

WEST CALDWELL PLANNING BOARD APPLICATION INSTRUCTIONS

The Land Use Procedures Ordinance of the Township of West Caldwell (Subsection 18A-9.1) requires approval by resolution of the Planning Board of:

- subdivision plats as a condition for the filing of such plats with the county recording officer, and
- site plans as a condition for the issuance of a permit for the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure, and any use or change in the use of any building or other structure, or land or extension of use of land (except that detached one or two dwelling-unit buildings shall be exempt from such site plan review and approval).

Applications to the Planning Board must be submitted on Application Form PB-14.2, together with all required fees and copies of plans/plats and documents, as well as electronic media (compact disc with the plan on AutoCAD format).

An "Applicant" is defined by statute as the owner or owners of any land pertaining to the Application in question, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land. All Application Forms must either be signed by an Applicant(s), as defined, or be accompanied by an Applicant's written concurrence with, and authorization of, the Application.

A Checklist of required details and information has been enclosed with this form. Applicants are urged to review each item on the Checklist. Failure to do so may result in delays for the Applicant.

Subdivision plats and site plans are normally forwarded by the Planning Board to a number of Township agencies for review and comment. Applicants must therefore submit the number of copies of all plans/plats and related documents as specified in the attached Checklist.

If an Application pertains to existing, approved site plans which are not to be changed in any way, resubmission of such site plans may be waived by the Board.

All Applications, plans, specifications and other related materials shall be submitted to the Clerk at least seven (7) working days prior to the Conference Meeting at which the Application is first scheduled to be considered.

These instructions have been prepared to facilitate orderly processing of Applications. They are not intended to represent inclusive requirements, nor do they supersede or modify any provisions of existing laws or ordinances.

NOTE: ALL PLANS MUST BE FOLDED TO 8 ½ X 11 INCHES

TWENTY (20) COPIES OF ALL SUBMITTAL COPIES ARE REQUIRED.