

# SPARTA TOWNSHIP PLANNING BOARD

## APPLICATION CHECKLIST

- Completed application with Applicant's address and phone numbers, signed and notarized. (original and 14 copies)
- Permission to inspect form, signed by the Applicant (14 copies)
- Affidavit of Ownership, signed by the Owner and notarized. (14 copies)
- Two checks payable to Sparta Township: application fee and escrow fee.
- Site plans (14 copies)
- Architectural plans (14 copies)
- Notice to property owners and NJ Herald must be done ten (10) days prior to meeting date.
- Notice of Hearing, Affidavit of Notice, Certified list with receipts and Proof of Publication must be handed in five (5 ) days prior to the meeting.

**PLEASE NOTE: APPLICATIONS MUST BE STAPLED TOGETHER  
AND ALL PLANS MUST BE FOLDED!**

# SPARTA TOWNSHIP PLANNING BOARD APPLICATION

## PRESENTATION GUIDELINES FOR THE APPLICANT

The public presentation to the Board is an important part of the application process. It should be concise, complete and graphically presented. Rendered drawings are strongly encouraged to portray a clear, accurate picture of the proposed development. The drawings included will depend on the complexity of the project.

### RECOMMENDED FORMAT

1. Area Map showing location and orientation of project within the community.
2. Existing Conditions Analysis Plan including circulation, existing structures, site features, topography, wetlands, historic context and other significant concerns as required.
3. Development Plan (14 copies) showing design, intent, and detail of the project including architectural character. A concise and complete discussion of the plan shall address the major issues. The use of rendered plans, sections, profiles and perspectives are recommended for the presentation.
4. The Board will question applicant/experts as required.
5. The meeting will be open to the public.
6. The application will be considered for approval or denial, or continued to the next public meeting. Applications carried for more than two public hearings shall be required to re-notice unless waived by the Board.
7. The sequence of the public hearing is established to make efficient use of available time. Generally, the applicant shall be permitted to make an uninterrupted presentation followed by questions from the Board, Staff and general public.
8. The Board will not schedule special hearings/meetings for application review purposes as a general policy. The typical exception would be special purpose items such as Master Plan, special projects or some other non-application purpose.

**SHOULD YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT THE PLANNING DEPARTMENT AT 973-729-8093.**

**SPARTA TOWNSHIP**  
**LAND DEVELOPMENT APPLICATIONS**  
*Schedule of Fees (as per chapter VIII) effective Dec/2016*

**SITE PLAN APPLICATION**

	<i>Application Fee</i>	<i>Escrow Fee</i>
Preliminary Site Plan	\$500 plus \$25 per 1,000 sq. ft. gross floor area plus \$10 per 1,000 sq. ft. of site disturbance	Same amount as Preliminary Site Plan application fee.
Final Site Plan	1/2 the amount of Preliminary Site Plan	Same amount as application fee
Site Plan Amendment	\$500.00	\$ 1,200.00
Minor Site Plan	\$ 300.00	300.00
Conditional Use	\$ 300.00	300.00
Site Plan Waiver	\$ 50.00	

**SUBDIVISION APPLICATIONS**

	<i>Application Fee</i>	<i>Escrow Fee</i>
Lot Line Adjustment	\$ 250.00	\$ 1,200.00
Minor Subdivision 1 - 3 Lots	\$ 300.00 plus \$ 10.00 per lot	\$ 1,200.00 plus \$ 25.00 per lot
Technical Major Subdivision (Minor with Variances)	\$ 300.00 plus \$ 25.00 per lot	\$ 1000.00 plus \$ 25.00 per lot
Preliminary Major Subdivision	\$ 750.00 plus \$ 25.00 per lot	\$ 2,500.00 plus \$ 50.00 per lot
Final Major Subdivision	\$ 500.00 plus 25.00 per lot	\$ 2,000.00 plus \$ 50.00 per lot
Subdivision Amendment	\$500.00	\$ 1,200.00

**VARIANCES**

Variance	<i>Residential</i>		<i>Retail, Professional, Multi-Family</i>		<i>Industrial</i>	
	Application Fee	Escrow Fee	Application Fee	Escrow Fee	Application Fee	Escrow Fee
A	\$ 100.00	\$ 300.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 500.00
B	100.00	300.00	100.00	500.00	100.00	500.00
C	100.00	300.00	200.00	500.00	200.00	500.00
D	200.00	300.00	500.00	500.00	750.00	750.00

**Additional Fees to the above:**

		<i>Application</i>	<i>Escrow</i>
Undersized Lot	Construction of a single family dwelling on an undersized lot	\$ 100.00	500.00
Extension of Application	Preliminary or Final Subdivision, and Site Plan application	500.00	500.00
Zone Change Request	Request before the Planning Board	500.00	500.00
Special Meetings	Planning Board or Zoning Board of Adjustment	1000.00	1000.00

SPARTA TOWNSHIP PLANNING BOARD

LAND DEVELOPMENT APPLICATION

<b>Type of Application</b> <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Preliminary Major <input type="checkbox"/> Final Major <input type="checkbox"/> Preliminary PD <input type="checkbox"/> Final PD <input type="checkbox"/> Site Plan <input type="checkbox"/> Variance
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Application No: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Approved

Conditionally Approved

Denied

Withdrawn

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

Resolution Adopted: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Received by: \_\_\_\_\_ Fee: \_\_\_\_\_ Escrow: \_\_\_\_\_

Expiration of 45 Day Period to Determine Completeness: \_\_\_\_\_

Certified:  Incomplete \_\_\_\_\_  Complete \_\_\_\_\_ By: \_\_\_\_\_

Expiration of 45/95/120 Day Period to Render

Decision: \_\_\_\_\_

Do Not Write Above This Line

1. Name of Project: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

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

S.S.# or Tax I.D. # \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Name of Representative: \_\_\_\_\_

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

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

4. Name of Owner: \_\_\_\_\_

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

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

(If the application is being made by anyone other than the owner of the property, attach written authorization from the property owner to the Applicant permitting this application to be submitted.)

PLEASE NOTE: Fourteen (14) copies of this application must be submitted.

PLEASE SUBMIT APPLICATION FEE AND REVIEW/INSPECTION ESCROW BY SEPARATE CHECKS EACH PAYABLE TO THE TOWNSHIP OF SPARTA.

5. Plans Prepared By:

P.E. Lic. No: \_\_\_\_\_ Name: \_\_\_\_\_

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

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

L.S. Lic. No.: \_\_\_\_\_ Name: \_\_\_\_\_

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

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

Arch. Lic. No.: \_\_\_\_\_ Name: \_\_\_\_\_

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

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

Landscape Designer: Name: \_\_\_\_\_

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

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

6. Property Description:

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

Block \_\_\_\_\_ Lot \_\_\_\_\_ Tax Map Sheet: \_\_\_\_\_

Size: \_\_\_\_\_

Zone: \_\_\_\_\_

7. Has this property been the subject of any previous application? ( ) Yes ( ) No

( ) Planning Board ( ) Zoning Board of Adjustment

Applicant: \_\_\_\_\_ Application No.: \_\_\_\_\_

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

8. Have property taxes been paid up to date?

( ) Yes (Attach receipts)

( ) No Explanation: \_\_\_\_\_

9. Description of Proposal:

A. Subdivision: Number of New Lots (including remainder): \_\_\_\_\_

Sizes: \_\_\_\_\_

If clustered, indicate gross density as well as size of open space:

\_\_\_\_\_

B. Site Plan: Proposed use: \_\_\_\_\_

( ) New Construction ( ) Addition ( ) Parking Area ( ) Other

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

C. Planned Development: ( ) Residential ( ) Commercial ( ) Industrial

Total Number of Units: \_\_\_\_\_

Unit Types: \_\_\_\_\_ Number: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accessory Uses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Open Space: Total Acreage: \_\_\_\_\_

Active Recreation: \_\_\_\_\_ Passive Recreation: \_\_\_\_\_

Conservation: \_\_\_\_\_ Other: \_\_\_\_\_

D. Proposed Improvements: ( ) Onsite ( ) Offsite ( ) Ontract ( ) Offtract

( ) Roads ( ) Drainage ( ) Other \_\_\_\_\_

E. If any variances are being requested, please identify: \_\_\_\_\_

\_\_\_\_\_

10. Method of Sewage Disposal: \_\_\_\_\_

11. Source of Water Supply: Domestic Consumption: \_\_\_\_\_

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

12. 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

( ) Adjoining Municipality \_\_\_\_\_

( ) Adjoining County \_\_\_\_\_

( ) Other \_\_\_\_\_

**SPARTA TOWNSHIP  
PLANNING BOARD**

**AFFIDAVIT OF OWNERSHIP**

State of New Jersey,  
County of Sussex, ss

\_\_\_\_\_, being of full age, and duly  
Name of Owner

sworn according to law, deposes and says, that they are the owner(s) of

property known as Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ or as

otherwise known as # \_\_\_\_\_.  
Name of Street

\_\_\_\_\_  
Owner's Signature

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

**AUTHORIZATION**

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

*Applicant's Name:* \_\_\_\_\_ is hereby authorized to make the within application before the Planning Board.

Dated \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature



**TOWNSHIP OF SPARTA  
PLANNING BOARD**

NOTICE TO ALL APPLICANTS:

As part of the review process for subdivision and site plan applications, it is often necessary and advisable that various members of the administrative staff, boards and committees visit the property in question. We are hereby requesting your permission to authorize such inspections by the appropriate Township representatives whenever necessary.

Your cooperation will be appreciated. Should you have any problem with this request, please contact the Planning Department, 65 Main Street, Sparta, New Jersey 07871.

PERMISSION GRANTED TO INSPECT PROPERTY:

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OWNER

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DATE

**SPARTA TOWNSHIP PLANNING BOARD**

**LEGAL NOTICE OF HEARING**

This notice is being sent to you, as an owner of property within 200 feet of the subject property for which this application is concerned in accordance with the requirements of the Sparta Township Planning Board.

Please take notice that, on \_\_\_\_\_, 20\_\_\_\_, at 7:30 PM, in the Municipal Building, 65 Main Street, Sparta, New Jersey, the Sparta Township Planning Board will conduct a public hearing in connection with application # \_\_\_\_\_ for \_\_\_\_\_, and concerns property located at (street address) \_\_\_\_\_ Block # \_\_\_\_\_, Lot # \_\_\_\_\_ Zone \_\_\_\_\_.

The applicant proposes to \_\_\_\_\_

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

This includes the following variances:

\_\_\_\_\_

A copy of all plans, maps and other documents which comprise this application are on file and may be reviewed at the Sparta Township Office of the Planning Department, Monday through Friday, during regular business hours. These documents have been filed at least ten days prior to the scheduled public hearing.

\_\_\_\_\_  
APPLICANT or REPRESENTATIVE

**SPARTA TOWNSHIP  
PLANNING BOARD**

**AFFIDAVIT OF NOTICE**

Applicant's Name: \_\_\_\_\_, being of full age,  
and duly sworn according to law, deposes and says, that they are the Applicant(s) in  
a proceeding before the Planning Board in the Township of Sparta, County of Sussex,  
State of New Jersey; and that on \_\_\_\_\_, 20\_\_\_\_, the Applicant  
gave written notice of the hearing for Application # \_\_\_\_\_, Block \_\_\_\_\_,  
Lot(s) \_\_\_\_\_ or the premises known # \_\_\_\_\_.

Name of Street

Notice was given either by personal delivery to the property owner, or by certified mail.

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

**ATTACHED HERETO ARE THE FOLLOWING ITEMS:**

- Copies of the certified registered receipts sent to property owner's within 200 feet
- Sample copy of notice
- Certified 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 prepared by the Tax Assessor of the Municipality
- Copy of publication of notice placed in the newspaper

**THE ABOVE CAPTIONED ITEMS MUST BE FILED AND VERIFIED WITH THE  
PLANNING DEPARTMENT AT LEAST FIVE (5) DAYS PRIOR TO THE MEETING**

\_\_\_\_\_  
Applicant's Signature

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

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

\_\_\_\_\_  
Signature of person who served notices,  
(If other than Applicant)

**ADDENDUM TO APPLICATION FOR DEVELOPMENT BY  
A CORPORATION OR PARTNERSHIP**

**(OWNERSHIP DISCLOSURE STATEMENT)**

Pursuant to N.J.S.A. 40:48.1 et seq., approval will not be granted to an application of any of the following types of development when made by a corporation or partnership unless this form is fully completed and certified to and filed with the appropriate body. Those application for development requiring the filing of this statement are:

- (1) Application for subdivision into six or more lots
- (2) Application for variance to construct multiple dwellings of 25 or more family units
- (3) Approval of a site plan for commercial use

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A. Name and address of corporation or partnership making application.

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B. Name and address of each individual, firm, corporation, or partnership owning 10% or more of the stock of the Applicant corporation, or 10% or more of the interest in the applicant partnership, whichever the case may be.

Name	Address	% Owned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. If a corporation or partnership owns 10% or more of the stock of the Applicant corporation or 10% or greater interest in the Applicant partnership subject to the requirements hereof, set forth the names and addresses of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership as the case may be, and such disclosure as required herein shall be followed by every corporate stockholder or partner in a partnership until the names and addresses of the non-corporate stockholders and individual partners exceeding the 10% ownership criteria established in the Act have been listed.

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Take notice that any corporation or partnership which conceals the names of the stockholders owning 10% or more of its stock, or of the individual partners owning a 10% or greater interest in the partnership, as the case may be, shall be subject to a fine of \$1,000 to \$10,000 which shall be recovered in the name of the municipality in any Court of record in the State in a summary manner pursuant to "The Penalty Enforcement Law" (N.J.S.A. 2A:58-1, et seq.)

I certify that the foregoing statements made by me are true. I understand that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I certify that I am duly authorized to act on behalf of the Applicant corporation or partnership, whichever the case may be.

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Sworn and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_

the year of \_\_\_\_\_

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Notary Public of New Jersey



# The New Jersey Herald

2 Spring Street, P.O. Box 10, Newton, N.J. 07860 (973) 383-1500  
Newsroom Fax: (973) 383-8477 Advertising Fax: (973) 383-9284

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