



TOWN OF CLINTON

INCORPORATED APRIL 5, 1865

43 Leigh St., P.O. Box 5194

Clinton, N.J. 08809-5194

(908) 735-8616 FAX (908) 735-8082

PLEASE NOTE:

If you do not wish to encounter delays in the processing of your application, please be sure it is filed in strict accordance with Chapter 88 of the General Ordinances of The Town of Clinton.

YOUR APPLICATION WILL BE PROCESSED IN THE FOLLOWING MANNER:

- 1). The application must be filed at least 21 days prior to the next regular scheduled Land Use Board Board Meeting which is the first Tuesday of each month.
- 2). The subcommittee will review the application for completeness prior to the regular meeting.
- 3). At the regular meeting the board will decide if the application is complete and ready to be processed further.
 - If **incomplete** the application and filing fee will be returned to the applicant for refilling.
 - If complete the application will be forwarded to the various reviewing agencies who will review the application for compliance with the ordinance.
 - The board shall set the hearing date for the application at this time.
- 4). After review by the agencies (30 days for subdivisions of 10 lots or less or site plans of 10 acres or less and 60 days for subdivisions of more than 10 lots or site plans of more than 10 acres) the Land Use Board at the hearing shall act upon the application based upon the agencies reports, comments from the applicant and comments from the public.
- 5). Applications found not to be in accordance with the Ordinance will be denied. **It is not the board's intent to grant conditional approvals.**

MINOR SUBDIVISION/ SKETCH PLAT APPLICATION
TOWN OF CLINTON

Must be with the Secretary of the Land Use Board along with twenty (20) copies of the Sketch Plat, 21 calendar days prior to the regular meeting of the Board.

Application No. _____ Date Filed _____ 20 Fee Collected \$ _____

Received by _____
Secretary of Land Use Board

(Do Not Write Above This Line) _____

Please print or type Attorney Identification # _____

1. Applicant _____ Phone No. _____
Address _____

2. Owner (if other than above) Name _____ Phone No. _____
Address _____

3. Interest of applicant if other than owner _____

4. Owner's Consent: I (We) hereby authorize _____ to file this application for subdivision, and state that I (We) own the property being proposed for subdivision, and that it is recorded in the Hunterdon County Clerk's Office in Book _____ Page. _____

Owner's Signature _____

5. Sketch Plat prepared by _____ Phone No. _____
Address _____ Profession _____
License No. _____

6. Location of Subdivision(street)
Tax Map Sheet _____ Block _____ Lot(s) _____

7. Number of Proposed Lots _____ Zone District _____

8. Development Plans: Sell lots only _____ Construct Houses for sale _____ Other(Specify) _____

9. Was this property part of a previous minor subdivision? Yes No
Date of previous subdivision and application no.

10. Variances or Conditional Use required: _____

Has variance application been filed? Yes _____ NO _____

11. Requested exemptions from development standards _____

(Attach written justification)

12. The Applicant does (), does not (), hereby grant an extension of time from the date within which the Board must act on this application for a period of _____ days (), unlimited ().

Date _____

Signature of Applicant

(Do Not Write Below This Line)

ACTION OF LAND USE BOARD

Date

Approved as a minor subdivision Conditions

Classified as a major subdivision

Application denied

Reason for denial

Chairman

Date

Secretary

Date

**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON
DEVELOPMENT REVIEW CHECKLIST**

Applicant Name: _____
 Applicant Address: _____
 Applicant Phone No.: _____
 Applicant Email: _____
 Owner Name: _____
 Owner Address: _____
 Project Name: _____

Block: _____ Lot(s): _____

Tax Map Street _____

Checklist Prepared by (Name of Applicant or Agent): _____
 Signature of Applicant: _____

TO BE COMPLETED BY THE TOWN OF CLINTON	
Application No.: _____	Application Fee Paid: _____
Application Received: _____	Escrow Fee Paid: _____

CHECK TYPE OF APPLICATION BEING SUBMITTED									
VARIANCE 40:55D.70				SITE PLAN			SUBDIVISION		
(a)	(b)	(c)	(d)	Minor	Prelim. Major	Final Major	Minor	Prelim Major	Final Major

Application Fee Submitted: \$ _____
 Escrow Deposit Submitted: \$ _____

Variance 40:55D.70			Site Plan			Subdivision			All applications must be submitted to the Administrative Officer of the Planning/Zoning Board at least THREE (3) WEEKS prior to the regularly scheduled Board Meeting.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE TOWN												
(a)	(b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final	✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)									PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED	
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A. Application and escrow fee with separate computation calculation.															
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B. Four (4) copies of the completed application form. Four (4) copies of completed checklist.															
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C. Applicant's Disclosure Statement if filed as a corporation.															
			✓	✓	✓	✓	✓	✓	✓	D. A list identifying specific variances. Include narrative explanation outlining the basis for the requested relief.															
	✓	✓		✓	✓	✓	✓	✓	✓	E. Certification from the Town of Clinton Water and Sewer Departments, that sewer charges, and/or late fees, interest and other assessments are paid to-date.															
✓	✓	✓								F. Certified list of property owners within 200'.															
										G. Signed escrow agreement.															
										H. Certification and Will Serve letters from the Town of Clinton Water Sewer Department that the water and sewer systems possess sufficient uncommitted capacity to accommodate the proposed development.															
										I. Provide Will Serve and Review letters from Town of Clinton Fire and Rescue Companies.															

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✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)															
				✓	✓		✓	✓		J. Provide Will Serve letter for Public Utilities including JCP&L and Elizabethtown Gas Company.					
✓	✓	✓		✓	✓		✓	✓		K. Four (4) copies of existing Title Search identifying any protective covenants or deed restrictions applying to the land being subdivided or developed along with a copy of the deed(s) of record.					
							✓			L. Four (4) copies of all deeds with Metes and Bounds description for proposed lots including remaining land use parcel.					
				✓		✓	✓		✓	M. Four (4) copies of all deeds with Metes and Bounds description for proposed easement dedications including dedication of addition road right-of-way.					
✓	✓	✓		✓	✓		✓	✓		N. Certification from Owner that: 1) the property in question has not been part of a prior Land Use Application or 2) provides list with dates of all prior applications.					
										O. Completed application with appropriate fees and required information submitted directly to these Agencies with copies provided to the TOWN for verification of these submissions.					
			✓	✓	✓	✓	✓	✓	✓	1. Hunterdon County Planning Board					
					✓			✓		2. Hunterdon County Soil Conservation District					
				✓	✓		✓	✓		3. Hunterdon County Department of Health					
✓	✓	✓		✓	✓	✓	✓	✓	✓	P. Certification from the Town of Clinton Tax Collector that all taxes and assessments on the property are paid.					
				✓	✓		✓	✓		Q. Report prepared and certified by a Professional Engineer documenting (utilizing NJDEP forms) the result of all attempted soil permeability tests and soil logs conducted on the property in question.					
							✓	✓		R. Written verification of proposed tax lot numbers as obtained from the Town of Clinton Tax Assessor.					
				✓	✓		✓	✓		S. Four (4) copies and a digital copy of drainage calculations analyzing existing and proposed condition required to comply with Town's Stormwater Ordinance.					
				✓	✓		✓	✓		T. Four (4) copies and a digital copy of flood hazard calculation with cross sections of existing stream if applicant is not relying upon published survey of flood hazard delineation.					
		✓		✓				✓		U. Four (4) copies and a digital copy of the Environmental Impact Statement/Natural Resource Inventory (reference ordinance requirement under Chapter 88). Reference Town of Clinton Environmental Resource Inventory.					

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✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)															
			✓		✓		✓	✓							
		✓	✓	✓	✓		✓	✓							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						

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✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)															
	✓	✓	✓	✓	✓	✓	✓	✓	1. Eighteen (18) copies and a digital copy of all plans. Documents properly certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.)						
	✓	✓	✓	✓	✓	✓	✓	✓	2. Name and address of the owner, application and preparer of plans.						
	✓	✓		✓				✓	3. Names of all current property owners within 200' of the property and identify source information.						
									4. Plans must identify the following:						
	✓	✓	✓	✓	✓	✓	✓	✓	a. Name of Development.						
	✓	✓	✓	✓	✓	✓	✓	✓	b. Total area of development property in acres and square feet.						
	✓	✓	✓	✓	✓	✓	✓	✓	c. Date of original preparation and all revisions.						
	✓	✓	✓	✓	✓	✓	✓	✓	d. North arrow and reference meridian.						
	✓	✓	✓	✓	✓	✓	✓	✓	e. Graphic and written scale.						
		✓	✓	✓		✓	✓		f. Number of proposed lots or size of building.						
	✓	✓	✓	✓	✓	✓	✓	✓	g. Tract zone and schedule of existing zoning criteria and proposed conditions.						
	✓	✓	✓	✓	✓	✓	✓	✓	h. Tax map sheet, block and lot numbers.						
			✓	✓			✓		i. Reference bench mark identified and shown.						
	✓	✓	✓	✓	✓	✓	✓	✓	j. Name of the firms and person preparing plans.						
	✓	✓	✓	✓	✓	✓	✓	✓	5. Certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner of this property and consent to the filing of this application".						

									Owner Signature						
									Date						
	✓	✓	✓	✓	✓	✓	✓	✓	6. Review block for signature of Town Engineer, Board Secretary and Chairperson.						
			✓	✓		✓	✓	✓	7. Required Hunterdon County Signature Block in accordance to their regulations.						
	30'	30'	30'	30'	30'	50'	50'	50'	8. Map drawn at scale of not less than (1"=as noted) sheet size of 18"x24", 24"x36" or 30"x42". All plans must be folded with the title block, date and revision date showing.						
	✓	✓		✓	✓	✓	✓		9. Key map drawn at a scale of not less than 400' showing the development and surrounding properties with 1000' radius including zoning boundaries and traffic circulation elements from Master Plan.						
									10. Existing Topography shown as follows:						
	✓	✓				✓			a. Contours at 5' intervals. Interpolated for USC and GS Map for entire tract.						
			✓						b. Contours at 2' intervals for area of proposed lots or proposed development (verified in field).						

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					✓	✓		✓	✓	c. Contours at 2' intervals for entire tract (verified in field).						
					✓	✓		✓	✓	d. All elevations based on NAVD 88.						
										11. Plans showing existing and proposed streets including:						
					✓	✓		✓	✓	a. Field cross-sections at 50' intervals drawn at a scale of 1"=5' vertical; 1"-1'-horizontal.						
					✓	✓		✓	✓	b. Centerline plan and profiles drawn at a scale of 1"=50' horizontal; 1"=5" vertical based upon field survey data. Corresponding Plan and Profile information must be shown on the same sheet.						
					✓	✓		✓	✓	c. Centerline curve data including central angle, tangent distance, radius, arc length, chord distance and chord bearing.						
		✓								12. Existing property lines showing bearings, distanced and radius with indication of source data and approximate dimensions of proposed lot lines. Based upon deed plotting.						
	✓				✓	✓		✓	✓	13. Existing and proposed lot boundary and easement information shown based on NAD 83 with accurate bearing and distance to the nearest 1/100th ft. prepared by a licensed surveyor. All curves shall show radius, arc length, chord bearings and distance, tangent and center angle.						
		✓								14. Approximate net and gross lot areas to the nearest 1/10 acre.						
	✓	✓			✓	✓		✓	✓	15. Net/gross lot areas for existing and proposed lots calculated in sq.ft and 1/1000 acre.						
					✓	✓		✓	✓	16. Area of all proposed easement calculations in square feet.						
	✓	✓			✓	✓		✓	✓	17. Location of existing wells and septic systems on site and within 100' of property.						
					✓	✓		✓	✓	18. Location of all man-made and natural features including but not limited to: list historic buildings within 200', dedicated open space, culverts, structures, drain pipes, water courses, railroads, bridges, wooded areas, rock outcrops, underground storage tanks, fences, wetlands (specific source and notation if there are any wetlands present), swamps, buildings, streets, drainage right-of-way and easements.						
					✓	✓		✓	✓	19. Plan drawings of all existing and concept of all proposed drainage and utility layouts.						
					✓	✓		✓	✓	20. Plan and profile drawings of all existing and proposed drainage and utility layouts, drawn at a scale of 1"=50' vertical.						
					✓	✓		✓	✓	21. Plan drawings of all existing and proposed public water if applicable OR show proposed well location with geologist report verifying a sufficient supply of available potable water.						

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✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)															
					✓	✓		✓							
					✓	✓		✓							
					✓	✓		✓							
				✓	✓	✓	✓	✓							
✓		✓		✓	✓	✓	✓	✓	✓						
27. Detailed Landscaping plan indicating:															
	✓			✓	✓			✓							
				✓	✓	✓		✓							
	✓			✓	✓	✓	✓	✓							
							✓								
									✓						
				✓	✓	✓		✓	✓						
				✓	✓	✓		✓	✓						
	✓	✓		✓	✓	✓	✓	✓	✓						
				✓	✓	✓	✓	✓							

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		✓		✓	✓	✓	✓	✓	✓	34. Plan drawn from actual boundary survey of property and certified as being accurate and true by a licensed New Jersey Land Surveyor.						
				✓	✓	✓		✓		35. Proposed grading plan including finished floor elevations, elevations at corners of building and paved areas. All proposed grading shown using 2" contour intervals.						
				✓	✓	✓		✓		36. Locations, size and details of all existing and proposed signs.						
				✓	✓	✓		✓		37. Lighting plans, including location, type, wattage, height pattern and floor candles.						
		✓	✓	✓	✓	✓				38. Architectural Plans should include preliminary floor plans and elevations of each new altered building, façade and height of proposed structure. Also indicated existing/proposed building square footage.						
										39. Parking and Loading:						
				✓	✓	✓				a. Specifications and location of proposed surface paving and curbing, including streets.						
				✓	✓	✓				b. Location capacity and dimensions of existing and proposed off-street parking and loading areas including documentation of ADA compliance for handicap stalls and accessible route.						
				✓	✓	✓				c. Calculations of the number of parking spaces required by the Ordinance for standard and ADA parking.						
				✓	✓	✓				d. Aisle widths.						
				✓	✓	✓				e. Entrance and exit arrangement.						
				✓	✓	✓		✓		f. Details of traffic control devices with direction of traffic flow.						
				✓	✓	✓		✓		g. Location of fire lanes and other parking restrictions.						
				✓	✓	✓				40. Location of solid waste storage, screening and means of disposal including amount of pick up per week and recycling facilities.						
					✓	✓		✓		41. Calculation location, identifications of proposed open spaces, parks and other recreational areas.						
		✓		✓	✓	✓	✓	✓	✓	42. Land reserved or dedicated to public use.						
							✓	✓	✓	43. Indicate total number of lots, area of entire tract and area of roads.						
		✓		✓			✓	✓	✓	44. Identify location and description of all physical survey evidence as found in the field, including encroachments, must be noted. Provide a legend indicating monuments found and to be set.						

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✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)															
					✓		✓	✓	✓						
						✓			✓						

Application deemed incomplete for noted deficiencies under items

Date: _____
 Date: _____
 Date: _____

Application Deemed Complete:

By: _____ Date: _____
 Site Plan Committee

TOWN OF CLINTON LAND USE FEES

Informal Discussion (30 Minutes):	\$100.00
Exemption from Site Plan: <i>(use preliminary site plan application)</i>	\$100.00
Minor Site Plan:	\$150.00
Regulated Use Permit	\$500.00 per lot plus \$100 per structure:
Special Meeting Fee:	\$500.00

Subdivision (Land Only)

Minor Subdivision (Sketch Plat 1 Lot Only)	\$150.00
Major Subdivision (Preliminary Plat 2+)	\$500.00 plus \$100 per lot
Final Plat	\$250.00 plus \$50 per lot
Amendment to Subdivision	\$25% of original fee (\$100 min)

Preliminary Site Plan Applications:

Residential	\$500.00 plus \$100 per lot
Garden Apts, Townhomes, Condos	\$2,000.00 plus \$100 per unit
Industrial Development	\$1,000 plus \$5 per 100SF of Bld
Commercial –C1 Zone	\$350.00 plus \$5 per 100SF of Bld
Commercial- C2 ,C3, C4 Zone	\$1,000.00 plus \$5 per 100 SF of Bld
OB1 & OB2	\$500 plus \$5 per 100 SF of Bld
OB3 & OB4	\$1,000 plus \$5 per 100 SF of Bld

Final Site Plan:

Residential & Commercial (phased)	\$25% of Preliminary Fee
Residential & Commercial (not phased)	\$25% of Preliminary Fee
Amendment to Site Plan	\$25% of Preliminary Fee

VARIANCE FEES:

Sign Variance	\$25.00
Interpretation of Zoning Map or Regulations	\$300.00
Hardship Variance (40:44D-70C)	\$100.00
Use Variance (40:55D-70d)	\$550.00
Direction for Issuance of a permit for a Building or structure in the bed or mapped street Or public drainage way, flood control basin or Public area reserved on an official map	\$550.00

ALL APPLICANTS ARE REQUIRED TO ESTABLISH AN ESCROW ACCOUNT- EQUAL TO THE APPLICATION FEE - \$1,000.00 MINIMUM

Any Engineering and Professional services that exceed the escrow will be billed by the Town of Clinton to the applicant.

APPLICANT CONTACT INFORMATION:

Applicant phone number:

Applicant email:

Attorney:

Name & Address

Phone #:

Email:

Engineer:

Name & Address:

Phone # :

Email :

Planner:

Name & Address:

Phone # :

Email :

TOWN OF CLINTON
COUNTY OF HUNTERDON

ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20 ____
between _____

hereinafter referred to as "Applicant"; and the Land Use Board and/or
THE TOWN OF CLINTON, hereinafter referred to as the "Municipality".

WHEREAS, the applicant is proceeding under the Development-
Ordinances for approval of a subdivision and/or site plan and/or
variance, on Block _____, Lot _____, Street _____
and

WHEREAS, the Applicant desires to establish an Escrow Account
whereby work required to be performed by professionals employed by the
Municipality, will be paid for by the Applicant as required under the
provisions of the State Statute and Town Ordinances.

NOW THEREFORE, IT IS mutually agreed between parties that:

Section 1. Purposes.

The Municipality authorizes its professional staff to review,
inspect, report, and study all plans, documents, statements,
improvements, and provisions made by the Applicant relating to this
development and conforming to the requirements of the Development
Ordinances of the Town of Clinton and attend and participate in such
meetings as part of a continuing review of the application. The
Municipality directs its professional staff to make all oral and/or
written reports and Resolutions to the Municipality of its conclusions
and findings derived from the review, study, investigation and like or
similar duties performed as elsewhere authorized. The Applicant agrees
to pay all reasonable and professional fees incurred by the Municipality
for the performance of the duties outlined above.

Section 2. Escrow Established.

The Applicant and the Municipality, in accordance with the provisions
of this Agreement, hereby create an Escrow Account to be established with
the Financial Officer of the Town of Clinton.

Section 3. Escrow Funded.

Applicant by execution of this Agreement, undertakes and shall pay
to the Town, to be deposited with the Financial Officer referred to in

Section 2 above, such sums as are required by its Escrow Ordinance. Execution of this Agreement by the Town, acknowledges receipt of the sums referred under this section.

Section 4. Increase in Escrow.

If during the existence of this Escrow Account, the funds held in Escrow shall be reduced to 35% of the initial deposit, the Applicant shall upon Notice from the Financial Officer, replenish such funds within 14 days of such Notice. Additionally, until such funds are fully replenished, no further consideration, review, processing or inspections shall be performed by or on behalf of the Municipality until the additional Escrow has been deposited.

The written Notice referred to in this Section shall be sent to:

Name. _____ Address: _____

Receipt shall be presumed to have occurred three days after mailing of the Notice to the above address by regular mail. Notice required under this Section shall be given by the Administrative Officer of the Municipality.

Section 5. Time of Payment.

The professionals referred to in this Agreement, upon the conclusion of their services, or periodically during the performance of their service, shall submit vouchers conforming to the requirements established by the Town for vouchers of the type and kind referred to under this Section. Said vouchers shall include the amounts of all fees; and costs incurred as a result of the services set forth under Section 1 of this Agreement.

Section 6. Municipality Review.

The Municipality shall review the vouchers submitted by the professionals and Upon making a determination that said services have been performed, the Municipality shall process and pay said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Town. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the Financial Officer from the Escrow established pursuant to this Agreement.

Section 7. Applicant's Review.

The Applicant shall have the right to make periodic inspections of the records maintained by the Town to determine the status of the Escrow Account and vouchers charged against such account.

Section 8. Interest Allocations.

Any and all interest which results from or arises out of the deposit of the Escrow by the Town shall be disbursed in accordance with N.J.S.A 40:55D-53.1 (Deposits with Municipalities; Escrow; Interest.)

Section 9. Return of Escrow Balances.

Upon completion of the project and the payment of all outstanding bills for professional services on behalf of the Town, any remaining balances shall be returned to the applicant as follows:

-Minor Subdivision-upon filing of new Deeds;

-Major Subdivision-completion and acceptance by the Town of required improvements;

-Site Plan-issuance of a Certificate of Occupancy;

and then only after recommendation by the Land Use Board to the Town Council; and authorization of release of the funds by appropriate resolution of the Town Council.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first written' above.

Applicant Signature: _____

Amount Received _____ Check # _____

Bank: _____