



**TOWNSHIP OF HARDING  
LAND USE  
INSTRUCTIONS FOR APPLICANTS**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

Appendix 1

All land use applications must first be reviewed by the Zoning Officer with a submitted Zoning Application. The Zoning Officer will then direct the applicant to the appropriate Board for their land use application. The Zoning Application can be found on the Township website at ([www.hardingnj.org](http://www.hardingnj.org)). Any questions regarding a Zoning Application can be directed to the Zoning Department at (973) 267-8000 Ext. 715.

To submit a development application for any property in the Township of Harding to either the Planning Board or Board of Adjustment, it is necessary for a complete application to be filed with the appropriate Board Secretary. An electronic copy of the Land Use Application Packet is available to fill out or print from the Township's website ([www.hardingnj.org](http://www.hardingnj.org)).

**APPLICATION SUBMISSIONS:** (Please submit the following documents to the Board Secretary:)

1. One hard copy of the completed application form with original signatures along with a cover letter listing all attached documents and submissions and other required materials as listed on the applicable checklist(s) attached to the application form.

NOTE: Compile the documents required by the checklist and check each item as it is prepared for submission. All application materials must be collated. All plans are required to be folded to fit a legal size folder with the title block visible on the front of the folded plan.

1. Two (2) separate checks payable to the Township of Harding; one for application fees and one for professional technical review fees as per Section 171 of the Code along with the signed Escrow Agreement and W-9.
2. One (1) electronic copy in PDF form of the application materials, plat maps, site plans and drawings, must also be submitted to the Board Secretary along with the paper copy submissions referenced the above. The Applicant should email the file to the following email address: [landuse@hardingnj.org](mailto:landuse@hardingnj.org). Professionals may request additional hard copies for review.

NOTE: The 45-day completeness review period will only commence upon receipt of the hard copies of the application and escrow fees.

An application must be confirmed as an adequate initial submission by the Board Secretary before any further processing of the application. The applicant will be advised of any missing items or items requiring correction, which should then be submitted.

**REVISED SUBMISSIONS:**

If revisions are required, please resubmit one hard copy and an electronic PDF copy of all plans and requested materials along with a cover letter listing the revisions to the Board Secretary.

**ADDITIONAL SPECIFIC REQUIREMENTS AND CONSIDERATIONS:**

1. All paperwork, documents, exhibits and poster boards must have the applicant's name, property address, and block and lot numbers. Electronic exhibits are accepted with the same information noted on the documents.
2. Any poster boards presented at the hearing should have removable pictures unless the applicant provides separate pictures labeled with the applicant's name and property address, block and lot.
3. Revised plans and Zoning Tables must be labeled with the current plan revision date.
4. Submissions shall include a denial letter from the Zoning Officer with a listing of the Zoning Ordinance provisions requiring variance relief (not mandatory under the MLUL).

5. If at any time, the escrow account reaches a balance equal to 25% of the original amount required, you will be notified to replenish the account to amount equal to 50% of the original escrow fee.

If a waiver is being requested for any item on the checklist, it must be noted in the “waivers requested” section. Each item must be listed by checklist number and a detailed reason for the request must be provided. A waiver hearing for an application will be held at the next scheduled public hearing date.

NOTE: Any application submitted that does not include an item required by the checklist, and for which a waiver has not been requested, will automatically be deemed incomplete.

#### **PREPARATION FOR HEARING:**

Once the application is determined to be complete, the applicant will be notified to submit an additional number of hard copies of the appropriate plans and application materials as per the application check list and electronic PDF copies of the application and plans. A complete application will be scheduled for public hearing when the required number of plans and application materials and fees have been submitted to the Board Secretary.

Upon being advised of the public hearing date, the applicant must arrange for the following:

1. A notice of the public hearing to be published in either the OBSERVER TRIBUNE or the DAILY RECORD at least 10 days prior the hearing date (thus requiring the notice to be provided to the newspaper consistent with the newspaper's pre-publication deadline); and
2. Copies of the notice to be served at least 10 days prior to the hearing date on all persons and entities listed on the list required to be obtained from the Township by either certified mail or by hand delivery to each individual (or an adult member of the household).

Affidavits of publication and service of the notice must be submitted to the Board Secretary prior to the public hearing date.

#### **POST HEARING COMPLIANCE REVIEW:**

If the application is approved, the applicant will receive a copy of the resolution, letter of successful application and a compliance checklist form. The applicant will fill out the compliance form and address any conditions set forth in the resolution and submit the completed form and three sets of plans to the Zoning Officer for sign off before it can be forwarded on to the Construction Office.

THE GENERAL PROCEDURAL INFORMATION AND EXAMPLES CITED HEREIN ARE PROVIDED TO THE APPLICANT AS A GENERAL GUIDE BY THE TOWNSHIP OF HARDING. THEY DO NOT REPLACE EXISTING LAW OR TOWNSHIP ORDINANCES. ALL RULES AND REGULATIONS ARE FOUND IN THE TOWNSHIP ORDINANCES AND MUNICIPAL LAND USE LAW (MLUL), N.J.S.A. 40:55D ET. SEQ. EACH APPLICANT SHOULD RELY ON THEIR ATTORNEY'S ADVICE PERTAINING TO REQUIREMENTS FOR EACH SPECIFIC APPLICATION AND/OR CHANGES TO THE MLUL OR DIRECTIVES PROVIDED BY THE STATE OF NEW JERSEY. THE APPLICATION, CHECKLISTS, AND OTHER FORMS PROVIDED FOR DOWNLOAD ARE PROPRIETARY FORMS OF THE TOWNSHIP OF HARDING. ANY ALTERATION OR MANIPULATION OF THE FORMS IS STRICTLY PROHIBITED AND WILL RESULT IN THE IMMEDIATE REJECTION OF AN APPLICATION.



TOWNSHIP OF HARDING
LAND USE APPLICATION

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 723

Appendix 1A

APPLICANT \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

APPLICATION FOR DEVELOPMENT

Planning Board Date of First Submission:
Board of Adjustment Adequate Application Date:
Application Number: Completeness Date:

1. NATURE OF THE APPLICATION (Check all applicable items)

- Conceptual subdivision plan
Minor subdivision
Lot line adjustment
Major subdivision, preliminary
Major subdivision, final
Amendment to approved plat
Conceptual site plan
Site plan approval, preliminary
Site plan approval, final
Other
Amendment to approved site plan
Conditional use
Variance, residential, fence, patio or deck
Variance, other residential
Use or other (d) variance
Variance, other non-residential
Appeal from administrative decision
Interpretation of zoning ordinance
Special flood hazard development permit

2. PROPERTY INFORMATION

Property location:
Block: Lot: Zone:
Existing use:
Proposed use:

Has there been any previous application involving these premises by the applicant or any other prior owner of the property? Yes No Unknown If yes, nature of application, date and determination:

Does the applicant own adjacent property? Yes No If yes, address of adjacent property:

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:
Yes [attach copies No Proposed

Is the property included within a Historic District as shown in the Harding Township Master Plan? Yes No
If yes, which district?
If yes, please fill out BOA Appendix 1L and make arrangements with the Historic Preservation Commission.

Were any buildings on the property constructed prior to 1915? Yes No
If the property is located in the RR, R-1 or R-2 Zone, were any accessory buildings constructed prior to 1945?
Yes No If yes, please fill out BOA Appendix 1L and make arrangements with the Historic Preservation Commission.

3. APPLICANT INFORMATION

Name of Applicant:
Mailing Address:
City/State/Zip/:
Phone #: Email:
Applicant's Interest in the Property:
Applicant is a(n): Individual Partnership Corporation

**4. CONTACT FOR APPLICANT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**5. APPLICANT OWNER DISCLOSURE (if applicable)**

Pursuant to N.J.S.A. 40:55D-48.1, the names and addresses of all persons or entities possessing a 10% or greater interest in an applicant that is a corporation, partnership or other entity must be disclosed. In accordance with N.J.S.A. 40:55D-48.2 this disclosure requirement applies to all person or entities possessing a 10% or greater interest in any such entity followed up in the chain of ownership until the names and addresses of all persons or entities possessing a 10% or greater interest have been disclosed. (Attach pages as necessary to comply).

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_ Interest: \_\_\_\_\_

**6. APPLICANT'S ATTORNEY (Entities must be represented by an attorney)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**7. APPLICANT'S ENGINEER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**8. APPLICANT'S PLANNER**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**9. APPLICANT'S ARCHITECT**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**10. BRIEF DESCRIPTION OF PROJECT:**

Indicate type of improvement, alteration, structure, or use proposed and describes all structures, improvements, and uses now on the property. For any non-residential, business, or commercial use provides hours of operation, number of employees, number of parking spaces, and other information important for consideration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. REQUESTED ZONING VARIANCES:**

Identify each deviation and the Township Code section and variance requested and state principal points on which the variance request is made. Use a separate sheet if necessary. Attach any letter or document from the Zoning Officer or any other Township representative which has been issued to you regarding this proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. LIST ANY OTHER LICENSES, PERMITS OR OTHER APPROVALS REQUIRED BY MUNICIPAL, COUNTY, STATE OR FEDERAL LAW AND THE STATUS OF EACH.**

**13. APPLICANT CERTIFICATION**

I hereby affirm that all of the statements above and contained in the papers submitted herewith are true.

Signature of the Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**14. OWNER INFORMATION (If not the Applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**15. OWNER'S CONSENT TO APPLICATION**

I certify that I am the owner of the property that is the subject of this application, that I have authorized the applicant to make this application, and that I agree to be bound by the application, the representations made and the decision in the same manner as if I were the applicant.

Owner \_\_\_\_\_

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of the State of New Jersey

**PERMISSION BY OWNER FOR ACCESS TO THE PROPERTY**

The undersigned Owner, having made or consented to an application for development to the Harding Township Planning Board or Board of Adjustment, understands that Board members and others must have an opportunity upon reasonable advance notice to go onto the property and examine the same in order to be able to fully understand and evaluate the application.

We therefore grant permission to members of the Board and others to go onto our property during daylight hours upon reasonable advance notice to make a thorough examination of the same for the purpose of more effectively deciding the application.

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

Date: \_\_\_\_\_ Owner: \_\_\_\_\_



**TOWNSHIP OF HARDING  
BOARD OF ADJUSTMENT  
VARIANCE/APPEAL**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

**CHECKLIST B  
§225-42**

Appendix 1C

APPLICANT \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

For initial submission only, please submit 1 paper copy of the application with the municipal and technical review fees and a PDF file of the application and plans with the checklisted items. Once the application is deemed complete, 10 copies of the completed application, plans and PDF files will be required to be submitted for the hearing at least 10 days prior to the hearing.

This checklist is required for all applications to the Board of Adjustment for a variance pursuant to NJSA 40:55D-70 (c) or (d). This checklist is also required for any other type of application to the Board of Adjustment other than for subdivision or site plan approval (for which Checklist A is also required), including appeals from decisions of the Zoning or Tree Conservation Officer, requests for interpretation of a zoning ordinance or requests pursuant to NJSA 40:55D-34 through 36. All plats or plans shall be prepared, signed and sealed by a NJ licensed land surveyor, engineer, professional planner, registered architect, or registered landscape architect, subject to the restrictions of such license or registration.

| <b>SUBMISSION REQUIREMENTS</b>  | Sub-<br>mitted | N/A | Waiver<br>Requested |
|---|----------------|-----|---------------------|
| <b>A. DOCUMENTS TO BE SUBMITTED</b>   |                |     |                     |
| 1. <u>Application Form</u> : 10 copies of the fully completed application form/notice of appeal along with 10 copies of this checklist. (Appendix 1A)   |                |     |                     |
| 2. <u>Application and Technical Review Fees</u> : Application and technical review fees, escrow agreement and W-9 in accordance with Chapter 171 of the Harding Township Code. (Appendices 1K, 1L, and 1M)  |                |     |                     |
| 3. <u>Applicant Ownership List</u> : If the applicant is a corporation or partnership, a list of the names and addresses of all stockholders or individual partners owning at least 10% of any class of its stock or at least 10% of the partnership interest. Please attach.   |                |     |                     |
| 4. <u>Board of Health Approval</u> : 10 copies of the written approval of the Township Board of Health of the adequacy of any existing individual sewage disposal system or of plans for sewage disposal, or its acceptance of soil log and percolation test data indicating suitability for an individual sewage disposal system(s). (Appendix 1G)                                 |                |     |                     |
| 5. <u>Surrounding Owners List</u> : A list, certified by the Township Tax Assessor, of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and township-registered cable television and utility companies within 200' of the property. (Appendix 1I)   |                |     |                     |
| 6. <u>Tax Certification</u> : A certification from the Tax Collector that all property taxes and assessments currently due have been paid, or provision for payment of such taxes and assessments. (Appendix 1J)  |                |     |                     |
| 7. <u>Zoning Table</u> : 10 copies of the fully completed Zoning Requirements form. (Appendix 1E)   |                |     |                     |
| 8. <u>Historic Preservation Commission</u> : 10 copies of the response from the Historic Preservation Commission if the property is a Contributing Property or in a Historic District. (Appendix 1Q)  |                |     |                     |
| 9. <u>NJDEP Wetlands LOI</u> : 10 copies of a Letter of Interpretation  |                |     |                     |
| <b>B. PLANS TO BE SUBMITTED</b>   |                |     |                     |
| 1. Submit 10 copies of any available architectural drawings, sketches or other materials showing elevations of the proposed building or structure and/or improvements, and floor plans, if applicable, including all building dimensions, building height, and scale of the map.  |                |     |                     |
| 2. Submit 10 copies of a survey or plan based on a survey identifying the proposed project for which relief is sought, containing the following items:  |                |     |                     |
| a. On each plan sheet, the title block containing the name of the property owner, existing lot and block numbers, the name, address and telephone number of the plan preparer, the date prepared, the date and purpose of the last revision. If plans not signed by a licensed surveyor then an original signed and sealed survey map must be included.                             |                |     |                     |
| b. The scale of the map, both written and graphic.  |                |     |                     |
| c. North arrow, giving the reference meridian on all plans.   |                |     |                     |
| d. The names, addresses and telephone numbers of all applicants and owners.   |                |     |                     |
| e. The zone district and zone boundaries of the subject property and adjoining property.  |                |     |                     |
| f. The location and use of all existing and proposed buildings and structures and any proposed additions, fences, walls, walkways, driveways, parking areas, and other improvements on the site, indicating setbacks from all lot and road lines. Indicate any buildings, structures or other improvements that are proposed to be removed or relocated as part of the application. |                |     |                     |

|   |  |  |  |
|---|--|--|--|
| g. All lot dimensions and lot area, the location of all setback lines and adjoining public and private roads, including the location of road right-of-way lines and edge of pavement.           |  |  |  |
| h. The location of all existing subsurface wastewater disposal systems, stormwater and potable water lines and wells, and setbacks required by the Board of Health.                             |  |  |  |
| i. If the property is proposed to be served by a new or expanded individual sewage disposal system, show the location of the disposal area(s) and all setbacks required by the Board of Health. |  |  |  |
| j. The location of the Tree Conservation Area along all perimeter lot lines of lots located in the RR, R-1, R-2, R-3 and R-4 Zones.   |  |  |  |
| k. The location of any existing/proposed landscaped areas or bridle trails.   |  |  |  |
| l. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.   |  |  |  |
| m. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the property.  |  |  |  |
| n. For all accessory structures existing on the subject property, the applicant must provide documentation that they lawfully exist.  |  |  |  |

Prepared by:  
Susan C. Kimball, PP  
Adopted 9/4/02 (Ord. 11-02)  
Amended 11/3/04 (Ord. 22-04)  
Checklist B Variance Rev 11-3-04.doc  
Amended 8/18/24 (Ordinance 17-24)



**TOWNSHIP OF HARDING  
BOARD OF ADJUSTMENT  
ZONING REQUIREMENTS**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext.723

Appendix 1E

If multiple districts apply to the property or if more space is needed, please attach additional copies of this table to your application.

**IMPORTANT NOTICE:** All figures inserted in this table must be based on and consistent with site plans and any architectural plans, which also must be consistent with each other.

| Block:  | Lot: | Address:                  | Date:    |          |                                 |
|---|------|---------------------------|----------|----------|---------------------------------|
| Zoning Requirement or Limitation  |      | Requirement or Limitation | Existing | Proposed | Check off if VARIANCE Requested |
| Lot size (measured to right of way line)  |      |                           |          |          | <input type="checkbox"/>        |
| Lot frontage or lot width   |      |                           |          |          | <input type="checkbox"/>        |
| <b>Principal Structure</b>  |      |                           |          |          |                                 |
| Front yard setback  |      |                           |          |          | <input type="checkbox"/>        |
| Side yard (1) setback   |      |                           |          |          | <input type="checkbox"/>        |
| Side yard (2) setback   |      |                           |          |          | <input type="checkbox"/>        |
| Rear yard setback   |      |                           |          |          | <input type="checkbox"/>        |
| Maximum height  |      |                           |          |          | <input type="checkbox"/>        |
| <b>Accessory Structure(s)</b>   |      |                           |          |          |                                 |
| Front yard setback  |      |                           |          |          | <input type="checkbox"/>        |
| Side yard (1) setback   |      |                           |          |          | <input type="checkbox"/>        |
| Side yard (2) setback   |      |                           |          |          | <input type="checkbox"/>        |
| Rear yard setback   |      |                           |          |          | <input type="checkbox"/>        |
| Maximum height  |      |                           |          |          | <input type="checkbox"/>        |
| <b>Maximum building area ratio or floor area ratio (FAR applies in B-1, B-2 and OB zones), as applicable (list all buildings and existing and proposed square footage (SF) for any additions or new structures)</b> |      |                           |          |          |                                 |
| 1. Residence (or other main structure)  |      |                           | SF       | SF       |                                 |
| 2. Barn/garage  |      |                           | SF       | SF       |                                 |
| 3.  |      |                           | SF       | SF       |                                 |
| 4.  |      |                           | SF       | SF       |                                 |
| 5.  |      |                           | SF       | SF       |                                 |
| 6.  |      |                           | SF       | SF       |                                 |
| Total building area (if applicable)   |      | SF                        | SF       | SF       | <input type="checkbox"/>        |
| Maximum building area ratio or FAR (as applicable)  |      | %                         | %        | %        | <input type="checkbox"/>        |
| <b>Maximum lot coverage, if applicable (list all impervious surfaces such as pools, patios, walkways, driveways, recreation courts, etc.) Maximum lot coverage excludes R-2, R-3 and R-4 zones.</b>                 |      |                           |          |          |                                 |
| 1. Total building area (insert SF from above)   |      |                           | SF       | SF       |                                 |
| 2. Driveway   |      |                           | SF       | SF       |                                 |
| 3. Patio  |      |                           | SF       | SF       |                                 |
| 4. Walks  |      |                           | SF       | SF       |                                 |
| 5.  |      |                           | SF       | SF       |                                 |
| 6.  |      |                           | SF       | SF       |                                 |
| 7.  |      |                           | SF       | SF       |                                 |
| 8.  |      |                           | SF       | SF       |                                 |
| Total lot coverage  |      | %                         | %        | %        | <input type="checkbox"/>        |
| <input type="checkbox"/> <b>Other (specify below or add additional sheet)</b>   |      |                           |          |          |                                 |
|   |      |                           |          |          | <input type="checkbox"/>        |
|   |      |                           |          |          | <input type="checkbox"/>        |





**TOWNSHIP OF HARDING  
HEALTH DEPARTMENT  
VARIANCE REVIEW  
\$100.00 Fee**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 715

APPENDIX 1G

A copy of a written approval from the Harding Township Department of Health is required with all applications to the Board of Adjustment. This review is separate and distinct from any reviews and permits required by the Building Department, the Township Engineer, the Zoning Board or others. To facilitate the review process, please answer the following questions and provide a project plan as described below.

DATE: \_\_\_\_\_

|   |  |                                     |  |
|---|--|-------------------------------------|--|
| <b>SITE INFORMATION:</b>  |  | <b>NUMBER OF EXISTING BEDROOMS:</b> |  |
| Block:  | Lot:   | Property Location:                  |  |
| Mailing Address:  |  |                                     |  |
| Owner:  |  |                                     |  |
| Phone:  |  | Email:                              |  |
| Applicant:  |  |                                     |  |
| Phone:  |  | Email:                              |  |
| <b>PROJECT INFORMATION:</b> (Briefly describe the project)  |  |                                     |  |
|   |  |                                     |  |
|   |  |                                     |  |
| Project Engineer:   |  |                                     |  |
| Address:  |  |                                     |  |
| Phone:  |  | Email:                              |  |
| Project Architect:  |  |                                     |  |
| Address:  |  |                                     |  |
| Phone:  |  | Email:                              |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Will there be any changes, additions or deletions to the plumbing system? If yes, describe:  |  |                                     |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Will there be any removal or demolition of existing buildings or structures? If yes, the following information may be required, as applicable:<br><b>EXTERMINATION:</b> A letter from a licensed exterminator indicating the type of infestation (none detected, wood destroying insect, rodent or other), the type and date of treatment: certification of completion.<br><b>PUBLIC WATER DISCONNECT:</b> A letter from the public water supply indicating the disconnection of the water has been completed. |  |                                     |  |
| <b>REQUIREMENT CHECK LIST:</b> Scaled plot plans, surveys, drawings and designs are required that show the following information: ( <b>NOTE:</b> the Health Department may have some of this information, check the files)  |  |                                     |  |
| <input type="checkbox"/>  | The locations of all permanent improvements including, but not limited to: driveways, house foundations, pools, out buildings, decks, underground storage tanks; underground drainage lines and underground utilities      |                                     |  |
| <input type="checkbox"/>  | Lot boundaries and location of neighboring or adjacent septic systems and wells.   |                                     |  |
| <input type="checkbox"/>  | The specific location (as-built, not as-planned) of the site's septic system components including the septic tanks, lines, D-box, laterals, curtain drains, etc. Indicate on plan, the method of determining the location. |                                     |  |
| <input type="checkbox"/>  | The specific location of the site's well.  |                                     |  |
| <input type="checkbox"/>  | The specific location(s) of roof drainage seepage pits.  |                                     |  |
| <input type="checkbox"/>  | Proposed construction access route.  |                                     |  |
| <input type="checkbox"/>  | Streams, ponds, or other surface waters.   |                                     |  |
| <b>ARCHITECTURAL PLAN MUST SHOW:</b>  |  |                                     |  |
| <input type="checkbox"/>  | Architectural or design plan for entire structure, including all floors and rooms.   |                                     |  |
| <input type="checkbox"/>  | Plans must include current conditions on all floors and for all rooms as well as proposed work.  |                                     |  |
| <input type="checkbox"/>  | Proposed work, demolition and changes must be highlighted or otherwise called out.   |                                     |  |

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_



**TOWNSHIP OF HARDING  
REQUEST FOR CERTIFIED LIST OF  
PROPERTY OWNERS WITHIN 200 FEET**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 726

Appendix II

**Fee \$10.00**

**TO:** Tax Assessor  
Township of Harding  
P.O. Box 666  
New Vernon, NJ 07976

I hereby request a certified list of property owners within the two hundred (200) feet of:

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person making request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PREFERRED DELIVERY, PLEASE CHECK ONE:**

I will pick the list up when it is ready, please contact me at:  
Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Mail the list to the property in question, in care of:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Send the list to this alternate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

The complete certified list will be forwarded to the above named applicant within the statutory (225-18) deadline of seven (7) Township business days from date request is received in the Assessor's office.



**TOWNSHIP OF HARDING  
TAX CERTIFICATION**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 728

Appendix 1J

**FEE: \$10.00**

**TO BE COMPLETED BY APPLICANT:**

Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_ Qual.: \_\_\_\_\_

Owner of property: \_\_\_\_\_

Street address: \_\_\_\_\_

Owner Telephone: \_\_\_\_\_ Owner email: \_\_\_\_\_

Applicant if other than owner: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Applicant email: \_\_\_\_\_

**TO BE COMPLETED BY TAX COLLECTOR:**

Taxes on the property described above have been paid in full through \_\_\_\_\_.

Taxes on property described above are as of this date due or delinquent in the amount of \_\_\_\_\_.

Assessments for local improvements on the property described above are as of this date due or delinquent in the amount of \_\_\_\_\_.

CERTIFIED BY:

\_\_\_\_\_  
Tax Collector

\_\_\_\_\_  
Date of Certification



**TOWNSHIP OF HARDING  
PLANNING BOARD/BOARD OF ADJUSTMENT  
TECHNICAL REVIEW ESCROW AGREEMENT**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

Appendix 1K

This agreement made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Township of Harding and \_\_\_\_\_, is made upon the following terms and conditions:

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Block: \_\_\_\_\_ Lot (s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

I understand that the sum of \$ \_\_\_\_\_ has been deposited in an escrow account in the applicant's name. In accordance with Ordinance 171-23 of the Harding Township Code, I further understand that the escrow is established to cover the cost of certain professional services including engineering, planning and legal and other expenses associated with the review of submitted development application materials and review and preparation of documents. Sums which not utilized for these purposes shall be returned upon request to the individual or business from which checks were submitted upon issuance of a certificate of occupancy or withdrawal, abandonment, denial or other termination of the application. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum to the escrow account within fourteen (14) days. If additional funds are not received I understand that no further action will be taken on my development application until the escrow account has been replenished.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Attorney

\_\_\_\_\_  
Print Name

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|  |           |   |   |  |
|--|-----------|---|---|--|
| <b>Print or type.<br/>See Specific Instructions on page 3.</b> | <b>1</b>  | Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)   |   |  |
|  | <b>2</b>  | Business name/disregarded entity name, if different from above.   |   |  |
|  | <b>3a</b> | Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><br><input type="checkbox"/> Other (see instructions) _____ | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the United States.)</i> |  |
|  | <b>3b</b> | If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>   |   |  |
|  | <b>5</b>  | Address (number, street, and apt. or suite no.). See instructions.  | Requester's name and address (optional)   |  |
|  | <b>6</b>  | City, state, and ZIP code   |   |  |
|  | <b>7</b>  | List account number(s) here (optional)  |   |  |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

|                                       |  |  |  |   |  |  |  |  |  |
|---------------------------------------|--|--|--|---|--|--|--|--|--|
| <b>Social security number</b>         |  |  |  |   |  |  |  |  |  |
|                                       |  |  |  | - |  |  |  |  |  |
| <b>or</b>                             |  |  |  |   |  |  |  |  |  |
| <b>Employer identification number</b> |  |  |  |   |  |  |  |  |  |
|                                       |  |  |  |   |  |  |  |  |  |

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                          |      |
|------------------|--------------------------|------|
| <b>Sign Here</b> | Signature of U.S. person | Date |
|------------------|--------------------------|------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**HARDING TOWNSHIP VARIANCE FEES 2023 (§171-16)**  
(Effective March 16, 2023)

Appendix 1M

| APPLICATION TYPE   | APPLICATION FEE                              | DEPOSIT FOR TECHNICAL REVIEW* |
|--|--|-------------------------------|
| Application for certification by Tax Assessor of list of adjoining property owners   | \$0.25 per name or \$10 whichever is greater | N/A                           |
| Appeal pursuant to NJSA 40:50D-70(a)(appeal from administrative official or agency based on enforcement of Zoning Ordinance, including an appeal from a decision of the Tree Conservation Officer; fee to be returned if appeal successful): |  |                               |
| Tree Conservation Officer  | \$63   | \$2,500                       |
| Other Official or Agency   | \$649  | \$2,500                       |
| Interpretation of map or Zoning Ordinance or decision of special questions pursuant to NJSA 40:55D-70(b)   | \$649  | \$2,500                       |
| Application for variance pursuant to NJSA 40:50D-70(c) not involving subdivision of land:  |  |                               |
| First Variance   | \$649  | \$2,500                       |
| Each additional variance   | \$120  |                               |
| See 171-17 for variance applications involving the subdivision of land.  |  |                               |
| Application for variance pursuant to NJSA 40:55-70 (d) except as below   | \$1,740                                      | \$5,000                       |
| Application for variance pursuant to NJSA 40:55-70(d) in the case of a (d)(3) variance involving an accessory residence.   | \$1,161                                      | \$5,000                       |
| Request to Board of Adjustment for an amendment of conditions contained in a previously adopted resolution of approval   | \$582  | \$2,500                       |
| Request to Board of Adjustment for extension of variance (per year).   | \$163  | N/A                           |
| Application for Conditional Use Permit:  |  |                               |
| For an accessory residence.  | \$468  | \$2000                        |
| For non-residential use:   |  |                               |
| •per 1,000 square feet of gross floor area   | \$293  | \$2000                        |
| •additional per 10,000 square feet of lot area affected or portion thereof.  | \$293  | \$2000                        |
| The minimum fee for a non-residential conditional use shall be:  | \$1,740                                      | \$2000                        |
| Application pursuant to NJSA 40:55D-34 or appeal pursuant to NJSA 40:55D-36 (Building Lot to Abut Street)  | \$646  | \$2,500                       |
| Special meeting (Planning Board or Board of Adjustment) if requested by or with consent of applicant   | \$1,740                                      | N/A                           |

\*In addition to the filing fees required by § 171-1, an applicant or appellant, shall pay fees equal to the costs incurred for the technical review of the application or appeal, by the legal, planning, engineering and other specialized professional consultants to the Planning Board or the Board of Adjustment. Technical review fees shall be calculated in accordance with the actual time required for review at rates established by a schedule of professional fees adopted and from time to time amended by resolution of the Township Committee.

In the event that the initial deposit made by an applicant or appellant, is not sufficient to cover all technical review, report and/or testimony costs, upon request by the Township, the applicant or appellant, shall, upon written notice from the Township, make such further deposit or deposits as may be necessary to cover further technical review, report and/or testimony costs.

After the completion of the review of an application or appeal, by the Planning Board or the Board of Adjustment, or upon the withdrawal of an application or appeal, and after all technical review and/or testimony costs have been paid from the escrow account for such application or appeal, the applicant or appellant may request the release of the moneys remaining in the escrow account which the applicant or appellant, as applicable, is entitled to receive. See full Tech Review code §171-23 [here](#).

**TOWNSHIP OF HARDING**  
**MORRIS COUNTY, NEW JERSEY**  
**NOTICE OF PUBLIC HEARING**  
(Notice to Property Owners)

Appendix 10

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, \_\_\_\_\_, at the Harding Township Municipal building, 21 Blue Mill Road, New Vernon, New Jersey, a public hearing will be held by the:

- Planning Board at 7:00 p.m.
- Board of Adjustment at 7:30 p.m.

to consider the application of \_\_\_\_\_, whose address is \_\_\_\_\_, for the following development approvals:

- Minor Subdivision
- Minor Site Plan
- Major Subdivision       Preliminary       Final
- Major Site Plan       Preliminary       Final
- Zoning Variance(s) or exceptions as follows:

    Ordinance Section(s): \_\_\_\_\_  
    Type of Variance(s): \_\_\_\_\_  
    Extent of Variance(s): \_\_\_\_\_

- Other relief as follows: \_\_\_\_\_

The indicated approvals are requested to permit the applicant(s) to:

\_\_\_\_\_

\_\_\_\_\_

on property known as Block \_\_\_\_\_ and Lot \_\_\_\_\_ and located on \_\_\_\_\_

All other applications, including and supporting plans and other documents, are public records and may be viewed in the agenda links on the Harding Township webpage at [www.hardingnj.org](http://www.hardingnj.org) under the Board's "Meeting Documents" tab 10 days prior to the hearing date or inspected by appointment in the Office of the Secretary to the Board at the Harding Township Municipal Building, 21 Blue Mill Road between the hours of 8:30 A.M. and 3:30 P.M., Monday through Thursday and 8:30 -12 on Fridays, except legal holidays. At the public hearing, members of the public may appear concerning this application.

Name and address of applicant(s)  
(or Attorney for applicant)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWNSHIP OF HARDING  
MORRIS COUNTY, NEW JERSEY  
PLANNING BOARD/BOARD OF ADJUSTMENT**

**AFFIDAVIT OF SERVICE AND PUBLICATION**

In the Matter of the Application of

}

PROOF OF SERVICE AND  
PUBLICATION OF NOTICE

STATE OF NEW JERSEY

} SS.

COUNTY OF MORRIS

\_\_\_\_\_, being duly sworn according to law, upon his oath  
deposes and says:

1. I am the applicant, or the agent of the applicant, in a proceeding before the Planning Board/Board of Adjustment, concerning property located at \_\_\_\_\_.
2. I served a completed Notice of Public Hearing on each of the owners of property affected by the application, as shown on the attached List of Property Owners, not less than 10 days prior to the date of the hearing. I made service of said Notice either by certified mail to the last known address of the property owner(s) as shown by the most recent tax lists of Harding Township, or by personally handing a copy to the property owner(s) which has been acknowledged by date and signature and returned to the Secretary.
3. I published Notice of the Public Hearing in the \_\_\_\_\_ newspaper utilizing the form of Notice of Public Hearing provided by the Township of Harding or a substantially similar form. The Notice appeared in the aforesaid newspaper on \_\_\_\_\_, \_\_\_\_\_.

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_,  
Signature of Applicant                      Date

\_\_\_\_\_  
NOTARY





**TOWNSHIP OF HARDING**  
**HISTORIC PRESERVATION COMMISSION**  
**INFORMATION, INSTRUCTIONS AND**  
**FORM PACKET**

21 Blue Mill Road, P.O. Box 666  
New Vernon, New Jersey 07976  
(973) 267-8000 Ext. 723

Appendix 1Q

|         |  |
|---------|--|
| Page 1  | Table of Contents  |
| Page 2  | Letter of Explanation and Introduction                                     |
| Page 3  | Instructions: Ordinance Compliance   |
| Page 4  | Checklist (required)   |
| Page 5  | Advisory Review: Guidelines for Discussion with HPC                        |
| Page 6  | Demolition Hearing: Guidelines for Discussion with HPC                     |
| Page 7  | New Construction: Design Guidelines  |
| Page 8  | Department of Interior Standards for Rehabilitation of Historic Properties |
| Page 9  | Consent Forms (required)   |
| Page 10 | Demolition Notice Requirements   |
| Page 11 | Form for Exemption Request from HPC Hearing                                |

Dear Applicant:

The following forms will help us process your request when your application to construction and zoning officials involves a historic structure or if your property is located in a Historic District. The Administrative Assistant to the Historic Preservation Commission (HPC) can help you to determine if your property meets the applicable criteria and make available the information necessary to complete the form in the application package.

Your property is located in one of Harding's historic districts or was built before 1915. Therefore consideration of your application includes referral to the Historic Preservation Commission. The Historic Preservation Commission is asked to assist and advise applicants on ways of conserving, protecting, enhancing, and perpetuating the historic character of your property. Specifically, the Commission is charged with promoting historic preservation within the township. The Commission also seeks to preserve the township's rural streetscape.

In the case of demolition requests for any building built before 1945 and located within a Historic District recognized in the Harding Township Master Plan, a demolition hearing is required. The Historic Preservation Commission will review and comment on this application within 45 days. They will issue a Certificate of Appropriateness if demolition is approved. Without a Certificate of Appropriateness, demolition will be delayed up to nine months as described in the township ordinance.

In the case of other applications for building permits, the Historic Preservation Commission is given the opportunity to and comment on your application. Upon receipt of these comments or after 20 business days, whichever comes first, the building officials can issue the requested permit (assuming the rest of the application is complete).

The Commission welcomes an early review before a formal application is made. In addition, once you have made a formal application to the building department, the Commission will review your application at its next monthly meeting. You are encouraged to complete the attached HPC application package one week prior to the meeting and attend this meeting. Commission meetings are generally held in the Municipal Building at 7:30pm on the first Thursday of each month. Instructions to help you complete the package and prepare for this meeting are also attached.

Please contact the Historic Preservation Commission Secretary, at 973-267-8000 Ext. 723 or email: [landuse@hardingnj.org](mailto:landuse@hardingnj.org) concerning your availability to attend this meeting and discuss your plans for your historic property.

Sincerely,

Historic Preservation Commission

## **INSTRUCTIONS AND ORDINANCE COMPLIANCE**

### **APPEARING FOR:** Advisory Hearing or Demolition Hearing

When appearing for a hearing before the HPC, it is your responsibility to present full and complete information to the Commission. A summary of possible discussion items is included in this package. The following information will assist you in your appearance.

### **PREPARING FOR THE HEARING:**

At least seven (7) days prior to the scheduled meeting date complete and file 10 copies of the application package to the HPC Secretary.

### **AT THE MEETING:**

1. Provide two sets of pictures/photos to be reviewed with commission.
2. In specific instances, the Commission may require additional information from the applicant, such as engineering reports or results of perc tests, before rendering a decision. Following this set of instructions will speed your hearing and eliminate the need to return because of an inaccurate filing.

### **ADDITIONAL PROCEDURES RELATED TO DEMOLITION PERMISSION APPLICATIONS ONLY:**

Prior to submitting a formal application for a demolition permit, requests for informational meetings can be made to the Construction Code official who will contact the chairman of the HPC. The Commission will hold informational meetings within 30 days of such the request. The purpose of these meetings is to review the standards of appropriateness and the procedures for obtaining a certificate of appropriateness.

### **UPON APPLICATION FOR A DEMOLITION PERMIT:**

1. Notice of proposed demolition shall be posted on the premises of the building in a location that is clearly readable from the street. Notices shall be posted for the duration of the demolition process (until the building is demolished). All signs must be in compliance with Municipal Land Use ordinances.
2. Within 10 days after filing an application for a demolition permit, the applicant shall publish a notice of the proposed demolition in the official newspaper of the Township.
3. No later than 3:00 pm on the date of the scheduled meeting, deliver to the Secretary of the HPC, certification from the newspaper that the advertisement appeared in the Observer Tribune.

### **DECISIONS BY HISTORIC PRESERVATION COMMISSION:**

#### **FOR ADVISORY REVIEW:**

Within 20 business days of referral of the application to the HPC or 1 week following the meeting at which your application is reviewed, whichever is sooner, the HPC will document comments and recommendations and forward these, as, appropriate, to the applicant, construction officials, Planning Board, or Board of Adjustment. Failure to respond with 20 days shall constitute a report in favor of the applicant.

#### **FOR DEMOLITION REVIEW:**

Within 45 days of referral of the application for a demolition permit to the HPC, the Commission shall reach a decision on an application and submit its report to the Construction Code Official. This timeframe can be extended by mutual agreement of the applicant and the Commission. Failure to respond with 45 days shall constitute a report in favor of the applicant, without conditions.

After receiving a Certificate of Appropriateness or end of demolition delay, the owner shall post a sign indicating the end of the demolition delay a conspicuous spot on the site that is visible to the public during the entire demolition process. Signs must be in compliance with Municipal Land Use Ordinances.

**HARDING TOWNSHIP  
HISTORIC PRESERVATION COMMISSION CHECKLIST  
(REQUIRED)**

**ADDRESS:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_

This checklist is required for all applications to the Historic Preservation Commission review.

| <b>SUBMISSION REQUIREMENTS</b>  | <b>INCLUDED</b> | <b>N/A</b> |
|---|-----------------|------------|
| Application Forms: 10 copies of the completed checklist and consent form.   |                 |            |
| Drawings: 10 copies of available architectural drawings, sketches of the proposed building or structure and/or improvements, including all footprint dimensions, building height, and scale of the map. Include front/side elevations. (Preferred size: 11x17 or smaller)   |                 |            |
| Survey: (Preferred size 11x17 or smaller) 10 copies of an engineering site survey or plan based on a survey identifying the proposed project and containing the following items:<br>a. Location of all existing and proposed buildings and structures.<br>b. Location of the tree conservation area along the perimeter lot lines |                 |            |
| <b>OTHER DOCUMENTATION FROM THE APPLICANT</b>   |                 |            |
| Description of other existing structures on property (height, architectural style roof style, chimney placement, exterior sheathing, trim, kinds of windows, use of accessory structures, etc.).  |                 |            |
| Descriptions of building materials to be used in construction (samples/brochures demonstrating type and/or color).  |                 |            |
| Photos (current copies and archival) of the following: streetscape, adjacent properties' streetscape front façade of building, other elevations showing portions of exterior that will be affected by application, (doors, windows, porches, etc.).   |                 |            |
| Landscaping plans   |                 |            |
| <b>ADDITIONAL DOCUMENTATION-DEMOLITION ONLY</b>   |                 |            |
| Proof of noticing for demolition.   |                 |            |
| Photograph of sign placement on premises.   |                 |            |
| <b>TO BE PROVIDED BY HPC ADMINISTRATOR</b>  |                 |            |
| Historic property and historic structure documentation from Historic Properties survey and archives   |                 |            |
| Tax Map (highlighting zone district and zone boundaries of the subject property and adjoining property).  |                 |            |
| Referral form from HPC/BOA/PB administrator or Construction officials.  |                 |            |
| Aerial map of property/photographs.   |                 |            |

## ADVISORY REVIEW GUIDELINES

The following items may be discussed with the HPC during the advisory review process:

| DISCUSSION POINTS   | THINGS THAT MAY HELP WITH DISCUSSION OF THIS POINT   |
|---|--|
| Architectural style(s) of current structure(s) on property and proposed additions or changes  | Photos.<br>Plans.  |
| Ornamental style (roof, windows, doors, trim) of current structure and proposed additions/changes.  | Photos.<br>Plans.  |
| How the proposed change will encourage further and future preservation of the historic structure.   | Future plans for property.   |
| History of site and historic structures (historic or architectural significance)  | Photos.<br>Historic survey.  |
| The extent to which the current structure(s) are so old or unusual or uncommon in design, craftsmanship, or materials that it could not be reproduced or could be reproduced only with great difficulty.  | Historic Survey.<br>Information from builders and architects.  |
| How the proposed change will affect the streetscape. Things that may impact streetscape include building height, roof pitch, building mass/lot coverage, and landscape (including fencing).   | Photos.<br>Site plans (including elevations)<br>Building plans.<br>Landscape plans.                        |
| The current compatibility, nature and character of the surrounding properties.  | Master Plan.<br>Photos of surrounding properties.  |
| How the proposed change will affect the integrity of the historic property or historic District (The integrity of historic districts is dependent in part on the existence of both critical mass and contiguity of contributing historic structures). | Historic property survey.<br>Photos<br>Pictures  |
| Proposed building materials.  | Pictures or samples of materials (exterior sheathing, roof, doors, windows, trim, porches, decks, fences). |
| Why the proposed design works best for you  | Interior plans.<br>Intended use.<br>Alternatives considered and discarded.                                 |
| Environmental impact of proposed changes.   | Environmental studies.<br>DEP approvals. Environmental Commission recommendations.                         |
| Impact on proposed changes on “Shade tree corridors” and other mature landscape.  | Shade Tree Committee recommendations.  |

## DEMOLITION HEARING GUIDELINES

Criteria for review in regard to an application to demolish or move a historic building, the following shall be considered:

| CONSIDERATION   | PROOFS/RESOURCES   |
|---|--|
| Its historic, architectural, cultural and aesthetic significance.   | Historic Survey.   |
| Its current and potential use for those purposes currently permitted by the Township's Zoning Ordinance or for the use proposed.  | Master Plan.<br>Township Ordinances.   |
| Its importance to the Township and the extent to which its historical or architectural value is such that its removal would be detrimental to the integrity of the historic property or district and the public interest.   | Master Plan.<br>Historic Survey.   |
| The extent to which it is of such old, unusual or uncommon design, craftsmanship, texture or material that it could not be reproduced or could be reproduced only with great difficulty.  | Historic Survey.<br>Secretary of the Interior Standards for Preservation and rehabilitation.   |
| The extent to which its retention would increase property values, attract students, writers, historians, artists and artisans, encourage study and interest in American history, stimulate interest and study in architecture and design, educate citizens in American culture and heritage, or make the Township a more attractive and desirable place in which to live. | Information presented by experts (realtors, architects, historians, preservationists) at hearing.<br>Historic.<br>Survey.<br>Master Plan |
| The impact of its removal upon a Historic District.   | Historic Survey.<br>State/National Historic Objectives.  |
| The structural soundness and integrity of the building and the economic feasibility of restoring or rehabilitating the building so as to comply with the requirements of the applicable building codes.   | Engineering report.<br>Information presented by experts at hearing (builders, architects).   |
| If there are any compelling reasons for not retaining the building at its present site, the proximity of the proposed new location and its accessibility to residents of the Township, and the probability of significant damage to the building as a result of the relocation.   | Engineering Report.<br>Information presented by experts at hearing (builders, engineers).  |
| The compatibility, nature and character of the current and the proposed surrounding areas as they relate to the intent and purposes of this ordinance and whether the proposed new location is visually compatible in accordance with the standards set forth herein.   | Master Plan.<br>Photos.  |

## NEW CONSTRUCTION DESIGN GUIDELINES

Our Historic Districts are just that in part because of the number and contiguity of contributing structures. In this context, a new structure can easily result in a loss of visual continuity and cohesiveness. New Buildings must be designed to fit into the streetscape that frames their site. It is not suggested that all homes within a historic district have the same or similar design. By responding to the design characteristics of the existing environment, new construction can further enhance the architectural integrity and diversity of our historic districts. The following design factors should be considered:

**MASSING:** The three-dimensional form of a building and its roof shapes should be similar to those of other buildings in the area.

**SITING:** The new building should have the same relative placement on the lot as the older structures and the setback distance from the street should be equal.

**HEIGHT:** The building should be within a few feet in height of the neighboring structures. The height of the neighboring cornice lines, window heads and sills, and the first floor elevation above the ground should all be carried through.

**PROPORTION:** The building's proportions of height to width of the façade and its components should be consistent with adjacent buildings. Furthermore, the overall proportion of the building's mass must be appropriately scaled for the district. Maximizing square footage and building size within a historic context is not appropriate.

**RHYTHM:** Buildings along a streetscape create a rhythm in their placement and the location of their entries. Furthermore, each façade has a rhythm created by solid walls punctuated with windows and doors. New construction should respect the established rhythms.

**MATERIALS:** The appeal of older building is often in their use of quality materials and detailing. New construction should continue the use of established neighborhood materials, such as painted wood siding.

**SCALE:** The standard size and shape of most building elements is generally known; an existing doorway is known to be about 3 feet wide by about 7 feet tall; a typical brick is about 2½" tall by 8" long. A new building with 10-foot tall door or 8" by 16" bricks would be out of scale with other buildings. It is also important to maintain other comparable elements such as floor-to-floor heights and cornice lines.

The following also should be considered:

**PLACEMENT OF GARAGE:** Typically, the garages on our historic properties do not have garage entrances towards the front on the house and facing the street.

**USE OF ACCESSORY STRUCTURES:** Typically, our historic properties have accessory structures, such as barn, sheds, and detached garages.

**ROOF PITCH:** Typically, roof pitch is consistent with the style of the home (i.e. early colonial or colonial revival, cape, East Jersey cottage, bungalow, American foursquare, etc.) as well as compatible with the architectural context in each respective district.

**GRADING:** Typically, our historic structures were built at existing grade without "in fill".

## DEPARTMENT OF INTERIOR STANDARDS FOR REHABILITATION OF HISTORIC STRUCTURES

(US Dept. of Interior Regulations, 36 CFR 67)

A structure should be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

The historic character of the structure should be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property should be avoided.

Each structure should be recognizable as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties should be avoided.

Changes to a structure that has acquired historic significance in its own right should be retained and preserved.

Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a structure should be preserved.

Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature should match the old in design, color, texture, and where possible, materials. Replacement of missing features should be substantiated by documentary and physical evidence.

Chemical or physical treatments, if appropriate, should be undertaken using the gentlest means possible. Treatments that cause damage to historic materials should not be used.

Archeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be undertaken.

New additions, exterior alterations, or related new construction should not destroy historic materials, features, and spatial relationships that characterize the property. The new work should be differentiated from the old and be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment.

New additions and adjacent or related new construction should be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic structure and its environment would be unimpaired.



**CONSENT FORMS**

(THIS SECTION TO BE COMPLETED FOR ALL APPLICATIONS)

I/We as owners of Block \_\_\_\_\_, Lot \_\_\_\_\_ at the address of \_\_\_\_\_

Hereby grant permission of the Harding Township Historic Preservation Commission to walk upon and to inspect the property and exterior of the buildings on the property.

HOMEOWNER'S NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**STATEMENT OF OWNER IF APPLICANT IS NOT THE OWNER**

(THIS SECTION TO BE COMPLETED ONLY IF APPLICANT IS NOT THE OWNER)

I, \_\_\_\_\_, being the owner in fee of certain lot, piece or parcel of land situate, lying and being in the Township of Harding, Morris County, State of New Jersey and designated as Block \_\_\_\_\_, Lot \_\_\_\_\_, hereby acknowledge that the application of

APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

for a meeting to review the architectural and site plans with the Historic Preservation Commission regarding said property is made with my complete understanding and permission in accordance with and agreement of purchase, lease or option between the application and me. If owned by a corporation, attach a copy of a resolution authorizing application and officer signatures.

NAME OF OWNER (please print): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

## DEMOLITION NOTICING REQUIREMENTS AND INSTRUCTIONS

When an application for demolition of a building determined to be historic by Township ordinance has been filed, notice of proposed demolition (“DEMOLITION PERMIT PENDING”) must be immediately posted on the premises of the building in a location that is clearly readable from the street. The size and placement of the sign must consistent with Township Ordinances.

Applicants shall publish a notice (see below) in the official newspaper of the Township (Observer Tribune) within 10 days of an application for a demolition permit and deliver certification from the newspaper that the ad was placed, or a copy of the page on which the ad appears, to the secretary of the Historic Preservation Commission not later than 3:00 pm on or before the date of the scheduled meeting. Noticed can be faxed to the Observer Tribune at 908.766.6365 or electronically mailed to [legals@newjerseyhills.com](mailto:legals@newjerseyhills.com)

After the demolition delay is complete or when a Certificate of Appropriateness is approved, whichever comes first, a sign indicating that the demo delay is complete (DEMOLITION DELAY COMPLETE) must be posted in a location that is clearly visible and readable from the street. The sign must remain posted on the site until the demolition is complete. The size and placement of the sign must be in a location consistent with the Municipal Land Use Ordinances.

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DATE: \_\_\_\_\_

TO: Observer Tribune (Harding Township Edition)

Please publish the following notice in the Observer Tribune issued dated: \_\_\_\_\_:

### PUBLIC NOTICE

“**Please take notice** that the applicant, \_\_\_\_\_ has/have applied for a demolition permit from the Construction Official of the Township of Harding for property located at the address of \_\_\_\_\_ appearing on the official maps as Block \_\_\_\_\_, Lot \_\_\_\_\_, Harding Township, with hearing scheduled at a meeting of the Harding Township Historic Preservation Commission on the date of \_\_\_\_\_ slated to begin at 7:30 p.m. in the Kirby Municipal Building at 21 Blue Mill Road, New Vernon, New Jersey. The requested review is for exterior demolition and: (Briefly describe the new construction work to be done) \_\_\_\_\_.

Documents relating to this application are on file in the office of the Construction Official in Town Hall and may be inspected between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday”

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APPLICANT NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Kindly send affidavit of printing and your invoice to:

APPLICANT NAME: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

