



# TOWNSHIP OF LONG HILL

COUNTY OF MORRIS  
 GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

## APPLICATION FOR DEVELOPMENT

**PROPERTY ADDRESS**

**BLOCK(S)** \_\_\_\_\_ **LOT(S)** \_\_\_\_\_ **ZONE** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

ADDRESS (if different from above) \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**PROPERTY OWNER** (if different from above) \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

ADDRESS \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**ATTORNEY\*** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

\*REQUIRED for Corporations, LLC or Limited Partnerships

ADDRESS \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**ENGINEER or SURVEYOR** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

ADDRESS \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**ARCHITECT** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

ADDRESS \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**OTHER** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

ADDRESS \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**APPLICANT MUST PROVIDE AN ADDENDUM / STATEMENT OF FACTS IN SUPPORT OF THE APPLICATION.**

Provide written statement on a separate sheet or on the form provided stating what the Applicant is proposing to do, what variances are requested and the reasons why variances are needed.

Has there been a previous variance appeal or approval of any development application (i.e. site plan, subdivision or conditional use) involving the property?      **YES** \_\_\_ **NO** \_\_\_ *If YES, attach copies of the decisions and/or resolutions.*

Is the property in a density modification subdivision?      **YES** \_\_\_ **NO** \_\_\_

THIS BOX FOR OFFICE USE ONLY			
<b>DATE OF SUBMISSION:</b>		<b>APPLICATION NUMBER:</b>	
<b>SITE PLAN</b> ___ <b>SUBDIVISION</b> ___ <b>BULK VARIANCES</b> ___ <b>USE VARIANCE</b> ___ <b>OTHER</b> ___			
<b>PLANNING BOARD</b> ___ <b>ZONING BOARD</b> ___		<b>MEETING DATE:</b> _____	



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**PROPERTY ADDRESS**

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**BLOCK(S)**

**LOT(S)**

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**APPLICANT**

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**I affirm that all statements in this submitted application are true.**

*Signature of Applicant*

*Print Name*

*Date*

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## SUBMISSION REQUIREMENT

For all applications, **FIVE (5) COLLATED sets of all COMPLETED and SIGNED application forms** are required for submission to the Planning & Zoning Coordinator for completeness review. For any/all subsequent changes or updates to a pending application, five (5) copies are also required for resubmissions. All required documents are listed in the Application Checklists.

Once an application is deemed complete and scheduled for a hearing, fifteen (15) collated sets of the application forms must be submitted to the Planning & Zoning Coordinator for distribution to the appropriate Board.

## ESCROW DEPOSITS

In accordance with the Ordinances of the Township of Long Hill, escrow accounts are established to cover the cost of professional services including but not limited to planning, engineering, legal and other expenses associated with the review of submitted materials. If additional sums are deemed necessary, the Planning & Zoning Coordinator will notify the Applicant of the required additional amount. **Please note: without sufficient funds in an Applicant's escrow account, the review and subsequent scheduling of the application for a meeting will cease until such time that the Applicant has replenished the escrow account as per the Planning & Zoning Coordinator's request.**

Sums not utilized in the application process shall be returned upon written request by the Applicant and after verification that all Board expenses have been satisfied. A W-9 Form (Request for Taxpayer Identification Number and Certification) must be completed and submitted with any escrow deposits.





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## APPLICATION FOR DEVELOPMENT CHECKLIST B LIMITED TO BULK VARIANCES

ITEM #	Applicant:	Project Name:			
	Property Address:	Block:	Lot(s):	Zone:	
	ITEM DESCRIPTION	HOW TO DO IT		COMPLY	NA
1	Place the following information on any plan or other submission to the Board: <b>Name of Applicant; Property Address, Block and Lot.</b>				
2	For each item that is listed as "N/A", on a separate sheet of paper, list the items and explain why you believe each item does not apply to your application.	<b>FORM INCLUDED.</b> Complete the "Checklist Waiver Request" form.			
3	Copy of Letter of Denial by the Zoning Officer of intended use, occupancy, or construction.	You will receive this letter from the Zoning Officer.			
4	Certification from the Township Tax Collector that all taxes and assessments are paid to date.	<b>FORM INCLUDED.</b> Complete top portion only. The Planning & Zoning Coordinator will submit the request to the Tax Office at the appropriate time.			
5	Color photograph(s) no smaller than 4" X 6" showing the property as it currently exists from the front, back, both sides and the area of proposed development.	You will need to take a minimum of five 4" X 6" color photos. Label each photo (e.g. "Front," "Left Side," etc. ).			
6	Copy of completed application form to the Morris County Planning Board. Upon <b>Completeness Review</b> , other applications to other agencies may be required.	<b>FORM INCLUDED.</b> Complete Sections I, II, and III. The Planning & Zoning Coordinator will complete the remainder.			
7	Copy of completed Soil Erosion and Sediment Control Certification form. Upon <b>Completeness Review</b> , other applications to other agencies may be required.	<b>FORM INCLUDED.</b> Please check off one of the options at the bottom of the form and sign.			
8	A plan with the location of all proposed improvements drawn to scale and dimensioned to the front, rear, and side yards.	Generally, your builder or architect will need to complete this requirement.			
9	An aerial view or map showing the entire tract and its relation to the surrounding area, including at least one roadway intersection, and including all zone district boundaries within 200 feet of property, at a scale of 1 inch equals not more than 800 feet (such as a Google map).	TAX MAPS: <a href="http://www.longhillnj.gov/maps/Tax-Map-2017.pdf">http://www.longhillnj.gov/maps/Tax-Map-2017.pdf</a> Google: <a href="https://www.google.com/maps">https://www.google.com/maps</a> <a href="https://www.google.com/earth/">https://www.google.com/earth/</a>			
10	A Boundary and Existing Conditions survey showing the existing structures on the property with North arrow, scale, date of survey and the name, signature and embossed seal of the preparer of the survey.	You should have received a sealed copy when you purchased your home. Your mortgage company might also have a copy.			
11	A Zoning Table including zone district with all area and bulk requirements, comparing existing and proposed conditions.	<b>FORM INCLUDED.</b> The Zoning Application you filled out prior to this application will have that information.			
12	Obtain Certified Tax List from Tax Assessor listing names of all property owners within 200 feet for notification prior to hearing date. Fee as per MLUL statute 40:55D-12c	<b>FORM INCLUDED.</b> Complete the top portion. The Planning & Zoning Coordinator will submit the request to the Tax Office at the appropriate time.			

13	Completed "Owner's Letter of Consent" form if the Applicant is not the Owner.	<b>FORM INCLUDED.</b>		
14	A copy of any protective covenants, deed restrictions, or easements applying to the land being developed.	These can be found in your deed or on a survey.		
15	Any information necessary to fully describe the proposed development, such as floor plans, architectural elevation, lighting, construction details, building and lot cover dimensions, product/promotional pamphlets and similar information.	Generally, your builder or architect will need to complete this requirement.		
16	All existing and proposed wooded and landscaped areas and proposed buffering and screening to be shown (such as a Google map).	Generally, your builder or engineer will need to complete this requirement.		
17	A plan of any proposed landscaping including details as to the size, number, location and type of vegetation and method of planting to be used.	Generally, your builder or engineer will need to complete this requirement.		
18	A site grading plan if any changes in grading are proposed.	Generally, your builder or engineer will need to complete this requirement.		
19	For applications that disturb more than 5% or 1,000 sq. ft. of lot area (whichever is less), or create a net increase of more than 400 sq. ft. of impervious surface, stormwater calculations consistent with Sec. 146 must be provided.	Generally, your builder or engineer will need to complete this requirement.		
20	The location and size of all existing and proposed utilities for both undeveloped and developed lots that are part of the application.	Generally, your builder or engineer will need to complete this requirement.		
21	For sites with no <b>critical areas</b> , a plan note, signed by the preparer of the plan, indicating the site contains no critical areas. For sites with critical areas, provide a map noting the location of all critical areas, as defined in the Land Use Ordinance (Section 110), with the <i>source</i> of critical area delineation noted. The map shall also note: <ol style="list-style-type: none"> <li>1. The square footage of critical areas</li> <li>2. The square footage of non critical areas</li> <li>3. The square footage of impervious lot coverage of non critical areas</li> <li>4. Setback dimensions from all principal buildings to any critical area.</li> </ol>	Generally, your builder or engineer will need to complete this requirement.		
22	For properties that contain a special <b>flood hazard area</b> , any information required by Chapter 143, Flood Damage Prevention.	Generally, your builder or engineer will need to complete this requirement, if necessary.		

## DEFINITIONS

<p><b>COMPLETENESS REVIEW</b> - a review of the application and accompanying checklist documents by the Board Planner, Board Engineer and Planning and Zoning Coordinator to ensure that all the necessary information has been provided for the appropriate board to make a qualified decision.</p>	<p><b>FLOOD HAZARD AREA</b> — the areas of any project as identified by the map referred to in Section 143.3b. of the Land Use Ordinance. The term "flood hazard area" includes the terms "area of special flood hazard" and "floodplain."</p>
<p><b>CRITICAL AREA</b> - The combined area of any portion of a site having an average slope of fifteen percent (15%) or greater measured across ten vertical feet of contour; and/or an area of special flood hazard; and/or any wetlands areas.</p>	<p><b>IMPERVIOUS LOT COVERAGE</b> - anything such as a building, pavement, walkways, patios, pools, gravel (with the exception of decorative gravel), decks, etc. which prevents or limits infiltration of water into the soil. (See Land Use Ordinance Section 110 "Definitions" - <i>Lot Coverage</i>)</p>





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## ZONING TABLE

**FILL IN ALL APPLICABLE BOXES**

<b>Property Address:</b>				
<b>Block:</b>	<b>Lot:</b>	<b>Zone:</b>	<b>Total Square Feet:</b>	
<b>Is this property in a density modification subdivision? YES _____ NO _____</b>				
BULK REQUIREMENTS	REQUIRED / ALLOWED	EXISTING	PROPOSED	VARIANCE
Lot Area				
Lot Width (Feet)				
Floor Area (Square Feet)				
Building Width (Feet)				
Front Yard Setback (Feet)				
Side Yard Setback (Feet)				
Rear Yard Setback (Feet)				
Building Height (Stories & Feet)				
Building Coverage (Percent)				
Lot Coverage (Percent)				
Floor Area Ratio (FAR – Percent)				
Buffer (Feet)				



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## INFORMATION REGARDING SOIL EROSION AND SEDIMENT CONTROL CERTIFICATION

The State of New Jersey Soil Erosion and Sediment Control Act, Chapter 261, P.L. 1975 defines a project which requires a soil erosion and sediment control certificate as "any disturbance of more than 5,000 square feet of the surface area of land:

- (1) for the accommodation of construction for which the State Uniform Construction Code would require a construction permit, except that the construction of single-family dwelling unit shall not be deemed a "project" under this act unless such unit is part of a proposed subdivision, site plan, conditional use, zoning variance, planned development or construction permit application involving two or more such single-family dwelling units,
- (2) for the demolition of one or more structures,
- (3) for the construction of a parking lot,
- (4) for the construction of a public facility,
- (5) for the operation of any mining or quarrying activity, or
- (6) for the clearing or grading of any land for other than agricultural or horticultural purposes."

Soil Erosion and Sediment Control Certifications must be obtained from:

Morris County Soil Conservation District  
Court House  
Morristown, New Jersey 07960  
Phone: (973) 285-2953 or 538-1552  
Fax: (973) 605-8195

Property Address: \_\_\_\_\_

This project does not involve work for which a Soil Erosion and Sediment Control Plan Certification is required from the Morris County Soil Conservation District.

This project requires a Soil Erosion and Sediment Control Plan Certification from the Morris County Soil Conservation District. I certify that an application has been made to the Morris County Soil Conservation District for this project.

Aug 10, 2021

\_\_\_\_\_  
*Signature*  
Erin Dwyer

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*





# TOWNSHIP OF LONG HILL

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## OWNER'S LETTER OF CONSENT

**Applicant:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_

I certify that I am the owner of record or duly authorized representative of the owner and that I concur with the application and plans presented to the Planning Board or Zoning Board of Adjustment.

Additionally, I give consent to Township of Long Hill Board Members and Consultants to enter and inspect the subject property.

Permission is hereby granted to \_\_\_\_\_ as Applicant for the proposed development.

\_\_\_\_\_  
*Owner's Signature & Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner (Print Name)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone & Email Address*