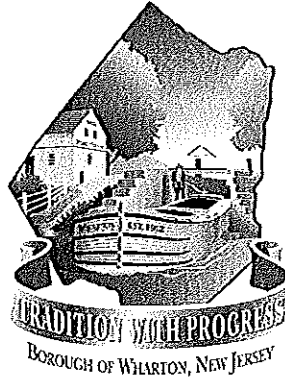


BOROUGH OF WHARTON

Mayor
William J. Chegwidden
Council President
Vincent Binkoski
Council
Glenn Corbett
Sandra Hayes
Nicole Wickenheisser
Thomas Yeager
Patricia Veres



Planning Board Secretary
Patricia Craven

10 Robert Street
Wharton, NJ 07885

973-361-8444x2712
Fax: 973-361-5281
pcraven@whartonnj.com
www.whartonnj.com

Dear Applicant:

Please read these instructions carefully. It is imperative that all pertinent data is filled in, otherwise your application may be unnecessarily delayed.

This application package contains all forms necessary for the Planning Board to evaluate your request for subdivisions, either major or minor; and site plan approval and to render a decision. Some of the forms may not pertain to your application, just leave them blank. You are encouraged to submit additional information or material you feel will better explain or support your proposal.

Please pay strict attention to deadlines, such as the advertisement in the newspaper and the notification to homeowner's within 200 ft. These requirements are State Law. If you fail to meet the deadline, your application cannot be heard.

After hearing your application at the scheduled meeting the Board will render a decision. A resolution granting or denying your request will be prepared by the Board's attorney and presented at the **next regularly scheduled meeting**. Only after the approval of that resolution can construction begin.

NO RESOLUTION WILL BE DRAWN UP THE EVENING YOUR APPLICATION IS PRESENTED.

If you are subdividing and/or intend to build a new dwelling(s) or change to a multiple dwelling you will need additional sewerage allotment. **It is your responsibility to contact the sewer authority and request the additional allotment. You must provide written documentation to the Board secretary of your request and the decision of the Wharton Sewer Department.**

If the subject property is located on a County Road or right-of-way, you must make application to the Morris County Planning Board (form attached). **It is your responsibility to file the necessary forms with the County.**

All fees must be paid prior to the date of the meeting. Also, all taxes and utilities must be paid up to date for the subject property before an application can be heard by the Planning Board.

The certified list of property owners within 200 feet, must be obtained from the Borough's Tax Assessor at a fee of \$10.00 per sheet. The Tax Assessor will list the known utility companies that operate within the boundaries of the Borough on this certified list. However, it is your responsibility to determine whether or not there are any additional utility companies that may possess an easement or right-of-way to the subject property and similarly notify them. **If it is determined that no other utility company possess an easement or right-of-way, it must be so stated in writing to the secretary prior to the meeting.**

If the subject property is located on a County Road or right-of-way, you must make application to the Morris County Planning Board (form attached). **It is your responsibility to file the necessary forms with the County and give a copy of your application to the Planning Board Secretary.**

If you have any questions you may contact the Secretary of the Planning Board at (973) 361-8444 ext. 2710, Monday through Friday 8:30 am – 4:30 pm.

BOROUGH OF WHARTON
10 ROBERT ST.
WHARTON, N.J. 07885
BUSINESS HOURS: MONDAY TO FRIDAY 8:30 AM TO 4:30 PM
TELEPHONE NUMBER (973) 361-8444

I N S T R U C T I O N S H E E T

NOT LATER THAN 45 DAYS PRIOR TO YOUR TARGET DATE:

Complete all portions of the attached application, along with three (3) copies of a site plan or a subdivision plat, as they apply to you and file with the Planning Board Secretary along with your application and escrow fees.

You will then be scheduled to meet with the Tenancy Review & Site Plan Committee (which meets prior to the Planning Board Meetings)

Your initial application form will be reviewed and returned to you with notations and/or suggestions for you to prepare the final application.

You will be notified by the Secretary of your date to come before the Planning Board. **WITHIN FIFTEEN (15) DAYS OF THE SCHEDULED MEETING WITH THE PLANNING BOARD YOU MUST SUBMIT THE FOLLOWING MATERIAL TO THE PLANNING BOARD SECRETARY.**

1. Submit original and 15 copies of the completed application. (total 16 copies)
2. Submit a total of 16 copies of any deed restriction, easement of record or protective covenant.
3. Submit a total of 16 copies of a plot or survey map prepared by or at the direction of applicant showing the following.
 - a. Area of subject property.
 - b. Lot line dimensions of subject property.
 - c. Location of all building, structures or improvements presently on subject property (including pools/sheds).
 - d. Location of proposed additions or changes indicating dimensions.
 - e. Front, side and rear setbacks.
 - f. Driveways and parking areas (supply dimensions for other than single – family resident use).
 - g. Easements and right-of-ways
4. Submit a total of 16 topographic maps where grade exceeds 5%.
5. Submit a total of 16 copies of architectural plans or equivalent, prepared by or at the direction of the applicant.

APPLICATION FOR FINAL APPROVAL OF FINAL SUBDIVISION PLAT

To the Borough of Wharton Planning Board:

Application is hereby made for final approval of a Final Plat of a proposed subdivision all as shown and described on the accompanying maps & documents.

1. Applicant's Name: _____

Address: _____

Phone: Day _____ Night _____

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

Name: _____

Address: _____

3. Number of lots proposed for Final Approval _____

4. Amount of performance guarantee \$ _____

5. List maps and other material accompanying application & number of each
ITEM NUMBER

Signature of applicant _____

(Do not write below this line)

Received by Administrative Officer _____

(Date)

(Signature)

Date of Application _____
Lot# _____ Block # _____

Filing Fee _____
Escrow Fee _____

Borough of Wharton
Application for Approval of Minor Subdivision

To Be Filled in By Applicant:

Application is hereby made for approval of the subdivision of land as herein described and shown on accompanying plat in accordance with the Land Subdivision Ordinance of the Borough of Wharton, NJ

Owner _____
Address _____
Phone # _____

If Applicant is other than Owner: I hereby authorize _____ to act as my agent in processing this application.

Location of Land to be Subdivided:

Block No. _____ Lot No. _____ Street _____

Description of Land to Be Subdivided: _____

Deed to Title Reads: _____ to _____ and is

dated _____, 20____, and was recorded in the Morris County Clerk's office in Deed Book _____ at page _____. **ATTACH COPY OF DEED**

To Be Filled in by Subdivision Committee:

This is to certify that the Subdivision Committee of the Planning Board of the Borough of Wharton has by unanimous decision classified the subdivision as shown on the attached plat as a minor subdivision and hereby waives hearings, review by the Planning Board and any other requirement not provided in the Land Use Subdivision Ordinance or by resolution of the Mayor and Council.

Chairman, Subdivision Committee	Date of Decision
---------------------------------	------------------

To Be Filled in By Secretary:

Date application was received _____, 20____
Date Final Approval was granted* _____, 20____
Notice of approval published _____, 20____

(*) If approval subject to conditions, such are: _____

Date Maps were filed with –
Building Inspector/Assessor _____, 20____
Housing Inspector _____, 20____
Borough Engineer _____, 20____

Date of Application: _____
Lot# _____ Block# _____

Application Fee _____
Escrow Fee _____

**PRELIMINARY STATEMENT OF APPLICATION FOR
MAJOR SUBDIVISION APPROVAL**

(The Borough Clerk and /or the Planning Board Secretary
are not permitted under administrative rules to assist in preparing this statement)

1. **Name and Address** of the owner or owners of all land effected by the application:
Name: _____
Address: _____
2. **Deed to Title Read:** _____ to _____ and is dated _____, 20 _____ and was recorded in the Morris County Clerk's off in Deed Book # _____ at Page # _____. **ATTACH COPY OF DEED**
3. If a **corporation** is applicant, give name of corporation, location of principal office, and name and address of President, Secretary and Treasurer:
Pres. _____ Address: _____
Sec'y _____ Address: _____
Treas. _____ Address: _____
4. **Location of principal office** is _____ in the _____ of _____ County of _____, New Jersey. (If this is a foreign corporation authorized to do business in this State, so state, but give location of principal office in this State.)
5. If **partnership**, give location of office, and name and address of EVERY partner:

6. If **applicant is NOT OWNER**, attach a copy of agreement for sale or proof of proprietary interest. See Authorization Form attached.
7. Has the person signing been authorized by the owner and subdivider to make and sign this application? Yes _____ No _____

Sworn and subscribed to before)
me at _____ NJ)
this _____ day of _____)
20_____.)

Notary Public of N.J.

Applicant

Address

Received in the office of the Planning Board Secretary on: _____, 20____

Secretary

**Borough of Wharton Planning Board
Variance Application**

Name: _____

Address & Location _____

Block: _____ Lot: _____ Zone: _____

Variance Required by Reason of: _____

Present/Proposed Dimensions of Building on Lot and Lot Dimensions:

Front Yard Set Back: _____ Side Yard: _____

Rear Yard: _____ Lot Area: _____

Lot Frontage: _____ Other: _____

Use Not Allowed in Zone: _____

Name of Engineer/Surveyor Preparing Plats: _____

Address: _____

Phone Number: _____

Comments: _____

____ Attach Proof of Ownership (deed or other legal documents by which sufficient legal interest in property is claimed to justify application.

____ Attach Proof of Notification to Adjacent Property Owners (Copy of Notice served, list of property owners from Tax Assessor's Office, Certification of Service and Receipts or signed letters from property owners.

____ Letter of Denial: If this is an appeal from a denial or other refusal by any local authorities to issue a permit or certificate of occupancy, attach copy of the written denial.

I, (We), the undersigned, being duly sworn, upon my (our) oath(s) depose and say that the statements herein are true to the best of my (our) knowledge, information and belief:

Subscribed and sworn to before me

Signature of Applicant

this _____ day of _____, 20_____.

Address of Applicant

Notary Public

APPLICATION CHECK LIST
GENERAL REQUIREMENTS FOR ALL DEVELOPMENT APPLICATIONS

Name _____
 Address _____
 Phone _____

Items Required:

	Yes	No
1. Application Form	()	()
2. Fees and Escrow	()	()
3. Certification of Taxes Paid	()	()
4. Seventeen (16) copies of Proposed Plan	()	()
5. Affidavit of Ownership	()	()
6. Application to Morris County Planning Board	()	()
6. Complete check list provided for one of the following development proposals (Applicant check one or more as required)		
Sketch and Minor Subdivision	()	()
Sketch and Major Subdivision	()	()
Preliminary Plat	()	()
Site Plan	()	()
8. Does Applicant Qualify for Developer Fee Ordinance (Attached)	()	()
9. NJDEP Technical Review Form	()	()
10. Proof of Ownership (Deed)	()	()

Your application has been certified () complete or () incomplete
 on _____.

Your application has been scheduled for the Planning Board Meeting at 7:30 p.m. in the Borough of
 Wharton Municipal Building, 10 Robert St., Wharton, New Jersey on _____.

Comments:

Notice of action taken sent to Applicant on _____.

SAMPLE OF LETTER TO BE SENT TO PROPERTY OWNERS WITHIN 200 FEET

To: _____

Owner of Premises: _____

PLEASE TAKE NOTICE:

That the undersigned has applied to the Planning Board of the Borough of Wharton, N.J. for a:

on the premises located at _____

which is within 200 feet of property owned by you. This application is now on the Planning

Board's calendar and a public hearing has been ordered for _____

(Date)

at _____ p.m. in the _____

(Time)

(Place)

at which time you may appear either in person or by agent, or Attorney and present any objection

which you may have to the granting of this application.

This notice is sent to you by the applicant, by order of the Planning Board, Borough of Wharton.

Respectfully,

Applicant

CERTIFICATION OF TAX COLLECTOR

I, _____, Tax Collector for the Borough of Wharton do herein state
that all property taxes on Block _____ Lot _____, commonly known as

are current and that there are no liens being held by the Borough of Wharton on the property
described above.

Tax Collector

Date

AUTHORIZATION

If anyone other than the owner of the property is making this application, the following authorization **MUST BE** executed:

To the Borough of Wharton Planning Board:

_____ is hereby authorized to make the within application.
Print Applicant's Name

APPROVED:

Property Owner's Signature

_____/_____/_____
Month Day Year

Print Property Owner's Name

Property Owner's Address

