



CITY OF SUMMIT - Department of Community Services (DCS) Application for Development - Worksheet

ORIGINAL FILING
 RESUBMITTAL OF "INCOMPLETE"

MODIFICATION OF PRIOR APPROVAL
 AMENDED PLAN(S)

Address: _____

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

How the property is used (one-family, offices, etc.): _____

Property Owner: _____ Phone: _____

Email: _____

Owner Address: _____

Applicant: _____ Phone: _____

Email: _____

FILL IN ITEMS 1 THROUGH 5 - MARK EACH BOX OR CIRCLE AS APPROPRIATE FOR YOUR APPLICATION.

① TYPE PROPERTY: RESIDENTIAL OTHER

② Type application:

<input type="checkbox"/> Appeal	<input type="checkbox"/> Interpretation	<input type="checkbox"/> C – Bulk variance
<input type="checkbox"/> D – Use variance	<input type="checkbox"/> Conditional use	<input type="checkbox"/> D – Floor area ratio (FAR)
<input type="checkbox"/> Minor subdivision	<input type="checkbox"/> Major subdivision	<input type="checkbox"/> Site plan
<input type="checkbox"/> Other _____		

CONCEPT PLAN PRELIMINARY FINAL

③ Number of lots : _____ Existing Number of dwelling units _____ Existing
Proposed _____ Proposed _____

⑤ Building area _____ Existing

Proposed new *

_____ Total site building area

*-NEW INCLUDES ADDITIONS AND EXPANDED AREAS AS WELL AS NEW STRUCTURES, BUT DOES NOT INCLUDE AREAS ALTERED WITHIN THE EXISTING BUILDING FOOTPRINT

⑥ Comments: _____

⑦ Signature: _____ Date: _____

2. PRIOR TO FILING THE APPLICATION :

a. Obtain an application package from Community Services.

- * - application form
- * - submission checklist
- * - copy of sample advertisement
- * - copy of sample notice
- * - copy of certification of paid property taxes
- * - site plan package (if needed)
- * - subdivision package (if needed)

b. Obtain from Community Services a certified list of property owners, and a copy of the tax map section showing all properties within 200 feet of the applicant's property. The applicant uses this list for notification to property owners that you are filing an application. FEE - \$11.00

NOTE: An applicant may prepare the maps and lists with information taken from the city's tax assessor's records. You must then have the lists notarized and submit them with the application.

3. SUBMITTING AN APPLICATION :

a. Complete the application form and all other required forms, including the checklists. Mark the checklists for each item, either a check mark (✓) for items submitted or N/A for those not applicable.

b. Copy all of the applicable numbered items on your primary checklist (#1 through #13), making the number of copies indicated for each.

- (1.) Collate all items (#1 through #7) being submitted into the number of separate packages indicated on the checklist. When you are finished, you should have 12 packages, consisting of one set of originals and 11 sets of copies. Each package will have items #1 through #7 in number sequence order (i.e., item #1 on top, then items #2, #3, etc.)
- (2.) Collate the remaining checklist items (#8 through #13) and submit them with the original copy set of items #1 through #7.

c. File the packages with the Department of Community Services at least thirty days prior to the desired meeting date. The meeting schedule is available from the Department, and is posted on the kiosk on the first floor lobby of City Hall.

d. Pay the required fees.

* Refer to the attached fee schedule for application and escrow fees.

* Plus subdivision, conditional use and/or site plan fees, if needed.

** You will be charged for the time the court reporter spends on your case, both during the hearing and the subsequent deliberations and decision-making. The deposit will be credited against the amount charged the City by the reporter. You

→ **Notifying required parties before the application is determined to be complete will result in your application being withheld from the Board's agenda, and cause you to send a second notice, delaying your hearing date.**

c. **Advertising:** the advertisement for the hearing must be published at least ten days prior to the hearing in the *Union County Local Source* or in the *Star Ledger* newspapers (or any other official City newspapers as designated by the Common Council).

(1.) The *Union County Local Source* publishes on Thursdays only. Please contact the *Union County Local Source* for deadline date to submit your legal notice.

(2.) The content of the advertisement is the same as the **Public Notice** described in Section b. above.

→ **The applicant is responsible for submitting the advertisement to the newspaper in time for publication. Failure to advertise prior to the hearing will prevent the case from being heard.**

→ **Advertising before the application is determined to be complete will result in your application being withheld from the Board's agenda, and cause you to advertise a correction notice, delaying your hearing date.**

5. THE HEARING PROCESS :

a. **Affidavit of Service:** After serving notice and after advertising, the applicant must submit an affidavit to Community Services, certifying both have been done according to law. This affidavit must be filed at least three business days prior to the hearing date.

b. **Agenda of the meeting:** The Board chairperson will call the case according to the agenda prepared by the secretary prior to the meeting.

c. **Presentation of witnesses and evidence:** The applicant is responsible for having all witnesses, reports, evidence, displays, and any other items related to the case ready for presentation at the time of the hearing.

Any sketch, plat or other drawing prepared on a display board or similar format must also be presented to the Board Secretary in "paper" form for archive purposes. The paper form will be the document marked into evidence or identified as an exhibit.

d. **Resolution of decision:** Upon conclusion of the hearing, or as soon thereafter as the agenda permits, the Board will deliberate the merits of the application. This may be at the same meeting as the hearing, or at a following meeting. Once discussed and a decision is reached by vote, a resolution will be prepared, setting forth the findings and decision.

e. **Memorialization of the decision:** The decision of the board will be memorialized in the formally adopted resolution at a subsequent meeting of the board, usually the next regularly scheduled meeting. The final resolution will be mailed to the applicant after it has been adopted and signed.

PLANNING BOARD APPLICATION CHECKLIST
City of Summit, Union County, NJ

Name of applicant _____ Date _____

Address of property _____ Block _____ Lot _____

Approval requested: Subdivision Bulk Variance
 Site Plan Other

NOTE: This checklist is not a substitute for the specific requirements of the Development Regulations (zoning) Ordinance. See the Ordinance for detailed requirements.

NOTE: You must collate many of the items on this checklist into separate packages – please refer to the *Procedure for Filing Applications to the Planning Board* for instructions.

	Applicant	City
1. Original and 15 copies of application form	_____	_____
2. Original and 15 copies of narrative description of project	_____	_____
3. Original and 15 copies of plat/property survey, showing the existing and proposed building setbacks	_____	_____
4. Original and 15 copies of proposed structure, including interiors	_____	_____
5. Sixteen copies of the area map of properties within 200 feet, showing each of the following items:		
a. <u>street numbers</u>	c. <u>north arrow</u>	
b. <u>date and graphic scale</u>	d. <u>Zone district</u>	
e. <u>uses of each property within 200 ft.</u>		
6. Original and 15 copies of the certified list of owners of property within 200 feet.	_____	_____
7. Original and 15 copies of the subdivision submittal, if needed	_____	_____
8. Original and 15 copies of the site plan submittal, if needed	_____	_____
9. Original and one copy of evidence of paid property taxes	_____	_____
10. Original and one copy of the proposed notice to owners within 200'	_____	_____
11. Original and one copy of the proposed advertisement	_____	_____
12. Original and 1 copy of this completed checklist	_____	_____
13. Application fee and escrow deposit	_____	_____

Applicant - Please do not write below this line

On _____, this submittal was deemed complete _____ incomplete _____.

Administrative Officer

3. The premises affected are more particularly described as follows:

Area of Plot _____ square feet

Area of existing structures which will remain _____ square feet

Total area of plot to be occupied by structures _____ square feet

Percentage of lot to be occupied by structures _____ percent

Proposed set-back, front line _____ feet;

Proposed sidelines (specify if corner) _____ feet;

Proposed rear yard _____ feet.

Year house built _____.

Other pertinent characteristics _____

4. There has been no previous petition for relief involving these premises except: _____

5. The reasons which support petitioner's claim of the right to relief are as follows: _____

6. Attached hereto and made a part hereof are the following:

- (a) Complete set of plans of any proposed building alteration or extension including schematic floor plans and elevations with sufficient notations to clearly establish the extent and character of the proposed structure;
- (b) Plot plan showing size of plot bounding streets: compass point, size, type and location of all existing buildings and improvements on the plot: size and location of proposed building and improvements: distance of all property lines from buildings and improvements including the proposed building or buildings.

NOTICE OF HEARING FOR PUBLICATION

The Union County Local Source
1291 Stuyvesant Avenue
Union, NJ 07083

Tel: 908-686-7700

TAKE NOTICE THAT the Planning Board of the City of Summit, New Jersey, will hold a hearing on _____, 20____ at 7:30 p.m. in the City Hall Council Chambers, 512 Springfield Avenue, Summit, New Jersey, to consider an application affecting the property whose street address is known as _____.
Block _____, Lot _____.

The conditions affecting this property and the reason for the application being heard are as follows:

Applicant requests any other waivers or variances as may be required by the Board or its professionals at the time of the hearing.

The application forms and supporting documents are on file in the Department of Community Services, 512 Springfield Avenue, and may be inspected on any workday during business hours, 8:30 a.m. to 4:00 p.m. Any interested party may appear at the hearing and participate therein, subject to the rules of the Board.

Applicant's printed name

**AFFIDAVIT OF PROOF OF SERVICE
PLANNING BOARD
CITY OF SUMMIT**

PROOF OF SERVICE OF NOTICES REQUIRED BY THE MUNICIPAL LAND USE LAW MUST BE FILED WITH THE ADMINISTRATIVE OFFICES OF THE BOARD AND VERIFIED AT LEAST TWO DAYS PRIOR TO THE DATE OF THE HEARING.

STATE OF NEW JERSEY }
COUNTY OF UNION }

_____, of full age, being duly sworn according to law, deposes and says that he/she/they reside(s) at _____ in the _____ of _____, County of _____, and he/she/they is (are) the applicant(s) in a proceeding before the Planning Board of Summit, New Jersey, said proceeding being an appeal or an application under the Development Regulations Ordinance, and which relates to premises known as Block _____, Lot _____, and street address _____ and that on _____, 20_____, gave written notice of the hearing on this application to each and all of the persons upon whom service must be made, in the required form and according to the attached list(s), and in the manner attached hereto.

Applicant's printed name

Applicant's signature

Sworn and subscribed before me
this _____ day of _____, 20_____.

Notary Public



PROPERTY OWNERS LIST / 200 FOOT LIST

Application for a *Certified List of Property Owners* within 200 feet of the following:



PROPERTY INFO:

Address:	Date:	
City, State, Zip Code:	Block:	Lot:

APPLICANT INFO:

Applicant		Owner (if different)
Name:		
Address:		
Email: (required)		
Phone:		

PAYMENT INFO: **WITH** Map (\$11) **WITHOUT** Map (\$10) *Applicant must attach their own map if selected.

Fee Paid: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Check	<input type="checkbox"/> Cash
Date: _____/_____/_____	Emp.: _____	Check #: _____

To Eng: / /

: am/pm

Zoning/Planning Board Secretary

Date

Block	Lot(s)	Block	Lot(s)	Block	Lot(s)

Notes:

NOTE: In addition to the owners on the above list, the following entities **MUST** also be notified if checked:

- UTILITY:** NJ American Water Co., Inc. Attn: Donna Short, GIS Supervisor ~ 1025 Laurel Oak Road - Vorhees, NJ 08043
- UTILITY:** PSE&G, Attn: Manager -Corporate Properties ~ 80 Park Plaza, T6B – Newark, NJ 07102
- OTHER MUNICIPALITY:** Property owner(s) in an adjacent municipality Clerk in an adjacent municipality
- COUNTY:** County Planning Board if the property is on a county road
- STATE:** Commissioner of Transportation if on/adjacent to state highway/property ~ P.O. Box 600 Trenton, NJ 08625-0600

Engineer/Assistant Engineer

Date

I certify that the attached/above is an accurate & complete list of property owners and addresses from the Tax Assessor records.

Tax Assessor / Deputy Tax Assessor

Date

CITY OF SUMMIT
TABLE OF PLANNING AND ZONING FEES
with Ordinance Section Reference and Price

D.R.O. Section	Description	Price
PRIMARY ZONING BOARD FEES		
6.5 D	<i>One/two family Floor Area Ratio ("D") variance – application fee.</i>	\$200
6.5 D	Escrow fee, FAR variance one/two family	\$800
6.5 D	<i>One/two family "C" variance – application fee</i>	\$200
6.5 D	Escrow fee, one/two family "c" variance	\$800
6.5 D	<i>"C" variance (not one or two family dwellings) – application fee</i>	\$500
6.5 D	Escrow fee, "C" variance other than one or two family dwellings	\$1000
6.5 D	<i>"D" variance (not one or two family dwelling FAR) – application fee</i>	\$1000
6.5 D	Escrow fee, "D" variance (not one or two family dwelling FAR)	\$2000
6.5 F	Additional escrow required to maintain minimum 30% of original amount	To be det'd.
6.5 D	<i>Conditional use application fee</i>	\$250
6.5 D	Escrow fee, conditional use application	\$750
6.5 D	<i>Appeal of zoning officer decision - application fee</i>	\$250
6.5 D	Escrow fee, appeal of zoning officer decision	\$500
6.5 D	<i>Interpretation of Zoning Ordinance or Map - application fee</i>	\$250

6.5 A	Escrow unit fee, preliminary site plan	\$50/lot or dw. unit
6.5 A	<i>Final site plan</i> application fee	75% of prelim. fee
6.5 A	Escrow base fee, final site plan	\$1000
6.5 A	Escrow unit fee, final site plan	\$50/lot or dw. unit
6.5 F	Additional escrow required to maintain minimum 30% of original amount	To be det'd.

☞ End of Residential Application Fees ☝

COMMERCIAL/INDUSTRIAL (all properties not residential)

CONCEPT PLAN		
6.5 B	<i>Commercial/industrial concept plan</i> – application fee	\$250
6.5 B	Escrow fee for commercial/industrial concept plan	\$1000
MINOR SUBDIVISION (not more than three lots)		
6.5 B	Minor subdivision application fee	\$250 + \$250/lot
6.5 B	Escrow base fee, minor subdivision	\$1000
6.5 B	Escrow unit fee per lot, minor subdivision	\$500
MAJOR SUBDIVISION		
6.5 B	Preliminary major subdivision application fee	\$250 + \$250/lot
6.5 B	Escrow base fee, preliminary major subdivision application	\$2500
6.5 B	Escrow unit fee, preliminary major subdivision	\$50/lot or dw. unit
6.5 B	Final major subdivision application fee	50% of prelim. fee
6.5 B	Escrow base fee, final major subdivision	\$1000
6.5 B	Escrow unit fee, final major subdivision	\$50/lot or dw. unit

OTHER FEES		
6.5 F	<i>Additional escrow for all application types – calculated amount to maintain minimum 30% of initial escrow</i>	To be det'd.
6.5 D	<i>Conditional use application fee</i>	\$250
6.5 D	<i>Escrow fee, conditional use application</i>	\$750
6.5 D	<i>Appeal of zoning officer decision - application fee</i>	\$250
6.5 D	<i>Escrow fee, appeal of zoning officer decision</i>	\$500
6.5 D	<i>Interpretation of Zoning Ordinance or Map - application fee</i>	\$250
6.5 D	<i>Escrow fee, interpretation of Zoning Ordinance or Map</i>	\$500
6.5 E	<i>Revised/amended plans or submission in all categories – application fee</i>	50% of original fee
6.5 E	<i>Escrow fee, revised/modified plan or submission</i>	Not more than 50% of original escrow fee
6.5 D	<i>Resubmittal fee for application deemed to be "incomplete" (no additional escrow due)</i>	\$125
6.5 D	<i>Certificate of Subdivision Approval</i>	\$10
6.5 D	<i>Application fee, permit under N.J.S.A. 40:55D-34 or 36</i>	\$250
6.5 D	<i>Escrow fee, permit under N.J.S.A. 40:55D-34 or 36</i>	\$250
6.5 E	<i>Revised or amended plans/submissions in all categories (concept, preliminary, final)</i>	50% of original fee

**CITY OF SUMMIT
PLANNING BOARD
2024 MEETING SCHEDULE
(AMENDED from November 27,
2023)**

Amended calendar as approved by the Planning Board on December 20, 2023

Meetings of the Planning Board of the City of Summit for the year 2023 shall be held at Summit City Hall, 512 Springfield Avenue, Council Chambers, Summit, NJ at **7:30 p.m.**, according to the following schedule. If authorization is granted by the Technical Review Committee, legal publication of the meeting notice is required according to the following schedule for placement on the corresponding Planning Board meeting agenda:

<u>Publishing Date:</u>	<u>Regular Meeting:</u>
January 12	January 22*
February 9	February 26
March 15	March 25
April 12	April 24 (Wednesday)
May 17	May 28 (Tuesday)
June 14	June 24
July 12	July 22
August 16	August 26**
September 13	September 23
October 18	October 28
November 14	November 25
December 07	December 18 (Wed)
January 17, 2025	January 27, 2025*

*Reorganization meeting

**Board does not meet in regular session however, it will entertain emergent applications