

INSTRUCTIONS TO LAND USE PLANNING BOARD APPLICANTS

1. Applications for development shall be filed with the Land use planning board, pursuant to these instructions. Application shall be made upon the forms supplied by the Land use planning board, which can be obtained for the Land use planning board Secretary. All information required by the official checklist, a copy of which will be given to the Applicant, shall be supplied.
2. The Applicant shall file with the Land use planning board an original and 23 copies of the application form together with a like number of all supporting documents submitted with the application. **All drawings must be folded as close to 8 ½ x 11 as possible.**
3. When the application and all checklist items have been completed and filed with the Land use planning board Secretary, together with the appropriate fees and all taxes or assessments are paid to date, the application will be scheduled for completeness determination by the Development Review Committee.
 - A. If complete, the Applicant will be notified of the date of his hearing. At that time, the applicant will be supplied with the necessary forms and affidavits for the required notice of the property owners and others required to receive notice, pursuant to State Statute.
 - B. If incomplete, the Applicant will receive a list of the items required to make the application complete. When revised plans are submitted, the application will again be reviewed by the Development Review Committee. If then determined complete, the Applicant will be notified as in 3A above.
4. The Applicant shall give notice, at least ten(10) days prior to the date of the Public Hearing, as follows:

Public notice shall be made by publication, in the Daily Record and/or Hanover Eagle, of a legal advertisement, and proof of such publication, in the form of an affidavit to be obtained by the Land use planning board Secretary, shall be submitted to the Land use planning board as hereinafter set forth.

 - B. Notice shall be given to the owners of all real property, as shown in the current tax duplicate or duplicates, located in the State and within 200' in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located. This requirement is deemed to have been satisfied when condominiums are with 200' of Applicant's property by making service in the following manner:
 - (1) If the Applicant's property abuts a condominium and the owner of any unit is within 200' of the Applicant's property and said unit has a unit above or below it, by giving notice to the individual unit owner. Names and addresses of such property owners

located within East Hanover may be procured by making written request to the Tax Assessor and payment of a fee not to exceed \$.25 per name or \$10.00, whichever is greater. If there are other property owners who have land within 200', but not within East Hanover, their names and addresses must be procured from the administrative officer of the municipality within which their property is located. Such notice shall be given by:

- (1) Serving a copy thereof on the owner, as shown on the said current tax duplicate, or his agent in charge of the property, or
- (2) Mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. 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.

Where a condominium association, or homeowners' association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200' of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

- C. Notice of all hearings on applications for development involving property located within 200' of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within 200' of the subject premises.
- D. Notice shall be given by personal service or certified mail to the County Land use planning board of a hearing on an application for development of property 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 situate within 200' of a municipal boundary.
- E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state Highway.
- F. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to N.J.S.A. 40:55D-10(b).
- G. The Applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.

H. Any notice made by certified mail as herein above required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application CANNOT be heard.

5. The Applicant shall file a list of property owners served, and indicate the lot and block number of such owner served and designate the method of service on the form provided. The form shall be filled in completely, and the Affidavit of Service shall be signed, notarized, and filed with the Land use planning board Secretary at least 4 days prior to the date of the scheduled hearing. To the Affidavit of Service shall be appended a completed form of notice, filled in as it was sent to the persons entitled to notice of the hearing. A copy of the certified list of persons to whom notice should be sent, as compiled by the appropriate administrative officer of the municipality in which the property is located, should also be attached to the Affidavit of Service. Where service has been made by certified or registered mail, the post office receipts must be post marked at the time they are mailed, and must be attached to the Affidavit of Service.
6. If the Applicant does not own the property described in the application, the Affidavit of Ownership must be completed on the form provided and filed either with the application or with the Proof of Service.
7. The Applicant shall file with the application 23 folded copies of a plot plan or survey to scale, not less than one inch equals 50 feet, that shall show all properties within 200' of the subject properties and shall include:
 - A. North Point
 - B. Lot lines, with dimensions
 - C. Lot area in total square feet or acreage to the nearest hundredth (e.g. 13.57)
 - D. Tax Map Block and Lot numbers
 - E. Zoning district(s)
 - F. Name of the road or roads on which the lot fronts
 - G. Easements of right-of-ways, if any
 - H. Locations of streams, if any
 - I. Location of all existing buildings, if any
 - J. Location of the proposed structure or change, showing the front, rear and side yard dimensions
 - K. Building area allowed - (draw lines showing required front, rear and side yard set backs)

- L. Location, arrangement and dimensions of parking area, driveway or service areas, if any
 - M. Names of adjoining property owners
 - N. Location of all buildings on all adjoining properties (including set backs)
8. All corporate Applicants must be represented by an attorney admitted to practice law in the State of New Jersey and, where applicable, must provide the following information:
- A. A corporation or partnership applying to the Land use planning board seeking permission to subdivide a parcel of land into 6 or more lots or for approval of a site plan to be used for commercial purposes, shall file a list of the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be. Such list shall be filed with the Land use planning board, along with the original application.
 - B. If a corporation or partnership owns 10% or greater interest in a partnership, which is subject to the disclosure requirements of paragraph A above, that corporation or partnership shall file a list of the names and addresses of its stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the base may be, and this requirement shall be followed by every corporate stockholder or partner in the partnership until the names and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criteria established by this requirement, have been listed.
 - C. Should a corporate Applicant fail to comply with paragraphs A and B above, the Land use planning board shall not approve the application.
 - D. Other Applicants may proceed either with or without an attorney. However, persons without an attorney must be physically present at the meeting.
9. The case of the Applicant will be ready for hearing when the Applicant has completed all of the following steps pursuant to these instructions:
- A. Original and 23 copies of the application form.
 - B. Original and 23 copies of all forwarding letters and supporting documents
 - C. 23 folded copies of the plot plan or survey. (Note requirements of N.J .S.A. 40:55D-10(b) requiring maps and documents for public inspection at least ten (10) days before the date of the public hearing in the office of the administrative official).
 - D. Affidavit of Ownership (if applicable).

E. Affidavit of Service, Form of Notice, List of Property Owners served, together with Post Office receipts where service is made by certified or registered mail and Proof of Publication of the legal advertisement placed in the DAILY RECORD and/or HANOVER EAGLE.

10. In the event that the full authorized membership of the Land use planning board is not present at the hearing, the Applicant may request an adjournment of his appeal to the next regular meeting of the Land use planning board. An Applicant may request that the Land use planning board consider his application at other than a regular meeting. Such a request can be made either in writing or by an appearance before the Land use planning board. Such a request should set forth the reasons that a special meeting is required. If a special meeting is held at the Applicant's request, the Applicant shall be responsible for such additional fees of the Land use planning board.
11. Hearings and other procedures shall be considered in conformance to the "Rules of the Land use planning board of the Township of East Hanover." A copy of said rules may be obtained from the Land use planning board Secretary upon payment of a fee of \$20.00. A copy of said Rules is also on file in the office of the Land use planning board Secretary and is available for inspection in the Land use planning board Office. Applicants will be heard in the order in which the applications are filed with the Land use planning board Secretary.

79-7. Fees under Chapter 95, Land Use and Zoning.
[Added 9-19-1979 by Ord. No. 20-1979]

- A. The fee for obtaining from the Secretary of the Board of Assessors the names of owners of real property in the State of New Jersey within 200 feet in all directions of the property which is the subject of an application for development pursuant to § 95-6B(1)(c) of Chapter 95 shall be in the amount of \$0.25 per name or \$10 whichever is greater.
- B. Fees in connection with various applications for development and other matters which are the subjects of Chapter 95 shall be paid according to the following listing of fees by the appropriate parties:
- (1) Copy of decision of governing body to interested party in connection with an appeal pursuant to § 95-7: \$10.
 - (2) Publication in newspaper of decision of governing body on an appeal pursuant to § 95-7: cost of publication.
 - (3) Development applications. **[Amended 8-27-1981 by Ord. No. 21-1981; 12-26-1991 by Ord. No. 26-1991]**
 - (a) Sketch plat, simple lot line change: \$100.
 - (b) Minor subdivision, three lots or less (and not requiring off-site improvements): \$300.
 - (c) Minor site plan: \$300. Minor site plan review shall include a professional office in a residential zone and a site plan for a new building or structure or addition thereto which does not involve off-street parking, traffic circulation or drainage facilities.
 - (d) Preliminary major subdivision plat: \$500, plus \$50 per lot.
 - (e) Final major subdivision plat: \$25 per lot or \$300, whichever is the greater fee.
 - (f) Preliminary site plan: \$300, plus \$3 per 1,000 square feet of the lot area* or part thereof, in case of a companion application for subdivision, plus \$2 per 100 square feet of proposed building floor area or part thereof.
 - (g) Final site plan: \$150, plus \$1.50 per 1,000 square feet of buildable lot area* or part thereof, in case of a companion application for subdivision, plus \$1 per 100 square feet of proposed building floor area or part thereof.

- (h) Application of waiver of site plan review and/or change of user: \$100.
*NOTE: The lot area shall be construed to be an area (where the property is also being subdivided) necessary to conform to all required setback and yard requirements.
- (4) Conditional use applications: \$300, plus \$3 per 1,000 square feet of buildable lot area* or part thereof, in case of a companion application for subdivision, plus \$2 per 100 square feet of proposed building floor area or part thereof. **[Amended 12-26-1991 by Ord. No. 26-1991]** *NOTE: The lot area shall be construed to be an area (where the property is also being subdivided) necessary to conform to all required setback and yard requirements.
- (5) Variances and appeals. **[Amended 12-26-1991 by Ord. No. 26-1991; 8-6-2008 by Ord. No. 12-2008]**
- (a) Appeals from decision of the Zoning/Enforcement Official where the appellant alleges error in any order, requirement, decision or refusal made by the Zoning/Enforcement Official based on or made in the enforcement of the zoning regulations: \$250.
- (b) Interpretation of Zoning Map or zoning regulations or for decision on other special questions upon which the Board of Adjustment is authorized to decide: \$250.
- (c) Variances pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-70c) from lot area, lot dimensional, setback and yard requirements: \$350 per lot.
- (d) Variances from use regulations pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-70d): \$650.
- (e) Direction pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-1 et seq.) for issuance of a permit for a building or structure in the bed of a mapped street or public drainageway, flood control basis or public area reserved on an Official Map: \$300.
- (f) Direction pursuant to P.L. 1975, c. 291 (N.J.S.A. 40:55D-1 et seq.) for issuance of a permit for a building or structure not related to a street: \$300.
- (6) Inspection fees. **[Amended 8-27-1981 by Ord. No. 21-1981; 12-26-1991 by Ord. No. 26-1991]**
- (a) Percolation tests: \$10 each hole, with a minimum of \$25 for each case.
- (b) Subdivision improvements: an inspection fee of 4% of the total cost of all improvements as calculated by the Township Engineer, but not less than \$250.

(c) All others at \$25 per hour of inspection time, with a minimum of \$35 per inspection.

(7) The fee for a zoning permit shall be \$50; provided, however, that where the application for said permit is preliminary to applying for a construction permit to do roofing, siding or interior renovation work on an existing one-family dwelling, the fee shall be \$10, and further provided that where the application for said zoning permit is preliminary to the installation or construction of a deck, porch or patio, swimming pool, shed or similar structure accessory to an existing one-family dwelling, the fee shall be \$25. **[Added 6-18-1998 by Ord. No. 18-1998; 7-10-2000 by Ord. No. 18-2000]**

C. The fee for a certificate of occupancy, which shall accompany the application, shall be \$10 for the original certificate. The fee for any subsequent copy shall be \$0.50.

D. Soil application and soil moving fees.

(1) The following fees are to be paid with soil applications and will not be refundable whether the permit is issued, denied or withdrawn:

(a) Minor soil application fee: \$10.

(b) Major soil application fee: \$200.

(2) A soil moving fee will be charged at \$0.08 per cubic yard of fill or excavation, whichever is greater, less the soil application fee. If the permit is voluntarily withdrawn, the soil moving fee, less the expenses incurred by the township, shall be refunded.

(3) All utility companies, federal, state and local authorities, including the Board of Education and charitable organizations, may be exempt from the soil application and soil moving fees upon application to and in the discretion of the Township Committee.

E **[Added 4-21-1983 by Ord. No. 9-1983; amended 4-19-1990 by Ord. No. 7-1990]** Initial deposit to escrow account on applications for development:

(1) Concept for subdivision or site plan: \$2,000.

(2) Site plan (for nondevelopment): \$3,000. "Nondevelopment," as used herein, shall mean site changes, interior or exterior renovations with no increase to building size.

(3) Site plan (for development): \$5,000. "Development," as used herein, shall mean an increase in total square footage, whether deemed to be usable, rentable or leaseable, or any new construction.

- (4) Subdivision classification [three (3) lots or fewer]: three thousand dollars (\$3,000.).
- (5) Subdivision classification [three (3) lots or fewer with variances]: three thousand five hundred dollars (\$3,500.).
- (6) Subdivision classification [more than three (3) lots]: three thousand dollars (\$3,000.).
- (7) Preliminary major subdivision: five thousand dollars (\$5,000.).
- (8) Final major subdivision: two thousand dollars (\$2,000.).
- (9) Amended site plan: two thousand dollars (\$2,000.).
- (10) Change of user: one thousand dollars (\$1,000.).
- (11) Lot line revision: two thousand dollars (\$2,000.).
- (12) Major soil-moving permit: one thousand dollars (\$1,000.).
- (13) Conditional uses: one thousand dollars (\$1,000.).
- (14) (Reserved)
- (15) Interpretation of Zoning Map or zoning regulations or for a decision on special questions: one thousand dollars (\$1,000.).
- (16) (Reserved)
- (17) Variances pursuant to N.J.S.A. 40:55D-70d: two thousand five hundred dollars (\$2,500.).
- (18) Where an application for development includes more than one (1) approval request, the sum of the individual required fees shall be paid.

F. **[Added 4-21-1983 by Ord. No. 9-1983; amended 4-19-1990 by Ord. No. 7-1990]** The amount of the initial deposit to the escrow account for zone change request shall be ten thousand dollars (\$10,000.).

**APPLICATION TO
EAST HANOVER LAND USE PLANNING BOARD**

PART I

A. APPLICANT INFORMATION:

1. Applicant's Name _____
Address _____

Phone _____ Fax # _____
Email _____

2. Property Owner's Name _____
Address _____

Phone _____ Fax # _____
Email _____

3. Relationship of Applicant to owner (i.e., tenant, agent, purchaser under contract, same person, other) _____

4. Applicant's Attorney _____
Address _____

Phone _____ Fax # _____
Email _____

5. Applicant's Engineer _____
Address _____

Phone _____ Fax # _____
Email _____

PART II

B. TYPE OF APPLICATION:

- Subdivision Classification ____ Minor ____ Major
Subdivision Major ____ Preliminary ____ Final
- Site Plan ____ Preliminary ____ Final ____ Minor
- Amended Site Plan
- Other (describe) _____

C. TYPE OF VARIANCE (NJSA 40:55D-) (CHECK HERE IF NO VARIANCES ())

- 35. Permit to construct building or structure on lot not abutting street.
- 70a. Appeal from alleged error made by an administrative officer in the enforcement of the zoning ordinance
- 70b. Request for interpretation of Zoning Map or Zoning Ordinance or for decision on other special questions.
- 70c. Request a "C" variance (indicate variance type):
 - (c-1) Hardship in utilizing property as required by Zoning Ordinance due to exceptional narrowness, shallowness or shape, exceptional topographic conditions, or by reason of an extraordinary and exceptional situation.
 - (c-2) The benefits to be derived from the zoning ordinance requirements substantially outweigh any detriment with regard to this property.
- 70d. Request a "D" variance (indicate variance type):
 - (d-1) Different use sought than is presently permitted in zone.
 - (d-2) Expansion of a non-conforming use.
 - (d-3) Deviation from a requirement pertaining solely to a conditional use.
 - (d-4) An increase in the permitted floor area ratio
 - (d-5) An increase in the permitted density
 - (d-6) Height of principal structure exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

PART III

GENERAL INFORMATION:

Location of Premises _____
(Number and Street)

(Block) (Lot) (Zone)

1. The premises are situated on the (east, west, north, south) side of _____
_____ and are approximately _____ feet from _____

(landmark or intersection of another street)

2. Purpose of application _____

3. When was the property acquired by the present owner _____

4. Present use of property _____

5. Describe all existing structures on the property _____

6. List any recorded easements affecting this property _____

Note: Attach copies of any deed restrictions or easements

7. List any prior appeals, variances and developmental approvals involving this property

8. Does the property front on a County or State road _____
(Name)

9. Is an Environmental Impact Statement being submitted ____ Yes ____ No
If NO, explain _____

10. Will a request be made for a waiver of Environmental Impact Statement? __ Yes __ No
If NO, explain _____

PART IV

D. BULK INFORMATION:

| | Required | Existing | Proposed |
|---|----------|----------|----------|
| 1. Minimum Lot Area (sq. ft.) | _____ | _____ | _____ |
| 2. Minimum frontage at street line | _____ | _____ | _____ |
| 3. Maximum percentage of lot to be occupied by: | | | |
| a. Principal building | _____ | _____ | _____ |
| b. Principal and accessory building | _____ | _____ | _____ |
| 4. Minimum required setback for: | | | |
| a. Front yard | _____ | _____ | _____ |
| b. One side yard | _____ | _____ | _____ |
| c. Total two side yards | _____ | _____ | _____ |
| d. Rear yard | _____ | _____ | _____ |
| 5. Minimum distance of accessory buildings to: | | | |
| a. Side of line | _____ | _____ | _____ |
| b. Rear lot line | _____ | _____ | _____ |
| 6. Minimum usable floor area (sq. ft.) | | | |
| a. One story building | _____ | _____ | _____ |
| b. More than one story building | _____ | _____ | _____ |
| 7. Minimum cubic content of principal building | _____ | _____ | _____ |
| 8. Maximum height of building | | | |
| a. In stories | _____ | _____ | _____ |
| b. In feet | _____ | _____ | _____ |
| 9. Other dimensional variances requested | _____ | _____ | _____ |
| <hr/> | | | |
| (Describe) | | | |

PART V

E. CORPORATE INFORMATION:

If the applicant is a corporation or partnership, list names and addresses of all corporate shareholders and /or partnership interests of 10% or more.

PART VI

F. APPLICANT'S SIGNATURE:

Date

Signature of Applicant

PART VII

G. OWNER'S CONSENT:

The following consent or a letter signed by the owner, should be filled consenting to the application being made.

I, _____ certify that I am the owner of the property described
(Name of Owner)
in the within application and that _____ is hereby
(Name of Applicant)
authorized to make this application.

I further certify that I have reviewed the application and I consent the same.

The Owner hereby authorizes representatives of the Township to enter the premises in order to inspect same, prior to discussion or public hearing on the application.

(Date)

(Owner of Property)

(Address)

(Phone Number)

TOWNSHIP OF EAST HANOVER

ENGINEERING DEPARTMENT

411 Ridgedale Avenue
East Hanover, NJ 07936
973-428-3020
Fax 973-428-3026

TREE REMOVAL APPLICATION
PLANNING BOARD/BOARD OF ADJUSTMENT APPLICANTS

1. Applicant Name _____

Address _____

Phone _____ FAX _____

2. Property Owner _____

Address _____

Phone _____ FAX _____

3. Block _____ Lot _____ Street _____

4. List all trees to be removed with a DBH equal to or greater than six(6) inches, identified by size and species, including total number of each.

5. Location of existing tree canopy within the property boundaries (no more than sixty(60) percent of the existing tree canopy within the property boundaries shall be removed. The location of the remaining forty(40) percent of the tree canopy to be preserved shall be noted on the landscape plan.)

6. Location of individual trees with a DBH equal to or greater than six(6) inches, identified by size and species **within** the area of development/limit of disturbance.
7. Location of individual trees with a DBH equal to or greater than six(6) inches identified by size and species **beyond** the area of development/limit of disturbance.
8. Location of individual trees and their drip lines noted for preservation within the area of development/limit of disturbance identified by size and species. Where clusters of trees exist on the site or are contiguous with adjacent sites, fragmentation of the cluster shall be avoided where possible.
9. Location of all required replacement trees. (Replacement trees shall be required in any case where more than ten(10) percent of existing trees with a DBH equal to or greater than six (6) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with § 95-83.26)
10. Clear labeling of the area(s) intended for tree/vegetation removal.

§ 95-83.26. Tree replacement and reforestation

A. The replacement of trees shall occur as prescribed in the following table.

| Caliper of Existing Tree Removed | Number of Replacement trees (3" caliper) |
|---|---|
| Between 6 & 12 inches | 3 |
| Between 12.1 & 18 inches | 4 |
| Between 18.1 & 24 inches | 5 |
| Between 24.1 & 30 inches | 7 |
| Between 30.1 & 36 inches | 10 |
| Greater than 36 inches | The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed trees. |

1. Replacement tree(s) shall be of nursery grade quality, balled and burlapped and installed on site. Where replacement trees are required but not suitable for the particular site prescribed due to the size of the site, such trees shall be deposited into a community tree bank. Trees deposited into the community tree bank shall be utilized for planting on public lands.
2. The type of replacement tree(s) shall be as approved the Township or as recommended by the Rutgers University Cooperative Extension Service or other qualified entity.
3. In lieu of providing replacement trees which would otherwise be planted in the tree bank, applicant may deposit into a Township escrow fund a sum to be determined by the Township Engineer as the value of each such tree. If the Township does not utilize such funds within one year after posting, the funds will revert to the applicant. The Township may use the escrow funds for trees or other landscaping plants or vegetation on any Township public site.
4. Newly planted replacement shall be monitored for a period of one year to ensure the health of the trees. If the replacement trees die within the one-year period, the developer/applicant shall replace the dead tree.

***** Please return this form to the Land Use Planning Board Office along with a check for \$10.00 (payable to the Township of East Hanover)**

REQUEST OF LIST OF PROPERTY OWNERS WITHIN 200 FEET

DATE:

TO: TAX ASSESSOR, TOWNSHIP OF EAST HANOVER

FROM: NAME _____

ADDRESS _____

TELEPHONE _____

BLOCK(s) _____ **LOT(s)** _____

PLEASE PROVIDE A LIST OF ALL PROPERTY OWNERS WITHIN 200 FEET OF THE ABOVE SUBJECT PROPERTY.

THANK YOU,

Signature of property owner or applicant

NOTICE OF HEARING

PLEASE TAKE NOTICE THAT _____ has applied to the
East Hanover Land Use Planning Board for _____

and any other variances and/or waivers that may be required, on the premises located at
_____ at
Block _____ Lot _____ on the tax map of the Township of East Hanover.

A public hearing will be held on _____, 20____ at 7:00 P.M. in the
Municipal Building of the Township of East Hanover, NJ or as soon thereafter as said matter
can be reached. The file on said application is available for public inspection in the Land Use
Office(973-428-3021) at the Municipal Building, 411 Ridgedale Avenue, East Hanover, NJ ,
during normal business hours of 8:30 A.M. to 4:30 P.M.

Interested persons may appear at said meeting and be heard. Continuation of said hearing, if
necessary, will be scheduled at that time. If not continued, a vote may be taken at said meeting.

Applicant or Attorney

Address

City, State, Zip Code

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY)
) ss
COUNTY OF)

_____ of full age, being duly sworn according to law, on his oath deposes and says that he/she resides at _____ in the County of _____, and State of New Jersey and that he/she did on _____, 20____, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by this appeal located at _____.

Said notice was given by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also serviced upon:
(Check if applicable)

- () 1. The Clerk of the _____ of _____
() 2. County Planning Board
() 3. The Director of the Division of State and Regional Planning
() 4. The Department of Transportation

A copy of said notice is attached hereto.

Also attached to this affidavit is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality.

In addition, he/she caused the notice of hearing as aforesaid to be published at least ten (10) days prior to the hearing in the _____.

Signature of Applicant/Attorney

Sworn and subscribed to
Before me this _____
Day of _____, 20_____.

**TOWNSHIP OF EAST HANOVER
LAND USE PLANNING BOARD
411 RIDGEDALE AVENUE
EAST HANOVER, NJ 07936**

(973) 428-3021
FAX: 428-3026

DEVELOPER:

RE: Tax Identification Number

Federal Income Tax law requires you to provide the Township of East Hanover with your correct tax identification number. If you are an individual, your tax identification number is your social security number. Failure to comply with this request may result in a penalty imposed by the Internal Revenue Service.

Please complete the statement below and return with your application package.

Thank you for your cooperation in this regard.

**Individual and/or
Company Name** _____

Social Security No. _____

or

Tax Identification No. _____

I Certify the above information to be true and correct:

Signature

Date

Title