 - c. Tanning salons.
 - d. Adult-themed retail stores.
 - e. Adult-themed entertainment.
3. Business and professional offices, only on the upper floor(s) of a structure. However:
 - a. Offices that may be located on any floor of a building include travel agencies and real estate offices.
 - b. Buildings in existence as of December 31, 2013 with four or more steps connecting the sidewalk to the first floor may have business and professional offices on the first floor.
4. Restaurants and taverns, except no drive-through windows shall be permitted.
5. Medical and health services, only on the upper floor(s) of a structure. However, opticians may be located on any floor of a building.
6. Studios, including dance, art, aerobic and music, only on the upper floor(s) of a structure.
7. Museums, art galleries and libraries.
8. Child-care centers.
9. Municipal parks, playgrounds, municipal buildings and other public buildings of a governmental or cultural nature, deemed appropriate and necessary by the Mayor and Common Council.
10. Residential uses, including apartments and condominiums, only on the upper(s) floor of a structure. A maximum of six (6) residential units shall be permitted on lots between 5,000 and 10,000 square feet. A maximum of eight (8) residential units shall be permitted on lots greater

than 10,000 square feet. One bedroom units shall contain a minimum of 450 square feet, while two bedroom units shall contain a minimum of 800 square feet. The entrance to said dwelling units shall be directly from a street or from the rear of the building. Units shall not have more than two (2) bedrooms.

11. Mixed-use structures with a combination of two (2) or more of the permitted principal uses within the DB Zone.

C. Permitted Conditional Uses.

Refer to Section 409 for special regulations for these uses, except for farm stands and farmer's markets.

1. Churches and similar places of worship, parish houses and similar accessory uses.
2. Public utility uses.
3. Public, private parochial and quasi-public schools and institutions of higher learning.
4. Farm standards and Farmer's Markets:
5. Wireless telecommunications equipment and facilities.
6. Mixed-use Commercial Residential:
 - a. The parcel shall be within one (1) quarter mile of a rail station or mass transit stop.
 - b. The parcel shall have.....
 - c. Minimum lot area
7. Bed and breakfast lodging.

D. Permitted Accessory Uses.

1. Private garage space for the storage of commercial vehicles.
2. Off-street parking space for the use of patrons and employees and residents, where permitted.
3. Other uses and structures customarily incidental to the principal permitted use.
4. Child-care programs, which shall be exempt from all local zoning restrictions.

5. Massage, bodywork and somatic therapy. While massage parlors remain a prohibited use, massage, bodywork and somatic therapy shall be permitted as an accessory use in the DB Zone, provided the following requirements are satisfied:
 - a. The use is accessory to one of the following principal uses: beauty shop, salon, spa or sports facility.
 - b. All persons employed by the establishment for the purpose of conducting massage, bodywork or somatic therapy shall be certified by the State of New Jersey pursuant to the Massage, Bodywork and Somatic Therapist Certification Act.
 - c. A zoning permit specifically related to the accessory use shall be obtained prior to the start of any such accessory use. There shall be no violations of the Massage, Bodywork and Somatic Therapist Certification Act or the regulations promulgated thereunder, as may be amended from time to time. Any such violation shall result in an automatic rescission of the zoning permit.

E. Area, Yard and Bulk Requirements.

1. Minimum Lot Size: 5,000 square feet
2. Minimum Frontage Width: 50 feet
3. Maximum Front Yard Setback: 8 feet
4. Minimum One Side Yard Setback: 0 feet
5. Minimum Total of Two Side Yards Setback: 5 feet
6. Minimum Rear Yard Setback: 15 feet
7. Minimum Accessory Structure Side Yard Setback: 5 feet where adjacent to R-4 Zone
8. Minimum Accessory Structure Rear Yard Setback: 5 feet where adjacent to R-4 Zone
9. Maximum Lot Coverage: 90%
10. Maximum Building Coverage: 60%
11. Maximum Height: 3 stories and 45 feet

F. Special Regulations.

1. Driveways shall be located at least fifty (50) feet from a street intersection and shall be spaced sufficiently to avoid any potential hazard. No curb cuts shall exceed thirty (30) feet in width.
2. No goods or materials shall be stored or displayed out-of-doors, except as provided below:

- a. Outdoor displays of goods shall be permitted during business hours; however, a three (3) foot wide, obstruction-free sidewalk zone must be maintained to allow for the free flow of pedestrian traffic.
 - b. Outdoor dining areas are permitted within the DB Zone; however, a three (3) foot wide, obstruction-free sidewalk zone must be maintained to allow for the free flow of pedestrian traffic. Tables and chairs shall be secured at closing time.
3. A site plan is required only for any change of use defined as outside the principal permitted use of this section, notwithstanding the definition of “development”.
4. Outdoor storage of construction vehicles and equipment is prohibited.
6. Special conditions for bed and breakfast lodging are the same as those stipulated in Section 409, except that there is no minimum lot size requirement.
- 7.

G. Architectural Design Standards

1. Purpose.

- a. The purpose of the architectural design standards is to establish a set of principles and requirements that guide future redevelopment, repairs and renovations. The following standards shall be used to prepare and review the architectural design of all buildings and structures in a development plan.
- b. Where a development plan involves an existing building, the existing building shall be repaired and/or renovated to comply with this article.
- c. These standards shall be applicable to properties that have frontage on Main Street and North Main Street.

2. Scale and Articulation

- a. New buildings shall be designed to be an integral part of the DB Zone and be developed with appropriate consideration for both proposed and existing buildings with respect to height, massing, location and orientation.
- b. Building wall offsets, including both projections and recesses, shall be provided along any street-facing building wall measuring greater than forty (40) feet in length in order to provide architectural interest and variety to the massing of a building and relieve the negative visual effect of a single, long wall.
- c. The maximum spacing between such offsets shall be twenty (20) feet. The minimum projection or depth of any individual offset shall not be less than one (1) foot.

- d. Vertical offsets can include, but are not limited to, pilasters, projecting bays and changes in façade materials.
 - e. All street-facing building walls shall have a clearly defined base, body and cap (see example below).
 - f. The architectural treatment of a façade shall be completely continued around all street-facing facades of a building.
 - g. Awnings, which add visual richness to a downtown, are encouraged for storefronts. Awnings shall be made of fire-resistant canvas or cloth. All awnings shall be securely attached to the building so that the lowest part of the awning is mounted a minimum of eight (8) feet and a maximum of twelve (12) feet above the sidewalk at the storefront.
 - h. No garage doors shall be permitted along any Main Street building façade. However, garage doors are permitted along what is known as North Main Street.
 - i. No parking shall be permitted between the building façade and the Main Street right-of-way.
3. Corner Buildings
- a. Buildings on corners are significant buildings because they have two frontages visible from the street and act as important landmarks.
 - b. Corner buildings shall feature a prominent architectural element, which shall include one of the following patterns:
 - (1) Opening space at the ground level for people to walk across the corner, with the building mass above, redefining the corner.
 - (2) A recessed entry at the corner, such as the familiar angled wall with an entry door (chamfered corner).
 - (3) A corner window with an important view to the building.
 - (4) Bay windows that wrap the corner.
 - (5) A tower element to emphasize the corner.
 - (6) Other unique architectural feature(s), subject to Planning Board approval.
4. Roof
- a. The shape, pitch and color of a roof shall be architecturally compatible with the style, materials and colors of such building.

- b. If the building has a flat roof, a parapet shall project vertically to hide any roof-mounted mechanical equipment. Additionally, a cornice shall project out horizontally from the façade and shall be ornamented with moldings, brackets or other details.
 - c. Pitched roofs are encouraged to have dormers, chimneys, cupolas or other similar elements to provide architectural interest. These elements shall be compatible with the style, materials, colors and details of the building.
 - d. Roof top heating, ventilating and air-conditioning (HVAC) systems, exhaust pipes and stacks, satellite dishes and other telecommunications receiving devices shall be screened or otherwise specially treated to be inconspicuous as viewed from the street and adjacent properties.
5. Transparency
- a. Ground floor uses in the DB Zone shall have large pane display windows on the Main Street frontage. Such windows shall be framed by the surrounding wall and shall be a minimum of 50% of the total ground level façade area.
 - (1) The ground level façade area shall be defined as the area bounded by the side edges of the building and the plane coincident with the internal floor of the building and the internal ceiling of the building.
 - (2) Transparent doors may be counted in the minimum transparency calculation.
 - b. Transoms above display windows are encouraged.
 - c. Windows shall be vertically proportioned (taller than wider) where possible.
 - d. Ground floor windowsills along Main Street shall not be more than three (3) feet above the sidewalk. Base panels or bulkheads are encouraged between the sidewalk and the windowsills.
 - e. Buildings of architectural styles that normally have windows with muntins (vertical dividers) or divided lights shall utilize those types of windows.
 - f. Glass blocks are not permitted on facades that abut a public street.
 - g. Exterior security grates are prohibited.
6. Entrances
- a. All entrances to a building shall be defined and articulated by utilizing such elements as lintels, pediments, pilasters, columns, porches, overhangs, etc.
 - b. The main entrance of a building shall face the street on which the property fronts.

- c. Federal law requires that entrances be accessible to handicapped patrons wherever feasible. People with physical disabilities should be able to use the same entrance as everyone else and be provided with an accessible route into the building. When renovating, use the Americans with Disabilities Act Accessibility Guidelines with the assistance of building officials to determine the adequacy of proposed renovations in addressing the needs of the disabled.
7. Materials and Traditional Design Elements
- a. Building facades visible from a public street shall consist of durable, long-lasting materials.
 - b. The predominant material of all street walls shall be brick, cement-board siding, wood and/or stone. Stucco may be used as an accent.
 - c. Buildings shall be designed to be in keeping with the existing Main Street historic architecture, which includes Colonial, Federal and Victorian styles.

IV. C Zone

Section 406. Regulations for C, Commercial Zone.

- E. Area , Yard and Building Requirements.
- 1. Minimum Lot Size: 40,000 square feet
 - 2. Minimum Lot Frontage: 140 feet
 - 3. Minimum Front Yard Setback: 40 feet
 - 4. Minimum One Side Yard Setback: 30 feet
 - 5. Minimum Total of Two Side Yards Setback: 50 feet
 - 6. Minimum Rear Yard Setback: 30 feet
 - 7. Minimum Accessory Side Yard Setback: 10 feet
 - 8. Minimum Accessory Rear Yard Setback: 10 feet
 - 9. Maximum Lot Coverage: 70%

10. Maximum Building Height: 3 stories and 40 feet

V. Mixed-Use Corridor Zone

Section 406.1 Regulations for MUC, Mixed-Use Corridor Zone.

A. Purpose.

It is the purpose of this zone to provide an area suitable for businesses and services that is compatible with the character and scale of the CR-513 corridor.

B. Permitted Principal Uses.

1. Retail stores, which sell goods or merchandise to the general public. This excludes retail services with drive-through facilities.
2. Personal service establishments.
3. Business and professional offices.
4. Financial services, excluding drive-through facilities.
5. Medical and health services.
6. Health clubs and/or fitness facilities.
7. Child-care centers.
8. Restaurants and taverns, excluding drive-through facilities.
9. Municipal parks, playgrounds, buildings and other public buildings of a governmental or cultural nature.
10. Mixed-use structures with a combination of two (2) or more of the permitted principal uses within the MUC Zone.
11. Live-work units, which are buildings that provide residential and work space within the same structure typically with work space on the ground floor and residential above. The work space shall comprise at least forty percent (40%) of the principal building's square footage. The building shall be owner-occupied. Employees shall include the property owner and may include non-residents.

C. Permitted Conditional Uses.

1. Automobile repair, service, gas stations, conditions as follows:
 - a. The minimum lot area shall be 35,000 square feet.
 - b. The minimum lot frontage shall be 200 feet.
 - c. Rental of motor vehicles, RV's, trailers or boats may occur in conjunction with a gas station so long as the rentals are kept in neat order. Sales of motor vehicles, RV's, trailers and boats are prohibited.
 - d. No automobile repair work shall be done out of doors.
 - e. Parking spaces for customer vehicles awaiting repair and for employees shall be separated from the driveway and general apron area which gives access to gasoline pumps, air pumps and service bays. No designated parking space shall obstruct access to such facilities.
 - f. Vehicles stored on the premises longer than five (5) days must be parked in the rear of the building or to the side if no rear area exists. These long term parking areas shall be screened from public view as follows:
 - (1) A minimum landscaped buffer, five (5) feet wide, shall be provided along all property lines abutting public streets, except where curb cuts are located. Said buffer shall be planted with a staggered mixture of evergreens, deciduous shade trees and shrubs. When planted, evergreens shall be a minimum of four (4) feet in height, deciduous trees shall be a minimum of three (3) inches in caliper and shrubs shall be a minimum of three (3) feet in height.
 - g. Service and parking areas shall be screened from abutting residentially-zoned properties. A minimum six (6) foot high, solid fence shall be erected to screen adjacent residentially-zoned properties.
 - h. Parked cars for scrap must be removed as soon as the titles can be obtained.
 - i. No sale of junk car parts directly to the public shall be allowed.
 - j. Gasoline pumps and air pumps shall be placed within the required front yard of the service station, but shall be no closer than thirty-five (35) to the property line. A canopy may be provided over the gasoline pumps provided said canopy is located no closer than ten (10) feet to the property line.
 - k. All waste oil, antifreeze and heating oil tanks must be on a concrete pad and have a cap to seal the top of the tanks.

1. Off-street parking.
2. Outdoor dining areas associated with a restaurant, however, tables and chairs shall be secured at closing time.
3. Outdoor displays of goods shall be permitted during business hours.
4. Massage, bodywork and somatic therapy shall be permitted as an accessory use in the MUC Zone, provided the following requirements are satisfied:
 - a. The use is accessory to one of the following principal uses: beauty shop, salon, spa or sports therapy facility.
 - b. All persons employed the establishment for the purpose of conducting massage, bodywork or somatic therapy shall be certified by the State of New Jersey pursuant to the Massage, Bodywork and Somatic Therapist Certification Act.
 - c. A zoning permit specifically related to the accessory use shall be obtained prior to the start of any such accessory use. There shall be no violations of the Massage, Bodywork and Somatic Therapist Certification Act or the regulations promulgated thereunder, as may be amended for time to time. Any such violation shall result in an automatic rescission of the zoning permit.

E. Prohibited Uses.

1. The following uses are prohibited within the MUC Zone:
 - a. Retail stores where a single tenant is greater than 5,000 square feet.
 - b. 24-hour a day operations and/or uses, except for municipal uses and/or buildings.
 - c. Car dealerships.
 - d. Car washes.
 - e. Any use not permitted is prohibited in the MUC Zone.

F. Area, Yard and Building Requirements.

1. Minimum Lot Area: 15,000 square feet
2. Minimum Lot Frontage: 65 feet

3. Minimum Front Yard Setback: 10 feet
4. Maximum Front Yard Setback: 40 feet
5. Minimum Side Yard Setback: 10 feet
6. Minimum Rear Yard Setback: 30 feet
7. Maximum Lot Coverage: 70%
8. Maximum Building Height: 3 stories and 35 feet

VI. Design Standards

Section 807. Design of Off-Street Parking, Loading Areas and Driveways.

A. Non-Residential Landscaping.

1. Where off-street parking is located in the front yard a buffer shall be installed, which conforms to the following parameters:
 - a. The landscape buffer shall be a minimum of five (5) feet wide.
 - b. Said buffer shall be planted with a staggered mixture of evergreens, deciduous shade trees and shrubs. When planted, evergreens shall be a minimum of four (4) feet in height, deciduous trees shall be a minimum of three (3) inches in caliper and shrubs shall be a minimum of three (3) feet in height.
 - c. The requirement to provide a sight triangle set forth in Section 803 shall not preclude compliance with this Section, and the landscape buffer shall be provided outside of the required sign triangle(s).
2. All service and loading areas as well as off-street parking located in the side and/or rear yard in the C Zone and MUC Zone shall be screened from abutting properties as follows:
 - a. A minimum of a six (6) foot high, architecturally solid fence shall be erected to screen adjacent properties, or
 - b. A landscape buffer, which is a minimum five (5) feet wide. Said buffer shall be planted with a staggered mixture of evergreens, deciduous shade trees and shrubs. When planted, evergreens shall be a minimum of four (4) feet in height, deciduous trees shall be a minimum of three (3) inches in caliper and shrubs shall be a minimum of three (3) feet in height.

3. Each off-street parking area shall provide a minimum of one (1) tree for every ten (10) parking spaces. Trees shall be planted in an area measuring no less than five (5) feet in width and eighteen (18) feet in length. Trees shall be supplemented with ground cover and shrubs. . Trees shall be distributed throughout the parking area in order to break the view of parked cars in a manner that does not impair visibility.
4. See also Section 808, Landscaping.

B. Lighting.

Lighting used to illuminate off-street parking areas shall be arranged to reflect the light away from residential premises and public streets and shall be in accordance with Section 804.B of this Ordinance. The lighting of all off-street parking areas, including any deferred parking areas that may be approved by the Board as provided in Section 807.C., shall be shown on the plan. All lighting sources must be adequately shielded to avoid any glare. A lighting plan shall be provided that shows on-site footcandles and footcandles within twenty-five (25) feet of the property line.

Mark Desire, Mayor

ATTEST:

Adam Young, Deputy Municipal Clerk

Introduced: June 12, 2014

Published: June 19, 2014

Adopted:

Published:

Introduction	August 13, 2015
Publication (summary)	August 20, 2015
Introduction of Amendment	September 24, 2014
Adoption	October 8, 2015 (<i>Tentative</i>)
Publication (Title)	

Ordinance 2015-30
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

**Amend Chapter 244-7 Section 1 (B) Subsection (2) (c) and 244-9 Section A
Enforcement, Violations etc. (Note new amendment is underlined)**

WHEREAS, Chapter 244-7 Section 1 (B) Subsection (2) (c) states: No vehicle should brake or downshift to produces a sound level in excess of 100 dBA at 25 feet

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby amends Chapter 244-7 Section 1 (B) Subsection (2) (c) to read: *Engine Braking is Strictly Prohibited on all Borough Maintained roads with the exception of Mill Street which is the designated truck route.*

BE IT FURTHER RESOLVED new subsection Chapter 244-7 Section 1 (B) Subsection (2) (d) is added to read: *Provision 2.c shall not be enforced when required for emergency braking assistance.*

BE IT FURTHER RESOLVED that Chapter 244-9 Section A is amended to include 244-7: 1(B) Subsection 2 (c) as enforceable by the High Bridge Borough Police Department.

Introduction September 24, 2015
Publication (summary)
Adoption October 8, 2015 (*Tentative*)
Publication (Title)

Ordinance 2015-31
BOROUGH OF HIGH BRIDGE
COUNTY OF HUNTERDON
STATE OF NEW JERSEY

Amend Ordinance 184-18 and 184-30 designating the Borough a Snow Emergency
Route and vacate ordinance 184-19 and 184-36 subsection

WHEREAS, Ordinance 184-18 (A) states. No vehicle shall be parked on either side of any street(s) or parts thereof from November 15 through April 1, with the exception of Church Street between Fairview Avenue and Taylor Street. Those parking in the Church Street area between Fairview Avenue and Taylor Street will be required to obtain a parking permit, and

WHEREAS, Ordinance 184-30 States: In accordance with the provisions of § **184-12**, no person shall park a vehicle between the times specified upon any of the following described streets or parts thereof:

Name of Street	Side	Hours/Days	Location
All Borough streets and roads	Both	2:00 a.m. to 6:00 a.m. from November 15 through April 1, inclusive	All locations within the Borough
Church Street	Both	Overnight parking by permit only between	Church St. both sides East of
MacDonald St.	Both	2:00 a.m. and 6:00 a.m. from November 15 through April 1	Fairview Ave. aka
Main Street	Both		County Rt 513 to Seal St., MacDonald St. (6 Permits) both sides; and Main Street (6 Permits, 13 total spots), East Side between Bridge and Van Syckle Place.
High Bridge Elementary School		7:30 a.m. to 3:30 p.m., school days only	Lower Lot (near Thomas Street)

WHEREAS, Ordinance 184-19 states: Posting of signs. *A. Upon the declaration of an emergency, there shall be no parking upon streets or parts of streets where temporary emergency no parking signs are displayed. The Chief of Police, or in his absence, the ranking police officer, is authorized to declare an emergency and to direct the posting of said emergency no parking signs when weather conditions, accidents, fires or public celebrations dictate or require the avoidance of hazards or other conditions which interfere with the free flow of traffic. B. Notification that the emergency no-parking signs are being or will be posted shall be given to the operator or owner of any vehicle which has been parked prior to the posting of the signs.*

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of High Bridge in the County of Hunterdon and State of New Jersey hereby amend Ordinance 184-18 (A) to read: *No vehicle shall be parked on either side of any street(s) or parts thereof from November 15 through April 1 when Road is Snow Covered as defined by section 184-36 (1)(a); with the exception of Church Street between Fairview Avenue and Taylor Street. Those parking in the Church Street area between Fairview Avenue and Taylor Street will be required to obtain a parking permit, and (**note removal of items is crossed out in text**)*

BE IT FURTHER ORDAINED, that the following section of Ordinance 184-30 shall be amended to:

Name of Street	Side	Hours/Days	Location
All Borough streets and roads	Both	2:00 a.m. to 6:00 a.m. from November 15 through April 1, inclusive	All locations within the Borough
Church Street	Both	Overnight parking by permit only between 2:00 a.m. and 8:00 a.m. from November 15 through April 1	Church St. both sides East of Fairview Ave. aka County Rt 513 to Seal St., MacDonald St. (6 Permits) both sides; and Main Street (6 Permits, 13 total spots); East Side between Bridge and Van Syckle Place.
High Bridge Elementary School		7:30 a.m. to 3:30 p.m., school days only	Lower Lot (near Thomas Street)

and,

BE IT FURTHER ORDAINED, Ordinance 184-19 and Ordinance 184-36 subsection 1.e are hereby vacated and Ordinance 184-36 subsections 2, 4, 5, 6, 7 are amended to read:

184-36. Snow Emergency Routes (SER) Subsections 2, 4, 5, 6, 7

2. *All roads in the Borough of High Bridge are hereby designated as SER*
4. *~~Permitted~~ Vehicles parked on SER shall remove their vehicles for the designated route prior to a pending snow event or within 2 hours of the start of a snow event.*
5. *~~Permitted~~ Vehicle owners are hereby put on notice they are responsible for their vehicle and to be aware of any potential snow events.*
6. *~~Permitted~~ Vehicles may park in the Commons Parking lot, if parking spaces are available, for the duration of the snow event and shall be removed within 36hrs from the end of the event..*
7. *Failure to remove ~~permitted~~ vehicle in compliance with this section shall result in the vehicle being deemed a nuisance vehicle under subsection 184-20; and*

BE IT FURTHER ORDAINED, Ordinance 184-28 “Schedule; Parking Prohibited at all Times” shall continue to be enforced

HIGH BRIDGE

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Hunterdon County, New Jersey

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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 (2) copies of the application (attached).
2. Seventeen (17) 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. Seventeen (17) 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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Office of the Board Secretary

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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Office of the Board Secretary

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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Office of the Board Secretary

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

7-2.1 Applicant Fees and Escrow Deposits

- A. The following schedule of fees and escrow deposits for filing applications shall be paid to the Borough of High Bridge. Such payment shall be made in two (2) separate checks made payable to the Borough of High Bridge and shall be submitted to the Administrative Officer at the time of filing the application, unless exempted as provided elsewhere in this Article.

<u>Type of Application</u>	<u>Application Charge</u>	<u>Initial Deposit to Escrow Account</u>
Concept plans:	\$250	\$500
1) Subdivisions:		
a. Minor Plat	\$150	\$1,200
b. Major Preliminary Plat	\$950 plus \$250 per lot provided a minimum \$1,000 shall be deposited	\$400.00 for each of lot, first 10 lots; \$75 per of lot thereafter; minimum deposit of \$2000.00
c. Major Final Plat	\$700 plus \$100 per lot	\$100.00 per lot; minimum deposit of \$600.00
2) Informal Review		
a. Without Professional 1 appearance only 30 min max	\$0	\$0
b. With Professional		
1. Minor Plat	\$160 (to be credited to Application fee for Minor Plat Subdivision)	\$600
2. Major Plat	\$200 (to be credited to Application fee for Major Plat Subdivision)	\$1000 Minimum
3) Site Plans:		
a. Minor Plans For Change of use only	\$250.00	\$600
b. All other Minor Plans	\$700	\$1000
c. Preliminary Plan	\$250.00	\$150 per acre or part or part thereof and thereof and \$5 per dwelling, provided a minimum of \$2,000 shall be deposited

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d. Final Plan	\$200.00	\$25 per acre or part thereof and \$3 per dwelling, provided a minimum of \$2,000.00 shall be deposited
4) Informal Review		
a. Without Professional 1 appearance only 30 min max	\$0	\$0
b. With Professional		
1. Minor Plat	\$160 (to be credited to Application fee for Minor Plat Subdivision)	\$600
2. Major Plat	\$200 (to be credited to Application fee for Major Plat Subdivision)	\$1000 Minimum
a. Appeals (40:55D-70a)	\$200	\$500*
Appeal of Tree Removal Permit	\$100	\$600
b. Interpretation (40:55D-70b)	\$200	\$600*
c. "c" variance (40:55D-70c)	\$150	\$400
d. "d" variance (40:55D-70d)	\$220	\$1,500
e. Conditional Use Permit (40:55D-34 & 35)	\$200	\$2000
5) Appeals to Borough Committee	\$200	\$1000
6) Proof of Nonconformity	\$150	\$500
7) Certified list of property owners	\$0.25 per name or \$10, whichever is greater	None required
8) Copy of transcripts	As provided in resolution or ordinance adopted pursuant to N.J.S.A. 47:1A-1	None required

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9) Copy of minutes or decision	N.J.S.A. 47:1A-1	None required
10) Zoning Permits		
a. For principle structure or retaining wall	\$70	\$1000 for retaining walls > 4ft
b. for a use	\$50	
c. For an accessory structure, fence, or deck	\$40	
11) Special Meeting (2hrs) if scheduled by the Board at the request of the applicant in addition to a regular meeting	\$300	\$1200
12) Soil Erosion and Sediment Control		
Plan Certification and Inspections		
a. Single or two family dwellings on single lot	\$50	\$1000*
b. Single Family Sub-Division	\$50	\$1000 plus \$300 per Lot*
c. Multi-Family Dwellings	\$50	\$1200 plus \$170 per ½ acre disturbed*
d. Commercial Site Plans	\$50	\$1200 plus \$170 per ½ acre disturbed*
* Includes Inspection Fees. Additional Escrow may be requested when more inspections or recertification is required.		
13) Grading Permit	\$80	\$1000 if required
14) Sign Permit	\$70	None
15) Driveway Permit		
a. Repave Existing Driveway	\$0	
b. Modification to Existing Driveway	\$50	\$300 (if required)
c. New Driveway	\$150	\$600
16) Wireless telecommunications applications:		

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a. No tower proposed	\$5,000.00	\$2,500.00
b. Tower proposed	\$10,000.00	\$5,000.00

***Amount required will not exceed \$600.00; if expenses are less, the difference will be refunded.**

- B. 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.
- C. Where one application for development includes several approved requests, the sum of the individual required fees shall be paid.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

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- H. 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.
- I. Certificate of approval and release of two-year maintenance bond: \$25.00 fee for each lot shown on plat.
- J. 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.
- K. 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.
- L. 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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Office of the Board Secretary

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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Hunterdon County, New Jersey

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Office of the Board Secretary

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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Mayor Mark Desire

908-638-6455

Office of the Board Secretary

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>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> <hr/>		<p>Requester's name and address (optional)</p> <hr/>			
<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> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px;">Social security number</td> <td style="border: none; text-align: center;">or</td> <td style="border: 1px solid black; padding: 5px;">Employer identification number</td> </tr> </table>			Social security number	or	Employer identification number
Social security number	or	Employer identification number			
<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> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px;">Sign Here</td> <td style="border: none; padding: 5px;">Signature of U.S. person ▶</td> <td style="border: 1px solid black; padding: 5px;">Date ▶</td> </tr> </table>			Sign Here	Signature of U.S. person ▶	Date ▶
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<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. 					
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