

# *Borough of Flemington*

38 Park Avenue  
Flemington, New Jersey 08822  
Phone [908] 782-8840  
Fax [908] 782-0142  
[www.historicflemington.com](http://www.historicflemington.com)

## **PLANNING BOARD**

### **APPLICATION AND PROCEDURE**

ALL APPLICATIONS ARE TO BE SUBMITTED TO THE BOARD SECRETARY THREE WEEKS PRIOR TO THE MEETING DATE.

MEETINGS ARE NORMALLY HELD THE 2nd AND THE 4th TUESDAY OF THE MONTH AT 7:00 PM (CHECK WITH PLANNING BOARD SECRETARY OR [WWW.HISTORICFLEMINGTON.COM](http://WWW.HISTORICFLEMINGTON.COM) FOR SPECIFIC DATES)

PLEASE SUBMIT ALL PLANS FOLDED TO 9x12  
(SEE SUBMISSION CHECKLIST FOR REQUIRED NUMBER OF SETS)  
APPLICATION WILL NOT BE ACCEPTED IF NOT FOLDED

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PLEASE FIND THE FOLLOWING SUPPLEMENTAL FORMS ON THE WEBSITE  
AT: [www.historicflemington.com](http://www.historicflemington.com)

SUBMISSION CHECKLIST  
W-9

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT FORM

BOROUGH OF FLEMINGTON
38 PARK AVENUE
FLEMINGTON, NEW JERSEY 08822

\*\*\*\*\*
\* The application, with supporting documentation \*
\* must be filed with the Board Secretary and must\*
\* be delivered to the professional for review at \*
\* least (21) business days prior to the meeting \*
\* which the application is to be considered. \*
\*\*\*\*\*

To be completed by Board Secretary

Date Filed \_\_\_\_\_ Application No. \_\_\_\_\_

Planning Board \_\_\_\_\_

Zoning Board of Adjustment \_\_\_\_\_ Application Fees \$ \_\_\_\_\_
Escrow Fee \$ \_\_\_\_\_

Schedule for: Review for Completeness \_\_\_\_\_
Hearing \_\_\_\_\_

\*\*\*\*\*

FOLLOWING MUST BE COMPLETED BY APPLICANT

1. SUBJECT PROPERTY:

Location: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
Dimensions Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_
Zoning District \_\_\_\_\_

2. APPLICANT:

Name \_\_\_\_\_
Address \_\_\_\_\_
Telephone Number \_\_\_\_\_

Applicant is a Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

3. DISCLOSURE STATEMENT:

Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that

disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

**(Attach pages as necessary to fully comply)**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Interest \_\_\_\_\_

**4. If owner is other than the applicant, provide the following information on the Owner(s):**

Owner's  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**5. PROPERTY INFORMATION:**

Restrictions, covenants, easements, association by-laws, existing or proposed on the property:

Yes (Attach copies) \_\_\_\_\_  
No \_\_\_\_\_  
Proposed \_\_\_\_\_

**NOTE: All deed restrictions, covenants, easements, association by-laws, existing and proposed must be submitted for review and must be written in easily understandable English in order to be approved**

Present use of the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All applicants must attach to this application a schedule showing the following information (if applicable): Type of construction (frame, stone, brick, cement, etc.)

Present use of existing building(s) \_\_\_\_\_  
premises. \_\_\_\_\_

Describe any deed restrictions affecting this property. \_\_\_\_\_  
\_\_\_\_\_

Total proposed dwelling units (square footage of each) \_\_\_\_\_  
\_\_\_\_\_

Total proposed professional offices (number and square footage of each) \_\_\_\_\_  
\_\_\_\_\_

Total proposed floor area. \_\_\_\_\_

Total proposed parking spaces. \_\_\_\_\_

A photograph or photographs of land and buildings involved in the application. \_\_\_\_\_

Names and addresses of all expert witnesses proposed to be used.

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

Proof of payment of all taxes due and owing on the premises. (See attached sheet)

A legible plot plan or survey to scale (not less than 1" equals 50 feet) indicating the relation of the existing and/or proposed structure with adjoining property and structures accompanies this application. Scale drawings (of not less than .25" - 1') of the proposed building(s), of the existing structure indicating the changes, alterations or additions contemplated that will be presented at the hearing, if relevant.

**6. APPLICANT'S ATTORNEY** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**7. APPLICANT'S ENGINEER** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**8. APPLICANT'S PLANNING CONSULTANT** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**9. APPLICANT'S TRAFFIC ENGINEER** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**10. List any other Expert who will submit a report or who will testify for the Applicant: (Attach additional sheets as may be necessary)**

Name \_\_\_\_\_

Field of Expertise \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**11. APPLICATION REPRESENTS A REQUEST FOR THE FOLLOWING:****SUBDIVISION:**

\_\_\_\_\_ Minor Subdivision Approval

\_\_\_\_\_ Subdivision Approval (Preliminary)

\_\_\_\_\_ Subdivision Approval (Final)

Number of lots to created \_\_\_\_\_ (including remainder lot)

Number of proposed dwelling units \_\_\_\_\_ (if applicable)

**SITE PLAN:**

\_\_\_\_\_ Minor Site Plan Approval

\_\_\_\_\_ Preliminary Site Plan Approval (Phases if applicable) \_\_\_\_\_

\_\_\_\_\_ Final Site Plan Approval (Phases if applicable) \_\_\_\_\_

\_\_\_\_\_ Amendment or Revision to an Approved Site Plan

Area to be disturbed (square feet) \_\_\_\_\_

Total number of proposed dwelling units \_\_\_\_\_

\_\_\_\_\_ Request for Waiver From Site Plan Review and Approval

Reason for Request: \_\_\_\_\_

\_\_\_\_\_ Informal Review

\_\_\_\_\_ Appeal decision of an Administrative Officer

[N.J.S.40:55-D70a]

\_\_\_\_\_ Variance Relief (hardship) [N.J.S.40:55D-70c(1)]

\_\_\_\_\_ Variance Relief (substantial benefit) [N.J.S40:55D-70c(2)]

\_\_\_\_\_ Variance Relief (use) [N.J.S.40:55D-70d]

\_\_\_\_\_ Conditional Use Approval [N.J.S.40:55D-67]

\_\_\_\_\_ Direct issuance of a permit for a structure in bed of a mapped street, public drainage way, or flood control basin [N.J.S.40:55D-34]

\_\_\_\_\_ Direct issuance of a permit for a lot lacking street frontage [N.J.S. 40:55D-35]

**12. Section(s)**

Section(s) of Ordinance from which a variance is requested.

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**13.** Waivers Requested of Development Standards and/or Submission requirements: (attach additional pages as needed.)

**14.** Attach a copy of the Notice to appear in the official newspaper of the municipality and to be mailed to the owners of all real property, as shown on the current tax duplicate, located within the 200 feet in all directions of the property which is subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

**The publication and the service on the affected owners must be accomplished at least 10 days prior to the date scheduled by the Administrative Officer for the hearing.**

An affidavit of service on all property owners and a proof of publication must be file before the application will be complete and the hearing can proceed.

**15.** Explain in detail the exact nature of the application and the changes to be made at the premises, including the proposed use of the premises: (attach pages as needed)

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**16.** Attach a completed Form A (Feasibility And Allocation Of Public Sewer And Water)

**17.** Have any proposed new lots been reviewed by the Tax Assessor to determine appropriate block and lot numbers?

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**18.** Are any off-tract improvement required or proposed? \_\_\_\_\_

**19.** Is the subdivision to be filed by Deed or Plat? \_\_\_\_\_

**20.** What form of security does the applicant propose to provide as performance and maintenance guarantees?

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**21.** Other approvals which may be required and date plans submitted:

	YES	NO	DATE PLANS SUBMITTED
Raritan Township Municipal Utilities Authority	_____	_____	_____
Hunterdon Co. Health Department	_____	_____	_____
Hunterdon Co. Planning Board	_____	_____	_____
Hunterdon Co. Soil Conservation District	_____	_____	_____
N.J. Dept of Environmental Protection Sewer Extension Permit	_____	_____	_____
Sanitary Sewer Connection Permit	_____	_____	_____
Stream Encroachment Permit	_____	_____	_____
Wetlands Permit	_____	_____	_____
Potable Water Construction Permit	_____	_____	_____
Other _____	_____	_____	_____
N.J. Dept of Transportation	_____	_____	_____
Public Service Electric & Gas Company	_____	_____	_____

**22.** Certification from the Tax Collector that all taxes due on the subject property have been paid.

**23.** List of Maps, Reports and other materials accompanying the application (attach additional pages as required for complete listing).

It is the responsibility of the applicant to mail or deliver copies of the application form and all supporting documents to the members of the professional staff (Engineer, Planning Consultant, Attorney for the Board of which the application is submitted) for their review. The documentation must be received by the professional staff at least twenty-one (21) business days prior to the meeting at which the application is to be considered, otherwise the application will be deemed incomplete. A list of the professional staff is attached to the application form.

**24.** The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the applicant's professionals.

Specify which reports are requested for each of the applicant's professionals or whether all reports should be submitted to the professional listed.

Applicant's	Reports Requested
Professional	

Attorney _____	
Engineer _____	
_____	
_____	

25. I certify that the foregoing statements and the materials submitted are true. I further certify I am the individual application or that I am an Officer of the Corporate applicant and that I am authorized to sign the Application for the Corporation or that I am a general partner of the partnership applicant.

If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

\_\_\_\_\_  
NOTARY PUBLIC

26. I certify that I am the Owner of the property which is the subject of this application, that I have authorized the applicant to make this application and that I agree to be bound by the application, the representations made and the decision is the same manner as if I were the applicant.

**(If the owner is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Signature of Owner

27. I understand that the sum of \$\_\_\_\_\_ has been deposited in an escrow account. In accordance with the



Ordinances of the Borough of Flemington, I further understand that the escrow account is established to cover the cost of professional services including engineering, planning, legal and other expenses associated with the review of submitted materials and the publication of the decision by the Board. Sums not utilized in the review process shall be returned. If additional sums are deemed necessary, I understand that I will be notified of the required additional amount and shall add that sum of the escrow account within fifteen (15) days.

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Signature of Applicant

**FLEMINGTON BOROUGH PROFESSIONAL STAFF**

**SECRETARY:** Eileen Parks

[eparks@historicflemington.com](mailto:eparks@historicflemington.com)

38 Park Ave.

908 782-8840

Flemington, NJ 08822

908 782-0142 (fax)

**ENGINEER:** Van Cleef Engineering/Robert Clerico

[rclerico@vcea.org](mailto:rclerico@vcea.org)

1128 Route 31

908 735-9500

Lebanon NJ 08833

908 735-6364 (fax)

**ATTORNEY:** MYKL Law/Kara Kaczynski

[kara@mykl-law.com](mailto:kara@mykl-law.com)

50 Main Street, Suite 3-A

908-800-7010

Flemington NJ 08822

908 722-7787 (fax)

)

**PLANNER:** Kyle+McManus/Elizabeth McManus

[bmcmanus@kylemcmanus.com](mailto:bmcmanus@kylemcmanus.com)

PO Box 236

609 257-6707

Hopewell NJ 08525

**TRAFFIC:** McDonnough & Rea Assoc/Jay Troutman

[jayt@mratraffic.com](mailto:jayt@mratraffic.com)

105 Elm Street

908 789-7180

Westfield NJ 07090

908-789-7181 (fax)

**THE BOROUGH OF FLEMINGTON  
SEWER UTILITY AND WATER DEPARTMENT  
38 PARK AVENUE, FLEMINGTON, NEW JERSEY 08822**

**FORM A:** PLANNING BOARD APPLICATION FOR REPORT ON FEASIBILITY  
AND ALLOCATION OF PUBLIC SEWER AND WATER

This form must be submitted with the Planning Board application.

Questions related to the completion of the Sanitary Sewer portion of the application should be directed to the Flemington Sewer Collections Supervisor at (908) 782-8578

Questions related to the completion of the Potable Water portion of the application should be directed to the Flemington Water Superintendent at (908) 806-7214

1. APPLICANT

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

1a. OWNER

Name or LLC: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Site emergency contact name and phone number: \_\_\_\_\_

1b. DEVELOPER/ CONTRACTOR:

Company Name: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

Site superintendent contact name: \_\_\_\_\_

Site Superintendent Emergency contact number: \_\_\_\_\_

2. EXISTING USAGE AND PROJECT TO BE SERVICED:

Name of Site: \_\_\_\_\_

Location: \_\_\_\_\_

Portion to be serviced: \_\_\_\_\_

No. Lots: \_\_\_\_\_ Block (s): \_\_\_\_\_ Lot (s): \_\_\_\_\_

**THE BOROUGH OF FLEMINGTON  
SEWER UTILITY AND WATER DEPARTMENT  
38 PARK AVENUE, FLEMINGTON, NEW JERSEY 08822**

Total number of existing sewer units for Block and Lot: Single Family: \_\_\_\_\_ Townhouses: \_\_\_\_\_  
 Apartments: \_\_\_\_\_ Commercial: \_\_\_\_\_ Professional: \_\_\_\_\_ Restaurant: \_\_\_\_\_  
 Existing Building Square Footage: \_\_\_\_\_ Total Existing Restaurant Seating: \_\_\_\_\_  
 Number of existing full time employees: \_\_\_\_\_ Number of existing part time employees: \_\_\_\_\_  
 Number of total proposed full time employees: \_\_\_\_\_ Number of total proposed part time employees: \_\_\_\_\_  
Existing # of total club / studio members: \_\_\_\_\_ Proposed # of total club / studio members: \_\_\_\_\_  
 Total existing sewer laterals by diameter and pipe material that service the block and lot: \_\_\_\_\_  
 \_\_\_\_\_

2a. Size and number of existing water meters: Single Family: \_\_\_\_\_ Townhouses: \_\_\_\_\_  
 Apartments: \_\_\_\_\_ Commercial: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_  
 Type of Use: \_\_\_\_\_ Other: \_\_\_\_\_  
 Size and number of existing water services: \_\_\_\_\_  
 Size and number of proposed water meters: \_\_\_\_\_  
 Apartments: \_\_\_\_\_ Commercial: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_  
 Type of Use: \_\_\_\_\_ Other: \_\_\_\_\_  
 Size and number of proposed water connections: Single Family: \_\_\_\_\_ Townhouses: \_\_\_\_\_

2b. DEMOLITION  
 Are any structures being demolished as part of the project: Yes or No circle one  
 If yes has a demolition permit been completed: Yes or No circle one

2c. Are there any existing utility easements within the block and lot: Yes or No circle one  
 If yes please attach a copy of each

3. PROFESSIONAL ENGINEER DESIGNING WATER / SEWER SYSTEM IF APPLICABLE:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**THE BOROUGH OF FLEMINGTON  
SEWER UTILITY AND WATER DEPARTMENT  
38 PARK AVENUE, FLEMINGTON, NEW JERSEY 08822**

4. DESCRIPTION OF PROPOSED SYSTEMS:

Water: \_\_\_\_\_  
\_\_\_\_\_

Sewer: \_\_\_\_\_  
\_\_\_\_\_

5. SUPPORTING DATA REQUIRED:

A. Water estimated volumes of flow based on N.J.A.C. 7:10-12.6 Average  
Daily Flow Demand: \_\_\_\_\_  
\_\_\_\_\_

B. Linear Feet of Water Main: \_\_\_\_\_

C. Sewer estimated volumes based on N.J.A.C. 7:14A- 23.3 Projected Flow  
Criteria calculation: \_\_\_\_\_  
\_\_\_\_\_

D. Linear Feet of Sewer Main: \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY INFORMATION AND BELIEF. I AM AWARE THAT I AM SUBJECT TO PENALTIES OF LAW IF ANY OF THE INFORMATION IN THIS APPLICATION IS WILLFULLY FALSE.

\_\_\_\_\_  
Signature Date

**DO NOT WRITE BELOW THIS LINE: FLEMINGTON USE ONLY**

Date and Time application received: \_\_\_\_\_

\_\_\_\_\_  
Flemington Water Superintendent Date

\_\_\_\_\_  
Flemington Sewer Collections Supervisor Date

- 
- NO FURTHER ACTION REQUIRED
  - FURTHER REVIEW REQUIRED CONTACT \_\_\_\_\_ FOR ADDITIONAL INFORMATION
  - INCOMPLETE REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ESCROW AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20 ,  
 between \_\_\_\_\_  
 hereinafter referred to as “Applicant”, and the PLANNING OR ZONING  
 BOARD of the Borough of Flemington, hereinafter referred to as “Board”,  
 and the Borough Council of the Borough of Flemington, hereinafter referred  
 to as “Borough”.

WHEREAS, the Board desires to establish an escrow whereby work  
 required to be performed by professionals employed by the Board will be  
 reimbursed by the Applicant as required under the provisions of Ordinance  
 5-82, and

WHEREAS, both parties feel that it is appropriate to reduce this  
 understanding to written form.

WITNESSETH: IT IS Mutually agreed between the two parties  
 that:

### Section 1. PURPOSES:

The Board authorizes its professional staff to review, inspect, report  
 and study all plans, documents, statements, improvements and provisions  
 made by the Applicant in conforming to the requirements of the Ordinance  
 cited and referred to above. The Board directs its professional staff to make  
 all oral and/or written reports to the Board of its conclusions and finding  
 derived from the review, study, investigation and like or similar duties  
 performed as elsewhere authorized. The applicant agrees to pay all  
 reasonable professional fees incurred by the Board for performance of the  
 duties outlined above.

### Section 2. ESCROW ESTABLISHED

Applicant, Board and Borough, in accordance with the provisions of  
 this agreement hereby create an escrow to be established with the Financial  
 Officer of the Borough of Flemington.

### Section 3. ESCROW FUNDED

Applicant by execution of this agreement shall pay to the Borough to be deposited in the depository referred to in Section 2, such sums as are required by Ordinance 5-1982. Execution of this agreement by the Borough acknowledges receipt of the sums referred to under this paragraph.

### Section 4. INCREASE IN ESCROW FUND

If during the existence of the escrow agreement the funds held by the escrow holder shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Board, Applicant shall within fourteen (14) days from date of receipt of written notice deposit additional sums with the escrow holder to cover the amount of the deficit referred to above. The written notice referred to his paragraph shall be sent to: \_\_\_\_\_

Said notice shall be in the form set forth in Schedule 2 of this agreement. Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. This notice required under this paragraph shall be given to the Board.

### Section 5. TIME OF PAYMENT

The professionals referred to in this agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Board for vouchers of amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement.

### Section 6. BOARD OF REVIEW

The Board shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this agreement. Upon making a determination that services have been performed properly, the Board shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Borough. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the escrow holder from the escrow established pursuant to this agreement.

Section 7. APPLICANT'S OBJECTION

The applicant shall have the right to make periodic inspections of the records maintained by the escrow holder to determine the status of the escrow at any point in time. Where the applicant objects to the payment of any voucher from the escrow fund, he shall have the right to appeal, upon three (3) days notice to all professionals, to the Board to determine whether then payment or payments objected to are proper. The standards of review to be utilized by the Board in determining whether said payments are proper, and whether the fees incurred are reasonable and whether the work has been performed properly.

Section 8. INTEREST ALLOCATIONS

Any and all interest would be added if the balance is \$5,000.00 or over, will be added monthly to their escrow account.

**IN WITNESS WHEREOF** the parties hereto have set their hands and seals on this day \_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Borough of Flemington

*Borough of Flemington*

38 Park Avenue  
 Flemington, New Jersey 08822  
 Phone [908] 782-8840  
 Fax [908] 782-0142

This to certify that the Borough of Flemington Property Taxes for

Block      , Lot      , in the name of \_\_\_\_\_

Is paid through

Is not paid with an amount of \$ \_\_\_\_\_ due thru \_\_\_\_\_

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Tax Collector

This to certify that the Borough of Flemington Utility Bills for

Block      , Lot      , in the name of \_\_\_\_\_

Is paid through

Is not paid with an amount of \$ \_\_\_\_\_ due thru \_\_\_\_\_

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Utilities Clerk



## *Borough of Flemington*

38 Park Avenue  
Flemington, New Jersey 08822  
Phone [908] 782-8840  
Fax [908] 782-0142

### REQUEST FOR CERTIFIED LISTS

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

I, \_\_\_\_\_, am requesting a Certified List of

Property Owners within 200 feet of Block \_\_\_\_\_ Lot \_\_\_\_\_

PLEASE CHECK THE FOLLOWING:

Applicant Applying Before:            BOARD OF ADJUSTMENT \_\_\_\_\_

PLANNING BOARD                    \_\_\_\_\_

Applicant requesting List to be:    Mailed                    \_\_\_\_\_

Or

Picked Up                    \_\_\_\_\_

Address:                    \_\_\_\_\_

Phone No.:                    \_\_\_\_\_

A fee of \$10.00 is required – Checks payable to the BOROUGH OF FLEMINGTON

Please mail your request and fee to:

Borough of Flemington  
38 Park Avenue  
Flemington, NJ 08822  
Attn: Tax Assessor

If you have any questions please call:

Assessor: Ed Kerwin on his cell phone: 908-246-4150

NOTICE TO BE PUBLISHED IN OFFICIAL NEWSPAPER  
(ALSO SEND NOTICE TO PROPERTY OWNER LIST)

BOROUGH OF FLEMINGTON  
PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT

TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, at 7:00 p.m.  
a hearing will be held before the Borough (Planning Board) or (Board of Adjustment) at  
the Municipal Building, 38 Park Avenue, Flemington, New Jersey 08822 on the appeal or  
application of the undersigned for a variance or other relief so as to permit:

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

on the premises located at \_\_\_\_\_

\_\_\_\_\_ and designated as Block \_\_\_\_\_ Lot \_\_\_\_\_ on the Flemington Borough Tax Map

The following described maps and papers are on file in the office of the Municipal Clerk  
and are available for inspection.

(Here insert description of documents)

Any interested party may appear at said hearing and participate therein in accordance  
with the rules of the (Planning Board) or (Zoning Board of Adjustment)

\_\_\_\_\_  
(Name of Applicant)

Publication Date: \_\_\_\_\_

(ALSO SEND NOTICE TO PROPERTY OWNERS)

## AFFIDAVIT OF SERVICE

State of New Jersey:

County of \_\_\_\_\_

I, \_\_\_\_\_, of full age, being duly sworn according to law, on his oath deposes and says that he did on \_\_\_\_\_, 20\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property affected by appeal number \_\_\_\_\_ located at \_\_\_\_\_.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon:

(Check if applicable)

- The Clerk of the Borough of Flemington
- County Planning Board
- Utilities as required.
- The Director of the Division of State and Regional Planning
- The Department of Transportation
- The Clerk of Adjoining Municipalities

A copy of said notices are attached hereto and marked "Exhibit A"

Notice was also published in the official newspaper of the municipality as required by law.

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appear on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of the Municipality, which is marked "Exhibit C"

There is also attached a copy of the proof of publication of notice in the official newspaper of the municipality, which is marked "Exhibit D"

Notary Public:

\_\_\_\_\_  
(Signature of Applicant)

Sworn and subscribed to before

me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_