

Minor Subdivision

1. Preliminary Plot, additional information and fees to be submitted to Clerk of the Planning Board at least three weeks prior to monthly Public Hearing, which is held the fourth Thursday of each month.
2. Applicant shall submit Minor Subdivision Application in triplicate to the Clerk of the Planning Board three weeks prior to the Public Hearing.
3. Application fee to be paid three weeks prior to Public Hearing:
\$250.00 (no new lot created)
\$500.00 (1 to 3 lots)
4. Applicant to submit 15 copies of plot to Clerk, three weeks prior to Public Hearing.
5. Applicant to apply to Verona Shade Tree Commission, where applicable.
6. Applicant shall receive approval, if necessary, from Hudson-Essex-Passaic Soil Conservation District, 15 Bloomfield Avenue, North Caldwell, NJ 07006, 364-0786. Notification of approval sent to Clerk of the Planning Board.
7. Applicant shall submit approval from Essex County Planning Board. Application form enclosed. Notification of approval sent to Clerk of the Planning Board. Where applicable.
8. Notification to owners of property within 200 feet of boundaries for proposed Minor Subdivision. Clerk of the Planning Board will mail to applicant, the list of names of the property owners obtained from the Tax Department, upon receipt of application fee. Applicant notifies property owners by certified mail, two weeks prior to Public Hearing. Fee charged by the Tax Department for the list is \$10.00.
9. Applicant to place a Legal Notice in a local newspaper, Verona-Cedar Grove Times before a scheduled Public Hearing. A copy to be submitted to the Clerk of the Planning Board.
10. The preliminary plot and all documents to be reviewed by Subdivision and Site Plan Advisory Committee at their meeting, 17 days prior to Public Hearing.
11. Application scheduled for Public Hearing.
12. Approval shall be granted or denied within 45 days of the date application is deemed complete.

13. Approval of a Minor Subdivision shall expire 190 days from the date of approval unless within such period a map or deed is filed by the developer with the County Recording Officer, the Municipal Engineer and Tax Assessor.

TOWNSHIP OF VERONA
MINOR SUBDIVISION REVIEW
SUGGESTED CHECK LIST

CASE # _____

Applicant _____ Block No. _____ Lot No. _____

Date Submitted _____ Date Checked _____

A. Applications: 3 copies
 15 copies of Minor Subdivision Plans & Documents

B. Fees - \$ _____

C. Information and data

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

- | | (Circle One) | | |
|--|--------------|---|-----|
| | Y | N | N/A |
| 1) Map sizes – 15"x21", 24"x36", 30"x42" | Y | N | N/A |
| 2) Key map showing the subdivision site and its relation to the surrounding area, streets and highways and zone district boundaries. | Y | N | N/A |
| 3) Tax map sheet, block and lot numbers | Y | N | N/A |
| 4) Name and address of owner | Y | N | N/A |
| 5) Boundary survey data or some other similarly accurate base Bearings and Distances | Y | N | N/A |
| 6) Topographic survey of property and surrounding area within 200' U.S.G.S. spot elevations, elevations of corners | Y | N | N/A |
| 7) Existing and proposed drainage features and ditches within 200' | Y | N | N/A |
| 8) Names of adjoining owners | Y | N | N/A |
| 9) Special site conditions. | Y | N | N/A |

10)	Location of the subdivided portion of entire tract	Y	N	N/A
11)	Any zone lines within 100' of property	Y	N	N/A
12)	All existing and proposed street	Y	N	N/A
13)	All existing, proposed and required set back dimensions	Y	N	N/A
14)	Area of the entire tract and area of each lot proposed	Y	N	N/A
15)	Lots width and depths	Y	N	N/A
16)	Scale of the plat and north arrow	Y	N	N/A
17)	All rights of way and easements	Y	N	N/A
18)	Method of sewerage disposal	Y	N	N/A
19)	Name and seal of Licensed Land Surveyor – preparing plat map	Y	N	N/A
20)	All proposed lot lines and lot lines to be eliminated	Y	N	N/A
21)	Scale of plat map (1" = 30')	Y	N	N/A
22)	Additional comments	Y	N	N/A

PLANNING BOARD
TOWNSHIP OF VERONA
Planning Board Applications Fees

Date: _____

ESCROW FOR
PROFESSIONAL
REVIEW

List Requested \$10.00

**BULK VARIANCE APPLICATION IN CONJUNCTION WITH SITE PLAN OR
SUBDIVISION**

One or Two Family	\$150.00	\$500.00
Other	\$550.00	\$1000.00
<u>Final</u>	½ Preliminary	½ Preliminary

CONDITIONAL USE

Application	\$500.00	\$1,000.00
Townhouse, additional per unit	\$ 50.00	\$ 200.00

SITE PLAN APPLICATION

<u>Preliminary</u>		
Minimum	\$400.00	\$ 750.00
0 to 1,000 sq. ft.	\$400.00	\$ 750.00
1,000 to 2,500 sq. ft.	\$500.00	\$1,000.00
2,500 to 5,000 sq. ft.	\$700.00	\$1,500.00
over 5,000 sq. ft.	\$1,000.00	\$2,000.00
<u>Final</u>	½ Preliminary	½ Preliminary

MAJOR SUBDIVISION

Minimum	\$550.00	\$1,000.00
Plus (per lot)	\$150.00	\$ 550.00

MINOR SUBDIVISION

<u>1 family residential</u>		
No new lot created	\$250.00	None
1 to 3 lots	\$500.00	\$ 500.00
<u>Other, residential or commercial</u>		
1 to 3 lots	\$250.00 per lot	\$ 500.00
<u>Special meeting</u>		
Requested by applicant	\$ 800.00	

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 _____

**PLANNING BOARD
TOWNSHIP OF VERONA
VERONA, NEW JERSEY 07044
APPLICATION FOR APPROVAL OF MINOR SUBDIVISION
DATE _____**

NAME OF OWNER OF RECORD _____
please print

ADDRESS OF OWNER OF RECORD _____

I hereby authorize the following party to apply for this Minor Subdivision:

Name of Applicant: _____
Address of Applicant: _____
Date: _____ Telephone No. of Applicant _____

Signature of Applicant	Signature of Owner
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Property Description:	Tax Map No. _____	Date of Latest Revision _____
	Block _____	Lot No. _____
Street Address _____, Verona, New Jersey 07044		

Reasons for Subdivision _____

Application must be filed in triplicate together with 15 copies of a plot plan prepared by a licensed surveyor. Scale to be no less than 1 inch equals 50 feet. Plot plan shall indicate owners of all properties involved, existing and proposed lot lines and dimensions, existing buildings; front, side and rear setback dimensions, etc. If Subdivision is within 200 feet of or adjoins a County Highway, and problems of traffic, drainage, etc. may be involved, application must be filed with the Essex County Planning Board, 900 Bloomfield Avenue, Verona, NJ 07044 triplicate and typed. Application may be obtained from the respective community. The County Planning Board has 30 days in which to act on a Subdivision. Four copies of the plats must also be filed with them.

Application received by _____ on _____
Clerk, Planning Board Date

Classified as a Minor Subdivision (tentative) _____
Township Engineer Date

Approved as a Minor Subdivision _____
Chairman, Verona Planning Board Date

Date of Essex County Approval _____

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, state 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 _____, 20____, (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 or 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.
revised 7/01

LEGAL NOTICE

Please Take Notice tat on the _____ day of _____, 20_____,
at the Community Center, 880 Bloomfield Avenue, New Jersey, the Planning Board will
hold a hearing on the application of the undersigned, at which time and place all
interested person will be given an opportunity to be heard. Said meeting will take place at
7:30 P.M.

The location of the premises in question is located in the _____ Zoning
District, Tax Map _____, Block _____, Lot _____, and is
more commonly known 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 _____, 20_____

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 7: 30 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.

Dear Applicant:

This is to inform you of the deadlines that need to be met for you application:

- The list of property owners takes approximately 1 to 2 weeks to obtain.
- All fees, plans and applications should be in to the clerk at least 20 days prior to the public meeting.
- 17 days prior to the public meeting, a site plan review is held with Board members to review all applications. Your attendance is recommended.
- 10 days prior to the public meeting all notice to property owners, proof of publications, and all other documents are to be in to the clerk of the Planning Board.
- The public meeting of the Planning Board is held on the fourth Thursday of every month, except November and December.

If you have any questions contact the clerk at 857-4805.

NOTICE PROCEDURES

Planning Board/Zoning Board
Of Adjustment

Municipality

County, NJ

THE APPLICANT IS 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 for development involved 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 involved 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.
- l) An affidavit of proof of service to all property owners within 200 feet from the proposed development, at least one day prior to the public meeting with the Administrative Officer.