

Greenwich Township Planning Board

Instructions to Applicants

1. These instructions are intended only as a guide for the applicant in their submission of a complete development application. They are not intended as a substitute for the appropriate development ordinances of the Township of Greenwich and the laws of the State of New Jersey governing development. In the event that these guidelines are deficient or conflict with any of the Township development ordinances or the applicable statutes, such ordinances or statutes shall govern.
2. **Copies of the Greenwich Township Code** governing the development of land in the Township of Greenwich are available from Kimberly Viscomi, Greenwich Township Clerk, Greenwich Township Municipal Building, 321 Greenwich Street, Stewartsville, New Jersey 08886, 908/859-0909 Ext. 10. A fee to cover costs may be charged.

The Code can be viewed on-line at the following web address:

<http://www.greenwichtownship.org/pages/resources.html>

Click on the link in the section titled Township Code.

3. **Regular meetings** of the Greenwich Township Planning Board are normally held on the second Wednesday of each month at 7:30 p.m. at the Greenwich Municipal Building, 321 Greenwich Street, Stewartsville, NJ 08886, unless otherwise so designated by the Board.
4. A hearing must be held on all applications to the Greenwich Township Planning Board. Notice is required by law prior to certain hearings, which include all cases involving preliminary major subdivision, conditional uses, bulk variances and the exercising of other auxiliary powers granted to the Planning Board.

If the applicant is unsure as to whether notice is required on a particular application, the applicant should consult an attorney.
5. All applications for site plan or subdivision approval must be submitted to the Township Clerk or Planning Board Secretary at least 21 days in advance of the Planning Board meeting. Applications submitted after that time will be heard not sooner than the following month.
 - A) Applicants wishing to make application for **preliminary and/or final site plan** approval shall follow the requirements contained in Chapter 137 of the Greenwich Township Code.

B) Applicants wishing to make application for **subdivision** shall follow the requirements contained in Chapter 148 of the Greenwich Township Code.

6. Complete applications must be submitted with the following:

- a) Corresponding letter with a detailed description of the submitted material.
- b) Requisite number of copies of application forms and completed checklist(s).
- c) Filing fees- made Payable to the **“TOWNSHIP of GREENWICH”**
- d) Requisite number of copies of Plans
- e) Other documents necessary to demonstrate compliance with Greenwich Township Code.

7. The Application will be reviewed by the Administrative Officer (Clerk) when submitted to be certain all the necessary forms and fees have been submitted. If all materials are in order, the application will be immediately forwarded to the Planning Board Engineer for technical review and verification of legal completeness.

8. The applicant will be informed in writing whether the application is complete. To be complete, applications must meet all requirements of the Code.

If a provision is considered not applicable, supporting documentation must be submitted to substantiate its inapplicability.

Waiver requests for checklist items must also be submitted in writing.

9. The application will be heard for an official completeness determination within 45 days of its submission. If the application is deemed officially complete, the applicant will be advised of a public hearing date.

No notification is to be sent out until a hearing date has been sent.

10. All applications are required are required to be acted upon by the Warren County Planning Board. Information concerning submittal procedures can be obtained from:

Warren County Planning Board
Wayne Dumont, Jr. Administration Building
Route 519
Belvidere, NJ 07823
(908) 475-6500

Public Hearing Notification

1. The notice must state the date, time and place of the public hearing, the nature of matters to be considered, the property Block and Lot number(s), street address, and the location and times where documents are available for public inspection prior to the hearing. In accordance with the New Jersey Municipal Land Use Law 40:55D-12, notice shall be given ten (10) days prior to the hearing.

2. All owners of real property, as shown on the current Tax Map, located within 200 feet in all directions of the property in question, must be notified of the public hearing. The certified list of property owners is to be obtained from the Township Tax Assessor. Notice shall be given by serving the property owners personally or by mailing a copy by Certified Mail to the property owner. Notice is deemed complete upon mailing.

The following shall apply:

a. The Clerk of all adjoining municipalities and the Warren County Planning Board is to be sent notice, when the property involved is located within 200 feet of another municipality.

b. The Warren County Planning Board is to be noticed when the application involves property adjacent to an existing county road or proposed road shown on the Official County Map, County Master Plan or adjoins another county.

c. The Commissioner of Transportation of the State of New Jersey is to be noticed when property abuts a State Highway.

d. The Director of the Division of State and Regional Planning in the Department of Community Affairs, when the hearing involves an application for development of property which exceeds 150 acres or 500 dwelling units, in which case the notice shall include a copy of any other maps or documents required to be on file with Administrative Officer pursuant to NJSA 40:55D-10-b.

Proof of Notification: An affidavit of Proof of Service to all required parties shall be submitted at least three (3) days prior to the Public Hearing Board Secretary or Administrative Officer (Clerk). The Affidavit shall have attached to it:

1. A copy of the Schedule which lists the names and addresses and date of the service

2. One copy of the Form of Notice completed in the same manner as the originals which were served

3. A copy of the Assessor's List which you receive

4. The original Return Receipts, if mail service, or personal receipt if served in person.

Publication: Public notice shall be given by publication in the Official Newspaper of the Municipality (Express-Times Newspaper) at least 10 days prior to the hearing date.

Publication Proof: The Applicant shall furnish an affidavit of Proof of Publication by the Express-Times Newspaper to the Clerk or Board Secretary at least three (3) days prior to the Public Hearing. This shall include a copy of the actual newspaper notice.

Legal Representation

While it is not mandatory, if the Applicant feels the procedures to be followed to prepare this Application for relief from provisions of the Greenwich Township Zoning Code are not clear or there are questions regarding the Application, it is recommended that the Applicant obtain the advice or representation of an attorney licensed in the State of New Jersey and experienced in planning and zoning matters.

Corporations, both for-profit and not for-profit, must be represented by an attorney licensed in the State of New Jersey.