

INSTRUCTIONS TO APPLICANTS

1. Submit a complete application. The complete application includes:
 - Application Form (15 copies)
 - Plats or plans containing all information required by the ordinance (15 copies)
 - Application fee calculated according to the attached schedule
 - Fee for escrow calculated according to the attached schedule
 - Proof from the tax collector that all taxes, assessments and utilities have been paid.
2. If public notice for the hearing is required, you must obtain a list of property owners within 200 feet of your property. This can be obtained from the Tax Assessor upon payment of the required fee of \$ 10.00.
3. Public notice for the hearing is required on all applications EXCEPT the following:
 - Final Site Plan
 - Final Major Subdivision
4. The Planning Board Secretary will notify you of the hearing date after the complete application is submitted.
5. If Public Notice is required, you must:
 - (a) Publish notice of the hearing in The Home News & Tribune at least ten (10) days before the scheduled hearing date. The affidavit of publication (which will be supplied by the newspaper after payment of its bill) must be filed with the Planning Board Secretary at least three days before the first hearing date.
 - (b) Notify all surrounding property owners within 200 feet of the hearing at least ten (10) days before the scheduled hearing date. This notice must be served either by certified mail or by personally serving the owner. An affidavit showing proof of service must be filed with the Board.
 - (c) Additional notices must also be given to:
 1. The Municipal Clerk of an adjoining municipality if your property is within 200 feet of the boundary.
 2. The Middlesex County Planning Board if your property abuts a County road or adjoins other lands owned by the County or is within 200 feet of the Municipal boundary line.

The Planning Board Secretary will give you a suggested form of notice to be published and served on the proper parties.

Proof of service and affidavit of publication must be submitted to the Planning Board Secretary at least three days prior to the hearing date.

6. If your application involves a County road or will impact a County drainage structure, you may have to file an application with the Middlesex County Planning Board.

7. If your property contains freshwater wetlands or if the development will be near a creek, stream or other waterway, additional improvements will be required from the New Jersey Department of Environmental Protection.

8. Attach a letter of denial issued by the Zoning Officer of the Borough of Helmetta.

9. If the applicant is a contract purchaser of the property, the owner must approve this application by means of a separate approval submitted with the application.

10. If the applicant is not the owner of the property, applicant certifies that the owner of the property has granted permission for this applicant which may effect the future use of his property.

HELMETTA PLANNING BOARD APPLICATION

Application for:

Preliminary _____ Final _____ Major _____ Minor _____

Site Plan _____ Subdivision _____ Conditional Use _____

Bulk Variance _____ Use Variance _____

Appeal re: Zoning Ordinance _____

Request for Building Permit for lot which does not abut a street _____

1. Applicant's Name _____
2. Applicant's Address _____
3. Telephone Number _____
4. If applicant is a partnership or corporation, state names and addresses of persons having 10% or more interest.

5. Address of subject property _____

6. Present use of property _____

7. Proposed use of property _____

8. Size of subject property _____

9. Name of adjoining County road _____

10. Location of nearest sanitary sewer _____

11. Location of nearest water line _____

12. Description of variance(s) requested _____

13. Section(s) of ordinance from which variance(s) are requested _____

14. Set forth any variance, subdivision or site plan approvals previously granted this property _____

15. Applicant's attorney (a corporation must be represented by a New Jersey attorney):

Name _____

Phone # _____ Fax # _____

Address _____

NOTICE

All representations, commitments and agreements made by the applicant or his representatives at the hearing or contained in any document, plat or submission delivered to the Planning Board at any time prior to the time of approval, including notes contained on any original or revised development plans shall be considered as conditions of approval of the application for development.

FOR OFFICE USE ONLY:

Application # _____

Date _____

Payment of fees acknowledged _____

(Date)

Mr. Kenneth Pacera
Tax Assessor
Borough of Helmetta
51 Main Street
Helmetta, NJ 08828

Dear Mr. Pacera,

I am hereby requesting a list of property owners that are within 200' of the following property:

Block _____ Lot _____

Street Address _____

(Signature)

Please mail to: _____

DATE:

BLOCK _____ LOT _____

OWNER _____

ADDRESS _____

PROPERTY LOCATION _____

REQUESTED BY _____

We hereby certify that the status of the property as indicated below:

Year _____	<u>PAID</u>	<u>UNPAID</u>	<u>DATE DUE</u>
Water Usage	_____	_____	_____
Sewer Usage	_____	_____	_____
Sewer Connection	_____	_____	_____
Assessments	_____	_____	_____

Signature of Water/Sewer Revenue Collector

DATE:

BLOCK _____ LOT _____

OWNER _____

ADDRESS _____

PROPERTY LOCATION _____

REQUESTED BY _____

We hereby certify that the status of the property as indicated below:

Year _____	<u>PAID</u>	<u>UNPAID</u>	<u>DATE DUE</u>
1st Quarter	_____	_____	_____
2nd Quarter	_____	_____	_____
3rd Quarter	_____	_____	_____
4th Quarter	_____	_____	_____

Signature of Tax Collector

Borough of Helmetta
Planning Board Application

PLEASE TAKE NOTICE that on _____ at 7:00 p.m., the Planning Board of the Borough of Helmetta will hold a public hearing on the application of _____ the public hearing will be held at the Municipal Building, 51 Main Street, Helmetta, New Jersey. The premises which is the subject of the application is located at _____ Helmetta, NJ and is located in the _____ Zone. Said premises are also known as Block _____ Lot _____, on the tax map of the Borough of Helmetta.

The application is for _____.

The applicant also intends to request at the hearing such other bulk variances and/or waivers of design standards and/or submission requirements as are required to develop the premises in the manner indicated in the application materials.

The application for development and all supporting maps, site plans and documents are on file in the office of the Municipal Clerk and are available for public inspection, Monday through Friday, during normal business hours. Any interested party may appear at the aforesaid hearing, either in person, or by their attorney, and may be given an opportunity to be heard with respect to the aforesaid application.

Applicant's Signature