

**MARLBORO TOWNSHIP PLANNING BOARD
APPLICATION**

APPLICATION NO. _____

DATE RECEIVED _____

14 COPIES OF FOLDED PLANS

1. CHECK THE APPROPRIATE REQUEST

- CONCEPT PLAN
- SITE PLAN
- MAJOR SUBDIVISION
- MINOR SUBDIVISION
- WAIVER/SITE PLAN
- OTHER

2. APPLICANT'S NAME _____

3. APPLICANTS RELATIONSHIP TO OWNER _____

4. REPRESENTED BY _____

ADDRESS _____

PHONE NUMBER _____

5. NAME OF PROPOSED DEVELOPMENT _____

6. PURPOSE OF THIS APPLICATION _____

7. IF COMMERCIAL – S.F. OF NEW BUILDING _____

8. NUMBER OF NEW PARKING SPACES _____

9. NUMBER OF EXISTING LOTS _____

10. NUMBER OF PROPOSED LOTS _____

11. LOCATION (STREET) _____

12. BLOCK _____ LOT _____ TAX MAP SHEET # _____

13. SIZE OF TRACT _____ ZONE _____ PROPOSED LOT _____

14. AREA OF ENTIRE TRACT _____

15. PREVIOUS APPLICATION, GIVE DETAILS

16. BRIEF STATEMENT IN SUPPORT OF THIS APPLICATION

17. VARIANCES & NUMBER

18. WAIVERS & NUMBER

19. NAME, ADDRESS & NUMBER OF ENGINEER/ARCHITECT

ENGINEER _____ PHONE _____
ADDRESS _____

ARCHITECT _____ PHONE _____
ADDRESS _____

I (WE) HEREBY SWEAR THAT THE FOREGOING STATEMENTS
CONTAINED IN THIS DOCUMENT ARE TRUE AND CORRECT TO THE
BEST OF MY(OUR) KNOWELDGE.

APPLICANT'S NAME (PRINT) _____

APPLICANT'S SIGNATURE _____

SWORN AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____
2_____.

NOTARY

PLANNING BOARD
TOWNSHIP OF MARLBORO
AFFIDAVIT OF COMPLETENESS

APPLICANT NAME _____

ADDRESS _____

PHONE NUMBER _____

BLOCK/LOT/TAX MAP SHEET _____
(Block) (Lot) (Tax Map Sheet)

AFFIDAVIT OF COMPLETENESS

I, the undersigned affirm this application fully complies with all standards and requirements of the Municipal Land Use Law N.J.S.A. 40:55D-1 et seq. and amendments thereto; the current Land Development Ordinances of the Township of Marlboro and the Township of Marlboro checklist. I further affirm all information contained herein is complete and accurate.

NAME OF APPLICANT (PRINT)

SIGNATURE OF APPLICANT

NAME OF ENGINEER

SIGNATURE/SEAL/LICENSE NO. _____

DATE _____

PLANNING BOARD
TOWNSHIP OF MARLBORO
SUBMISSION DOCUMENTS

APPLICATION NUMBER _____

DATE _____

APPLICANT NAME _____

1. Application Form (1 original, 1 copy)
2. Plans – **14 Folded** Maps
3. Proof of Submission to applicable agency
 - a. Monmouth County Planning Board
 - b. WMUA (sewer)
 - c. MTMUA (water)
 - d. Gordon's Corner Water
 - e. NJDEP Stream Encroachment
 - f. Freehold Soul Conservation District
 - g. Board of Health
 - h. N.J.D.O.T
4. Wetlands Delineation
 - a. NJDEP Letter of Interpretation
 - b. Soil & Groundwater Information
5. Disclosure Statement
6. Planning Board Consent
7. Owners Consent to Application
8. Tax Collectors Certification
9. Administrative Officers Check List

PLANNING BOARD
TOWNSHIP OF MARLBORO

PLAT REQUIREMENTS

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

PLAT CHECKLIST FOR:

- A. MINOR SUBDIVISION APPLICATIONS
- B. PRELIMINARY MAJOR SUBDIVISION APPLICATIONS
- C. FINAL MAJOR SUBDIVISION APPLICATIONS
- D. SITE PLAN APPLICATIONS
- E. VARIANCE APPLICATIONS

PLANNING BOARD
TOWNSHIP OF MARLBORO

DISCLOSURE STATEMENT

APPLICATION NUMBER _____

DATE _____

APPLICANT NAME _____

Disclosure Pursuant to NJS A 40:55D-48.1 _____

Applicant Name

is a Corporation or Partnership which has applied to the Township of Marlboro Planning Board for permission to subdivide a parcel of land into six or more lots, or is applying for a variance to construct a multiple dwelling of twenty five or more family units or for approval of a site to be used for commercial purposes under Planning Board Application Number _____ and, therefore, discloses the names and addresses of all stockholders or individual partners who own ten percent (10%) or more of its stock or of ten percent (10%) or greater interest in the partnership as the case may be.

Name of Stock Holder	Address	Percent of Interest
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Name (Print/Type)

Applicant Signature

PLANNING BOARD
TOWNSHIP OF MARLBORO

PLANNING BOARD CONSENT

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

I (We), as Owner(s) of Lot(s) _____ in Block(s) _____ as shown on the Tax Map of the Township of Marlboro, which is the subject of an application for development before the Township of Marlboro Planning Board under the referenced application number, do hereby consent to have said premises inspected by members of the Planning Board, its Consultants and other Township Officials pertaining to this application. This shall include the privilege of entering into, upon and over the premises.

DATE _____

Owner (Print/Type)

Owner (Print/Type)

Owner (Signature)

Owner (Signature)

PLANNING BOARD
TOWNSHIP OF MARLBORO

CONSENT OF OWNER TO APPLICATION

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

_____ do/does hereby consent and agree to the filing and
Name/Names of Owner(s)

processing of an application for _____ approval to be made
by _____ who is the developer within the meaning of N.J.S.A.

40:55D-4. This consent applies to premises located on _____
(Street)

and is more fully described as Lot(s) _____ Block(s) _____ as shown on the Tax
Map of the Township of Marlboro. I/we hereby authorize said developer to execute all d
document and perform all acts necessary in conjunction with said application as though
same were applied for and processed by us.

DATE _____

OWNER (Print/Type)

OWNER (Print/Type)

OWNER (Signature)

SWORN AND SUBSCRIBED BEFORE ME ON THIS ____ DAY OF _____, 20__

NOTARY

PLANNING BOARD
TOWNSHIP OF MARLBORO

TAX COLLECTORS CERTIFICATION

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

_____, Tax Collector of the Township of Marlboro do hereby certify and affirm that no taxes or assessment for local improvements are due or delinquent on Lot(s) _____ Block(s) _____ as shown on the Tax Map of the Township of Marlboro, are paid thru _____

Name (Print/Type)

Name (Signature)

PLANNING BOARD
TOWNSHIP OF MARLBORO

VARIANCE APPLICATION

1. Identification of all sections of zoning ordinance from which relief is sought.

2. Statement of reasons why variances are needed

PLANNING BOARD
TOWNSHIP OF MARLBORO

ADMINISTRATIVE OFFICERS CHECK LIST

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

Date application to be deemed complete/incomplete _____
(45 days from submission)

Application forwarded to Planning Engineer for completeness _____

Application signed off by Planning Engineer as complete _____

FEE _____ ESCROW _____

Application reviewed and deemed complete by Administrative Officer _____

Application reviewed and deemed incomplete by Administrative Officer _____

REASONS: _____

Application scheduled for a hearing on _____

Plans distributed to Consultants as follows:

	<u>DATE</u>	<u>REPORT RECEIVED</u>
1. Engineer	_____	_____
2. Planner	_____	_____
3. Police	_____	_____
4. Fire Sub code	_____	_____
5. Environmental	_____	_____

PLANNING BOARD
TOWNSHIP OF MARLBORO

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

APPLICATION NUMBER _____ DATE _____

APPLICANT NAME _____

Whereas, the applicant _____ hereinafter referred to as the developer, has filed an application for _____, for the construction of _____ located on Block(s) _____, Lots (s) _____, as shown on the Tax Map of the Township of Marlboro, and

Whereas, the developer's application number _____ was granted _____ Approval by the Marlboro Township Planning Board in a resolution dated _____, and

Whereas, the resolution required the developer to indemnify and hold harmless the Township of Marlboro and its officials and employees.

NOW, THEREFORE, in accordance with the provisions and requirements of said resolution, the developer, hereby agrees to indemnify and hold harmless the Township of Marlboro, its official and employees from any and all claims of damages suffered or alleged to be suffered by any person arising from the acts of the developers notwithstanding the approval of the developers plans by the Township or any of its Boards or agencies whether said damages are sustained prior to, during or after construction of developer's project.

Applicant Name (Print/Type)

Applicant Name (Signature)

LAND USE AND DEVELOPMENT

220 Attachment 6

Marlboro Township

Land Use Fee Schedule A:
Nonrefundable Fees

[Added 2-11-1988 by Ord. No. 3-88; amended 3-16-1989 by Ord. No. 7-89; 3-22-1990 by Ord. No. 19-90; 5-23-1991 by Ord. No. 9-91; 9-10-1992 by Ord. No. 23-92; 3-1-2001 by Ord. No. 2001-2; 11-3-2005 by Ord. No. 2005-48; 10-19-2006 by Ord. No. 2006-33¹]

Service	Fee
a. Copy of Rules and Regulations	In accordance with N.J.S.A. 47:1A-5
b. Copy of minutes	In accordance with N.J.S.A. 47:1A-5
c. Copy of verbatim transcript	At expense of requesting party
d. Copy of decision	No charge to applicants; all others in accordance with N.J.S.A. 47:1A-5
e. List of property owners within 200 feet	\$10 or \$0.25 per name, whichever is greater
f. Minor subdivision approval:	
1. Each informal review	No fee
2. Application fee	\$50.00
3. Plat review fee	\$125.00
4. Concept plan*	\$500.00
g. Major subdivision approval:	
1. Each informal review	No fee
2. Preliminary application fee	\$50.00
3. Preliminary plat review fee	\$100.00 per lot
4. Final plat application fee	\$50.00
5. Final plat review fee	\$50.00 per lot
6. Concept plan*	\$500.00
h. Minor site plan approval (less than 2,000 square feet of building area and 5 or fewer parking spaces):	
1. Each informal review	No fee

¹ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

MARLBORO CODE

Service	Fee
2. Application fee	\$50.00
3. Preliminary review fee	\$100.00
4. Final review fee	\$100.00
5. Concept plan*	\$500.00
i. Waiver of site plan detail requests	\$150.00
j. Major site plan approval (2,000 or more square feet of building area and/or more than 5 parking spaces):	
1. Each informal review	No fee
2. Preliminary application fee	\$50.00
3. Preliminary approval review fees:	
(a) Residential (including hotel, motel, multifamily, planned residential and community residence, but not including sheltered care, nursing home or other medical/institutional uses), the sum of:	
(1) For each new dwelling unit	\$25.00
(2) For each remodeled, reconstructed, refurbished or rehabilitated dwelling unit	\$15.00
(3) For each new or additional parking space:	
(i) First 100 spaces	\$10.00 per space
(ii) Over 100 spaces	\$5.00 per space
(b) Other uses: the sum of \$100, plus the sum of each of the following fees as applicable:	\$100.00 base fee
(1) For each full 1,000 square feet of affected lot areas:	
(i) First 50,000 square feet	\$5.00 per 1,000 square feet
(ii) Over 50,000 square feet	\$2.00 per 1,000 square feet
(2) For each full 1,000 square feet of proposed new gross floor area, plus:	
(i) First 50,000 square feet	\$25.00 per 1,000 square feet
(ii) Over 50,000 square feet	\$10.00 per 1,000 square feet
(3) For each proposed new or additional parking space, plus:	
(i) First 100 spaces	\$10.00 per space
(ii) Over 100 spaces	\$5.00 per space
(4) For each 1,000 square feet of remodeled existing gross floor area, plus	\$5.00 per 1,000 square feet
4. Final application fee	\$100.00

LAND USE AND DEVELOPMENT

Service	Fee
5. Final approval review fees	50% of fees for preliminary approval set forth above
6. Concept plan*	\$500.00
k. Variances.	
1. Appeals (N.J.S.A. 40:55D-70a)	
(a) Single-family residential uses	\$100.00
(b) Other uses	\$100.00
2. Interpretation of the Land Use Ordinance or Map (N.J.S.A. 40:55D-70b)	\$100.00
3. Hardship or bulk variances (N.J.S.A. 40:55D-70c)	
(a) Residential uses [other than those set forth in (c)]	\$250.00
(b) Commercial uses	\$500.00
(c) Residential: fences, accessory structures, pools, decks, additions and sheds	\$150.00
4. Use variance (N.J.S.A. 40:55D-70d)	
(a) Single- or two-family residential use	\$200.00
(b) Use with floor area of 5,000 square feet or less	\$300.00
(c) Use with floor area of 5,000 square feet or more	\$500.00
(d) Freestanding signs	\$75.00
(e) Others	\$200.00
l. Conditional uses	\$300.00
m. Change of Master Plan or zone district request:	
1. Single-family residential to other single-family residential	\$100.00
2. Single-family residential to multifamily commercial, industrial office research or other non-single-family zone	\$100.00, plus \$25.00 per acre for each acre over 5 acres
n. Environmental impact statement (EIS):	
1. For those development applications which require review of an EIS	\$400.00
2. For request of waiver of environmental impact statement	\$100.00
o. Revised plats: Any proposed revisions to a plat, including all supporting maps and documents, previously approved by the Planning Board or the Board of Adjustment, which approval is still in effect, shall require submission of a revised plat and payment of fees in accordance with the following:	

MARLBORO CODE

Service	Fee
1. Where changes in the plat are requested by the Planning Board or Township Engineer, no fees need be paid, and only sufficient copies of the plat incorporating the changes as may be necessary for distribution.	
2. Where there are only minor changes in the plat proposed by the applicant or required by another governmental agency where approval was a condition of the Planning Board or Board of Adjustment approval, which do not involve any additional building or parking or significant change in the design of the site or subdivision, an application and application fee of \$25 will be required along with sufficient copies of the plat incorporating the changes as may be necessary for distribution.	
3. Where there are changes in the plat proposed by the applicant or required by another governmental agency whose approval was a condition of the Planning Board or Board of Adjustment approval, which involve additional building or parking or a significant change in the design of the site or subdivision, an application and application fee equal to 1/2 the fee required for the initial submission will be required along with sufficient copies of the plat incorporating the changes as may be necessary for distribution.	
4. Where the proposed changes involve a change in use and/or major alteration of the design concepts of the plat approved by the Planning Board, it shall be considered a new application and shall require the full payment of fees as set forth in this section for new applications for development.	
5. Where revisions in the plat only involve additional information required as a condition of a previous approval, no additional fees shall be required.	
p. Requests for reapproval or extensions of time where no change is required:	
1. Minor subdivision, reapproval only	\$100.00
2. Major subdivisions and site plans	\$200.00
3. Other applications for development (soil removal, etc.)	\$50.00
q. Site plan charges computation: In cases where only a portion of a parcel or site is to be involved in the proposed site plan, the site plan charge shall be based upon an area extending 20 feet outside the limits of all construction, including grading and landscaping, as well as all other areas of the site the Township Engineer believes are reasonably affected by the development application. The 20 feet around the disturbed area shall not extend beyond the property lines. The Township may still require reasonable improvements and upgrading to portions of the site not within the disturbed or affected areas.	
r. Zoning permit	
1. General	\$35.00
2. Zoning permit for fences and sheds	\$35.00
3. Zoning permit for signs	
(a) Signs of up to 15 square feet	\$50.00
(b) Signs with more than 15 square feet	\$75.00

LAND USE AND DEVELOPMENT

Service	Fee
4. Zoning permit for swimming pools (the cost of which shall include the amount for a surrounding fence)	\$200.00
5. For any subsequent review, an applicant shall be charged 50% of the original fee.	
s. Sign appeals	\$50.00
t. Review of sales map	\$200.00
u. Street signs	Actual cost
v. Review of Technical Review Committee prior to formal application	\$50.00
w. Amended application. An amended site plan or subdivision shall be treated as a new application for fee calculations for the portion of the site plan or subdivision that is being amended.	
x. Fee for each new tax lot created:	

SUBDIVISION

Number of lots	Fee
1 to 5	\$350.00
6 to 10	\$550.00
11 to 25	\$835.00
26 to 50	\$1,280.00
51 to 75	\$1,850.00
76 to 100	\$2,200.00

These charges shall include administrative charges incurred by the Township.

TOWNHOUSE AND CONDOMINIUM DEVELOPMENT

Number of Units	Fee
1 to 10	\$200.00
For each unit in excess of 10 units, per unit	\$17.50

LAND USE AND DEVELOPMENT

220 Attachment 7

Marlboro Township

Land Use Fee Schedule B:
Escrow Fees

[Added 2-11-1988 by Ord. No. 3-88; amended 6-9-1988 by Ord. No. 27-88; 9-22-1988 by Ord. No. 51-88; 4-13-1989 by Ord. No. 11-89; 5-18-1989 by Ord. No. 15-89; 8-17-1989 by Ord. No. 42-89; 3-22-1990 by Ord. No. 19-90; 9-10-1992 by Ord. No. 23-92; 6-24-1993 by Ord. No. 29-93; 6-25-1998 by Ord. No. 10-98; 2-25-1999 by Ord. No. 1999-4; 10-26-2000 by Ord. No. 2000-30; 11-3-2005 by Ord. No. 2005-48]

Procedure	Escrow To Be Posted
Residential development	
Minor subdivision (not a development)	\$1,500
3 to 25 units or lots	\$5,000
26 to 100 units or lots	\$6,000
101 to 500 units or lots	\$10,000
501 to 1,000 units or lots	\$12,500
1,001 plus units or lots	\$15,000
Commercial/industrial development application not involving structures	
0 to 3 lots	\$5,000
3 plus lots	\$7,500
Commercial/industrial development application involving structures (total floor plan)	
0 to 1,249 square feet	\$2,500
1,250 to 1,999 square feet	\$5,000
2,000 to 10,000 square feet	\$7,500
10,001 to 20,000 square feet	\$10,000
20,000 plus square feet	\$12,500
Use variances	
Interpretation	\$250
Residential	\$1,500
Commercial/industrial	\$2,000
Bulk variances	
Residential (other than those set forth below)	\$800
Commercial	\$1,500
Residential: fences, accessory structures, pools, decks, additions and sheds	\$350
Resubmission of application	25% of the original fee

MARLBORO CODE

Procedure

Escrow To Be Posted

Miscellaneous requests involving engineering, legal, planning, traffic and/or other professional review

Hourly rates as set forth in the consulting engineer's, planning, environmental consultant's, attorney's and traffic engineer's contracts, which are available in the Clerk's office. In addition, the Township shall be reimbursed that actual contract rate of compensation for review of applications for development by any member of the Marlboro Township Police Department.

Additional fee for any special meeting held by the Zoning Board of Adjustment \$1,200

Additional fee for any special meeting held by the Planning Board \$1,200

Special hourly fee for applications heard by the Zoning Board of Adjustment after 11:00 p.m. \$175 per hour

Special fee for applications heard by the Planning Board after 11:00 p.m. \$250 per hour

Grading and clearing permit

2 to 5 acres

\$500.00

In excess of 5 acres

\$200.00 per acre or fraction

Conceptual review of site plan or subdivision, including requests for zoning changes

0 to 200 acres

\$1,000

201 acres or more

\$1,500

NOTE: When the applicant makes a preliminary application, he shall receive a credit or deduction against the plan review fee for any concept plan fee paid previously. If the applicant does not make a preliminary application within 120 days of the concept plan, the fee shall be forfeited and deemed to cover administrative costs, professional reviews and attendance at meetings.

LAND USE AND DEVELOPMENT

Procedure

Escrow To Be Posted

Professional fees:

Legal reviews

Guaranty review

Review of performance guaranty by Township Attorney \$175 per review

Review of maintenance guaranty by Township Attorney \$175 per review

Preparation of developer's agreement by Township Attorney \$750 per developer's agreement

Miscellaneous reviews: master deed, certificate of incorporation, \$175 per review
bylaws, unit deeds, etc.

Fees for court reporter

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NOTE:

* Notwithstanding any other fees required by the Township, each applicant shall be required to pay a per-meeting fee for court reporters, which amount shall be calculated on a pro rata basis by multiplying the amount of time spent on the particular application by the hourly rate of the court reporter.

LAND USE AND DEVELOPMENT

220 Attachment 8

Marlboro Township

Land Use Fee Schedule C:
Stormwater Improvement Fees
[Added 10-19-2006 by Ord. No. 2006-33]

Type of Development	Fee
Residential development	\$2,000 per dwelling unit
Nonresidential development	
Less than 1,000 square feet of gross floor area	\$2,000
1,001 to 5,000 square feet of gross floor area	\$5,000
5,001 to 10,000 square feet of gross floor area	\$7,500
10,001 to 15,000 square feet of gross floor area	\$10,000
15,001 to 25,000 square feet of gross floor area	\$17,500
25,001 to 100,000 square feet of gross floor area	\$22,000
Greater than 100,000 square feet of gross floor area	\$45,000