

APPLICATION OUTLINE

Stone Harbor Planning Board FORM A-2

1. Introduction.

The purpose of this Outline is to highlight some of the requirements involved in applications made to the Stone Harbor Planning Board for subdivision, site plan or other approval. This Outline is not a complete summary of all legal and procedural requirements. All applications involve not only Planning Board regulations and local ordinances, but also county and state laws and regulations, which are beyond the scope of this outline.

The applicant should not rely on the Application Outline alone, and should not hesitate to consult an attorney and/or planner. The following publications offer more complete information:

- Zoning Ordinance of the Borough of Stone Harbor
- New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.
- Planning Board “Rules of Procedure” (copy attached)

2. Information Sources:

- Borough Zoning Officer, Borough Hall, 8:30 am to 4:00 pm, (609) 368-6813
- Planning Board Secretary, Borough Hall, 8:30 am to 4:00 pm (609) 368-5102

3. Submission Requirements/Number of Copies

The original application, plus fifteen (15) copies (a total of sixteen (16)), must be submitted to the Zoning Officer along with drawings, plats, and other supporting documents. Each set shall not exceed 8 ½ x 11” in size (**FOLDED**). Payment of the application fee and the escrow fee is required at the time of submission.

4. Proof of Payment of Taxes

Every application shall be accompanied by a request for proof and certification by the Borough Tax Collector that no taxes or assessments for local improvements are delinquent on the property which is the subject of such application (RGO § 345.30). It is the applicant’s responsibility to ensure that proof of said payments is delivered to the Zoning Officer at least five (5) days before the hearing.

5. Determination of Completeness

The application is marked received by the Zoning Officer upon receipt, but official action and the time calculations commence only after it is declared complete in accordance with Chapter 345. If no determination regarding completeness is made within forty-five (45) days of receipt, the application will be automatically deemed complete.

6. Hearing Date

Upon a finding of completeness, the Board Secretary shall set a hearing date and notify the applicant of same in writing. The hearing date shall be within one hundred twenty (120) days of the date

APPLICATION OUTLINE

Stone Harbor Planning Board FORM A-2

the application is determined to be complete. The Board Secretary shall distribute copies of the application, drawings, plat and documents to the Board Members, Alternates, Engineer and Solicitor for review. See "Rules of Procedure" for the hearing procedure.

7. Public Notice:

Except for applications for minor subdivisions with **no** variances, all applications require a newspaper advertisement and other notices as required by NJ statute, such as the notification by Certified Mail or personal service to owners of all property located within 200 feet of the subject property. The Tax Assessor will supply a list of the names and mailing addresses of such property owners for a fee. The applicant must comply with applicable notification requirements. Proof of notification must be submitted to the Board Secretary at least five (5) days before the hearing.

8. Engineer's Report

Prior to the hearing date, the Board Engineer shall prepare a report as to the applicant's compliance with RGO Chapter 560, Zoning, and forward same to the Planning Board Secretary.

9. Additional Requirements

Approval by the Stone Harbor Planning Board is conditioned upon the applicant's receipt of all required county, state and other approvals.