

ZONING BOARD OF ADJUSTMENT City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

The City of Orange Township Zoning Board of Adjustment meets for public meetings on the fourth Monday of each month (unless noted otherwise by a *) at 7:00 p.m. via audio/video conferencing.

Application Submission Date	Public Meeting Date
	January 8, 2024
December 26, 2023	January 29, 2024
January 29, 2024	February 26, 2024
February 26, 2024	March 25, 2024
March 25, 2024	April 22, 2024
April 22, 2024	May 27, 2024
May 27, 2024	June 24, 2024
June 24, 2024	July 22, 2024
August 12, 2024	September 9, 2024*
August 26, 2024	September 23, 2024
September 30, 2024	October 28, 2024
October 28, 2024	November 25, 2024
	December 9, 2024*

FILE EARLY

Filing by the deadline does not ensure that your case will be heard that month - *all applications must be deemed complete before they are scheduled for a hearing date*. Please file all applications early - this ensures that the Board Secretary has sufficient time to alert the applicant of any missing components. Prior to being placed on the Zoning Board agenda you will have to go through a Technical Review with the Technical Review Committee.

WHERE TO FILE YOUR APPLICATION

Please call Board Secretary, Trisha Scipio at (862) 337-8544 (mobile) or (973) 968-6005 (office) to make an appointment to file your application. Her office is located 29 North Day Street, 4th Floor, Orange City Hall. Please send all correspondence to the board secretary or email tscipio@orangenj.gov.

Case#	<u>!</u>



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

I.		nde for (check all applicable):	_
	☐ Site Plan Review	☐ Subdivision	Conditional Use
	☐ Preliminary	☐ Major	Use Variance
	☐ Final	☐ Minor	☐ Other Variance
II.	For the following proper	ty:	
	Street Address:		
	Block#	Lot/Lots#	Zone:
	Present use:		
	Proposed use:		
	If a variance is involved,	specify each variance(s) request	ted and the reason(s) for each
	variance requested: (If m	nore space is required, please use a	an additional sheet of paper)
III.	Applicant Name:	Pho	one ()
	Address:		
	Email:		
	Applicant is a: ☐ Corpora	tion Partnership Individual	☐ Other (specify)
	The relationship of the app	plicant to the property in question	is:
	□ Owner □ Lessee	☐ Other (specify)	

10% or more interest in same.

IV.	Owner:	Pnone:
	Address:	
	Email:	Fax:
v.	Applicant's Engineer:	Phone:
	Address:	
		Fax:
VI.	Applicant's Architect:	Phone:
	Address:	
	Email:	Fax:
VII.	Applicant's Surveyor:	Phone:
	Address:	
	Email:	Fax:
VIII.	Applicant's Attorney:	Phone:
	Address:	
	Email:	Fax:
IX.	Applicant's Planning Consultant:	Phone:
	Address:	
		Fax:
Х.	Applicant's Traffic Engineer:	Phone:
	Address:	
	Email:	Fax:
	<u>List any other expert who will submit a report of may be necessary)</u>	or who will testify for the applicant (attach additional sheets as
XI.	The following are attached and made parapplicable):	art of this application (check all that are
	☐ Letter of authority or power of attorney☐ Requisite site plan☐ Survey	, in case the appeal is made by other than the Owner.
	☐ Other plans (specify)	
	☐ Certificate from Tax collector that all ta	axes, including water and sewer bills have been paid w

	Notary Public	Signature of Applicant	
	day of		
	Sworn to and subscribed before me this		
XVI.	certify that I am the individual applicar and that I am authorized to sign the appartner of the partnership applicant.	s and the materials submitted are true. I fur nt or that I am an Officer of the corporate appli plication for the Corporation or that I am a gen	cant
XV.	List below the arguments to support thi	is application: (Please attach additional pages if neede	ed)
XIV.	Are these premises in any way involved its nature	d in any legal proceeding now pending? If so, s	state
XIII.	Has there been any previous appeal in nature of appeal and disposition	nvolving these premises? If so, state date of fi	ling,
XII.	List below any county, state or other go	vernment body approvals which may be require	ed:

(For Board Use Only)

Ap	plication deemed complete on	
Re	Views received from: City Engineer City Planner Police Department	Fire Department Health Department Board of Education
Fee	received	
	Hear and Decide \$500 Special Questions & Map Interpretations \$500 Bulk Variance \$250 Use Variance \$500 Minor Subdivision \$300	Preliminary Major Subdivision \$500 Final Major Subdivision \$300 (plus \$10 per lot) Site Plan Review Residential \$400 Site Plan Review all others \$400 Stenographer \$300
Teo	chnical Review Escrow Deposit received	
	Variances not requiring site plan or Subdivision approve Conditional use approval \$2,500	,500 Wireless \$5,000
Res	sidential Site Plan Application	
	Minor residential site plan for single family \$250 Preliminary Approval (0-5 units) \$4,000 Preliminary Approval (6-50 units) \$7,000	Preliminary Approval (51-100 units) \$10,000 Preliminary Approval (Over 100 units) \$15,000
Noi	n-residential site plans - Preliminary Approval _	
	th principal buildings over 1,000 Square feet of gross Site 1,000 – 5,000 sf of gfa \$4,000 Site 5,001 – 25,000 sf of gfa \$10,000 thout principal buildings over 1,000 Square feet of g Lot area up to one acre \$2,500 One acre to ten acres \$5,000	Site 25,001 – 1,000,000 sf of gfa \$15,000 Site over 1,000,000 sf of gfa \$20,000
Sul	odivision Applications	
□ Ma	Minor subdivision \$250 jor subdivision (over 3 lots) Preliminary Approval \$5,000	Final Approval \$1,500



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

NOTICE TO ADJACENT PROPERTY OWNERS

TO:			DATE
(NAME)			
(STREET ADDR	ESS)		
(CITY)	(STATE)	(ZIP CODE)	
Dear:			
			led an appeal or application for Development
Variance from t	the requirement of th	e Zoning Ordinance s	so as to permit
on the premises	at		(street address) and designated as the Tax Maps of the City of Orange Township.
Block This notice is se	ent to you as an own	on or of property in the in	the Tax Maps of the City of Orange Township. mmediate vicinity.
(time) at	gent or attorney, and	(location) When	(date), 20 at pm the case is called, you may appear either in ons you may have to the granting of the relief
during normal b	ousiness hours. If yo		review at the office of the Board's Secretary n or if you have any questions, please e-mail or
Yours truly,			
		(app	licant's name)
		(stre	et address)
		(city	y, state, zip code)



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

AFFIDAVIT

State Of New Jer	rsey:		
County of Essex	ss :		
On this	day of	Two Thousand and	Before me
personally came		, of legal age and to me kno	wn, who being by me
duly sworn, did	depose and say that he	e resides at	in the
city of		; that he has served notices upo	on the persons as per
the attached list,	on forms of which the	attached is a copy, of public hearing	on appeal to be held
by the Board of	Adjustment on	, at	pm., in the City
Hall, Orange, No	ew Jersey; that said no	otices were served not less than ten (1	(0) days prior to said
date of hearing;	that said list of persons	s, comprising all the owners of proper	ty located within two
hundred (200) fo	eet (in every direction)	of the property at	to be
affected by said	appeal, have been notif	ied as required by law and the Rules	of Procedures of said
Board of Adjusti		1	
Sworn to Before	Me		
This]	Day of	_, 20	
		(L.S)	
	(Notary Public)		

NOTE: List separately with the address those persons served personally and those served by certified mail, attaching mail receipts.

CASE#



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

NOTICE OF APPEAL FROM DECISION OF ZONING OFFICER OR BUILDING INSPECTOR

To be filled in only if an appeal is taken from Inspector. This notice of appeal must be served taken within 20 days of the date of the action, we	l upon the administrati	_	
TAKE NOTICE that the undersigned, owner designated on the City of Orange Township Ta	ax Map as Blockdress), located in atment from the or	Lot(s), der, determination,	and known as _ zone hereby decision of
(Drief statement of masser for armsel)			
(Brief statement of reason for appeal). TAKE FURTHER NOTICE that you are her the Zoning Board of Adjustment all papers con was taken, in accordance with the Rules of the made and provided.	stituting the record up	oon which the action a	appealed from
Appellant's name (please print or type)	·		
Appellant's signature	Date		



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

<u>Procedure to Complete Application for</u> <u>Hearing before the Orange Zoning Board of Adjustment</u>

Step 1.

- A. Obtain a "Letter of Denial" from the City Zoning Officer. Although not required by law, this letter is requested so that the application may be processed as quickly and efficiently as possible.
- B. Applications must be filed by the deadline date. See schedule of meeting dates and filing Deadline dates.
- C. File application with the Board Secretary. The original and 4 copies of the following documents must be submitted with the application:
 - 1. Board of Adjustment Application form (3 pages).
 - 2. Letter of Denial from City Zoning Officer (optional, but preferred).
 - 3. Notice of Appeal from the opinion of the Zoning Officer, if applicable.
 - 4. Area Map traced from the tax map in the City Engineer's Office, showing all parcels and street numbers of same within 200 feet of the property for which the appeal is being sought. (Not required for minor subdivision only).
 - 5. Names and addresses of property owners within 200 feet of the property for which the appeal is being sought (take the area map obtained in the City Engineer's Office to the Tax Assessor's Office to obtain this list). Not required for minor subdivisions only.
 - 6. Certification that taxes and water/sewer bills are paid.
 - 7. Letter of authorization from the property owner if the applicant is not the owner.
 - 8. If the applicant is a corporation or partnership, a list of names and addresses of all persons who have a 10% or more interest in same.
 - 9. Written metes and bounds, bearing original signature and seal of the NJ licensed surveyor preparing them (for minor and major subdivisions only).
 - 10. Originally signed and sealed plat map containing all information required by the City's development and subdivision ordinances. (For minor and major subdivisions only).
 - 11. Originally signed and sealed site plan (not required for minor and major subdivisions only). See attached site plan checklist for items required on the site plan.
 - 12. Provide qualifications of all experts.

Coalesce and staple all the above required documents to form the original and 4 sets. <u>All plans and maps must be folded</u> and attached to each set.

D. Pay filing fee as per the attached fee schedule.

<u>Procedure to Complete Application for</u> <u>Hearing before the Orange Zoning Board of Adjustment</u>

Step 2.

- A. By personal service, registered or certified mail, notify all property owners of all lots within 200 feet of the involved property using the attached "Notice to Adjacent Property Owners" Form, at least 10 days prior to the date of the public hearing.
- B. Publish a notice of the hearing in the newspaper published in Orange (*The Orange Transcript or the Star Ledger*) in an issue published at least ten days prior to the hearing date. Use the same form as the "Notice to Adjacent Property Owners", however omit everything above the words "Please take notice".
- C. Complete the "Affidavit" in the presence of a Notary Public and file the "Affidavit", "Notice to Adjacent Property Owners", and Proof of Publication (available from the newspaper in which your notice of hearing was published) with the Board Secretary prior to the hearing.
- D. Applicant or owner, or attorney representing either of the aforementioned must be present at the time of the public hearing.
- E. Corporations must be represented by an attorney at law.

GENERAL REGULATIONS

- 1. The Board will hear only the application as filed, including plans for proposed construction; no amendments to plans may be made between the filing date and the hearing date without refiling and reservice being fully complied with as to amended plans. The appeal form shall state specifically and in detail all issues and matters the Board is asked to rule upon with reference to the appropriate sections of the Zoning Ordinance. All plans submitted must be legible and contain sufficient information for the Board to properly determine the questions before it.
- 2. All applicable statuary provisions, municipal ordinances, regulations and codes of the City of Orange Township must be complied with in filing and prosecuting the appeal (See N.J.S. 40:55D-70 et seq.)
- 3. Unless all papers including application form, construction plans, site plans, area maps, etc. are filed in accordance with the Board's rules, the application will not be heard.
- 4. Upon request, the applicant is to provide the Board with one certified copy of the transcript or the proceedings; this requirement may be waived by the Board at its discretion. If the Board requests a transcript, their decision will not be rendered until a copy of the transcript if furnished.
- 5. If the application is granted by the Board, a building permit or certificate of occupancy must be obtained before beginning the proposed work, making any alterations, or changing the permitted use of the site in question. The building permit or certificate of occupancy must be obtained within one year of the date of approval or such approval and the variance granted are automatically revoked.
- 6. Once a variance has been granted, no changes whatever may be permitted in the plans filed and these must be followed in every detail.
- 7. Applicants are notified of the result of their appeals and the result of appeal is published in the *Orange Transcript* and the applicant is billed for this publication.
- 8. Before a certificate of occupancy can be issued, all work called for by the plans must be finished an all conditions imposed by the Board must be completed and met.



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

FEE SCHEDULE

(Non-refundable)

<u>Ty</u>	Type of Application		
1.	40:55D-70 (a)	Hear and Decide Appeals	\$500.00
2.	40:55D-70 (b)	Special Questions & Interpretations of Map	\$500.00
3.	40:55D-70 (c)	Bulk Variance	\$250.00
4.	40:55D-70 (d)	Use Variance	\$500.00
5.	Subdivision revi	iew	
	A. minor subdi	vision	\$300.00
	B. preliminary	major subdivision	\$500.00
	C. final major s	subdivision (plus \$10 per lot)	\$300.00

^{*}When an applicant for preliminary and final major subdivision approval is requested to be heard at the same meeting, the fee shall be that of the preliminary fee plus one-half the final fee.

6. Site Plan Review (Includes conditional use application fee)

	A. Residential	\$400.00
	B. All others	\$400.00
7.	Stenographer fee	\$300.00

Note: The \$300.00 stenographer fee must be added to any other fees accrued.

Fee Schedule - Continued TECHNICAL REVIEW FEES

Type of Application	Escrow Deposits
8. Variances not requiring site plan or Subdivision approval (use, etc.)	\$2,500.00
9. Conditional use approval	\$2,500.00
10. Wireless	\$5,000.00
11. Site Plan Application	
Residential Site Plans	
A. Minor residential site plan for one (1) single family	\$250.00
Residential site plan – Preliminary Approval	
A. 0-5 units	\$4,000.00
B. 6-50 units	\$7,000.00
C. 51-100 units	\$10,000.00
D. Over 100 units	\$15,000.00
Final Approval 33% of preliminary approval	
12. Non-residential site plans – Preliminary Approval	
With principal buildings over 1,000 square feet of gross floor area (gfa)	
A. 1,000 – 5,000 sf gfa	\$4,000.00
B. 5,001 – 25,000 sf gfa	\$10,000.00
C. 25,001 – 1000,000 sf gfa	\$15,000.00
D. Over 1000,000 sf gfa	\$20,000.00
Without principal buildings over 1,000 sf of gross floor area (gfa)	
A. Lot area up to 1 acre	\$2,500.00
B. 1 acres to 10 acres	\$5,000.00
C. Over 10 acres	\$7,500.00
Final approval 33% of preliminary approval	
13. Subdivision Applications (Fees shall be in addition to any required variances.)	
A. Minor subdivision	\$250.00
B. Major subdivision (over 3 lots)	
i. Preliminary Approval	\$5,000.00
ii. Final Approval	\$1,500.00

(Technical Review/ Escrow Fees are as amended by Ordinance #2-2011 adopted 03/15/11)



City of Orange Township 29 North Day Street, Orange, NJ 07050 (973) 968-6005

Site Plan Checklist

Site plan approval pursuant to N.J.S. 40:55D-37a shall be required for the following improvements prior to the issuance of either a building permit or a certificate of occupancy:

- 1. All applications for residential developments that will result in the rehabilitation or creation of three (3) or more dwelling units, whether said units are one (1) or more than one (1) structure, and whether developed at one (1) time or in stages and whether developed by one (1) entity or several.
- 2. All applications for nonresidential developments, whether for new construction, rehabilitation or expansion of an existing use.
- 3. All applications involving a change of use which requires an addition to or alteration of the existing parking or loading facilities.
- 4. All applications for off-street parking developments, except that one- and two-family structures requiring no variance approvals related to parking area dimensions shall not be subject to site plan review.

A complete site plan application shall include all of the information listed in the site plan checklist below and all the information required in the application.

- 1. Site plan drawings must be drawn to exact scale and shall clearly indicate all existing and proposed lost lines, easements, buildings and improvements. All copies of all site plans shall bear the original signature and raised seal of the New Jersey licensed architect or engineer responsible for the preparation of such plans. All site plans must indicate accurate lot lines certified by the original signature and raised seal of a New Jersey licensed land surveyor. The checklist below will assure that adequate information is provided on the site plan drawings for the reviewing board to make an informed determination. All information listed below is mandatory. Failure to provide any item listed below shall render an application for development incomplete as per N.J.S. 40:55D-10.3 (unless the applicant has requested waiver(s) for one or more of the checklist requirements):
 - a. A key map, drawn at a scale of not less than one (1) inch of 600 feet, showing the area within a one-thousand-foot (1000') radius of the site and clearly indicating the streets in the area and the specific lots involved in the application.
 - b. A zoning comparison chart, showing required and proposed provisions as per the Zoning Ordinance and/or the applicable redevelopment plan for the district wherein the application is situated. In the case of a use variance application, the zoning comparison chart shall contain three (3) columns, one (1) showing the zoning requirements for the district, one (1) showing the requirements for the use in the next highest district wherein such use is permitted, if any, and the third showing the provisions as per the development proposal.

Site Plan Checklist Continued

The zoning comparison chart shall include, but not be limited to the following information:

- 1. Zoning and/or redevelopment plan district(s).
- 2. Lot area and dimensions.
- 3. Gross floor area-floor area ration (FAR).
- 4. Building coverage in square feet and percent of lot area.
- 5. Residential density in terms of dwelling units per acre.
- 6. Height in terms of feet and stories.
- 7. Yards and setbacks.
- 8. Parking, loading and access.
- 9. Signage.
- 10. Landscaping percent of lot coverage.
- 11. Recreation areas.
- 12. Bonus provisions.
- 13. Lighting.
- 14. Buffer area.
- 15. Utility connection locations.
- c. Structure location, dimensions, gross floor area (GFA) in square feet, floor plans with typical dimensions for all internal areas of the structure, height and use.
- d. All paved areas, including construction details and sections.
- e. All walks and other surface treatments.
- f. All buffer areas.
- g. All landscaped areas and areas of trees and shrubs, including a planting schedule and maintenance procedures.
- h. All lighting, including wattage or candlepower and area of diffusion.
- i. All utilities, including hookup details.
- i. All fences and walls.
- k. All curbs, including construction details and sections.
- 1. All driveways, loading areas, loading berths and fire lanes
- m. All area of refuse storage and collection, including method of collection.
- n. All drainage methods including directions of flow.
- o. All recreation areas and equipment.
- p. All lot lines, dimensions, bearing angles and lot areas in square feet and acres or fraction thereof.
- q. The percent of lot coverage for each structure and in total.
- r. All parking areas, indicating the angle of parking with typical aisle and stall dimensions and the number of spaces, individually by row, and in total by tract.
- s. Elevation drawings for each façade or side of all structures, indicating all signage, surface treatments, colors and methods of screening rooftop equipment.
- t. The location and dimensions of all pedestrian and vehicular access.
- u. The names and locations of all streets abutting or within the project area.
- v. Sight triangles.
- w. All signs with dimensions.
- x. Street address with unit numbers
- y. Boundaries of the site or tract.
- z. North arrow.

Site Plan Checklist Continued

- aa. The date of drawing and dates of all revisions.
- bb. Graphic scale, in standard architectural scales in whole multiples of one-sixteenth (1/16) of an inch or standard engineering scales in multiples of ten (10) and not less than one (1) inch equals eight (8) feet (arch) or one (1) inch equals ten (10) feet (eng) for projects on less than five (5) acres and not less than 1 inch equals sixteen feet (arch) or 1 inch equals 30 feet (eng) for larger projects, and further provided that cover sheets depicting the overall site may be at a scale of 1 inch is 50 feet or 100 feet only. The use of engineering scales is preferred.
- cc. The zoning and/or redevelopment districts boundaries and identification.
- dd. Project title.
- ee. All dimensions of setbacks, buffers and yards.
- ff. Detail drawings and/or sections, as appropriate, are required for all lighting, paving, curbing, fencing, landscaping, signage, and drainage.
- gg. One (1) illustrative site plan shall be prepared for the Board's use. Such illustrative site plan shall be nearly colored according to the following schedule:

Asphalt: gray.
 Concrete paved areas: beige.
 Buildings: dark brown.
 Landscaped areas: light green.
 Trees and shrubs: dark green.
 Water: light blue.
 Signs: red.

8. Lighting fixtures: black.9. Other details: true color.