

**PLANNING BOARD  
TOWNSHIP OF VERONA  
VERONA, NEW JERSEY 07044  
APPLICATION FOR APPROVAL OF MAJOR SUBDIVISION  
DATE \_\_\_\_\_**

Application is hereby made for approval of the subdivision of land as herein described and shown on the accompanying plat in accordance with Subdivision Ordinance of the Borough of Verona.

Owner \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone # \_\_\_\_\_ If Applicant is other than Owner: \_\_\_\_\_

I hereby authorize \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_

to act as my agent in processing this application.

Property Description: Tax Map of \_\_\_\_\_; Map \_\_\_\_\_; Block \_\_\_\_\_; Lot \_\_\_\_\_;  
 Street and Number \_\_\_\_\_  
 \_\_\_\_\_ Verona, NJ

Reasons for sub-division: \_\_\_\_\_  
 \_\_\_\_\_

Application must be filed in triplicate together with 20 copies of a plat which shall be clearly and legibly drawn or reproduced at a scale of not less than one inch equals one hundred feet. Submit the names of the owners of all properties within 200 feet of the extreme boundaries of the property to be sub-divided as the same appear in the most recent Borough tax records and in accordance with Subdivision Ordinance of Verona; also, the following information:

- a. Metes and bounds description.
- b. The location of that portion which is to be subdivided in relation to the entire tract.
- c. All streets, roads and streams within 500 feet of the subdivision.
- d. All existing structures standing upon or within 100 feet of the portion to be subdivided.
- e. Water mains, culverts, storm sewers and sanitary sewers.
- f. Change of grades, if any.
- g. Location of present utilities and municipal services and proposed changes, if any.
- h. Present sidewalks, curbs and roads and proposed changes, if any.

Received this \_\_\_\_\_ on \_\_\_\_\_, three application forms and twenty (20) prints showing subdivision of above lots and \$ \_\_\_\_\_ fee.

\_\_\_\_\_  
 Clerk of the Planning Board \_\_\_\_\_ Date

Tentatively classified as a Major Subdivision \_\_\_\_\_  
 \_\_\_\_\_ Township Engineer \_\_\_\_\_ Date

Public Hearing: \_\_\_\_\_

Preliminary Plat approved: \_\_\_\_\_

Final Plat approved: \_\_\_\_\_

**TOWNSHIP OF VERONA**  
**MAJOR SUBDIVISION CHECK LIST**

Y=Yes      N=No      N/A=Not Applicable

\*Where Not Applicable - Please Explain

**DRAWINGS**

(Circle One)

- |   |   |   |     |
|---|---|---|-----|
| 1) Size (use multiples of 8 ½ x 11)   | Y | N | N/A |
| 2) Hard Copy - Number   | Y | N | N/A |
| 3) Reproducible - Number  | Y | N | N/A |
| 4) Direct Prints  | Y | N | N/A |
| 5) Scale & Graphic Scale  | Y | N | N/A |
| 6) Title Block  | Y | N | N/A |
| 7) Name/Address of Developer  | Y | N | N/A |
| 8) Name/Address of Engineer   | Y | N | N/A |
| 9) Scale & Graphic Scale  | Y | N | N/A |
| 10) Date  | Y | N | N/A |
| 11) File Number   | Y | N | N/A |
| 12) Place for revisions   | Y | N | N/A |
| 13) Tax Map Sheet/Lot & Block Number  | Y | N | N/A |
| 14) Name of Owner & all Adjoining Property Owners                             | Y | N | N/A |
| 15) Number of lots created  | Y | N | N/A |
| 16) Name & Title of Subdivision   | Y | N | N/A |
| 17) Acreage of the tract to be subdivided to the nearest hundredth of an acre | Y | N | N/A |

**Key Map:** Showing the entire subdivision and existing street pattern within ¼ mile of the tract to be subdivided and its relationship to the surrounding area.

**BOUNDARY INFORMATION**

1)	Street & Number	Y	N	N/A
2)	Lot/Block Number/Zone	Y	N	N/A
3)	City/County/State	Y	N	N/A
4)	Legal Description	Y	N	N/A
5)	Names of Adjacent Owners & Lot & Block Numbers	Y	N	N/A
6)	North Arrow & Scale	Y	N	N/A
7)	Engineer's Certificate Signature & Seal	Y	N	N/A
8)	Identification of Corner Markers	Y	N	N/A
9)	Encroachments or Protrusions	Y	N	N/A
10)	Boundary Fences and Ties to Actual Boundary Line	Y	N	N/A
11)	Distance & Bearing of Each Boundary Line (Base Boundary Line)	Y	N	N/A
12)	Radius and Length of each Curb	Y	N	N/A
13)	Tie Distance to a Block Corner or other suitable Survey Marker	Y	N	N/A
14)	Easements with their purposes	Y	N	N/A
15)	Setback Restrictions:			
	Front	Y	N	N/A
	Sides	Y	N	N/A
	Rear	Y	N	N/A
16)	Governmental Agency having Jurisdiction	Y	N	N/A
17)	Zoning Classification	Y	N	N/A

**GENERAL INFORMATION**

1)	Bench Mark including Elevation	Y	N	N/A
2)	Description of Bench Mark	Y	N	N/A
3)	Datum Used	Y	N	N/A
4)	Elevations - Distance between Grid Lines (if required) contours (2' intervals)	Y	N	N/A
5)	Elevations adjacent to Existing Building	Y	N	N/A
6)	Elevations on adjacent property where drainage may require information	Y	N	N/A
7)	Sight Triangles	Y	N	N/A
8)	Location and Elevation of:			
	Sidewalks	Y	N	N/A
	Adjacent Road Centers	Y	N	N/A
	Alleys	Y	N	N/A
	Dividing Islands	Y	N	N/A
	Curbs	Y	N	N/A
	Gutters	Y	N	N/A
	Storm Water Inlets w/ inverts	Y	N	N/A
9)	Type of Sidewalks (exist)	Y	N	N/A
10)	Type of Curb (exist)	Y	N	N/A
11)	Type of Gutter	Y	N	N/A
12)	Type of Paving	Y	N	N/A
13)	If paving is to be revised:			

**General Info. Cont'd**

	Proposed Grades	Y	N	N/A
	Type of Pavement	Y	N	N/A
	Thickness of Pavement	Y	N	N/A
	X-section of curb & gutter	Y	N	N/A
	X-section of sidewalk	Y	N	N/A
14)	Width of Curb Cut Allowed	Y	N	N/A
15)	Department having Jurisdiction	Y	N	N/A
16)	Standard Municipal Driveway Construction	Y	N	N/A
17)	If no standard driveway plan indicate standard practice with sketch.	Y	N	N/A
18)	Open Ditches or natural water courses/width	Y	N	N/A
19)	Depth	Y	N	N/A
20)	Direction of Flow	Y	N	N/A
21)	Drainage area Map, calculations showing drainage contributing area prior to and after development	Y	N	N/A
22)	Retention/detention basin typical section through basin calculations for storage capacity, inflow hydrograph, and any other pertinent information required for review. Outlet Control Detail Hydraulic Calculations	Y	N	N/A
23)	Department having drainage jurisdiction	Y	N	N/A
24)	Gas Mains:			
	Locations	Y	N	N/A
	Manhole Location	Y	N	N/A
	Depth to Top	Y	N	N/A
	Size	Y	N	N/A

**General Info. Cont'd**

Pressure	Y	N	N/A
Existing connection for this property	Y	N	N/A
25) Water Mains:			
Location	Y	N	N/A
Depth to Top	Y	N	N/A
Size	Y	N	N/A
Existing connection for this property	Y	N	N/A
26) Storm Sewers:			
Location	Y	N	N/A
Manhole Location	Y	N	N/A
Size	Y	N	N/A
Invert Elevation	Y	N	N/A
Grade	Y	N	N/A
Capacity	Y	N	N/A
Existing connection for this property	Y	N	N/A
27) Sanitary Sewers:			
Location	Y	N	N/A
Manhole Location	Y	N	N/A
Size	Y	N	N/A

**General Info. Cont'd**

	Invert Elevation	Y	N	N/A
	Grade	Y	N	N/A
	Capacity	Y	N	N/A
	Existing connection for this property	Y	N	N/A
27)	If Sanitary Sewer not available, include Standard Percolation Test in accordance with U.S. Public Health Service Publication #526	Y	N	N/A
28)	Buried Power Lines:			
	Location	Y	N	N/A
	Depth to Top	Y	N	N/A
	Size	Y	N	N/A
29)	Location and First Floor Elevation of:			
	Existing Structures	Y	N	N/A
	Bill boards	Y	N	N/A
	Trees over 4" dia.	Y	N	N/A
	Poles	Y	N	N/A
30)	Subsurface Conditions			
	Cesspools, Septic Tanks, Foundations, Basements Oil for Gas Storage Tanks, Walls, etc.	Y	N	N/A
	Adjacent Buildings, Description as to Material, Construction, Height, Use.	Y	N	N/A
	Soils & Sedimentation Control Plan as per P.L. 251	Y	N	N/A

**OTHER INFORMATION**

1)	Traffic Report (if required)	Y	N	N/A
2)	Special Buildings, Description as to Material, Construction, Height, Use.	Y	N	N/A
3)	Stream Encroachment	Y	N	N/A
4)	Evidence of submission of the improvement to the NJ Division of Water Policy & Supply	Y	N	N/A
5)	Cafre reports and approvals	Y	N	N/A
6)	Army Corps reports & approvals	Y	N	N/A
7)	State Department of Transportation	Y	N	N/A
8)	County Planning Board	Y	N	N/A
9)	Soil Erosion & Sedimentation Control	Y	N	N/A





Enclosed is a check in the amount of \$ \_\_\_\_\_ for the application circled above, to the Planning Board of the Township of Verona for approval of the following:

\_\_\_\_\_ known on the Verona Tax Map as  
Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_.

An additional check in the amount of \$10.00 is required where indicated for the list of property owners within 200 feet of subject property.

Name of applicant \_\_\_\_\_

Address of applicant \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of property owner \_\_\_\_\_

NOTICE PROCEDURES

Planning Board/Zoning Board  
Of Adjustment

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
County, NJ

THE APPLICANT IF REQUIRED TO GIVE PUBLIC  
NOTICE AT LEAST TEN (10) DAYS PRIOR TO THE  
DATE OF THE HEARING IN THE FOLLOWING  
MANNER (N.J.S.A. 40:55D-12)

- a) Upon the written request of an applicant and the payment of a fee of \$10.00, the administrative officer shall make and certify a list from said current tax duplicates of names and addresses of owners within the municipalities to whom the applicant is required to give notice. The applicant shall be entitled to rely upon the information contained in such list, and failure to give notice to any owner not on the list shall not invalidate any hearing or proceeding.
- b) The notice shall state the date, time and place of the hearing and the nature of the matters to be considered, and an identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal Tax Assessor's Office, and the location and times at which any maps or documents for which approval is sought are available for inspection. Any variances should be noted.
- c) To all owners of real property as shown on the current tax duplicate located within 200 feet in all directions of the property which is the subject of the hearing, which notice shall be given by serving a copy thereof on the property owner as shown on the current tax duplicate or his agent in charge of the property; or by mailing a copy thereof by certified mail to the property owner at his address as shown on the current tax duplicate. It is not required that a return receipt be obtained. Notice is deemed complete upon mailing (N.J.S.A. 40:55D-14).
- d) To the Clerk of any adjoining municipality or municipalities and to the County Planning Board when the property involved is located within 200 feet of said adjoining municipality or municipalities, which notice shall be given by personal service or certified mail. For the names and address of property owners in adjacent municipalities, when required, contact the respective Clerks.

- e) By publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality.
- f) To the County Planning Board when the application involves property adjacent to an existing county road or proposed road shown on the official county map of county Master Plan or adjoins other county land.
- g) To the Commissioner of Transportation of the State of New Jersey when the property abuts a state highway.
- h) To the Director of the division of State and Regional Planning in the Department of Community Affairs when the hearing involves an application for development of property which exceeds 150 acres or 500 dwelling units, in which case the notice shall include a copy of any maps or documents required to be on file with the administrative officer pursuant to N.J.S.A 40:55D-10b.
- i) Notice to a partnership owner may be made by service upon any partner; notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation.
- j) Certified, by the assessor, list of notice to property owners within 200 feet.
- k) File proof of publication of notice in local newspaper.

An affidavit of proof of service to all property owners within 200 feet from the proposed development, at least three days prior to the public meeting with the Administrative Officer.

AFFIDAVIT OF PROOF OF SERVICE

PLANNING BOARD

TOWNSHIP OF VERONA

Case No. \_\_\_\_\_ Filed \_\_\_\_\_

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE CLERK OF THE PLANNING BOARD AT LEAST THREE (3) DAYS PRIOR TO THE MEETING OR CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY  
COUNTY OF \_\_\_\_\_)ss.

\_\_\_\_\_, of full age,

being duly sworn according to law, states that: (s) he resides at

\_\_\_\_\_ in the municipality of \_\_\_\_\_,

County of \_\_\_\_\_, and State of \_\_\_\_\_; that (s) he is the

Applicant in a proceeding before the Planning Board of the Township of

Verona, New Jersey, having submitted an application under the

Subdivision/Site Plan/Zoning Ordinance, which has the Case No. \_\_\_\_\_

And relates to the premises \_\_\_\_\_; that on

\_\_\_\_\_, \_\_\_\_\_, (s) he gave written notice of the

hearing on this application to all persons on the attached form owning

property affected by the application by registered of certified mail or personal

service.

\_\_\_\_\_  
Applicant's Signature

Sworn to and Subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

**NOTE TO APPLICANT:** Attach a list of all persons served, copy of the letter and method of service.

LEGAL NOTICE

Please Take Notice that on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, at the Community Center, 880 Bloomfield Avenue, Verona, New Jersey,  
the Planning Board will hold a hearing on the application of the undersigned, at which  
time and place all interested persons will be given an opportunity to be heard.  
Said meeting will take place at 7:30 p.m.

The premises in question is located in the \_\_\_\_\_  
Zoning District, Tax Map \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_,  
and is more commonly know as \_\_\_\_\_.  
(Street Address)

The applicant is seeking \_\_\_\_\_  
\_\_\_\_\_ for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Provide detailed information including type of application and any variances requested)

A copy of said application and documents is on file with the Clerk of Verona Planning Board and may be inspected between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Planning Board, 10 Commerce Court, Verona, NJ 07044 by all interested parties prior to said Meeting.

\_\_\_\_\_  
(Applicant)

Note: This Notice shall be given by publication in the Verona Cedar Grove Times or in a newspaper of general circulation in the municipality at least ten (10) days prior to the date of the hearing and Proof of Publication shall be given to the Secretary/Clerk of the Planning Board at least three (3) days before the hearing.

Verona, New Jersey

Date \_\_\_\_\_, 19\_\_\_\_

Case No. \_\_\_\_\_

NOTICE OF HEARING TO PROPERTY OWNERS  
(Delete Inapplicable Sections)

To Whom It May Concern:

In compliance with Section \_\_\_\_\_ of the Subdivision/Site Plan/Zoning Ordinance of the Township of Verona, New Jersey, notice is hereby given to you that (I) (We)

\_\_\_\_\_  
propose to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Provide detailed information including type of application and any variances requested)

at \_\_\_\_\_

Tax Map \_\_\_\_\_, Block No. \_\_\_\_\_, Lot No. \_\_\_\_\_.

Anyone affected by this application may have an opportunity to be heard at a meeting to be held \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_ p.m. in the Community Center, 880 Bloomfield Avenue, Verona, New Jersey.

All documents relating to this application may be inspected by the public between the hours of 8:30 a.m. and 4:30 p.m. in the office of the Secretary of the Planning Board, 10 Commerce Court, Verona, NJ.

\_\_\_\_\_  
(Signature)

Notice: This notice must be personally served or sent by certified or registered mail at least ten (10) days before the day of hearing, and proof of service given to the Secretary/Clerk of the Planning Board at least three (3) days before the day of the hearing. A copy of said letter is to be submitted to the Clerk.