

BRIDGEWATER TOWNSHIP
SOMERSET COUNTY, NEW JERSEY

FORM # 3E

APPEAL OR VARIANCE APPLICATION ONLY
(NO SITE PLANS OR SUBDIVISIONS)

Board File Name: _____

Application #: _____ Date Received: _____

=====

(Do not write above this line)

Check type of application:

- _____ Appeal Zoning Officer's Decision _____ Interpretation _____ Other
- _____ C- Variance (Bulk Variance) _____ D-variance
- _____ Simple Variance Application (see attached qualifications)

1. Applicant's name _____

Address _____

Phone #: _____ Fax: _____ Email: _____

2. Name and address of present owner if other than above _____

Address _____

Email: _____ Phone#: _____ Fax: _____

3. Attorney's name _____

Address _____

Email: _____ Phone: _____ Fax: _____

4. Plan Preparer/Engineer's name _____

Address _____

License No. _____ Email: _____

Phone # _____ Fax: _____

5. The Property

a) BLOCK _____ LOT(s) _____

b) Street Address _____

c) Zone in which property is presently located _____

d) Is public water available to property? _____

- e) Is public water proposed _____
- f) Is public sanitary sewer available to property? _____
- g) Is public sanitary sewer proposed _____
- h) Does the owner or applicant own any contiguous property? _____
 If so identify Block(s) _____; Lot(s) _____;
 Area _____ s.f.

6. Set forth the sections of the Land Use Ordinance from which relief is requested:

SECTION	PERMITTED	PROPOSED
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7. Has there been any previous appeal, request, or application to this or any other Township Boards regarding this property?

YES _____ NO _____

If YES, attached copy of resolution, letter of response and state the nature, date and disposition of said matter:

8. Fees submitted: Application fee: \$ _____ Escrow: \$ _____

9. If the application does not involve the use of the property or the expansion of a non-conforming use, set forth the exceptional conditions of the property preventing applicant from complying with Land Use Ordinance:

(Use separate sheet)

10. If the application involves the use of the property or the expansion of a non-conforming use, set forth the reason why the variance requested should be granted

(Use separate sheet)

11. Set forth the facts relied upon to demonstrate that the relief requested can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and Land Use Ordinance

(Use separate sheet)

12. Present use of existing buildings and premises:

13. Proposed use: _____

(Applicant's Signature)

(Date)

SIMPLE VARIANCE (126-35F):

If the application involves nothing more than the erection of a fence or shed on the property of a single- or two-family residence, construction of a swimming pool accessory to a single- or two-family residence, or construction of an addition to or an alteration of a single- or two-family residence not to exceed a total of 500 square feet.

Checklist requirements are abbreviated for simple variance applications:

-The applicant may use a certified land survey for providing necessary data, but all adjustments made to the survey must be in different color than the survey

-Items in the above checklist which may be excluded: 24, 25, 26

NOTICE REQUIREMENTS:

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS
5. Affidavit of publication from the newspaper in which the notice was published.

FORM # 1

**BRIDGEWATER TOWNSHIP
CONSENT BY OWNER**

I, _____, am the owner of the property known as Block (s) _____, Lot (s) _____ as shown on the Tax Map of Bridgewater Township. I am aware of the application that is to be filed with the Planning Board or Zoning Board of Adjustment in Bridgewater Township and I consent to said application. I permit the Board, its staff or other designated officials to enter onto the property which is the subject of this application and review existing and proposed site and development elements.

I further understand that there are fees that must be paid in accordance with said application. In the event that the applicant does not pay all of the appropriate fees including application and escrow fees as required for this application, I consent to have any unpaid balance placed as an added assessment against my property to be collected by the Tax Collector's office in due course.

(This form must be signed and notarized, even if the applicant is the owner)

Signature of Owner

Date: _____

Sworn to and subscribed before me
this _____ day of _____ 200__.

Notary Public

FORM # 2

**DISCLOSURE STATEMENT FOR CORPORATIONS AND PARTNERSHIPS
APPLYING FOR SITE PLAN AND SUBDIVISION APPROVAL**

CORPORATIONS:

Please indicate the following with respect to the Corporation:

NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

REGISTERED AGENT: NAME _____

ADDRESS _____

STATE OF INCORPORATION _____

If other than New Jersey, is Corporation authorized to do business in New Jersey? _____

If so, when was authorization obtained? _____

List all stockholders controlling 10% or greater of stock: _____

PARTNERSHIPS:

Please indicate the following with respect to the partnership:

TRADE NAME _____

ADDRESS OF PRINCIPAL OFFICE _____

NAMES AND ADDRESSES OF PARTNERS _____

VARIANCE AND DESIGN WAIVER REPORT

FORM # 4

(SUBMIT WITH ALL APPLICATIONS)

APPLICANT NAME _____ DATE _____

ADDRESS _____

PHONE #: _____ FAX #: _____

LOT(S) _____ BLOCK(S) _____

CURRENT ZONING DISTRICT _____

TOTAL SQUARE FEET OF ALL STRUCTURES _____ s.f.

	Ordinance Requirement	Existing	Propose	Variance Y or N
Improved Lot Coverage (all improvements)	_____ %	_____ %	_____ %	_____
Floor Area Ratio (F.A.R.)	_____	_____	_____	_____
Lot Area	_____	_____	_____	_____
Lot Width	_____	_____	_____	_____
Side Yard (one)	_____	_____	_____	_____
Side Yard (total of both)	_____	_____	_____	_____
Front Yard	_____	_____	_____	_____
Rear Yard	_____	_____	_____	_____
Building height and number of stories	_____	_____	_____	_____
Parking	_____	_____	_____	_____
ACCESSORY STRUCTURES				
Side yard	_____	_____	_____	_____
Rear yard	_____	_____	_____	_____
LIST OTHER VARIANCES (type)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
LIST ALL DESIGN WAIVERS	_____	_____	_____	_____

RECOMMENDATION:

Attach letters and other supporting documentation that applicant attempted to purchase adjacent land to make lot conforming.

Provide evidence that Variance will not be detrimental to the neighborhood and adjacent residences such as documentation that variance conforms to existing conditions in the area

BRIDGEWATER FEE SCHEDULE - SUBDIVISION

	Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Subtotal
CONCEPT SKETCH				
<input type="checkbox"/> A Five Lots or More	\$100.00	\$ _____	\$3,000.00	\$ _____
<input type="checkbox"/> B Less than Five Lots	\$100.00	\$ _____	\$1,500.00	\$ _____
MINOR SUBDIVISION				
<input type="checkbox"/> A Minor Subdivision	\$125.00	\$ _____	\$3,000.00	\$ _____
<input type="checkbox"/> B Lot Line Adjustment (No Variances)	\$50.00	\$ _____	\$1,000.00	\$ _____
<input type="checkbox"/> PRELIMINARY MAJOR SUBDIVISION	\$110/ Lot	\$ _____	\$5000 + \$500/ Lot	\$ _____
<input type="checkbox"/> FINAL MAJOR SUBDIVISION	\$55/ Lot	\$ _____	\$5000 + \$500/ Lot	\$ _____
VARIANCES - EACH variance shall be computed.				
<input type="checkbox"/> A Appeals (NJSA 40:55D-70a)	\$100.00	X _____	\$1,500.00	X _____
<input type="checkbox"/> B Interpretation (NJSA 40:55D-70b)	\$100.00	X _____	\$1,500.00	X _____
<input type="checkbox"/> C Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	X _____	\$3,000.00	X _____
<input type="checkbox"/> D Use (NJSA 40:55D-70d)	\$250.00	X _____	\$3,000.00	X _____
<input type="checkbox"/> E Permit (40:55D-34&35)	\$100.00	X _____	\$1,000.00	X _____
<input type="checkbox"/> AMENDED SUBDIVISION PLAN OR EXTENSION OF APPROVAL	50% of initial Fee	\$ _____	50% of initial Escrow	\$ _____
	Total for Application Fee	\$ _____	Total Escrow	\$ _____

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

BRIDGEWATER FEE SCHEDULE - SITE PLAN

	Application Charge	Application Fee Subtotal	Escrow Fee	Escrow Fee Subtotal
SITE PLAN - CONCEPT				
<input type="checkbox"/> A Minor Plan	\$100.00	\$ _____	\$1,000.00	\$ _____
<input type="checkbox"/> B Major Plan	\$100.00	\$ _____	\$1,000.00	\$ _____
<input type="checkbox"/> C Multifamily site	\$100/ acre + 10/ Unit (Minimum Deposit = \$500)	\$ _____	\$250/ acre + \$50/ Unit (Minimum Deposit = \$1500.00)	\$ _____
<input type="checkbox"/> D Site Plan Waiver	\$25.00	\$ _____	\$500.00	\$ _____
MINOR SITE PLAN				
<input type="checkbox"/>	\$250.00	\$ _____	\$2,500.00	\$ _____
PRELIMINARY SITE PLAN - NON-RESIDENTIAL (A+B+C)				
<input type="checkbox"/> A Basic Fee, PLUS B+C	\$250.00	\$ _____	\$5,000.00	\$ _____
<input type="checkbox"/> B For All Structures: + C The first 5000 s.f. Remaining over 5000 s.f	\$500.00 plus \$0.06/ s.f plus	\$ _____ \$ _____	\$ 2000 plus \$0.20 s.f plus	\$ _____ \$ _____
<input type="checkbox"/> C Acreage of lot (or part thereof)	\$100/ acre	\$ _____	\$50/acre	\$ _____
FINAL SITE PLAN - NON-RESIDENTIAL (A+B+C)				
<input type="checkbox"/> A Basic Fee, plus B plus C	\$250.00	\$ _____	\$5,000.00	\$ _____
<input type="checkbox"/> B For All Structures: + C The first 5000 s.f. Remaining over 5000 s.f.	\$500 plus \$0.06 s.f. plus	\$ _____ \$ _____	\$2000.00 plus \$0.20 s.f. plus	\$ _____ \$ _____
<input type="checkbox"/> C Acreage of lot (or part thereof)	\$100/ acre	\$ _____	\$50/ acre	\$ _____
PRELIMINARY SITE PLAN - RESIDENTIAL (A+B)				
<input type="checkbox"/> A Basic Fee, PLUS B	\$125.00	\$ _____	\$5000.00 plus	\$ _____
<input type="checkbox"/> B Building Site Plan	\$50.00	\$ _____	\$500/ unit	\$ _____
FINAL SITE PLAN- RESIDENTIAL (A+B)				
<input type="checkbox"/> A Basic Fee, plus B	\$250, plus	\$ _____	\$5000.00 plus	\$ _____
<input type="checkbox"/> B Building Site Plan	\$50/ unit	\$ _____	\$500/ unit	\$ _____

CONTINUE CALCULATIONS ON PAGE 2 OF 2

BRIDGEWATER FEE SCHEDULE - SITE PLAN

VARIANCES - Each variance shall be computed.

	Application Charge		Application Fee	Subtotal	Escrow Fee	Subtotal
<input type="checkbox"/> A	Appeals (NJSA 40:55D-70a)	X	\$		\$1,500.00	\$
<input type="checkbox"/> B	Interpretation (NJSA 40:55D-70b)	X	\$		\$1,500.00	\$
<input type="checkbox"/> C	Hardship/Bulk (NJSA 40:55D-70c)	X	\$		\$3,000.00	\$
<input type="checkbox"/> D	Use (NJSA 40:55D-70d)	X	\$		\$3,000.00	\$
<input type="checkbox"/> E	Permit (40:55D-34&35)	X	\$		\$1,000.00	\$

AMENDED SITE PLAN
OR EXTENSION OF APPROVAL

50% of initial Fee \$ _____
50% of initial Escrow \$ _____

Total Application Fee \$ _____ **Total Escrow** \$ _____

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

BRIDGEWATER FEE SCHEDULE - VARIANCE, APPEALS, CONDITIONAL USE

VARIANCES - Each variance shall be computed.

	Application Charge	Application Fee	Application Subtotal	Escrow Fee	Escrow Subtotal
<input type="checkbox"/>	A Appeals (NJSA 40:55D-70a)	\$100.00	\$	\$1,500.00	\$
<input type="checkbox"/>	B Interpretation (NJSA 40:55D-70b)	\$100.00	\$	\$1,500.00	\$
<input type="checkbox"/>	C Hardship/Bulk (NJSA 40:55D-70c)	\$250.00	\$	\$3,000.00	\$
<input type="checkbox"/>	D Use (NJSA 40:55D-70d)	\$250.00	\$	\$3,000.00	\$
<input type="checkbox"/>	E Permit (40:55D-34&35)	\$100.00	\$	\$1,000.00	\$
<input type="checkbox"/>	F SIMPLE VARIANCE	\$75.00	\$	\$350.00	\$

Single & Two-Family Residences ONLY:

Addition/Alteration not to exceed 500 square feet:

For buildings, fence, shed, swimming pool and deck.

APPEAL TO TOWNSHIP COUNCIL \$250.00 \$ None

CONDITIONAL USE

Determine whether to authorize
a Conditional use shall be made
by the Planning Board

\$350.00 \$ \$1,500.00

Total for Application Fee \$ Total Escrow \$

Payment is to be made in TWO checks. One check is to be identified as the APPLICATION FEE and the second check is to be identified as ESCROW ACCOUNT (must attach completed W-9 form)

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as reported on your income tax return)		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	City, state, and ZIP code		
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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
or								
Employer identification number								

Note. If the account is in more than one name, see the chart on page 4 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. person (including a U.S. resident alien).

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 on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

REQUEST FOR 200' RADIUS LIST OF CERTIFIED PROPERTY OWNERS

(APPLICANT TO SUBMIT COMPLETED FORM WITH FEE TO THE TAX ASSESSOR)

DATE _____ BLOCK(S) _____ LOT(S) _____

PROPERTY LOCATION _____

APPLICANT _____

PLEASE MAIL TO _____

TELEPHONE # _____

PAID CHECK # _____ CASH \$ _____

Tax Assessor's Note: The Charge for this list is \$10.00 for forty (40) or less properties printed. Each property in excess of forty (40) names has an additional .25-cent charge. In addition, as per Section 94 of the Code of Bridgewater Township, the Township may charge an additional \$35.00 per hour for the cost of preparing a list of certified property owners.

Mail or deliver this request to:

**Tax Assessor's Office
Bridgewater, Township
100 Commons Way
Bridgewater, NJ 08807**

SAMPLE FORM OF NOTICE OF PUBLICATION TO BE PUBLISHED IN THE OFFICIAL NEWSPAPER OF THE TOWNSHIP (Courier News) AT LEAST 10-DAYS PRIOR TO THE HEARING DATE

BRIDGEWATER TOWNSHIP
NOTICE OF HEARING

TAKE NOTICE, that on _____ (date of public hearing) at _____ (time) P.M. a public hearing will be held before the Bridgewater Township _____ (Planning or Zoning) Board at the Bridgewater Municipal Courtroom, 100 Commons Way, Bridgewater, New Jersey to consider the application of _____ applicant's name) for the following:

1. (List type of variance, what is required in the zone and what is proposed for each variance requested including the lot-line adjustment or minor subdivision)

Including any other variances the Board may deem necessary.

So as to permit (example: construction of ; installation of ; creation of one new developable lot) on the premises located at _____ (address) and designated as Block _____ (#) Lot _____ (#) on the Bridgewater Township Tax Map.

The application and supporting documents are on file with the Secretary of the Bridgewater Township Board and may be inspected at the Bridgewater Township Municipal Complex at 100 Commons Way in the Planning Department, during regular business hours Monday through Friday, 9:00 am to 5:00 pm.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Board.

(Name of Applicant)

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY

COUNTY OF _____

I _____ of full age, being dully sworn according to law, upon oath deposes and says that on _____, at least 10 days prior to the hearing date, I did deposit in the United States mail via certified mail, with postage prepaid thereon a copy of the annexed Notice of Hearing. Copies of the certified receipts are also attached hereto. Said notice was sent to all shown on the list annexed hereto which list is a list of owners of property within 200 feet of the effected property which were served as well as any public utilities which have registered with the Township of Bridgewater. The signature of any owner served personally appears alongside their name. Also attached hereto is a certified list of property owners and public utilities prepared by the Tax Assessor of the Township of Bridgewater.

In addition to those shown on the list, notices were served upon (Check if applicable)

1. Clerk of adjoining municipalities
2. Somerset County Planning Board
3. The Department of Transportation

Sworn to and subscribed before me on _____.

(mm/dd/yyyy)

Notary Public

NOTICE REQUIREMENTS:

If required, the following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.
3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS only.
5. Affidavit of publication from the newspaper in which the notice was published.

PROCEDURE FOR FILING APPLICATIONS

TOWNSHIP OF BRIDGEWATER

All applications shall be made upon the forms supplied by the Board, which may be obtained in the Planning Department or downloaded from our website at www.bridgewaternj.gov. In order for an application to be brought before the Board, all of the items on the checklist must be submitted. This will assure a complete application.

(Note: Tax Maps and Topographic Maps are available in the Engineering Department for a nominal fee)

If the application involves a request/application for a Subdivision or Site Plan approval you must submit additional full application packets to Somerville Borough and Raritan Borough and provide proof of distribution/ mailing.

If the application involves a request/application for a Subdivision or Site Plan approval, submission of a Somerset County Planning Board Application (attached) to the County is required. The County Planning Board can be contacted at (908) 231-7021 should you have any questions regarding their Application requirements.

Action on completeness of an application must be taken within 45 days from date of filing. During this period, notice will be given as to any incomplete items. An application will not be listed for hearing until it is deemed complete. After an application is deemed complete, a hearing date will be scheduled at a date which is convenient to the Board. The applicant will need to submit 24 sets of the application and plans within 5-days of receiving the completeness letter. All sets must be collated in order to further process. If sets are not received within 5-days of the completeness letter, the application hearing may be rescheduled.

Prior to the hearing, notice requirements must be met. If these requirements are not properly met, the application cannot be heard. Do not notice for a public hearing until you are advised of the date that has been assigned to your case. To comply, the following is required;

1. NOTICE TO INTERESTED PARTIES

- a) A copy of the notice must be sent by certified mail at least ten (10) days prior to the date of the hearing (not including the hearing date) to the following:
 - All property owners within 200 feet.(You can obtain this list from the Tax Assessor) If the property is within 200 feet of an adjoining municipality, then a list of property owners within that municipality that are within 200 feet of

the subject property must be obtained and notice given. In such case, notice must also be given to the municipal clerk of the adjoining municipality and the Somerset County Planning Board. (If the adjoining municipality is in another county then notice to that County's Planning Board must be given)

- If the property is on a county road, then to the Somerset County Planning Board.
- If the property is adjacent to a state highway, then to the Commissioner of Transportation.
- If the application for development involves property exceeding 150 acres or 500 dwelling units, then to the Director of the Division of State and Regional Planning in the Department of Community Affairs. In this instance, the notice shall include a copy of all maps or documents required to be on file with the Clerk of the Board of Adjustment.
- Notice must be given to any public utility which has registered with the municipality. The names of such public utilities may be obtained from the Tax Assessor.

b) In addition to certified mail, there is another option:

Required Notice may also be given by personal service. Personal service can only be accomplished if the notice is handed to the property owner. Placing the notice in the mailbox is not proper. Signatures of the property owners on the certified list and date received is required if hand delivered.

2. Notice must also be published in the official newspaper of the Township.

The official newspaper is the Courier News. The Courier News should be contacted well in advance to insure timely publication at least ten days before the date of the public hearing

3. Notice must be published at least ten days prior to the hearing (not including hearing date).

The following proof of satisfying the notice requirements must be filed with the Land Use Administrator in the Planning Department a minimum of 48-hours prior to the hearing date:

1. Affidavit of Service.
2. Copy of the notice served.

3. Certified list of property owners within 200 feet and others served with manner of service
4. Certified Mail receipts stamped by the USPS.
5. Affidavit of publication from the newspaper in which the notice was published.

The Bridgewater Township Code Book is available on our website:

www.bridgewaternj.gov

All applications must include:

Form #1 Owner consent form - signed on Township form

Form #2 Disclosure Statement (if applicable)

Form #3 Fully executed application and checklist for the following, as applicable;

A. Minor Subdivision (with or without variances) **OR;**

B. Preliminary major Subdivision **OR;**

C. Final major Subdivision **OR;**

D. Site Plan **OR;**

E. Appeal or variance only(not involving Subdivision or Site Plan)

F. Request for an Amendment of Prior Approval

G. Request for an Extension of Time for Prior Approval

H. Site Plan (Solar/ Photovoltaic)

I. Site Plan (Wind Energy)

Form #4 Variance and design waiver report

SIGNATURE BLOCK: The signature block on all plans must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans. **Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.**

PLANNING BOARD (names/titles for signature block):

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, Joanne Kane
3. Board Secretary, Scarlett Doyle, PP

ZONING BOARD (names/titles for signature block):

1. Board Engineer, Robert C. Bogart, PE
2. Board Chairperson, William Vornehm
3. Board Secretary, Lee Schapiro

COMPLIANCE REPORT

Before signing a preliminary plat, deeds or scheduling of a preconstruction meeting, THREE (3) copies of a COMPLIANCE REPORT in a three-ring leaf binder shall be submitted to the Planning Board which will demonstrate that all requirements of municipal approvals, county approvals and State Regulations are satisfied.

The Compliance Report shall contain the following sections and information.

Section 1 Copy of Resolution adopted by the Board

Section 2 Using the numbering format of the Resolution, respond to each condition: Provide documents, certificates, letters and identification of plan sheet numbers for each plan revision required in the Resolution. (Documents must be numbered to correspond to the number of the condition found in the Resolution)

Section 3 Provide a copy of the following documents in the Compliance Report binders. **If an item does not apply to your application, indicate not applicable (n/a) and why,** in order to ensure you address each item requested:

- a) Engineer's Cost Estimate (signed and sealed)
- b) NJDOT Permits
- c) Road Opening Permit and Driveway Access Permit
- d) Approval from the Soil Conservation District (approval/no interest letter required)
- e) NJDEP permit for wetlands Permit
- f) NJDEP Stream Encroachment Permit
- g) NJDEP General Permits
- h) Other NJDEP permits, as required
- i) Approval from the Sewage Authority/TWA Permit (approval/no interest letter required)
- j) Approval of Sewer Coordinator (located in Engineering Department)
- k) Somerset County Planning Board Approval (approval/no interest letter required)
- l) Board of Health Approval (Confirming full compliance of plans with the Resolution)
- m) Fire Official and Local Fire Chief Approvals (Confirming full compliance of plans with the Resolution)
- n) Deed(s) & deed descriptions, easements descriptions - conforming to the Map Filing Law – (if applicable)
- o) Township Attorney & Board Attorney approval as to form of deed(s), include copy of deed(s) – (if applicable)
- p) Will-serve letters from the water company and gas company (approval/no interest letter required)
- q) Letter from the Finance Department confirming escrow balance is current (required w/each submission)

Section 4 Three (3) full sets of plans accompanying the Report binders (one for each Report). The signature block must be located directly above the title block in the lower right hand corner of the plans. Plans are considered folded correctly when the title block and signature block are visible without opening the plans.
Full name and title of the chairman, secretary and engineer must be lettered on the plan immediately below the signature line.

Processing Procedure

The Compliance Reports are to be submitted to the Planning Department, which will then be directed to the Engineer and Planner. Documents that require additional approvals, (such as the Township Attorney or Fire Safety) must be sent by the applicant directly to the appropriate agencies (contact list attached). When the professionals are satisfied that all conditions have been met, they will so advise the Planning Department. A Developer's Agreement may be required, which will be determined by the Township Engineer. The Planning Department will advise the Engineer, Board Chairperson, Board Secretary and Applicant that the plans are ready for signature. After the plans are signed, the Planning Department will distribute the signed plans and other documents as follows:

- 2 sets to the Engineering Department
- 2 sets to the Planning Department
- 1 set to the Tax Assessor
- 3 sets to the Zoning Officer with one (1) copy of approved Resolution
(Zoning provides two (2) sets to the Construction Department with approved Resolution)
- 1 set to the Applicant

NOTE: If the Engineer or Planner finds that the Compliance Report is deficient, the Compliance Report will be returned for updating. UPON RECEIPT OF THE SIGNED SETS OF PLANS, EXECUTED PERFORMANCE BOND, AND EXECUTED DEVELOPER'S AGREEMENT; THE APPLICANT MAY ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEERING DEPT.

Prepared by: _____ Tel: _____ Fax: _____ Email: _____

BRIDGEWATER TOWNSHIP – ATTORNEY:

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908-526-0707

Somerset County Planning Board

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PO Box 3000
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BRIDGEWATER TOWNSHIP –ENGINEERING

DEPARTMENT:

Robert Reich, P.E Sewer Utility Engineer
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5507

Somerset – Union Conservation District

Somerset County 4-H Center
308 Milltown Road
Bridgewater, NJ 08807
908-526-2701

Sewer

Somerset-Raritan Valley Sewerage Authority
Polhemus Lane
PO Box 6400
Bridgewater, NJ 08807
732-469-0593

BRIDGEWATER TOWNSHIP – MUNICIPAL CLERK:

Linda Doyle, RMC
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5025
bwtclerk@bridgewaternj.gov

Water Company

New Jersey American Water
1341 North Avenue
Plainfield, NJ 07062
908-791-3477 (Developer Services)
www.njawater.com

BRIDGEWATER TOWNSHIP – FIRE SAFETY:

Phillip J. Langon, Fire Official
Bridgewater Township
100 Commons Way
Bridgewater, NJ 08807
908-725-6300 ext 5555
fireofficial@bridgewaternj.gov

Gas/Electric Company

PSE&G
472 Weston Canal Road
Somerset, NJ 08873
800-782-0067

BRIDGEWATER TOWNSHIP – DEPT. OF HEALTH:

Chris Poulsen, Director of Human Services
Bridgewater Township
100 Commons Way
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ZONING BOARD OF ADJUSTMENT ATTORNEY:

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Middlesex, NJ 08846
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PLANNING BOARD (names/titles for signature block):

Board Engineer, Robert C. Bogart, PE
Board Chairperson, Joanne Kane
Board Secretary, Scarlett Doyle, PP

ZONING BOARD (names/titles for signature block):

Board Engineer, Robert C. Bogart, PE
Board Chairperson, William Vornehm
Board Secretary, Lee Schapiro

MISC. CONTACTS: