



**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).

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 10 additional copies of the appropriate plans and application materials 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  
☐ Board of Adjustment  
Application Number: \_\_\_\_\_  
Date of First Submission: \_\_\_\_\_  
Adequate Application Date: \_\_\_\_\_  
Completeness Date: \_\_\_\_\_

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

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

## 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 PLANNING BOARD SUBDIVISION AND SITE PLAN CHECKLIST

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

This checklist applies to all applications for subdivision and site plan approval EXCEPT:

1. Applications to the Board of Adjustment for variances **not** involving a subdivision or site plan; appeals of decisions of the Zoning Officer; and requests for interpretation or for the direction of issuance of building permits (use Checklist B).
2. Applications to the Planning Board involving only an application for a special flood hazard development permit (use Checklist C).

Check off each item submitted and any waivers requested in connection with checklist requirements. In the case of an application for final site plan approval, the applicant shall submit all items required for preliminary site plan approval in final form.

SUBMISSION REQUIREMENTS	Minor Subd.	Minor Site Plan	Prel. Major Subd.	Prel. Site Plan	Final Major Subd.	Final Site Plan	Sub- mitted	Waiver Request
<ul style="list-style-type: none"> <li>A "dot" in the column to the right of each item indicates •</li> </ul>								
<b>A. DOCUMENT SUBMISSION</b>								
1. <u>Application Forms</u> : 20 completed copies of all required application form(s) and checklist(s). Indicate "n/a" for any item that is not applicable. If a subdivision or site plan application involves a variance, the applicant shall also file an <i>application form</i> for a variance.	•	•	•	•	•	•		
2. <u>Application and Technical Review Fees</u> : Application and technical review fees in accordance with Chapter 171 of the Harding Township Code.	•	•	•	•	•	•		
3. <u>Board of Health Approval</u> : 20 copies of the written approval by 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).	•	•	•	•	•	•		
4. <u>NJDEP Letter of Interpretation (LOI)</u> : If wetlands are present or one or more wetland indicators are present (pursuant to NJAC 7:7A-1 et seq.) on the site, submit 20 copies of the Letter of Interpretation from the NJDEP indicating the presence or absence, approved delineation, classification and transition area of such wetlands.	•	•	•	•				
5. <u>Morris County Planning Board</u> : A fully completed application to the Morris County Planning Board.	•	•	•	•	•	•		
6. <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.	•	•	•	•	•	•		
7. <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.	•	•	•	•	•	•		
8. <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.	•	•	•	•	•	•		
9. <u>Environmental Impact Statement (EIS)</u> : 20 copies of the EIS in accordance with Article XII of Chapter 105 of the Harding Township Code.			•	•				
10. <u>Stormwater Management Report and Computations</u> : Submit 20 copies of the stormwater management report and/or calculations (see items 45 and 46 in section B below).			•	•				
11. <u>Township Engineer's Certification of Improvements Completed</u> : If a subdivision and some or all improvements have been completed, submit 20 copies of a certification by the Township Engineer that all improvements that have been installed are in accordance with the approved preliminary plans.					•			

12. <u>Previous Applications:</u> If there has been a previous application to the Planning Board or Board of Adjustment involving the subject property within the last three years, submit 20 copies of an explanation as to the nature, date, and disposition of such application (please attach to application form).	●	●	●	●				
13. <u>Conservation Easements - Baseline Documentation:</u> Submit a report in accordance with this Chapter documenting the current condition of land encompassed within proposed easements including, but not limited to photographs, surveys of buildings, structures, vegetation, trails, and water bodies, and any proposed restrictions.	●	●	●	●				
14. <u>Soil Erosion and Sediment Control Plan Certification:</u> Submit 3 copies of application for projects that are subject to Article XVII (Soil Erosion and Sediment Control) of the Township Code.	●	●	●	●				
15. <u>Aerial Photos:</u> 20 paper copies and one digital copy (on CD-ROM or other acceptable electronic storage media in a projectable format) of aerial photos of subject tract on a single 11" x 17" sheet with the following information added to the air photos: a. Existing Tract Boundaries b. Proposed Lot Boundaries and Building Setback Lines c. Proposed Lot Numbers d. Proposed roadways and shared driveways e. Existing wetlands and associated transition areas f. Existing waterways, water bodies, and associated riparian buffers g. Flood hazard areas, floodways, and stream encroachment lines	●	●	●	●				
16. <u>Digital Copies of Plans:</u> Two digital copies of the submitted plans on CD-ROM or other acceptable electronic storage media in Autocadd format. For applications requiring Morris County Planning Board approval, digital submittals shall be prepared according to standards used by the Morris County Planning Board as described in Appendix G, Digital Mapping Submission Standards of the Land Development Standards of the County of Morris, New Jersey, as may be modified or amended in the future.	●	●			●	●		

#### B. PLAN SUBMISSION

1. 20 paper copies and 2 digital copies of any required site plan, subdivision plat, map, survey, sketch or drawing which shall comply with and/or contain the following:	●	●	●	●	●	●		
2. The plat or plan clearly and legibly drawn or reproduced on a sheet size either 15 x 21, 24 x 36 or 30 x 42 inches, showing the entire tract on 1 sheet, at a scale: ● If a subdivision (minor or major), not smaller than 1"=100' ● If a minor site plan, not smaller than 1" = 100' and not larger than 1" = 10' ● If a major site plan, not smaller than 1"= 50' and not larger than 1" = 10' ● Digital copies must be submitted on CD-ROM or other acceptable electronic storage media in Adobe format. Each plan sheet shall be a separate file, shall be digitized at a density of 300 dpi, and shall be suitable for posting on the Township website.	●	●	●	●	●	●		
3. The plat or plan and other maps 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.	●	●	●	●	●	●		
4. On each plan sheet, the title block containing the name of the property owner or development name, if any, 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.	●	●	●	●	●	●		
5. The scale of the map, both written and graphic.	●	●	●	●	●	●		
6. North arrow giving the reference meridian on all plan views.	●	●	●	●	●	●		
7. A space for the signatures of the Chairman and Secretary of the Board.	●	●	●	●	●	●		

8. A space for the signature of the Township Engineer.		•		•	•	•		
9. The names, addresses and telephone numbers of all applicants and owners.	•	•	•	•	•	•		
10. A list of the names and address of all property owners, municipalities (other than the township), counties (other than Morris County), and all township-registered utility and cable television companies within 200' of the property.	•	•	•	•	•	•		
11. A key map at a scale of not smaller than 1" = 1,000' showing location of the tract (with any proposed lot lines) in relation to the surrounding area within 2,000' including the location of all zoning district boundaries and historic districts designated in the Harding Township Master Plan and/or listed on the State and/or National Register.	•	•	•	•	•	•		
12. Zone district and zone boundaries of the subject property and adjoining property and all zone requirements and limitations pertinent to the subject property, indicated on the plans both in tabular form and graphically. If existing structures are to remain, include the total square footage and the building area of each structure in the zoning data table.	•	•	•	•	•	•		
13. Indicate whether the site is within (or partially within) a historic district designated in the Harding Township Master Plan, and whether the site, building(s), or district is listed on the State or National Historic Register.	•	•	•	•	•	•		
14. The location, bearings and distances of all existing and proposed lot lines to the nearest hundredth of a foot.	•	•	•	•	•	•		
15. The block and lot numbers of adjoining lots and, if a subdivision, proposed block and lot numbers approved by the Township Tax Assessor.	•	•	•	•	•	•		
16. Lot frontage of each existing and proposed lot measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
17. The total area, and the area of each existing and proposed lot, private road, or land in public right-of-way and any commonly owned contiguous property, in acres if 1 acre or over and in acres and square feet if under 1 acre, in each case accurate to nearest 0.0001 of an acre.	•	•	•	•	•	•		
18. The location of all setback lines, the building envelope, and in the R-1 and RR Zone, a 100' by 100' square located within the building envelope displaying topographic elevations based upon a field survey at each corner of the square.	•	•	•	•	•	•		
19. The location on the property and the use of all existing and proposed buildings and structures or proposed additions thereto, with distances to the nearest existing and proposed lot lines measured in feet, accurate to the nearest hundredth of a foot.	•	•	•	•	•	•		
20. An indication of any structures to be removed, demolished or relocated on the site and the proposed location of any structure to be relocated on the site.	•	•	•	•	•	•		
21. The location of existing catch basins, bridges, culverts, storm drains, waterlines, sanitary sewer lines, wells, gas lines, telephone lines, utility easements, sewage disposal systems, bridle paths, drainage easements and conservation easements (specifying land benefited and burdened by each easement) within the site and, if a preliminary major subdivision or site plan, within 200' of the tract.	•	•	•	•	•	•		
22. The location, names (if any) and dimensions of any existing or proposed public and private roads, road rights-of-way, and access easements on the property and, if a preliminary major subdivision or site plan, within 200' of the tract, specifying the ownership of each such road and the land to be benefited and burdened by each such access easement.	•	•	•	•	•	•		
23. The location of all existing driveways, shoulders, curbing, walkways, fences, walls, parking spaces, loading areas, on the site and whether any of the foregoing are to be removed.	•	•	•	•	•	•		
24. Natural features such as watercourses and rock formations on the site and within 200' thereof, except that if a minor site plan only within the proposed area of soil disturbance.	•	•	•	•	•	•		



25. Soil boundary lines and types within the property as shown by the current Morris County Soil Survey Maps.	●	●	●	●	●	●		
26. The delineation of flood hazard areas, including floodways and flood fringe areas, 100-year flood elevations, stream encroachment lines, riparian buffers, wetlands and wetland transition areas, as approved in a LOI issued by NJDEP.	●	●	●	●	●	●		
27. If a minor subdivision, contour lines at intervals of 10' within the site and within 200' thereof.	●							
28. If a minor site plan, elevation contours and spot elevations within the area of soil disturbance.		●						
29. If a major subdivision, contour lines at intervals of not more than 5' where the slope is 20% or greater, and at intervals of not more than 2' where the slope is less than 20%, within the site and within 100' thereof.			●					
30. If a site plan, contour lines at intervals of 2' where the slope is greater than 4% and at intervals of 1' where the slope is 4% or less, within the site and within 50' thereof.				●		●		
31. If in the R-1 or RR Zone and slopes of 8% or greater are present on the property, the topographic information and other requirements contained in section 105-105.	●	●	●	●		●		
32. In the R-1 and RR zones, a landscape plan for revegetating disturbed areas after construction if land disturbance is proposed in connection with driveway or utility improvements in slope areas of 25% or greater.	●	●	●	●		●		
33. The location of wooded areas within the tract and within 200' thereof, and <u>isolated</u> trees 8" or more in diameter, measured 4.5' above ground level, designating species of each isolated tree shown within the tract, except that, if a minor site plan, only within the proposed area of soil disturbance. If a major subdivision, the location of all trees 8" or more in diameter, measured 4.5' above ground level, and other specimen trees or vegetation which may be affected by the construction of proposed roads or drainage improvements.	●	●	●	●		●		
34. The location of the Tree Conservation Area along all perimeter lot lines of existing and proposed lots located in the RR, R-1, R-2, R-3 and R-4 Zones.	●	●	●	●	●	●		
35. The location of any required or proposed buffers or landscaped areas.	●	●	●	●		●		
36. A Landscape Plan including an indication of existing vegetated areas and tree preservation measures and details, and specifications for the types, quantity, size and location of all proposed vegetation specifying the scientific and common names of vegetation.	●		●	●		●		
37. A detailed grading plan showing spot elevations along building lines, at building corners, low points and high points and along curblines.						●		
38. Soil erosion and sediment control plan, if required by §105-103A.	●	●	●	●	●	●		
39. If the property is to be served by one or more new individual sewage disposal systems, the location of all soil test pits, disposal area(s) required by the Board of Health, and a certification by the NJ licensed engineer who performed the tests as to accuracy of test results and whether a septic system can be designed as may be needed for each lot in compliance with local and state requirements.	●	●	●	●	●	●		
40. Detailed plans and design of any proposed individual sewage disposal system.						●		
41. Where applicable, plans, profiles and construction details for sanitary sewer lines, showing feasible connections to existing or proposed sanitary sewer system, and all other information required by the NJDEP and any other governmental entity for sewerage facilities.			●	●		●		
42. Where applicable, plans for connections to water lines, gas, electric, cable and telephone, showing feasible connections to existing or proposed utility systems.			●	●		●		

43. Plans, profiles and cross sections of proposed roads including typical pavement sections.			●					
44. If a site plan, plans, profiles and cross sections of proposed circulation drives, parking areas and spaces and loading areas, including typical pavement sections.				●		●		
45. Plans for the control of surface drainage including profiles and cross sections of drainage lines and facilities showing feasible connections to existing or proposed drainage systems, drainage computations, and a topographic map showing drainage area boundaries and soil boundaries thereof and land use boundaries.			●	●		●		
46. Plans, profiles, cross sections, structural drawings and design calculations for proposed stormwater detention facilities showing compliance with appropriate runoff requirements.			●	●		●		
47. The elevation of all catch basins and manhole inverts and grates or rims.						●		
48. If a site plan, preliminary architectural plans for all proposed buildings and structures (including a description of the combustible nature of construction materials) showing building dimensions, floor elevations, entrance locations, rooftop mechanical equipment and preliminary finished grade contours of all proposed buildings and structures and the proposed floor areas, floor area ratio, lot coverage, and the calculations of such floor areas, floor area ratio and lot coverage, where applicable.		●		●		●		
49. Proposed features such as outdoor storage areas, outdoor mechanical equipment, solid waste and recycling areas, service areas, utility buildings and structures, and fences or walls, including all building or structure dimensions.	●	●	●	●		●		
50. If a site plan, a detailed plan for proposed exterior lighting and lighting visible from the exterior.				●		●		
51. Any sign(s) proposed to be installed on the property including details as to location, size, design, color, texture, illumination, installation and/or mounting details.		●		●		●		
52. Provisions for fire prevention and protection. This requirement shall be applicable to minor subdivisions that include one or more proposed flag lots.	●		●	●		●		
53. 3 sets of Construction Plans for major subdivisions including all improvements and plan details approved as part of the preliminary subdivision plans and including the following: a. Locations and elevations of at least 2 elevation benchmarks within the property. b. Final plans, profiles and construction details for any water lines and/or sanitary sewer and all other information required by NJDEP for any sewerage facilities. c. Final plans, profiles and construction details for the drainage system and structural details for all detention facilities. d. Final plans, profiles and cross sections of proposed road and all other proposed or required improvements, in accordance with Township Ordinances, showing proposed and existing grade lines, quantities of earthwork and typical section of roadway pavement. e. Final landscape plans.					●			
54. Bearing or deflection angles and radii, arcs and central angles of all curves in roads, driveways and property lines.					●	●		
55. If a subdivision, the location and description of existing and proposed monuments and distances between them.					●			
56. If a subdivision, a final plat drawn to the requirements of the Map Filing Law with spaces for appropriate signatures by the owner, land surveyor and required township officials.					●			
57. Detailed plans, including location and elevation of all utilities.						●		
58. A statement as to any existing protective covenants, deed restrictions, easements and rights-of-way affecting the use of the property.	●	●	●	●	●	●		

59. The size, shape, location and purpose of any required conservation easement (including the proposed location and design of required boundary markers) and of any other proposed easement or area to be used for bridle paths, common recreation facilities, conservation or to be dedicated to public use, and the nature of any use other than residential.	•	•	•	•	•	•		
60. A statement on the plat or plan providing for the sharing of the responsibility of lot owners or users for perpetual maintenance of any shared privately owned roads, driveways, parking and/or loading areas, recreation facilities, open space, sewage disposal facilities, water lines, and stormwater facilities.	•	•	•	•	•	•		
61. If a planned development: a. Gross site area, net residential site area (total and per lot), floor area ratio of gross and net residential site areas and residential density. b. Common open space for active recreation and maximum diameter of circle inscribed in open space area. c. Net habitable floor area, total floor area, number of bedrooms and bedroom sizes for each dwelling unit. d. Length of each building or other straight façade. e. The shortest building setback from the property line where a single-family dwelling exists on the adjoining lot. f. The setback of the structure from a nearby stream, if necessary to show compliance with a minimum of 50'. g. The window area and floor area of each living and sleeping room.				•		•		

**NOTE:** The Board may require the submission of a traffic engineering study prepared by a qualified traffic engineer for major subdivisions and site plans.

**Prepared by:**

**Susan C. Kimball, PP**

**Adopted: 9/4/02 (Ord. 11-02)**

**Amended: 3/19/03 (Ord. 5-03)**

**Amended: 6/4/03 (Ord. 12-03)**

**Amended: 11/3/04 (Ord. 22-04)**

**Amended: 4/16/08 (Ord. 5-08)**

**Amended: 10/21/09 (Ord. 12-09)**

**Amended: 12/16/09 (Ord. 14-09)**

**Amended: 3/29/11 (Ord. 4-11)**

Checklist A Rev 4-1-11

# LAND DEVELOPMENT REVIEW APPLICATION

*Mail To:*

MORRIS COUNTY PLANNING BOARD  
P.O. Box 900  
Morristown, NJ 07963-0900



*Office Location:*

30 Schuyler Place  
4<sup>th</sup> Floor  
Morristown, New Jersey

ALL FILINGS TO THE PLANNING BOARD SHOULD BE IN DUPLICATE WITH APPROPRIATE FILING FEE

## Section I. Submission Requirements (TWO COPIES OF ALL DOCUMENTS SHOULD BE SUBMITTED)

Submission:    ☐ New                                      ☐ Planning Board                                      ☐ Review fee enclosed  
                     ☐ Revised                                      ☐ Board of Adjustment                                      ☐ No review fee

## Section II. Project Information

Project Name: \_\_\_\_\_ Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Municipality: \_\_\_\_\_ Road Frontage Name: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

## Section III. Site Data

What is being proposed? \_\_\_\_\_  
Zone District(s) in which property is located: \_\_\_\_\_  
Present Use(s) \_\_\_\_\_ Proposed Use(s) \_\_\_\_\_  
Proposed Water Source: \_\_\_\_\_ Sewage Disposal \_\_\_\_\_

☐ Subdivision:  
    Gross Area of Subdivision Tract \_\_\_\_\_ acres ▪ Net Lot Area \_\_\_\_\_ acres ▪ Number of Lots \_\_\_\_\_

☐ Site Plan: Lot Area \_\_\_\_\_ Acres

<i>If Residential:</i>	<i>If Non-Residential</i>	
# of Dwelling Units _____	<u>New</u> Floor Area _____	Total Floor Area _____
	<u>New</u> Parking Spaces _____	Total Parking Spaces _____
	<u>New</u> Impervious Surface _____	Total Impervious Surface _____

## Section IV: Review Fees (not required for revised submissions)

Applicant hereby applies for: (check one)

Municipal Classification	Rate	Fees
<input type="checkbox"/> Subdivision: Sketch	no charge	
<input type="checkbox"/> Subdivision: Minor	\$100.00	\$ _____
<input type="checkbox"/> Subdivision: Preliminary	\$500.00 + \$25.00 per lot	\$ _____
<input type="checkbox"/> Subdivision: Final	\$100.00	\$ _____
<input type="checkbox"/> Site Plan: Multi-Family	\$500.00 + \$25.00 per dwelling unit	\$ _____
<input type="checkbox"/> Site Plan: Non-Residential	\$500.00 + \$5.00 per new parking space	\$ _____
Total enclosed (payable to "Treasurer of Morris County"). . . . .		\$ _____

Application completed by: \_\_\_\_\_ ☐ applicant / ☐ owner / ☐ attorney / ☐ engineer  
(please print)

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**MORRIS COUNTY PLANNING BOARD  
LAND DEVELOPMENT REVIEW  
APPLICATION PROCEDURES**

**SUBMISSION REQUIREMENTS:**

- Subdivision – All subdivisions must be submitted to the County Planning Board for review.  
Major Subdivisions – will be reviewed for County approval  
Minor Subdivisions – will be reviewed to determine:
1. If the project fronts along a County road; and/or
  2. If the project will affect any County drainage facilities.
- For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.
- Site Plans – Site Plans will be reviewed to determine:
1. If the project fronts along a County road; and/or
  2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)
- For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

---

**PROCEDURES:**

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

**REVISIONS:**

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

**REPORTS:**

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

---

**SUBMISSION PACKAGE:**

A complete application consists of the following:

- ☐ 1. Two (2) completed copies of the County application form (on the reverse side).
- ☐ 2. Two (2) copies of the subdivision or site plan drawings.
- ☐ 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- ☐ 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to:      Morris County Planning Board  
P.O. Box 900  
Morristown, NJ 07963-0900

Or via personal delivery or overnight to:      Morris County Planning Board  
30 Schuyler Place, 4<sup>th</sup> Floor  
Morristown, New Jersey 07960

Questions, please call:      (973) 829-8120



**TOWNSHIP OF HARDING  
HEALTH DEPARTMENT  
SUBDIVISION/SITE PLAN  
\$250.00 Fee plus \$75 each lot**

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

**Appendix 1H**

A copy of a written approval from the Harding Township Department of Health is required with all applications to the Planning Board or Board of Adjustment. This review is separate and distinct from any permits requires by the Construction Office, the Township Engineer, the Board of Adjustment, the Planning Board or others. To facilitate the approval process, please complete both sides of this form and provide a project plan as described below.

**COMPLETE BOTH SIDES OF THIS FORM**

**DATE SUBMITTED:** \_\_\_\_\_

**SITE INFORMATION:**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Property Location: \_\_\_\_\_

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

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

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

Current Occupant (if Different than owner): \_\_\_\_\_

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

Number of Existing bedrooms: \_\_\_\_\_

**PROJECT INFORMATION:**

Briefly describe the project:

Project Engineer: \_\_\_\_\_

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

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

Project Architect: \_\_\_\_\_

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

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

Project Contractor: \_\_\_\_\_

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

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

**PROJECT INFORMATION-continued**

Will there be any removal or demolition of existing buildings or structures? Yes ☐ No ☐

If yes, the following information may be required, as applicable:

**Extermination:** 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.

**Public Water Disconnect:** A letter from the public water supply indicating the disconnection of the water has been completed.

**REQUIREMENT CHECK LIST:**

Scaled plot plans, surveys, drawings and designs are required that show the following information:

**Plot plan must show:** (NOTE: 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.

**Architectural plan must show:**

<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: \_\_\_\_\_

.....  
**FOR DEPARTMENT USE ONLY**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_



**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

BOA Appendix E

**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. 726

BOA Appendix F

**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

# HARDING TOWNSHIP SUBDIVISION & SITE PLAN FEES

(Effective March 1, 2021)

§171-17 and §171-18

The fees stipulated herein are presented as such to create a user-friendly version. For complete language and detail please reference the formal adopted resolution within the Harding Township Code entitled Chapter §171-1 Fees. [Click here.](#)

Appendix 1N

APPLICATION	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
<b>Subdivision Application:</b>		
Concept Plan	\$582	\$1,000
<b>Minor Subdivision Application:</b>		
Lot line adjustment	\$582	\$1,500
Any other minor subdivision	\$3,475 per lot	\$3,000
Extension of a minor subdivision	\$582	N/A
<b>Major Subdivision:</b>		
Preliminary	\$3,475 per lot	\$4,000
Final (filed simultaneously with preliminary)	No fee	
Final (filed separately, per lot)	\$1,185	50% of the initial deposit for preliminary
<b>Application for a Variance in conjunction with any Subdivision of Land:</b>		
Minimum	\$1,176	\$1,000
Per variance per lot	\$594	\$1,000
*No fee for any lawful preexisting condition		
Amended application	½ of the original application fee if within 3 years of approval; thereafter, 100% of the original fee	50% of the initial deposit
Extension of preliminary or final major subdivision approval	\$1,161	50% of the initial deposit
<b>Site Plan Application:</b>		
Concept Plan	\$582	\$1,000
Minor site plan application	\$873	\$3,000
<b>Major Site Plan Application:</b>		
Preliminary Residential	\$10,080 plus \$504 per unit	\$3,000
Nonresidential	\$10,080 plus \$504 per 1,000 sq. ft. or per 10,000 sq. ft. of other impervious coverage	\$3,000
Final (filed simultaneously with preliminary)	No fee	
Major site plan, final (filed separately)	\$2,318	50% of the initial deposit for preliminary site plan
Amended application	½ of the original application fee	50% of the initial deposit
Extension of preliminary or final approval	\$1,161	N/A
Special meeting (Planning Board or Board of Adjustment) if requested by or with consent of applicant	\$1,740	N/A



**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

BOA Appendix 1H

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

Give Form to the  
requester. Do not  
send to the IRS.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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.

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

Social security number									
				-			-		
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

Sign  
Here

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).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**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

AFIDAVIT.DOC

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

Appendix 1O

**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 "Meeting Documents" tab or inspected 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 Friday, 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  
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 (CHECK ONE):

☐ ADVISORY HEARING

☐ 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: a. Location of all existing and proposed buildings and structures. 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. Plans.
Ornamental style (roof, windows, doors, trim) of current structure and proposed additions/changes.	Photos. 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. 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. 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. Site plans (including elevations) Building plans. Landscape plans.
The current compatibility, nature and character of the surrounding properties.	Master Plan. 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. Photos 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. Intended use. Alternatives considered and discarded.
Environmental impact of proposed changes.	Environmental studies. 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. 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. 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. 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. Historic. Survey. Master Plan
The impact of its removal upon a Historic District.	Historic Survey. 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. 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. 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. 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: \_\_\_\_\_

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### 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: \_\_\_\_\_



## EXEMPTION REQUEST FORM

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

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

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

The Harding Township Historic Preservation Commission will confirm to the applicant that an application is exempt from a hearing within seven (7) days of being referred to the Historic Preservation Commission “Monitor of the Month” by the building or township officials.

### RATIONALE FOR EXEMPTION FROM AN ADVISORY HEARING (check all that apply):

- ☐ Changes to the interior of a building.
- ☐ Changes to the exterior of a building which constitute maintenance and repair of the building.
- ☐ Demolition of a building pursuant to the Township’s power or condemnation or by order Of the Township Construction Code Official for reason of health and safety.
- ☐ Changes to the exterior of structures that are not designate as historic structures or are not in historic districts and cannot be seen from a public street.
- ☐ Historic Preservation Commission has already reviewed current and final plans in conjunction with Planning Board or Board of Adjustment hearings and has documented recommendations to applicant

### RATIONAL FOR EXEMPTION FROM A DEMOLITION DELAY HEARING (check all that apply):

- ☐ Changes to the exterior of a building which constitute maintenance and repair of the building.
- ☐ Demolition of a building pursuant to the Township’s power or condemnation or by order Of the Township Construction Code Official for reason of health and safety.
- ☐ Buildings constructed after 1945.
- ☐ Other (describe): \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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REFERRED BY: ☐ CONSTRUCTION OFFICIAL ☐ ZONING OFFICER

OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STATUS: ☐ CONFIRMED ☐ DENIED BY: \_\_\_\_\_

FOR HPC DATE: \_\_\_\_\_