TOWNSHIP OF BERNARDS
PLANNING BOARD

Instructions for Filing a Planning Board Application (2020)

These instructions are designed to help the applicant file a complete application. It is the applicant's responsibility to see that all pertinent information is submitted and that all procedures are properly executed. Please feel free to contact or Cyndi Kiefer, Board Secretary (908-204-3026 or ckiefer@bernards.org) with any questions you may have.

Applications are heard by the Board in the order they are deemed complete, not the date they are submitted. Please submit application as indicated below, fully collated, with the first page of the two-page application on top so the name of the applicant(s) can be seen. The check list page is important, but it should be the last page of the submittal.

Before filing out this application, we recommend that you contact Nancy Koederitz, Township Zoning Officer (908-204-2507 or nkoeideritz@bernards.org) to learn the nature of the approvals(s) required.

STEP 1 - SUBMITTING THE APPLICATION PACKET

1. Complete the two-page application form in its entirety. If a question does not apply, mark it "N/A". Please include an email address; this address will be used for official notifications. All signatures (all applicants must sign) on the application form must be notarized including, if applicable, the "Consent of Owner" section.

INITIALLY SUBMIT (4) FULLY COLLATED COPIES OF YOUR APPLICATION WITH FORMS B THROUGH J, THE APPROPRIATE CHECKLIST AND ALL ADDITIONAL MATERIALS SUCH AS PLANS (FOLDED NOT ROLLED), DRAWINGS, SURVEYS, ETC. AND (1) COPY OF THE W-9. THIS SUBMISSION WILL BE REVIEWED TO ENSURE THAT ALL NECESSARY MATERIALS HAVE BEEN PROVIDED AND ARE COMPLETE. YOU WILL THEN BE ADVISED TO SEND IN THE REMAINING (17) FULLY COLLATED APPLICATION PACKETS FOR A TOTAL OF (21) APPLICATION PACKETS.

2. SUBMIT COMPLETED W-9 FORM (one copy only with initial submission).

3. FORM B - STATEMENT OF OWNERSHIP (21 total).
Submit only if the applicant is a corporation or partnership. The names and addresses of all stockholders or individual partners owning 10% or more of its stock of any class must be listed as required by NJSA 40:55d-48.1 et seq.

4. FORM C - 200 FOOT PROPERTY SEARCH (Original + 3 with initial submission).
Use this form to obtain the search list from the Tax Assessor for a fee of $10.00.
5. **FORM D - CERTIFICATION OF CURRENT PROPERTY TAX PAYMENTS** *(Original + 3 with initial submission)*.

6. **FORM E - SITE INSPECTION CONSENT** *(Original + 3 with initial submission)*.

7. **FORM F - APPROVALS REQUIRED BY LOCAL, COUNTY, STATE AND OTHER AGENCIES (21 total)*.

8. **FORM G - TREE REMOVAL PERMIT (21 total)*.

9. **FORM H - CONTRIBUTION DISCLOSURE STATEMENT** *(Original + 3 with Initial submission)*.

10. **FORM I - NOTICE FOR SERVICE** *(Original + 3 with initial submission)*.

11. **FORM J - NOTICE FOR PUBLICATION** *(Original + 3 with initial submission)*.

12. **FORM K - AFFIDAVIT OF SERVICE** *(w/original + green/white certified receipts)*

   After you have served notice to those on the 200 foot list, submit this form and the green and white certified mail postal slips to my office and I will notarize your signature. RETURN RECEIPT CARDS ARE NOT REQUIRED.

**ADDITIONAL ITEMS**

Submit, if applicable, A LIST OF WITNESSES (and their expertise) who will testify in support of the application *(21 total)*.

**SUBMIT APPLICATION FEE and ESCROW DEPOSIT.**

See SCHEDULE 1 for applicable fees. Three separate checks are required for the application fee, for the escrow deposit and for the digital imaging fee. All three checks should be made payable to “Bernards Township”. The escrow deposit is to cover costs of professional staff such as the attorney, the engineer, and/or the planner that the Board judges are necessary to advise them regarding your application. If the escrow deposit is insufficient to cover these costs, you will be billed the excess. You will not be billed more than the actual costs of services. Any escrow amount not needed will be refunded to you with an accounting detail of these costs after the completion of the project upon receipt of a written request.

***

At this point, you have completed Step 1. You will be notified, in writing, within 45 days of the date your application was submitted if your application is incomplete and if additional information is required.
STEP 2 - SERVING/PUBLISHING NOTICE

At this point, you have been advised of your meeting date. All notices should describe the proposed development that requires approval and any required variances, as well as the ordinance requirements (example: "...so as to permit a 14' side yard setback where a 25' setback is required"). All notices sent to property owners (Form I) must be served at least 10 calendar days prior to the public meeting (Form J) and the notice of the public meeting must be published at least 10 calendar days prior to the public meeting. If the notice is defective in any way, the hearing on the application must be postponed until sufficient notice is served.

1. NOTICE OF PUBLIC HEARING ON APPEAL OR APPLICATION

The applicant is responsible for serving a copy of the Notice of Public Hearing by certified mail or by personal service to all property owners within 200 feet as per the certified list provided by the Tax Assessor. Please fill in the blanks on FORM I (type of variance, Township Ordinance Section, relief requested, location of property, and date of hearing) and sign the notice. Without proof of service (dated certified mail receipts), any decision made by the Board of Adjustment is liable to appeal.

You are also responsible for noticing the fire company and utility companies that have registered with the township; this information is provided with the certified list. It is also the applicant's responsibility to notice 1) the adjoining municipality if the property is within 200 feet of a neighboring municipality; 2) the County Planning Board if the property is adjacent to an existing county road or proposed road shown on the official county map or on the county master plan, adjoining other county land or situated within 200 feet of the municipal boundary; and 3) the State Commissioner of Transportation if the property is within 200 feet of a state highway.

If notice is served by personal service, you must keep a list of dated signatures of all property owners on the property list at least 10 calendar days prior to the public meeting.

2. PUBLICATION OF NOTICE OF PUBLIC MEETING

Complete FORM J using the same information required by Form I and publish this notice in one of the two official newspapers of Bernards Township (Bernardsville News and Courier News) no later than 10 days before the hearing date. It is the responsibility of the applicant to insure that the notice is published accurately and in a timely manner.

You must supply proof that you have correctly published and served notice by submitting to the Board Secretary no later than 24 hours or at least one working day before the meeting the following:

A. Affidavit of Proof of Service (FORM K).
B. Original Certified Mail Receipts and/or Original Signatures
**STEP 3 - AT THE MEETING**

Be sure you are prepared. Be familiar with your documents and the memos submitted by the board's professionals.

You will be sworn in by the Board Attorney and all of your testimony will be under oath. The Board will ask you questions, which you should answer to the best of your ability. Members of the public will be permitted to ask questions on your testimony and to comment on your application. All such testimony must be given at the public meeting. Petitions or letters submitted outside of the public hearing are not allowed.

When the public comments have concluded, the Board will deliberate and render a decision. Your application may be carried to another meeting if the Board feels more information is required to make a sound decision. Whether your application is granted or denied, the Board will request its attorney to prepare a written resolution. At a subsequent monthly meeting, the resolution will be adopted the Board.

**STEP 4 - AFTER THE MEETING**

After your resolution is adopted, a copy will be sent to you. If the initial escrow deposit is insufficient to cover the charges submitted by professionals, you will be billed for the difference. Further work on your project may be delayed until the requested escrow is submitted.
SCHEDULE 1 – APPLICATION FEES, ESCROW, & DIGITAL IMAGING FEES (2020)

Instructions:

Application fees:
Applications seeking more than one approval must be accompanied by the sum of the application fees. Please refer to Table 901 for the fees required for submission. Application fees are nonrefundable.

Escrow Deposits:
Escrow deposits are required to cover costs associated with the reviewing and processing of the application by technical and professional staff and consultants (i.e. attorneys, engineers, planners and other specialists). Applications seeking more than one approval must be accompanied by the sum of the applicable escrow deposits. Please refer to Table 901 for the deposits required. Costs billed to the applicant will be no more than the amount billed to the Township by technical and professional staff and consultants for such services. If the amount of the deposit exceeds the actual costs, the applicant shall be entitled to a return of the excess deposit upon written request.

Document Imaging:
The following amounts shall be due and payable at the time of application to defray the cost of document imaging: for Subdivisions and Site Plans: $150; for Variances: $25.

2020 HOURLY RATES

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Township Attorney</td>
<td>$205.00/hour</td>
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<tr>
<td>Board Attorney</td>
<td>$185.00/hour</td>
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<tr>
<td>Board Engineer</td>
<td>$156.00/hour</td>
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<td>Board Planner</td>
<td>$151.00/hour</td>
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<td>Township Planner</td>
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<td>Township Surveyor</td>
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<td>Fire Official</td>
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<tr>
<td>Zoning Officer</td>
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<td>TABLE 901</td>
<td>Application Fee</td>
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<tr>
<td>-----------------------------------------------</td>
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<tr>
<td>Application Fee and Escrow Deposit Schedule</td>
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</tr>
<tr>
<td>(current as of 03/13/18)</td>
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</tr>
<tr>
<td>1. Subdivisions</td>
<td></td>
</tr>
<tr>
<td>a. Minor</td>
<td>$300 + $50/lot</td>
</tr>
<tr>
<td>b. Preliminary plat, major</td>
<td>$500 + $100/lot</td>
</tr>
<tr>
<td>c. Final plat, major</td>
<td>$300 + $25/lot</td>
</tr>
<tr>
<td>2. Site Plans</td>
<td></td>
</tr>
<tr>
<td>a. Preliminary plan (residential)²</td>
<td>$500 + $25/dwelling unit</td>
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<tr>
<td>b. Preliminary plan (nonresidential)³</td>
<td>$500 + $0.02/sq.ft. of building floor area + $25/acre</td>
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<tr>
<td>c. Final plan (residential)</td>
<td>$300 + $10/dwelling unit</td>
</tr>
<tr>
<td>d. Final plan (nonresidential)</td>
<td>$300 + $0.01/sq.ft. of building floor area + $25/acre</td>
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<td>3. Conditional Use</td>
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<td>a. Supplementary apartment</td>
<td>$150</td>
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<tr>
<td>b. Other</td>
<td>$250 + $0.10/sq.ft. of conditional use building or structure</td>
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<td>4. Variances</td>
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<td>a. Appeals (N.J.S.A. 40:55D-70a)</td>
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<td>1. Single-family residential</td>
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<td>2. Other</td>
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<td></td>
<td>Application Fee</td>
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<td>--------------------------------</td>
<td>-----------------</td>
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<td><strong>b. Interpretations (N.J.S.A. 40:55D-70b)</strong></td>
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<td>2. Other</td>
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<tr>
<td>1. Single-family residential</td>
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</tr>
<tr>
<td>2. Other</td>
<td>$250</td>
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<tr>
<td><strong>d. Special reasons (N.J.S.A. 40:55D-70d)</strong></td>
<td>$500</td>
</tr>
</tbody>
</table>

**NOTES:**

1. No application fee shall exceed $15,000.

2. Any nonresidential buildings in a predominantly residential site plan shall pay an escrow deposit of $0.03 per square foot of nonresidential building floor area in addition to the residential escrow deposit.

3. Any residences in a predominantly nonresidential site plan shall pay $25 per dwelling unit escrow deposit in addition to the nonresidential escrow deposit.

4. Document imaging: All documents associated with an application shall be provided to the Board in the digital format specified in Appendix A, Article VII, Digital Submission Standards. For those applicants not providing these documents in digital format, the following amounts shall be due and payable at the time of application to defray the cost of document imaging:

   (a) Subdivisions and site plans: $150.

   (b) Variances: $25.
5. Tax Map revision fee. In addition to the application fees set forth in Subparagraphs 1 and 2 above, the following amounts shall be due and payable at the time of application to defray the cost of professional services required to effect revisions to the Tax Map necessitated by the development application:

(a) Minor subdivision plat: $75.00 per lot.

(b) Final major subdivision plat: $50.00 per lot.

(c) Site plan application creating condominium units (whether residential or commercial units): $50.00 per unit.

6. Amended application. Application fee shall be 1/2 of the original application fee but not to exceed $500.00. Escrow deposit shall be 1/2 of the original escrow deposit unless sufficient funds remain in the escrow account from the original application, such that the Board determines a lesser amount is adequate to cover anticipated bills.

7. Extension of preliminary approval, final approval, or variance approval. Application fee shall be 1/2 of the original application fee but not to exceed $500.00. Escrow deposit shall be 1/2 of the original escrow deposit for preliminary or final extensions, and $300 for variance extensions, unless sufficient funds remain in the escrow account from the original application.

8. Conceptual approval. In the event that the developer chooses to submit an application for conceptual approval of the development plan, 25% of the entire preliminary development plan application fee and the entire escrow amount shall be paid at the time of such submission and the remainder shall be payable at the time of the submission of a complete application for preliminary approval.

9. Waiver of fees. Charitable, philanthropic, fraternal and religious nonprofit organizations holding a tax exempt status under the Federal Internal Revenue Code of 1954 [26 U.S.C. § 501(c) or (d)] shall pay one-half (1/2) of the normal application fee. All governmental agencies of the Township of Bernards are exempt from the payment of any fee required under this chapter.

10. Variances involving subdivisions or site plans shall be accompanied by the application fee and escrow deposit in #1 and #2.

11. Additional escrow funds shall be required by the Board when the escrow balance has been depleted below the amount of the original deposit. The additional deposit shall be an
amount sufficient to restore the escrow balance to the amount of the original escrow deposit unless the Board determines a lesser amount is adequate to cover anticipated bills. Whenever additional funds are required, the applicant shall be notified in writing and the additional deposit shall be remitted to the Board Secretary within ten (10) days of the date of the written notification.

12. Modification or elimination of a condition contained in a previously adopted resolution of approval. Application fee shall be $300. Escrow deposit shall be $1,000.

13. Informal review pursuant to N.J.S. 40:55D-10.1. Application fee shall be $100, which shall be a credit toward the fee for the application for development.
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership).
   - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt, or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Requester’s name and address (optional)

Part I
Taxpayer Identification Number (TIN)

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 generally 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.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer identification number

Part II
Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here

Signature of
U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1098-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
TOWNSHIP OF BERNARDS
2020 PLANNING BOARD APPLICATION

[ ] Minor Subdivision
[ ] Major Subdivision - Preliminary
[ ] Major Subdivision - Final
[ ] Conditional Use
[ ] Site Plan - Preliminary
[ ] Site Plan - Final
[ ] Informal Review
[ ] Other (specify): ______________________

1. APPLICANT: ____________________________

Address: ______________________________________

Phone: (home) __________________ (work) ___________ (mobile) __________________

Email (will be used for official notifications): ______________________

2. OWNER (if different from applicant):

Address: ______________________________________

Phone: __________________ Email (will be used for official notifications): ______________________

3. ATTORNEY: ____________________________

Address: ______________________________________

Phone: __________________ Email (will be used for official notifications): ______________________

4. OTHER PROFESSIONALS (Engineer, Architect, etc. Attach additional sheet if necessary):

Name: ____________________________________ Profession: __________________

Address: ______________________________________

Phone: __________________ Email (will be used for official notifications): ______________________

5. PROPERTY INFORMATION: Block(s): ______________ Lot(s): ______________ Zone: __________

Street Address: ____________________________ Total Area (square feet/ acres): ______________

6. ARE THERE ANY PENDING OR PRIOR PLANNING BOARD OR BOARD OF ADJUSTMENT APPLICATIONS INVOLVING THE PROPERTY? [ ] No  [ ] Yes (if yes, explain or attach Board resolution) ______________________________________

7. ARE THERE CURRENTLY ANY VIOLATIONS OF THE ZONING ORDINANCE INVOLVING THE PROPERTY? [ ] No  [ ] Yes (if yes, explain) ______________________________________

8. ARE THERE ANY DEED RESTRICTIONS OR EASEMENTS AFFECTING THE PROPERTY?  [ ] No  [ ] Yes (if yes, explain and attach copy) ______________________________________

02/06/19

Bernards Township Planning Board

Page 1 of 2
9. DESCRIPTION OF THE EXISTING PROPERTY AND THE PROPOSAL/REQUEST:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. DESCRIPTION OF REQUESTED VARIANCES OR EXCEPTIONS (include Ordinance section no.):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. THE FOLLOWING ARGUMENTS ARE MADE IN SUPPORT OF THE APPLICATION:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

12. NOTARIZED SIGNATURES (ALL APPLICANTS AND OWNERS MUST SIGN):

APPLICANT(S) SIGN HERE:

I/we, ____________________________ and ____________________________ hereby depose and say that all of the above statements and the statements contained in the materials submitted herewith are true and correct.

Signature of Applicant(s): ____________________________ and ____________________________

Sworn and subscribed before me, this ________ day of _________________, 20__.

______________________________
Notary

OWNER(S) SIGN HERE (IF APPLICANT IS NOT THE OWNER):

If the application is made by a person or entity other than the property owner, or by less than all of the property owners, then the property owner or the additional owners must complete the following:

I/we, ____________________________ the owner(s) of the property described in this application, hereby authorize ____________________________ to act as my/our agent for purposes of making and prosecuting this application and I/we hereby consent to the variance relief (if any) granted and all conditions of approval thereof.

Signature of owner(s): ____________________________

Sworn and subscribed before me, this ________ day of _________________, 20__.

______________________________
Notary
STATEMENT OF OWNERSHIP

Corporate or Partnership
Name of Applicant _________________________________________________

Address _________________________________________________________

_______________________________________________________________

The following is a list of all shareholders and/or partners owning beneficially or having registered in their names not less than ten percent (10%) of the stock of the corporation or interest in a partnership involved in an application hereinabove referred to:

Name ________________________ Name ________________________
Address: ______________________ Address: ______________________

_______________________________________________________________

Name ________________________ Name ________________________
Address: ______________________ Address: ______________________

_______________________________________________________________

Name ________________________ Name ________________________
Address: ______________________ Address: ______________________

_______________________________________________________________

Name ________________________ Name ________________________
Address: ______________________ Address: ______________________

_______________________________________________________________

I hereby certify under penalty of perjury that the foregoing is true:

Signature: ______________________ Date: ______________________
FORM TO BE SENT TO TAX ASSESSOR, 1 COLLYER LANE,  
BASKING RIDGE, NEW JERSEY, 07920 (908) 204-3082  
TO REQUEST 200 FOOT PROPERTY SEARCH. 
INCLUDE A CHECK FOR $10.00. SEARCH WILL BE MAILED TO YOU WHEN IT  
IS COMPLETED.  

200 FOOT PROPERTY SEARCH  

BLOCK __________, LOT __________  

PROPERTY LOCATION: ________________________________  

OWNER NAME: ________________________________  

OWNER ADDRESS: ________________________________  

REQUESTED BY: ________________________________  

PHONE NUMBER: ________________________________  

MAIL PROPERTY SEARCH TO: ________________________________  

______________________________  

YOU WILL BE APPEARING BEFORE (CHECK ONE):  

BOARD OF ADJUSTMENT _______ PLANNING BOARD _________
FORM TO BE SENT TO TAX COLLECTOR, ONE COLLYER LANE, BASKING RIDGE, NEW JERSEY, 07920 (908) 204-3078
FOR CERTIFICATION OF CURRENT PROPERTY TAX PAYMENTS. CERTIFICATION WILL BE MAILED TO YOU WHEN IT IS COMPLETED. DO NOT SUBMIT APPLICATION WITHOUT PROOF OF TAXES PAID.

CERTIFICATION OF CURRENT PROPERTY TAX PAYMENTS

BLOCK _______________ LOT _______________

PROPERTY LOCATION: ____________________________

ASSESSED TO: __________________________________

ADDRESS: _____________________________________

REQUESTED BY: ________________________________

PHONE NUMBER: ________________________________

MAIL CERTIFICATION TO: _________________________

________________________________________________________________________

I CERTIFY THAT THE PROPERTY TAXES ARE CURRENT, PAID THROUGH _________________.

______________________________
PEGGY WARREN,
TAX COLLECTOR
TOWNSHIP OF BERNARDS
PLANNING BOARD / BOARD OF ADJUSTMENT

SITE INSPECTION CONSENT FORM

Applicant: ______________________________ Application: ______________________________

Block: __________ Lot: __________

Street Address: ______________________________

I, ______________________________, owner of the above property, hereby acknowledge that, upon determination of completeness of the application, a site inspection may be scheduled with the Board for a mutually convenient date and time. I hereby authorize members of the Planning Board/Board of Adjustment and their representatives and consultants to enter onto the property at the time of the site inspection for the purpose of evaluating the application.

Signature: ___________________________ Date: __________

Bernards Township Planning Board Application
ADDENDUM TO THE BERNARDS TOWNSHIP
PLANNING BOARD APPLICATION

APPROVALS REQUIRED BY LOCAL, COUNTY,
STATE AND OTHER AGENCIES

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<th>PERMITS</th>
<th>APPLICABLE</th>
<th>N/A</th>
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<th>RECEIVED</th>
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<tr>
<td>Somerset County Road Opening Permit</td>
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<td>Bernards Sewerage Authority</td>
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<tr>
<td>NJDEP:</td>
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<tr>
<td>a) Stream encroachment</td>
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<tr>
<td>b) Filing Floodplain</td>
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<tr>
<td>c) Other</td>
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<tr>
<td>Army Corp of Engineers:</td>
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<tr>
<td>a) Section 404</td>
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<td>NJDOT:</td>
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<td>a) Road opening permit</td>
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<td>b) Drainage permit</td>
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*** All applications for subdivision or site plan, whether Preliminary, Final, Minor or Major, must be submitted to Somerset County Planning Board by the applicant and proof of submittal must be received by Bernards Township prior to the scheduling of the application for the first hearing before the Bernards Township Planning Board.

Applicant’s Engineer    PE Number    Date
DATE: ____________

1. Name and address of the owner of the premises and status of legal entity (individual, partnership, corporation of this or any other state, etc.) __________________________________________________________________________

________________________________________________________________________________

2. Status of the applicant with respect to land (owner, lessee, tenant, purchaser, under contract, etc.) __________________________________________________________________________

________________________________________________________________________________

3. Name and address of the applicant for the permit if other than the owner (attach owner’s written consent) __________________________________________________________________________

________________________________________________________________________________

4. Description of the premises where tree removal is to take place, including lot and block numbers and street address __________________________________________________________________________

________________________________________________________________________________

5. A list of all trees to be removed with a DBH equal to or greater than six inches identified by size and species, including total number of each species to be removed (attach separate sheet if necessary) __________________________________________________________________________

________________________________________________________________________________

6. Purpose for tree removal (construction, street or roadway, driveway, utility easement, recreation areas, patio, parking lot, etc.) __________________________________________________________________________

________________________________________________________________________________

7. Proof that there are no delinquent property taxes or assessments due on the property for which the application is submitted (attach certification from tax collector).

8. Trees that had been removed within the past two years __________________________________________________________________________
TOWNSHIP OF BERNARDS
PLANNING BOARD / BOARD OF ADJUSTMENT

CONTRIBUTION DISCLOSURE STATEMENT

Contribution Disclosure Statement Required. Pursuant to Bernards Township Ordinance Section 21-7A (Ordinance #1745, adopted October 26, 2004), Contribution Disclosure Statements are required for certain types of development applications that include a request for a variance or other relief. When required, a Contribution Disclosure Statement must be submitted by all applicants and property owners, as well as all professionals who apply for or provide testimony, plans or reports in support of the application. See Section 21-7A for details.

Applicant: __________________________ Application: __________________________

Pursuant to Bernards Township Ordinance Section 21-7A, I hereby certify that I, or the firm or entity with which I am associated, made the following contributions to or on behalf of a candidate, candidate committee, joint candidates committee, political committee, continuing political committee or political party committee of, or pertaining to, the Township of Bernards, within one year prior to the filing of the above application.

[ ] I made no contributions.

[ ] I made the following contributions:

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Signature: __________________________ Date: __________
Name: __________________________
Title: __________________________
Firm: __________________________
Address: __________________________________________________________
__________________________________________________________
Notice to be mailed to property owners within 200 feet of the property in question, at least ten (10) days prior to the date of public hearing.

BERNARDS TOWNSHIP PLANNING BOARD

TO: ____________________________________________________________

(Name)

ADDRESS: ___________________________________________________

You are hereby notified that on: ___________________________________

(Date of Public Hearing)

at 7:30 p.m., in the Bernards Township Municipal Building, Collyer Lane, Basking Ridge, New Jersey a public hearing will be held to consider the application of:

Applicant’s Name: _____________________________________________

For: __________________________________________________________

_____________________________________________________________

_____________________________________________________________

and any other variances or approvals that the Board may deem necessary in granting approval for the premises located at ____________________________
and designated as Block ________, Lot __________ on the Bernards Township Tax Map.

The documents which constitute this application are on file at the office of the Planning Board Secretary of Bernards Township, and may be inspected at the Engineering Services Department, 277 South Maple Ave., Basking Ridge, New Jersey, between the hours of 8:30 a.m. through 4:30 p.m., Monday through Friday.

________________________
Applicant’s Name

Rev 01-13-2020
Notice to be published in the Bernardsville News or Courier News (Official Newspapers of the Township) at least ten (10) days prior to the hearing.

BERNARDS TOWNSHIP PLANNING BOARD

NOTICE

Notice is hereby given that ________________________________________________

Applicant’s name

Has filed a request for ________________________________________________

______________________________________________________________

and any other variances or approvals that the Board may deem necessary in granting approval

for the premises located at __________________________________________ and designated as

Block __________, Lot __________ on the Bernards Township Tax Map.

A public hearing on this request will be held by the Planning Board on ________________
at 7:30 p.m., in the Municipal Building, Collyer Lane, Basking Ridge, New Jersey, at which time

and place all persons interested therein will be given an opportunity to be heard.

Any person interested in reviewing the documents which constitute this application may do so

at the office of the Secretary of the Planning Board at the Engineering Services Department,

277 South Maple Avenue, Basking Ridge, New Jersey, between the hours of 8:30 a.m. and 4:30

p.m., Monday through Friday.

________________________________________

Applicant’s Name

Rev 01-13-2020
AFFIDAVIT OF SERVICE

State of New Jersey
County of Somerset

I, __________________________________________ of full age, being duly
sworn according to law, on his oath deposes and says that he resides at
________________________________ in the Township of ____________, County of
________________________________ and State of _________________, and that he
did on _________________, 20__, at least ten (10) days prior to the hearing
date, give personal notice to all property owners within 200 feet of the
property affected by Application No. ______ located at
______________________________________.

Said notice was given either by handing a copy to the property owners, their
original signatures appear on the attached copy of the certified list of
property owners within 200 feet; or by sending said notice by certified mail,
the original registered receipts are attached hereto.

Notice was also served upon: (check if applicable)

___ Clerk of the Municipality of ______________________
___ County Planning Board
___ Director of Division of State & Regional Planning
___ Department of Transportation
___ Registered Utility Companies

A copy of said notices is attached hereto.

Notice was also published in one of the official newspapers of the
municipality as required by law. The affidavit of publication is attached.

________________________________________
Signature of Applicant

__________________________
Notary