

ANDOVER BOROUGH  
SITE PLAN APPLICATION

PLEASE SUBMIT APPLICATION FEE AND REVIEW/INSPECTION ESCROW BY  
SEPARATE CHECKS, EACH PAYABLE TO THE BOROUGH OF ANDOVER.

1. Name of Project: \_\_\_\_\_
  
2. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_
  
3. Name of Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
Relationship of Applicant to Property Owner: \_\_\_\_\_  
*(Owner, Tenant, Agent, Purchaser Under Contract)*

4. Plans Prepared by:

Engineer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Architect Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Planner Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Other Professionals:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ License #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

5. Property Description:

Street Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot: \_\_\_\_\_

Tax Map Sheet: \_\_\_\_\_ Zone: \_\_\_\_\_ Size: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

Present Use of Premises: \_\_\_\_\_

Proposed Use of Premises: \_\_\_\_\_

6. Has there ever been an application on this property? YES NO

Applicant: \_\_\_\_\_ Application #: \_\_\_\_\_

Action: \_\_\_\_\_ Date: \_\_\_\_\_

Prior Resolutions Attached: \_\_\_\_\_

Is there any Deed Restriction Affecting this Property? YES NO

If YES, Please explain and attach a copy of the deed: \_\_\_\_\_  
\_\_\_\_\_

Is there an existing non-conforming Use / Size? YES NO

If YES, Please explain: \_\_\_\_\_  
\_\_\_\_\_

7. Have property taxes been paid up to date:

( ) Yes (Attached certification from Tax Collector)

( ) No (Explain) \_\_\_\_\_

8. Description of Proposal:

- A. Subdivision:             Minor Subdivision  
                                       Preliminary Major Subdivision  
                                       Final Major Subdivision

Area of tract before subdivision \_\_\_\_\_ acres.

Numbers of lots being created: \_\_\_\_\_

Number of proposed dwelling units: \_\_\_\_\_

Number of COAH units on site: \_\_\_\_\_

Additional comments: \_\_\_\_\_

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*(attach additional pages as needed)*

- B. Site Plan:                 Minor Subdivision  
                                       Preliminary Major Subdivision  
                                       Final Major Subdivision  
                                       Amendment or Revision to an Approved Site Plan

TYPE:                     New Construction     Additiona to existing structure  
                                  Parking                     Other:

Area to be disturbed \_\_\_\_\_

Waiver requested and additional comments: \_\_\_\_\_

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*(attach additional pages as needed)*

C. Variances:    Check ALL that Apply

- "A" Administrative Appeal  
 "B" Interpretation  
 "C" Variance  
 "D" Variance  
 Other: \_\_\_\_\_

Individual Variance Applications

Height Variance – The maximum allowable height in the zone is \_\_\_\_\_ feet. The proposed structure will stand \_\_\_\_\_ feet.

Use Variance – The structure will be designed for use as a \_\_\_\_\_, a non-permitted use in the \_\_\_\_\_ feet.

Planning Variance ( N.J.S.A. 40:55D – 35 & 36):

Conditional Use Variance

Expansion of a non-conforming use.

Other: \_\_\_\_\_.

Substandard Lot Case:

Notice to all applications regarding vacant substandard lots: The Lafayette Township Land Use Board strongly recommends the BUY/SELL (see addendum “D”) letter be followed in corresponding with abutting property owners. Applicants are not required to use the exact wording on the form (the wording may be modified for individual applicants if appropriate); the substance of the form must be followed. The BUY/SELL must be sent at least twenty (20) days in advance of your scheduled hearing date for completeness by both certified and regular mail. Failure to comply will delay a hearing on this matter. You must be prepared at the hearing date to offer into evidence the BUY/SELL letter and any response. Responses must be in writing. The BUY/SELL letter is in addition to the required statutory notice you must give to all property owners within 200 feet as well as those other entities entitled to notice by law.

Notice to all applicants - Attach an explanatory statement containing other proposals, legal positions, waivers requested or other information that would assist the board in making a determination as to the merits of your application.

D Proposed Use: \_\_\_\_\_

New Construction  Addition  Parking Area  Other

Description: \_\_\_\_\_

E. Proposed Improvements:  Onsite  Offsite

Ontract  Offtract  Roads  Drainage  Other \_\_\_\_\_

F. Please identify any variances being requested:

\_\_\_\_\_  
\_\_\_\_\_

G. Method of Sewage

Disposal: \_\_\_\_\_

H. Source of Water Supply:

Domestic \_\_\_\_\_

Fire Protection \_\_\_\_\_

I. Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant or Agent

As required, indicate if appropriate applications have been made to any of the following:

- ( ) Sussex County Planning Board
- ( ) Sussex County Soil Conservation District
- ( ) New Jersey Department of Transportation
- ( ) New Jersey Department of Environmental Protection
- ( ) Sussex County Health Department
- ( ) Adjoining Municipalities \_\_\_\_\_
- ( ) Other \_\_\_\_\_

BOROUGH OF ANDOVER  
PLANNING / ZONING BOARD

SITE INSPECTION AUTHORIZATION FORM

I hereby give permission for Andover Borough Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for

\_\_\_\_\_ on Block \_\_\_\_\_, Lot \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FEE STATEMENT

I understand that my application fees will not be refundable, under any circumstances, including withdrawal of this application prior to hearing. Any unused escrow fees will be refunded.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY

COUNTY OF SUSSEX

\_\_\_\_\_ of full age, being duly sworn according to law on oath deposes and says, that the deponent resides at \_\_\_\_\_

In the municipality of Byram, in the County of Sussex and the State of New Jersey; that \_\_\_\_\_ is the owner in fee of all that certain lot, piece or parcel of land situated, lying and being in the municipality aforesaid, and know and designated as Number \_\_\_\_\_.

\_\_\_\_\_  
(Owner to sign here)

Sworn to and subscribed, before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
A Notary Public of New Jersey

AUTHORIZATION

(If anyone other than above owner is making this application, the following authorization must be executed.)

TO THE PLANNING / ZONING BOARD:

\_\_\_\_\_ is hereby authorized to make the within application.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Owner to sign here)

**BOROUGH OF ANDOVER  
137 MAIN STREET  
ANDOVER, NEW JERSEY 07821  
Phone: 973-786- 6688**

**Certification of Taxes Paid**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Taxes are paid in full through the \_\_\_\_\_ quarter for the year \_\_\_\_\_.**

\_\_\_\_\_  
**Collector's Office**



BOROUGH OF ANDOVER

PLANNING / ZONING BOARD

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

Please furnish the list of property owners in the vicinity of the above parcel needed to meet requirements for an appearance before the Planning / Zoning Board.

Check ONE box below to indicate disposition of the completed list of property owners:

Shall be mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will be picked up at the Municipal Building from Board Secretary.

Phone Number: \_\_\_\_\_

**A FEE OF \$10.00 IS REQUIRED BEFORE PREPARATION OF LIST.**



ANDOVER BOROUGH PLANNING BOARD  
LEGAL NOTICE

(To be published in the New Jersey Herald at least 10 days prior to scheduled hearing date. Submit Affidavit of Publication to the Planning Board.)

TAKE NOTICE that on \_\_\_\_\_, 20\_\_\_\_\_, at 7 p.m. in the Municipal Building, 137 Main Street, Andover, New Jersey, the Andover Borough Planning Board will conduct a public hearing in connection with an application for \_\_\_\_\_

\_\_\_\_\_ By the undersigned, Application No. \_\_\_\_\_

Proposes to

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ concerns property located at (street address) \_\_\_\_\_

\_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_ . A copy of said

application is available for public inspection at the Municipal Building, Monday – Friday,

9: 00 a.m. – 4 p.m.

\_\_\_\_\_  
(Applicant's Name)

AFFIDAVIT OF PROOF OF SERVICE  
PLANNING / ZONING BOARD  
BOROUGH OF ANDOVER

STATE OF NEW JERSEY  
COUNTY OF SUSSEX

I, \_\_\_\_\_ of full age, being duly sworn according to law, deposes and says, that he/ she resides at \_\_\_\_\_ in the municipality of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_ That I am an applicant in a proceeding before the Planning / Zoning Board of the Borough of Andover, New Jersey being an application for \_\_\_\_\_ which relates to premises known as \_\_\_\_\_ as shown on the tax maps of the Borough of Andover; that on \_\_\_\_\_ he / she gave written notice of the hearing of this application of each and all of the persons upon whom service must be had on the required form and according to the attached lists, and in the manner indicated hereon.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

BOROUGH OF ANDOVER  
PLANNING / ZONING BOARD

\_\_\_\_\_ Being of full age and duly sworn on his oath says  
that: I am the applicant named in, and who signed the annexed application for variance to the  
Borough of Andover, in the County of Sussex, State of New Jersey.

I have completely, familiarized myself with the requirements of this application and the Zoning  
Ordinance of the Borough of Andover.

The foregoing application and each statement made in its work, or by marginal checkmark, and all  
the information supplied in supporting data furnished in the sheets thereto, is true except as to data  
compiled for the applicant by licensed engineers, land surveyors, architects and attorneys, which  
applicant believes to be true.

\_\_\_\_\_  
(Applicant's Signature)

Sworn and subscribed to me

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

CORPORATE INFORMATION:

If the applicant is a corporation or partnership, list names and addresses of all corporate shareholders and / or partnership interests of 10% or more:

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APPLICANT'S SIGNATURE:

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

OWNER'S CONSENT:

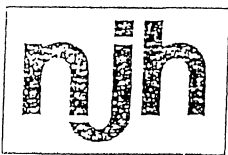
The following consent or a letter signed by the owner, should be filled consenting to the application being made.

I, \_\_\_\_\_ certify that I am the owner of the property described in the  
(Name of owner)  
within application and that \_\_\_\_\_ is hereby authorized to  
(Name of Applicant)

make this application. I further certify that I have reviewed the application and I consent the same.

The Owner hereby authorizes representatives of the Borough of enter the premises in order to inspect same, prior to discussion or public hearing on the application.

\_\_\_\_\_ Date \_\_\_\_\_ (Owner of Property)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone Number)



# The New Jersey Herald

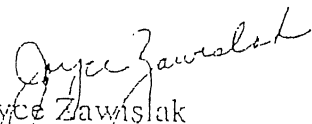
2 Spring Street, P.O. Box 10, Newton, N.J. 07860 (973) 383-1500

May 1, 2000

Please be advised, effective immediately The New Jersey Herald Requirements to Publish a Legal Notice are as follows:

1. Legals cannot be taken over the phone-you may mail or bring the form you receive from your Township or Borough, into The New Jersey Herald Office, 2 Spring St., Newton or fax to 973-383-9284, Attention: Joyce, Legal Advertising.
2. There is a 2 day deadline by noon to publish:  
Monday 12 noon for Wednesday ; Tuesday 12 noon for Thursday ;  
Wednesday 12 noon for Friday ; Thursday 12 noon for Sunday and  
Friday 12 noon for Monday and Tuesday.
3. The applicant's name, mailing address and telephone number must be on form so paperwork can be mailed back.
4. Please be sure everything on form is legible.
5. A \$25.00 deposit is required on All legal advertising. A Visa or MasterCard may be used (include expiration date).

Yours truly,  
THE NEW JERSEY HERALD

  
Joyce Zawislak  
Classified Department  
Legal Advertising

# BOROUGH OF ANDOVER

## SITE PLAN AND CONDITIONAL USE CHECK LIST

THE FOLLOWING ITEMS ARE REQUIRED TO PROVIDE A COMPLETE APPLICATION FOR  
A SITE PLAN OR CONDITIONAL USE

Application Name \_\_\_\_\_

Application # \_\_\_\_\_

1. \_\_\_\_\_ North arrow and scale not less than 1":50'

2. \_\_\_\_\_ Title block including:

3. \_\_\_\_\_ Name of development

Names, addresses, and certifications of:

4. \_\_\_\_\_ Licensed preparers (P.E., P.P., L.S., A.I.A.)

5. \_\_\_\_\_ Owner

6. \_\_\_\_\_ Applicant

7. \_\_\_\_\_ Site block and lot numbers and tax sheet number

8. \_\_\_\_\_ Date of preparation and each subsequent revision

Key map including:

9. \_\_\_\_\_ North arrow and scale not less than 1":2000'

10. \_\_\_\_\_ Entire site and its relationship to surrounding areas

11. \_\_\_\_\_ Zone districts and boundaries within 500'

12. \_\_\_\_\_ Adjoining properties

13. \_\_\_\_\_ Area of entire site

14. \_\_\_\_\_ Mete(s) and bound(s) of lot(s)

15. \_\_\_\_\_ Area and frontage of lot(s)

16. \_\_\_\_\_ Existing and proposed contours at 5' intervals for slopes  
10% or greater, 2' intervals for lesser slopes

17. \_\_\_\_\_ Property lines to the nearest hundredth

18. \_\_\_\_\_ Lot acreage to the nearest tenth



19. \_\_\_\_\_ Plan & profile, road locations, type, size, width of R.O.W., paving materials, curbs, sidewalks, catch basins, numbered parking spaces and loading areas, buildings, structures, all utilities, drainage, R.O.W.'s, and easements. Profile shall be at a scale 1':5' vertical and 1":50' horizontal.
20. \_\_\_\_\_ Natural features including existing vegetation, water bodies, etc.
21. \_\_\_\_\_ Open space, buffer zones, recreation areas, municipal and public areas and lands to be conveyed to the Township
22. \_\_\_\_\_ Building floor plan, elevation views and first floor elevation
23. \_\_\_\_\_ Cut and fill limits
24. \_\_\_\_\_ Earthwork summary
25. \_\_\_\_\_ Existing and proposed contours, curb return and spot elevations, location of proposed drainage structures, curbs, swales, berms, guide rails, edge of pavement, sidewalks, parking and loading areas, and handicap accommodations
26. \_\_\_\_\_ Construction details for drainage structures, curb, guide rail, lighting, pavement design, sidewalks, septic system
27. \_\_\_\_\_ Soil erosion and sediment control plan
28. \_\_\_\_\_ Fire protection details including building occupancy, total structure size by volume, height of structure from basement to attic, available water supply, watermain size, flow, hydrant location, distance, proposed fire protection plan, fire lanes, type of occupancy and process
29. \_\_\_\_\_ Environmental impact statement
30. \_\_\_\_\_ Landscape and Lighting Plan
31. \_\_\_\_\_ Drainage plan including: runoff calculations and a map showing drainage areas
32. \_\_\_\_\_ Copies of stream encroachment permit applications, if applicable
33. \_\_\_\_\_ 1 soil log and 1 perc test for each lot
34. \_\_\_\_\_ Copies of protective covenants, deed restrictions or homeowner association documents
35. \_\_\_\_\_ Disclosure Statement
36. \_\_\_\_\_ List of variances, if required